

**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

3350.2C CHG 1

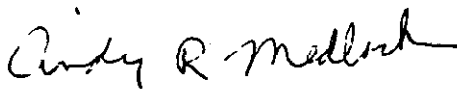
2/7/96

SUBJ: STAFFING ADJUSTMENTS AND REDUCTION IN FORCE

1. **PURPOSE.** This change transmits revised pages to Chapter 1, General, and a revised Appendix 4, Competitive Areas for FAA Washington Headquarters.
2. **EXPLANATION OF CHANGES.** This change:
  - a. Modifies the agency's guidelines to include that no reduction in force action will be taken on the basis of sexual orientation.
  - b. Retitles and replaces Appendix 4, Competitive Areas for FAA Washington Headquarters, to reflect the reorganization along the lines of business.
3. **DISPOSITION OF TRANSMITTAL.** After filing the attached pages, this transmittal should be retained.

**PAGE CONTROL CHART**

Remove Pages	Dated	Insert Pages	Dated
5 and 6	10/17/94	5	10/17/94
		6	2/7/96
Appendix 4 (pages 1 thru 6)	10/17/94	Appendix 4 (pages 1 thru 10)	2/7/96

  
Cindy Medlock  
Acting Director of Human  
Resource Management, AHR-1

r. Retreat Right. The right of an employee to be assigned to an available position occupied by another employee with lower retention standing in the same subgroup in a different competitive level (see paragraph 43c(3)).

s. Rounds of Competition. The different stages of competing for retention. In the first round of competition, employees compete to stay in the competitive level. In the second round of competition, employees compete for assignment to positions in different competitive levels. Should a reduction in force occur within the excepted service, the agency will extend second round competition to these employees. (Reference DPM Supplement 351-1, S5-10a(3).)

t. Service Computation Date (SCD). A date, either actual or constructed, used to determine benefits which are based on how long a person has been in the Federal service.

u. SCD-RIF (also known as service date or adjusted SCD). The date used to determine an employee's retention standing or seniority in a reduction in force. The SCD-RIF includes credit for the years, months, and days of the employee's creditable service (civilian and military) plus an additional number of years of credit based on the average of the three most recent annual performance ratings of record received during the 4-year period prior to the date of issuance of the RIF notice.

v. Severance Pay. Pay that is given to employees who are involuntarily separated from Federal service and who meet the eligibility requirements specified in subchapter 7 of FPM chapter 550, Pay Administration (General), and chapter 6, Severance Pay, and appendix 2. Reduction in force is not the only involuntary action that could entitle an employee to severance pay. Also reference 5 CFR 550, subpart G.

w. Surplus. Positions or functions that have been identified as excess to the needs of an organization. Actions that can be taken to eliminate or reduce the number of surplus positions are referenced in chapter 3, Procedures for Effecting Staff Reductions. Attempts must be made to absorb the surplus within the immediate organization before seeking placement assistance from other organizations and using RIF procedures.

x. Thirty Percent Disabled Veteran. A preference eligible employee with a compensable service-connected disability of 30 percent or more.

y. Transfer of Function. The transfer of the performance of a continuing function from one competitive area and its addition to one or more other competitive areas or the movement of the competitive area in which the function is performed to another local commuting area. However, if the function involved is virtually identical to functions already being performed in the other competitive area(s), the action does not constitute a transfer of function.

z. Volunteer. An employee who is willing to accept an in-grade reassignment or change to lower grade in another employing jurisdiction or competitive area, and whose selection would reduce the surplus within a competitive level, thereby reducing the need for a reduction in force.

6. SCOPE. This order applies to FAA employees. However, if there is a negotiated agreement in effect for bargaining unit employees, the provisions in the negotiated agreement takes precedence provided they are not in conflict with the law and applicable agency procedures.

7. GUIDELINES.

a. When the number of employees in any organization or occupation must be reduced, management shall make every reasonable effort to place surplus employees in other jobs or regions of the agency with the least possible interruption to their careers and personal lives.

b. Separation of employees by RIF shall take place only after all reasonable alternative actions have failed to solve the surplus problem. The RIF procedure shall be conducted in a fair and equitable manner without regard to race, color, religion, sex, age, national origin, marital status, political affiliation, physical handicap, participation or non-participation in a labor organization, personal favoritism, or sexual orientation. When conducting a RIF, the provisions of this order shall be used, in conjunction with, FPM Supplement 351-1, Reduction in Force, Departmental guidance, and union agreements, if applicable.

c. Some of the alternatives to conducting a RIF are: attrition, hiring freeze, promotion freeze, separation of employees on time-limited appointments and other noncompeting employees; reimbursable details, encouragement of voluntary LWOP or change from full-time to part-time work schedule, or furlough rather than separation (only if it is likely that the employee can be recalled to work within a year).

