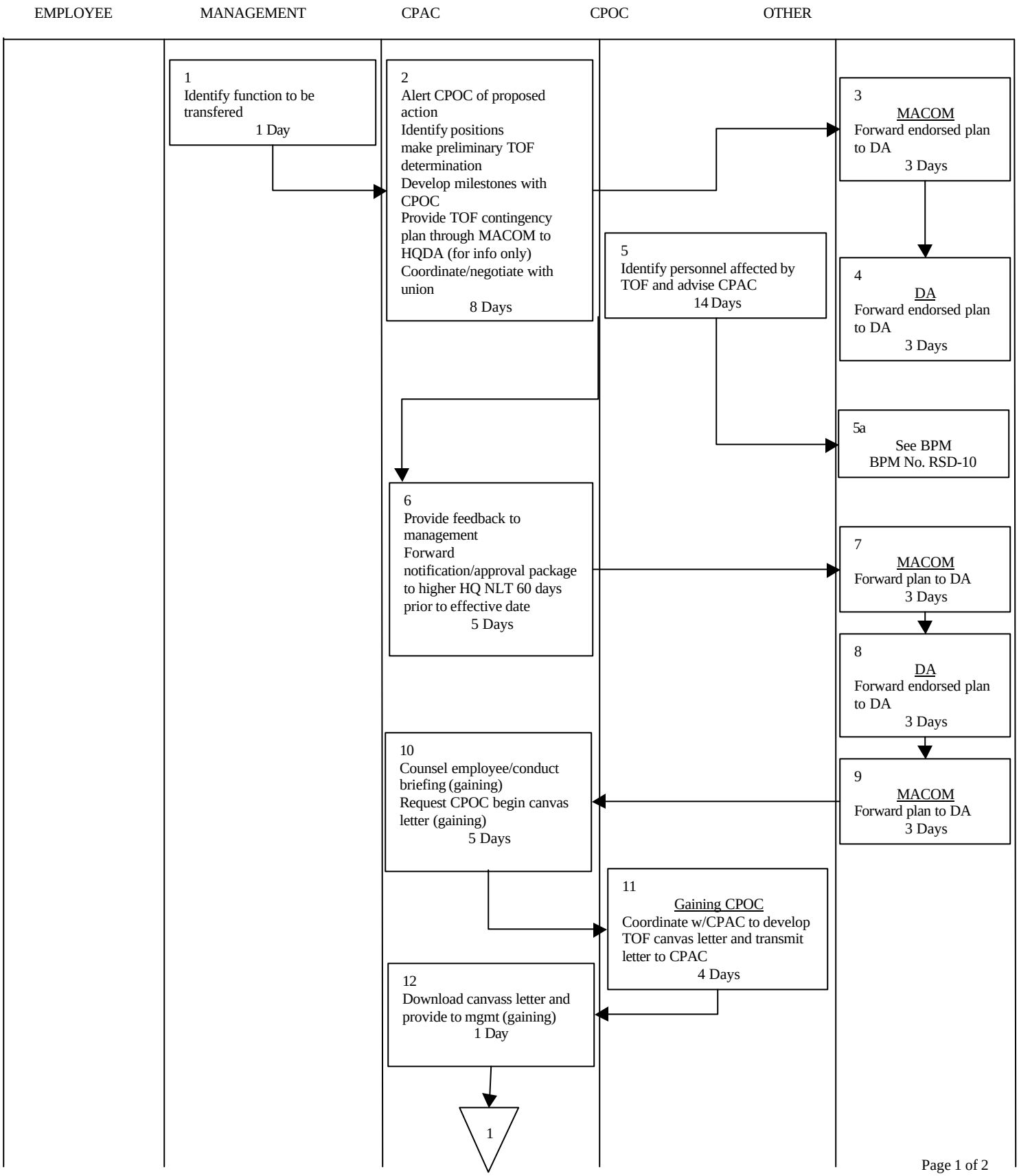
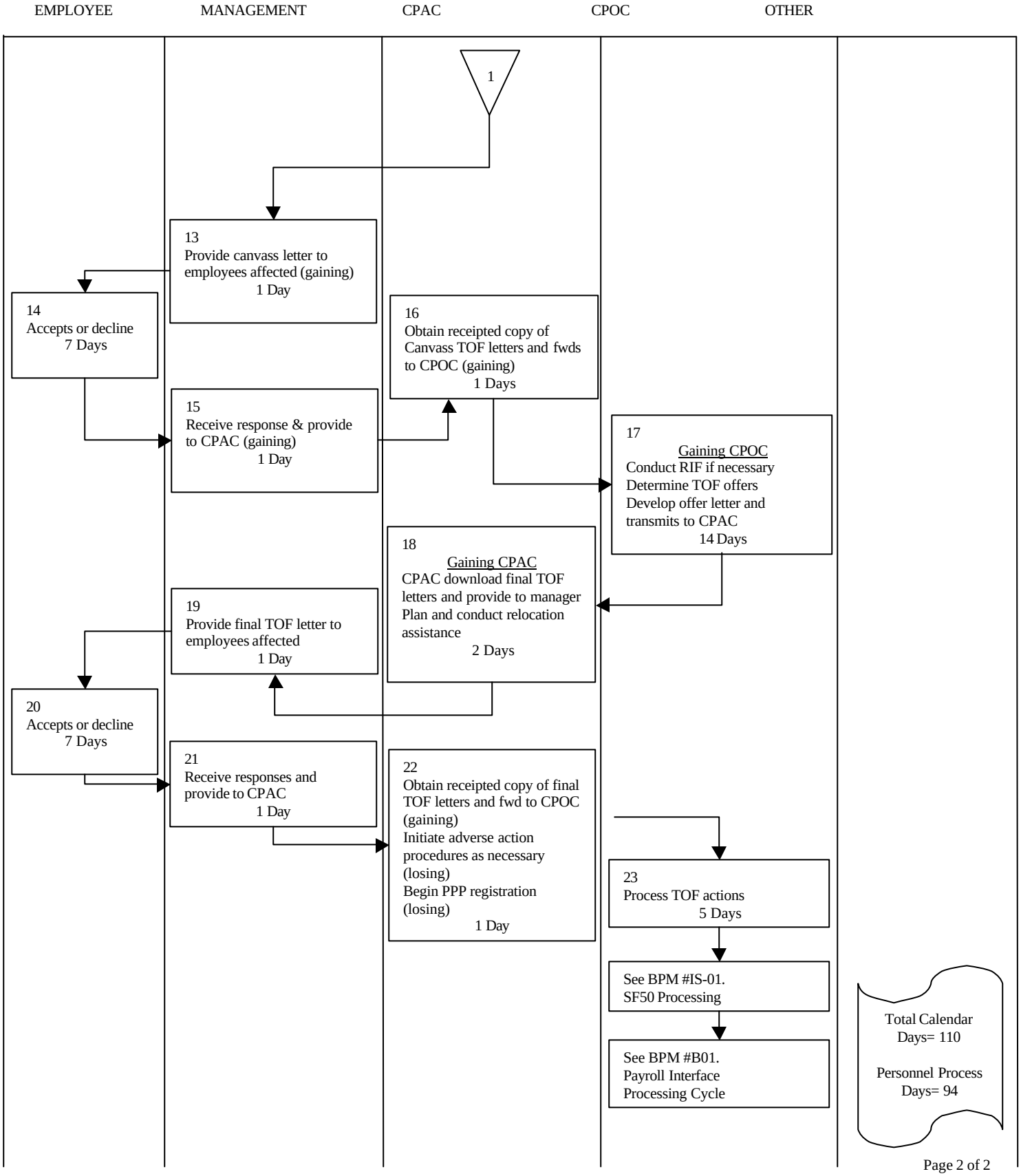

EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
Identify function to be transfered
1 Day
2
Alert CPOC of proposed action
Identify positions
make preliminary TOF determination
Develop milestones with CPOC
Provide TOF contingency plan through MACOM to HQDA (for info only)
Coordinate/negotiate with union
8 Days
3
MACOM
Forward endorsed plan to DA
3 Days
4
DA
Forward endorsed plan to DA
3 Days
5
Identify personnel affected by TOF and advise CPAC
14 Days
5a
See BPM
BPM No. RSD-10
6
Provide feedback to management
Forward notification/approval package to higher HQ NLT 60 days prior to effective date
5 Days
7
MACOM
Forward plan to DA
3 Days
8
DA
Forward endorsed plan to DA
3 Days
9
MACOM
Forward plan to DA
3 Days
10
Counsel employee/conduct briefing (gaining)
Request CPOC begin canvas letter (gaining)
5 Days
11
Gaining CPOC
Coordinate w/CPAC to develop TOF canvas letter and transmit letter to CPAC
4 Days
12
Download canvass letter and provide to mgmt (gaining)
1 Day
1


EMPLOYEE
MANAGEMENT
CPAC
CPOC
OTHER
1
13
Provide canvass letter to employees affected (gaining)
1 Day
14
Accepts or decline
7 Days
16
Obtain receipted copy of Canvass TOF letters and fwds to CPOC (gaining)
1 Days
15
Receive response & provide to CPAC (gaining)
1 Day
17
Gaining CPOC
Conduct RIF if necessary
Determine TOF offers
Develop offer letter and transmits to CPAC
14 Days
18
Gaining CPAC
CPAC download final TOF letters and provide to manager
Plan and conduct relocation assistance
2 Days
19
Provide final TOF letter to employees affected
1 Day
20
Accepts or decline
7 Days
21
Receive responses and provide to CPAC
1 Day
22
Obtain receipted copy of final TOF letters and fwd to CPOC (gaining)
Initiate adverse action procedures as necessary (losing)
Begin PPP registration (losing)
1 Day
23
Process TOF actions
5 Days
See BPM #IS-01.
SF50 Processing
See BPM #B01.
Payroll Interface
Processing Cycle
Total Calendar Days= 110
Personnel Process Days= 94