



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5001

IN REPLY REFER TO:

StaO 12351.1A
3BF:ac
22 Apr 1988

STATION ORDER 12351.1A

From: Commanding Officer
To: Distribution List

Subj: Reduction in Force

Ref: (a) FPM Chapter 351 (NOTAL)
(b) CPI 351 (NOTAL)

Encl: (1) Normal Lines of Progression for Federal Wage System
Employees

1. Purpose. To publish policy guidance for reduction-in-force procedures for Marine Corps Air Station, Yuma, Arizona.

2. Cancellation. StaO 12351.1

3. Discussion

a. Change in priorities, lack of funds, decrease in work, or reorganization may require a federal agency to undergo a reduction-in-force (RIF). A RIF may be initiated at any level of the government, but it is ultimately the Commanding Officer's decision as to which positions will be affected.

b. The competitive area for reduction in force includes all appropriated fund employees paid by Marine Corps Air Station, Yuma, Arizona.

c. During a RIF, some air station employees will be displaced, laid-off, demoted, or furloughed for more than 30 consecutive calendar days. The determination as to which individuals are affected is based on their current standing on a retention register.

d. Employees are listed on a retention register in groups according to their competitive level (i.e., pay plan, series or type of work, and grade). Employees within competitive levels are listed in descending order according to tenure, veterans' preference and length of service augmented by performance credit.

e. The enclosure has the established normal lines of progression for Federal Wage System employees. Where there is no line of progression to a particular series and grade level, it is possible for an employee to displace another employee who is holding a position that is three grades lower. For an example, a WG-10 employee in a position with no line of progression could possibly displace a WG-7 employee.

4. Policy

a. It is management's sole responsibility to determine what positions are necessary, when it is necessary to reduce personnel, and to what extent reductions will be made. Whether a RIF is contemplated or in process, management still has the responsibility and authority to remove, demote, or reassign an employee whose conduct or performance does not promote the efficiency of the service.

b. If a RIF is conducted, employees will be released or displaced from their competitive level starting with the employee with the lowest standing within the group.

5. Action. RIF actions will be taken per references (a) and (b) as amplified by this Order.

6. Applicability. This order is applicable to appropriated fund employees paid by Marine Corps Air Station, Yuma, Arizona.


W. H. HANSEN
By direction

DISTRIBUTION: C

NORMAL LINES OF PROGRESSION FOR FEDERAL
WAGE SYSTEM EMPLOYEES

<u>Title</u>	<u>Series and Grade</u>	<u>Progression</u>
Electronics Mechanic	WG-2604-11	None
Electronics Integrated Systems Mech (EISM) Gen Foreman	WS-2610-15	WS-2610-12 WS-2610-10 WG-2610-12
EISM Foreman	WS-2610-12	WS-2610-10 WG-2610-12
EISM Foreman	WS-2610-10	WG-2610-12
EISM	WG-2610-12	None
Electrician Foreman	WS-2805-10	WD-2805-8 WG-2805-10
Planner & Estimator (Electrical)	WD-2805-8	WG-2805-10
Electrician	WG-2805-10	None
Electrician (HV)	WG-2810-10	WG-2810-8
Electrician (HV)	WG-2810-8	None
Machinist	WG-3414-10	None
Asphalt Worker	WG-3653-7	None
Welder	WG-3703-10	None
Sheet Metal Mechanic	WG-3806-10	None
Mobile Equipment Metal Mechanic	WG-3809-10	None
Painter	WG-4102-9	None
Plumber	WG-4206-9	None
Woodworker	WG-4604-8	None
Planner & Estimator (Carpenter)	WD-4607-8	WG-4607-9
Carpenter	WG-4607-9	None
Pest Controller	WG-5026-9	None

ENCLOSURE (1)

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<u>Title</u>	<u>Series and Grade</u>	<u>Progression</u>
Air Conditioning & Heating Equipment Repair Inspector	WG-5301-10	None
Planner & Estimator (Air Conditioning Equipment)	WD-5306-8	WG-5306-10 WG-5306-5
Air Conditioning Equipment Mechanic	WG-5306-10	WG-5306-5
Air Conditioning Equipment Mechanic Helper	WG-5306-5	None
Planner & Estimator (Boiler Plant Equipment)	WD-5309-8	WG-5309-10 WG-5309-5
Boiler Plant Equipment Mechanic	WG-5309-10	WG-5309-5
Boiler Plant Equipment Mechanic Helper	WG-5309-5	None
Powered Support Systems Mechanic	WG-5378-10	None
Utility Systems Operator	WG-5406-9	None
Gas Plant Operator	WG-5433-8	None
Portable Equipment Operator	WG-5478-6	None
Crane Operator	WG-5725-9	None
Engineering Equipment Operator	WG-5716-8	None
Transportation Equipment Maintenance Foreman	WS-5801-10	WG-5823-11 WG-5823-10 WG-5806-5
Shop Materials Controller (Gen)	WG-5801-9	None
Housing Maintenance Inspector	WG-4701-10	None
Maintenance Foreman	WS-4701-9	Dependent on specific occupational series
Public Works General Foreman	WS-4701-14	WS-4701-10 WD-8 WN-7

ENCLOSURE (1)

<u>Title</u>	<u>Series and Grade</u>	<u>Progression</u>
Public Works Foreman	WS-4701-10	WD-8 WN-7 WG-10
Shop Materials Controller	WG-4701-9	None
Supervisor Planner & Estimator (General)	WN-4701-7	WD-8
Maintenance Mechanic	WG-4749-9	WG-4749-8 WG-4749-5
Maintenance Worker	WG-4749-8	WG-4749-5
Maintenance Mechanic Helper	WG-4749-5	None
Locksmithing	WG-4804-9	None
Heavy Mobile Equipment Mechanic	WG-5803-10	None
Mobile Equipment Servicer	WG-5806-5	None
Automotive Equipment Repair Inspector	WG-5823-11	WG-5823-10
Automotive Mechanic	WG-5823-10	None
Warehouse Worker Foreman	WS-6907-6	WL-6907-6 WG-6907-6 WG-6907-5
Warehouse Worker Leader	WL-6907-6	WG-6907-6 WG-6907-5
Warehouse Worker	WG-6907-6	WG-6907-5
Warehouse Worker	WG-6907-5	None
Materials Sorter & Classifier	WG-6912-6	WG-6907-5
Storeworker Leader	WL-6914-5	WG-6914-5
Storeworker	WG-6914-5	None
Packing Inspector (Personal Property)	WG-7002-8	WG-6907-6 WG-6907-5

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