**COMPETITIVE AREAS FOR FAA WASHINGTON HEADQUARTERS**

\* This appendix specifically defines the competitive areas for Washington headquarters for reduction in force (RIF) purposes and clearly defines the Washington, D.C. commuting area. The provisions of this appendix do not apply to career appointees in the Senior Executive Service. In accordance with 5 CFR 359, Subpart F, they are covered under different agency procedures governing RIF. Reference DPM Supplement 920-1, Appendix J.

**I. Definition of Washington, D.C. Commuting Area**

The Washington, D.C. commuting area is defined as within a 35-air mile radius from the Washington headquarters building. This includes those headquarters employees located at Dulles airport and most of the outlying duty locations, including Hangar 6. The competitive areas for those headquarters employees located in other outlying geographic locations specified in section III below are in separate competitive areas within the respective commuting areas.

**II. FAA Washington Headquarters Competitive Areas**

<u>Agency Codes</u>	<u>Organizations</u>
WA01	Office of the Administrator, AOA Office of the Deputy Administrator, ADA
WA02	Office of Government and Industry Affairs, AGI
WA03	Office of Public Affairs, APA
WA04	Office of Civil Rights, ACR
WA05	Associate Administrator for Administration, AAD Office of Business Information and Consultation, ABC Office of Financial Services, ABA Office of Human Resource Management, AHR
WA06	Office of the Chief Counsel, AGC
WA07	Associate Administrator for Airports, ARP Office of Airport Planning and Programming, APP Office of Airport Safety and Standards, AAS
WA08	Assistant Administrator for System Safety, ASY

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Agency  
Codes

Organizations

\* WA09 Associate Administrator for Civil Aviation Security, ACS  
Office of Civil Aviation Security Intelligence, ACI  
Office of Civil Aviation Security Operations, ACO  
Office of Civil Aviation Security Policy and Planning, ACP

WA10 Assistant Administrator for Policy, Planning, and International Aviation, API  
Office of Aviation Policy and Plans, APO  
Office of Environment and Energy, AEE  
Office of International Aviation, AIA

WA11 Associate Administrator for Air Traffic Services, ATS  
Air Traffic Service, AAT (includes ATH/ATM/ATP/ATR/ATZ)<sup>6</sup>  
Office of System Capacity and Requirements, ASC  
Office of Independent Operational Test and Evaluation, ATQ-1 (Wash. DC only)

WA12 Airway Facilities Service, AAF  
(incl. ANS/AOP/AOS/ASR/ALM/AFZ)<sup>7</sup>

WA13 Associate Administrator for Regulation and Certification, AVR  
Aircraft Certification Service, AIR  
Flight Standards Service, AFS<sup>3</sup>  
Office of Rulemaking, ARM  
Office of Aviation Medicine, AAM  
Office of Accident Investigation, AAI

WA14 Associate Administrator for Research and Acquisitions, ARA  
Office of Acquisitions, ASU<sup>8</sup>  
Office of Air Traffic Systems Development, AUA  
Office of Aviation Research, AAR  
Office of Communications, Navigation, and Surveillance Systems, AND  
Office of Information Technology, AIT  
Office of System Architecture and Program Evaluation, ASD

WA15 Office of Commercial Space Transportation, AST

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\* III. Other Washington Headquarters Competitive Areas.

Listed below are other Washington headquarters organizations that are in different competitive areas for RIF purposes:

<u>Code</u>	<u>Air Traffic</u>	<u>Location</u>
SWZZ	ATH-130	Ft. Worth, TX
NM81	ATH-140	Seattle, WA
SO5J	ATH-150	Atlanta, GA
WA62	ATM-410B	Langley AFB, VA
WA60	ATM-410 (Randolph)	San Antonio, TX
WAA2	ATM-410D	Tinker AFB, OK
WA63	ATM-410E	Norfolk, VA
WAA3	ATM-410F	Peterson AFB, CO
WAA4	ATM-410H	Tyndall AFB, FL
WAA5	ATM-410I	Griffis AFB, NY
WA64	ATM-410J	McChord AFB, WA
WA25	ATM-410L	Riverside, CA
MH10	ATZ-400	Oklahoma City, OK

