



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

SECNAVINST 12351.6  
ASN (M&RA) / DASN (CP/EEO)  
26 May 1999

SECNAV INSTRUCTION 12351.6

From: Secretary of the Navy

Subj: RETENTION SERVICE CREDIT FOR REDUCTION-IN-FORCE  
BASED ON INDIVIDUAL PERFORMANCE

Ref: (a) Title 5, Code of Federal Regulations, Part 430,  
"Performance Management"  
(b) Title 5, Code of Federal Regulations, Part 351,  
"Reduction-In-Force"  
(c) DoD 1400.25-M, Subchapter 430, "Performance  
Management" of Dec 96 (NOTAL)

1. Purpose. To provide Department of the Navy (DON) policy for awarding retention service credit for reduction-in-force (RIF), based on individual performance, in accordance with references (a) and (b).

2. Background

a. References (a) and (c) allow the establishment of performance management programs using any one of eight summary rating patterns. This change to the previous government-wide five-level performance management program creates the potential for inequities when awarding additional retention service credit during RIF when there are multiple rating patterns.

b. Reference (b) entitles employees to receive additional retention service credit when their performance meets certain criteria. Credit is given by adjusting an employee's service date for RIF purposes. Reference (b) also provides for standardizing retention service credit for performance ratings issued under multiple rating patterns.

3. Policy. In DON, retention service credit for performance will be applied in a uniform and consistent manner within a competitive area. Specific procedures for awarding retention service credit for performance in a reduction-in-force will be addressed through implementing guidance.

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4. Responsibilities

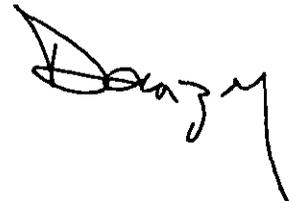
a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) is responsible for the development and issuance of implementing guidance. This responsibility is redelegated to the Deputy Assistant Secretary of the Navy (Civilian Personnel/ Equal Employment Opportunity) (DASN(CP/EEO)).

b. The Chief of Naval Operations (CNO), the Commandant of the Marine Corps, the Assistant for Administration, Under Secretary of the Navy, and the heads of Echelon 2 commands under CNO are responsible for assuring that this policy is implemented within their respective organizations.

c. Heads of naval activities and Marine Corps commands are reminded of their obligations under the Federal Service Labor-Management Relations Statute, Chapter 71 of Title 5, U.S.C., to fulfill any requirement for collective bargaining prior to implementation.

5. Action. The DASN(CP/EEO) will issue implementation guidance and procedures applicable to RIF actions effective on or after 1 October 1998.

  
Richard Danzig



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(See page 3)

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