

**Forest Service Alaska Region
Regional Office
Pre-Workforce Restructuring and Placement System (Pre-WRAPS) Plan**

Introduction

Management of the Forest Service Alaska Region Regional Office and the National Federation of Federal Employees (NFFE) Local 251, hereafter referred to as the Parties, agree to use this Pre-WRAPS Plan (Plan). It is developed under the authority of Forest Service Handbook (FSH) 6109.12 Chapter 20 Section 21.43 and Article 32.1 of the Master Agreement between the NFFE and the Forest Service (FS). The Plan is intended to assist in accomplishing the non-competitive placement of employees into vacant positions in a new organizational structure and help reduce the potential for a Reduction-in-Force (RIF).

• **Organizational Structures:**

Current approved organization charts and the new target organization charts that identify all of the classified positions involved in this Plan appear as Attachment 1 to the Implementation Plan and are also available on the internal FS web page at <http://fsweb.r10.fs.fed.us/transformation/index.shtml>.

Scope and Nature of the Organizational Changes

The unit covered under this Plan is the Regional Office (RO) of the Alaska Region. This Plan covers non-competitive placements in the RO target organization and does not differentiate between bargaining unit RO employees and/or positions and non-bargaining unit RO employees and/or positions.

Goals

The goals of this Plan are:

- To fill permanent, vacant positions within the new RO target organization
- To maximize opportunities for placement of all RO employees
- To minimize impacts to individual employees
- To minimize impacts on accomplishment of work
- To minimize the need to use WRAPS or RIF
- To utilize the Master Agreement, Article 32

Timeframes

This Plan is effective from _____ to _____. This Plan may be modified, extended, or renewed only by mutual agreement of the Parties.

Definitions

1. COMMUTING AREA(s) – Consistent with Article 35, Section 8.d of the Master Agreement, a commuting area is defined as any population center, or two or more neighboring ones, and the surrounding localities in which people can reasonably be expected to travel back and forth daily. The Commuting Area for this Plan is forty-nine miles as measured from the duty station.
2. DIRECT MATCH(ES) – If there is only one employee occupying a position in the current RO organization that is identical or 80% similar to the duties of a position in the RO target organization, the position is “moved” with the incumbent employee into the RO target organization. Positions of the same series, grade, appointment, location and competitive level are considered identical.
3. NON-AFFECTED EMPLOYEE – A RO employee occupying a position that is being moved into the RO target organization through a Direct Match.
4. NON-COMPETITIVE PLACEMENT – Placement actions, as outlined in Article 32.2, and Forest Service Handbook (FSH) 6109.12.20.21.43, that may include: lateral reassignment, repromotion, voluntary changes to a lower grade (with grade and pay retention, as provided herein), and voluntary tour reduction.
5. ONE-FOR-ONE VOLUNTEER – A Non-Affected Employee volunteering for placement when such placement results in the placement of an Affected Employee.
6. AFFECTED EMPLOYEE FOR PRE-WRAPS – A RO employee within the same competitive area and competitive level who is subject to displacement due to the abolishment of his or her position in the target organization, or a position of the same series, grade, appointment, location and competitive level.
7. VACANT POSITION(S) - All remaining positions in the RO target organization that are identified by Management as available to be filled following the completion of the Direct Matches.
8. SELECTING OFFICIAL – The Regional Forester, or his designee.
9. RO TARGET ORGANIZATION – The organization for the RO identified by the Alaska Regional Leadership Team on June 25, 2008 and approved by the Regional Forester.
10. HRL – The Human Resource Liaison designated by Management who is responsible for undertaking the placement activities identified in this Plan.

General Provisions

All positions in the RO target organization that report directly to the Regional Forester or Deputy Regional Forester, and the Regional Aviation Officer, are exempt from this Plan. For

positions where there are no eligible candidates that could come forward through Pre-WRAPS, the Regional Forester, in consultation with the Union can proceed to Merit Promotion.

Affected Employees are automatically eligible for placement under this Plan regardless of whether an employee chooses to indicate an interest in any Vacant Position. Involuntary reassignments shall not be made.

In the event a dispute arises during implementation of this Plan that cannot be immediately resolved, the placement action in dispute shall be suspended until the HRL consults with the Local 251 President, NFFE or designee and the Selecting Official. The Selecting Official retains the right to make the final selection, or to choose not to fill a position, for any placement under this Plan. Any decision not to fill a position will be documented in writing and provided to the employee or Union upon request.

An employee may initiate or voluntarily accept a move to a lower graded position if the move has a positive effect on another employee and/or such action shall assist Management in advancing its objectives and reduce or avoid adverse impacts on employees. For those employees that are placed, pay and grade retention shall be granted as follows: Up to a two-grade reduction for GS-11 positions and below; a single grade reduction for GS-12 through GS-14 positions. Pay and grade shall be retained according to FS policy.

Placement Procedures

Before placement of Vacant Positions begins, Direct Matches of employees to positions (i.e., identical or 80% similar) in the RO target organization shall be made. Direct Matches shall be identified by the HRL, following consultation with the designated representative of Local 251, NFFE. Direct Match positions are carried forward into the RO target organization. Once an employee is placed in the RO target organization through a Direct Match, the employee is no longer subject to this Plan, unless the employee is a One-For-One Volunteer. When there are more RO employees than available positions in the RO target organization in the same series, grade, appointment, location and competitive level, all such positions are subject to the order of placement process identified below.