<u>Code</u>	<u>Airway Facilities</u>	<u>Location</u>
WA38	AAF-20/22	Atlanta, GA
WA58	AAF-21	Dallas/Ft. Worth, TX
CT07	AOS-30/300/400/500	Atlantic City, NJ
CT09	AOS-300	Fremont, CA
CT10	"	Palmdale, CA
CT11	"	Longmont, CO
CT12	"	Hilliard, FL
CT15	"	Indianapolis, IN
CT16	"	Olathe, KS
CT17	"	Farmington, MN
CT19	"	Albuquerque, NM
CT35	"	Islip, NY
CT20	"	Oberlin, OH
CT21	"	Memphis, TN
CT25	"	Salt Lake City, UT
WA12 (ACT)	"	Leesburg, VA <sup>7</sup>
CT27	"	Auburn, WA
CT14	AOS-300/400	Hampton, GA
CT18	AOS-300/400	Nashua, NH
CT22	AOS-300/400	Fort Worth, TX
CT23	AOS-300/400	Houston, TX
CT29	AOS-300/400	Aurora, IL
CT36	AOS-400	Norfolk, VA
WA12 (ACT)	"	Arlington, VA <sup>7</sup>
CT31	"	Watkins, CO *

*	<u>Code</u>	<u>Airway Facilities</u>	<u>Location</u>
	CT32	"	San Diego, CA
	CT33	"	Miramar NAS, CA
	MH12	AOS-200	Oklahoma City, OK
	MH25	AVN-1/2/20/100/200-280 AVN-300 (except AVN-311-316) OKC FIO (Oklahoma City Flight Inspection Office) IFIO (International Flight Inspection Office)	Oklahoma City, OK
	MH13	AVN-311 (Line Station Maintenance Section) ACY FISO (Atlantic City Flight Inspection Satellite Office) ACY PROC (Atlantic City Procedures Office) AVN 324 (Quality Control Section)	Atlantic City, NJ
	MH14	AVN-312 (Line Station Maintenance Section) ANC FISO (Anchorage Flight Inspection Satellite Office) ANC PROC (Anchorage Flight Procedures Office) AVN-324 (Quality Control Section)	Anchorage, AK
	MH15	AVN-200 (Atlanta Flight Operations Branch only) AVN-313 (Line Station Maintenance Section) ATL FIO (Atlanta Flight Inspection Office) ATL FPO (Atlanta Flight Procedures Office) ATL PROC (Atlanta Procedures Office) AVN-324 (Quality Control Section)	Atlanta, GA
	MH16	AVN-200 (Atlanta Flight Operations Branch only) AVN-314 (Line Station Maintenance Section) BTL FIO (Battle Creek Flight Inspection Office) BTL PROC (Battle Creek Flight Procedures Office) AVN-324 (Quality Control Section)	Battle Creek, MI
	MH17	AVN-315 (Line Station Maintenance Section) HNL FISO (Honolulu Flight Inspection Satellite Office) AVN-324 (Quality Control Section)	Honolulu, HI

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*	<u>Code</u>	<u>Airway Facilities</u>	<u>Location</u>
	MH18	AVN-200 (Sacramento Flight Operations Branch only) AVN-316 (Line Station Maintenance Section) SAC FIO (Sacramento Flight Inspection Office) SAC PROC (Sacramento Procedures Office) AVN-324 (Quality Control Section)	Sacramento, CA
	MH19	NYC FPO (New York Flight Procedures Office)	Jamaica, NY
	MH20	BOS FPO (Boston Flight Procedures Office)	Burlington, MA
	MH21	SEA FPO (Seattle Flight Procedures Office)	Seattle, WA
	MH22	FTW FPO (Fort Worth Flight Procedures Office)	Fort Worth, TX
	MH23	CHI FPO (Chicago Flight Procedures Office)	Des Plaines, IL
	MH24	MKC FPO (Kansas City Flight Procedures Office)	Kansas City, MO
	MH26	LAX FPO (Los Angeles Flight Procedures Office)	Hawthorne, CA

<u>Code</u>	<u>Aircraft Certification</u>	<u>Location</u>
WA66	AIR-100/130 (ANM-103N/105N/106N/107K/107W)	Renton, WA
WA20	AIR-100	Hawthorne, CA
WA21	AIR-100 (ANM-101N/102N/104N)	Long Beach, CA
WA43	AIR-200 (ANE-100)	Burlington, MA
WA29	AIR-230	Windsor Locks, CT
WA74	AIR-400	Brussels, Belgium

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<u>Code</u>	<u>Flight Standards</u>	<u>Location</u>
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WA40	AFS-4	Scott AFB, IL
WA65	AFS-6/60.9R/200	Renton, WA
WA53	AFS-30	Garden City, NY
WA59	AFS-60.1A	Ft. Worth, TX
WA46	AFS-60.38	Kansas City, MO
WA26	AFS-60.2R	Long Beach, CA
WAA1	AFS-60.7L	Burlington, MA
WA24	AFS-200	Riverside, CA
MH08 (AWA)	AFS-400	Oklahoma City, OK <sup>4</sup>
MH08	AFS-421/600/700	Oklahoma City, OK
SO6J	AFS-205	College Park, GA
SO9J	AFS-205	St. Ann, MO
SO2K	AFS-205	Coraopolis, PA
SO8J	AFS-205	Minneapolis, MN
SO3K	AFS-205	Dallas, TX
WA65 (ASO)	AFS-205	Renton, WA <sup>1</sup>
SO5K	AFS-205	Los Angeles, CA
SO7J	AFS-205	Louisville, KY
MH08 (ASO)	AFS-205	Oklahoma City, OK <sup>4</sup>

<u>Code</u>	<u>Civil Aviation Security</u>	<u>Location</u>
WA57	ACI-300	El Paso, TX
WA50	ACO-70	Atlantic City, NJ
CE97 (AWA)	ACO-300	Overland, MO <sup>9</sup>
CE97 (AWA)	ACO-210	St. Louis, MO <sup>9</sup>
EA09 (AWA)	ACO-210	Baltimore, MD <sup>9</sup>
EA09 (AWA)	ACO-210	Washington, DC <sup>9</sup>
EA09 (AWA)	ACO-210	Chantilly, VA <sup>9</sup>
GL09 (AWA)	ACO-210	Chicago, IL <sup>9</sup>
GL1B (AWA)	ACO-210	Detroit, MI <sup>9</sup>
NE46 (AWA)	ACO-210	Boston, MA <sup>9</sup>
NM78 (AWA)	ACO-210	Seattle, WA <sup>9</sup>
NM08 (AWA)	ACO-210	Denver, CO <sup>9</sup>
SO15 (AWA)	ACO-210	Miami, FL <sup>9</sup>
SO18 (AWA)	ACO-210	Atlanta, GA <sup>9</sup>
SO16 (AWA)	ACO-210	Orlando, FL <sup>9</sup>
SW85 (AWA)	ACO-210	Dallas, TX <sup>9</sup>
SW95 (AWA)	ACO-210	Houston, TX <sup>9</sup>
WP99 (AWA)	ACO-210	San Francisco, CA <sup>9</sup>
WP2A (AWA)	ACO-210	Honolulu, HI <sup>9</sup>
WP98 (AWA)	ACO-210	Los Angeles, CA <sup>9</sup>
WA32	ACS-30	Miami, FL
WA79	ACS-30	Paris, France
WA78	ACS-30	Copenhagen, Denmark
WA94	ACS-30	London, England *

<u>Code</u>	<u>Civil Aviation Security</u>	<u>Location</u>
* WA91	ACS-30	Madrid, Spain
WA70	ACS-30	Sydney, Australia
WA93	ACS-30	Bangkok, Thailand
WA82	ACS-30	Tokyo, Japan
WA69	ACS-30	Buenos Aires, Argentina
WA89	ACS-30	Singapore, Singapore
WA87	ACS-910	Dakar, Senegal
WA80	ACO-930	Rome, Italy
WA73	ACS-30/ACO-900/910/920	Brussels, Belgium
WA99	ACS-30/ACO-940	Frankfurt, Germany
WA71	ACO-960/ACS-30	Vienna, Austria
WA72	ACO-950/ACS-30	Manama, Bahrain
MH07	AMA-700	Oklahoma City, OK

<u>Code</u>	<u>Aviation Medicine</u>	<u>Location</u>
MH09	CAMI	Oklahoma City, OK

<u>Code</u>	<u>Other International Offices++++</u>	<u>Location</u>
WA47	AEU-1 (AAR-300)	Brussels, Belgium
WA90	APC-1 (AAR-300)	Singapore, Singapore
WA75	AEU-1/3/500	Brussels, Belgium
WA81	EUROM-1	Rome, Italy
WA84	EUMOS-1	Moscow, Russia
WA85	EUJID-1	Jiddah, Saudi Arabia
WA88	EUDAK-1	Dakar, Senegal
WA92	EUSP-1	Madrid, Spain
WA95	EULON-1	London, United Kingdom
WA76	ALC-1	Rio De Janeiro, Brazil
WA77	APC-1	Beijing, China
WA83	APC-1	Tokyo, Japan
WA86	AEURY-1	Riyadh, Saudi Arabia
WA90	APC-1	Singapore, Singapore
WA34	EUPAR-1	Paris, France