Identifying Vacant Positions for Placement:

Vacant Positions in the RO target organization that remain after all Direct Matches have been made, including any position that becomes vacant during the life of this Plan for any reason (e.g. retirement, out-placement, transfer), are available for placement under this Plan.

The following are mandatory exceptions as per FSH 6109.12.20, Appendix F:

- Forest Service employees with statutory return rights from military furlough, workers compensation, or international assignment.
- Individuals awarded a position as a result of a complaint or other dispute or granted a position as a settlement depending upon the authority of the deciding official override OPM regulations, USDA guidance, or Forest

Service policy AKA: “non-discretionary action directed by a qualified legal or administrative body.”

- Forest Service employees who were previously given a directed reassignment (via WRAPS) who still have return rights if his/her former position is being re-established. Return rights expire after two years of the directed reassignment.

Posting Vacant Positions:

Vacancies for positions in the RO target organization shall be posted on the FS internal Transformation Station-Alaska web page at <http://fsweb.r10.fs.fed.us/transformation/index.shtml> Vacancy announcements shall be posted on the web page for at least fourteen (14) days. When these jobs are posted on the web, the HRL will email notice to all RO employees.

Indicating Interest in Vacant Positions:

Affected Employees for Pre-WRAPS and One-For-One Volunteers may indicate an interest in a Vacant Position for which they qualify for Non-Competitive Placement by submitting a Pre-WRAPS Information Sheet (Attachment A), which allows employees to identify up to six Vacant Positions he or she will consider for Non-Competitive Placement. If indicating an interest for more than one Vacant Position, the employee must rank the order of preference. For each Vacant Position that an employee indicates an interest, a biographical sketch (Form AD-779, Attachment B) must be submitted as directed in the posted vacancy announcement. Employees indicating an interest in a Vacant Position in a series other than his or her current position must also submit a resume and copy of transcripts as directed in the posted vacancy announcement

Matching to Vacant Positions:

The HRL, working closely with Management and the designated representative of Local 251, NFFE, is responsible for reviewing employee qualifications and recommending a candidate pool in accordance with the placement criteria outlined in this Plan. The Selecting Official retains the right to make the final decision on placements or not to fill a Vacant Position.

Offering of Vacant Positions:

Offers of placement shall be made formally through an employee’s RO Director, or designee, and by personal contact. E-mails and voice mail messages are not acceptable. Employees shall be allowed five (5) working days from the receipt of a job offer to accept or decline the position. A failure to respond will be treated as a declination. A proposed effective date of the reassignment shall be identified at the time the job offer is made. Final details of the effective date of the reassignment shall be negotiated among the employee, the employee’s current RO Director, and, if applicable, the employee’s new RO Director, but shall not exceed sixty (60) days. If an employee expects to be absent during the time period when placement offers are made, it is the employee’s responsibility to provide contact information to receive job offers.

Order of Placement

The following order of placement shall be used when placing RO employees into Vacant Positions:

1. Affected Employee for Pre-WRAPS at the same series, grade, appointment, location, competitive level and commuting area as the Vacant Position. Vacancies with multiple duty stations shall be considered the same commuting area.
2. Affected Employee for Pre-WRAPS at the same series, grade, appointment and commuting area, but outside the competitive level, who is able to meet the qualifications and be successful within one (1) year of placement in the Vacant Position.
3. One-For-One Volunteer in the same commuting area as the Vacant Position.
4. Service computation date for leave (SCD) shall be used as a tie breaker in any situation (most service placed first).

Communication

This Plan and any supporting documentation and information shall be made available to all employees and shall be placed on the FS internal web page Transformation Station - Alaska at <http://fsweb.r10.fs.fed.us/transformation/index.shtml>. Results of placement actions made under this Plan shall also be available to all employees via the web page.

Oversight and Monitoring:

The Parties shall jointly monitor the execution of this Plan during implementation.

Approved By:



Dennis E. Bschor
Regional Forester
Date: 8/6, 2008



Barney Freedman
R10 RVP
Date: 8/6/2008, 2008

**REGIONAL OFFICE, R-10
PRE-WRAPS INFORMATION SHEET**

The information in this sheet shall be used to assist in the placement of employees covered under the Pre-WRAPS Plan. Please keep a copy for your records.

Employee Name (please print legal name)_____

Lotus Notes Email Address (example: sbear@fs.fed.us):_____

Contact Phone Number (including area code):_____

Identify the Vacant Position(s) you are willing to consider for Non-Competitive Placement in order of preference. Please identify the positions by the assigned vacancy announcement number.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

4th Choice: _____

5th Choice: _____

6thChoice: _____

For **each** Vacant Position you have identified, submit a biographical sketch (Form AD-779). If you are indicating an interest in a position in an occupational series different from your current position, you must also submit a resume and transcript with your biographical sketch.

Are you willing to accept less than full-time tour of duty? YES_____ NO _____

Are you willing to accept a voluntary change to a lower grade? YES_____ NO _____

If YES, what is the lowest grade you are willing to accept? GS-_____

Employees Signature:_____ Date:_____

Please return this form to [Deb Hallek, dhallek@fs.fed.us or via FAX (907) -743-9479. If submitting via fax, alert Deb by e-mail that the fax has been sent by [ENTER DATE]