<u>Code</u>	<u>Other Organizations</u>	<u>Location</u>
WA16	ABA-320	Anchorage, AK
MH11	AAD-30	Oklahoma City, OK
WA23	AAR-100/200	Moffet Field, CA
CT01 (AWA)	AAR-200	Atlantic City, NJ <sup>2</sup>
WA61	AAR-200	Hampton, VA
CT01	AAR-400/500	Atlantic City, NJ <sup>2</sup> *

<u>Code</u>	<u>Other Organizations</u>	<u>Location</u>
WA68	ADA-20A	Martinsburg, W. Va.
WA39	ADA-20B	Hampton, GA
WA27	ADA-20C	Longmont, CO
WA35	AGC-10	Orlando, FL
WA19	AGC-400	Hawthorne, CA
WA48	AHR-22	Las Vegas, NV
WA55	AHR-22	Oakland, CA
WA33	ALC-1	Miami, FL
WA17	AIA-1	Anchorage, AK
WA36	AHR-20/23/24 (CMD)	Palm Coast, FL
WA31	AND-200/ASU-220	Melbourne, FL
WA67	AND-200/AUA-200	Seattle, WA
WA18	ASU-200	Phoenix, AZ
WA30	ASU-220	Clearwater, FL
WA37	ASU-220	Sarasota, FL
WA41	ASU-220	Ft. Wayne, IN
WA44	ASU-220	Waltham, MA
WA51	ASU-220	Moorestown, NJ
WA56	ASU-220	Paoli, PA
WA28	ASU-230	Norwalk, CT
WA42	ASU-230	Boston, MA
WA97	ASU-230	Towson, MD
WA52	ASU-230	Pomona, NJ
WA54	ASU-230	Ronkonkoma, NY
WA22	ASU-240	Los Angeles, & Santa Fe Springs, CA
WA45	ASU-240	Kansas City, MO
WA96	ASU-240	Baltimore, MD
CT04	ATQ-2	Atlantic City, NJ

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IMPORTANT NOTES  
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- 1 Should a RIF occur within this competitive area, AWA will conduct the RIF on behalf of Flight Standards since it services the majority of the employees that make up this competitive area. ASO is the other HRMD involved and should provide AWA with the pertinent information.
- 2 ARA-1 wants all of its employees who are physically located at the FAA Technical Center to compete in the CT01 competitive area in the event of a RIF. Since ACT-110 services the majority of the employees, it will conduct the RIF on ARA's behalf. AHR-19 should provide ACT-110 with the pertinent information necessary on the few employees that it services.
- 3 Includes those Washington headquarters (AFS) employees located at Chantilly, VA/Dulles Airport, VA.
- 4 While three different human resource management divisions service these AWA organizations, the employees are in the same competitive area in the event of a reduction in force. ASO-10 services the AFS-205 organization, AHR-19 services the AFS-400, and AMH-200 services the AFS-421/600/700 organizations where the majority of the employees are located. AMH-200 will conduct the RIF on behalf of the Flight Standards organization and the other HRMD's should provide the necessary employee information.
- 5 The FAA has a program where it extends administrative return rights to employees who accept special assignments in certain domestic, foreign, or overseas locations for a specific period of time. The employees, then, are not considered permanent members of the organization or region to which they may be assigned. Their return rights are to anywhere in the parent organization and the region from which they came. In the event of a reduction in force, their options are described in paragraph 31d(10) of the RIF order.
- 6 The AAT employees located in Chantilly and Herndon, Va are included in this competitive area.
- 7 The AAF employees in Herndon, Va. are included in this competitive area. This competitive area also includes the AOS employees who may be serviced by other human resource management divisions, but who fall within the Washington, DC metropolitan commuting area. In the event of a RIF, these employees are in the same competitive area and arrangements should be made among the different HRMD's to ensure that all pertinent information is submitted to whichever HRMD has the lead in conducting the RIF.

- \* 8 The ARA employees located in Linthicum Heights, Md., Manassas, Va., Rockville, Md., Sterling, Va., and Gaithersburg, Md. are included in this competitive area.
- 9 ACS-1 wants the AWA employees, for the most part, who are colocated with other ACS regional or field employees to compete together for RIF purposes. Any exceptions are noted. The parenthetical regional code indicates which HRMD provides the personnel servicing and would be responsible for ensuring that the region conducting the RIF has the necessary information for inclusion.
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