

Attachment 1

Tongass Pre-WRAPS Plan December 14, 2007

Scope and Nature of Organizational Changes

The Pre-Wraps Plan applies to permanent vacant positions and placement of permanent employees on units of the Tongass National Forest, Region 10, of the USDA Forest Service. Employee participation in this Pre-WRAPS Plan is voluntary. The Tongass National Forest and the National Federation of Federal Employees (NFFE) will work cooperatively to fill vacant positions in an effort to avoid a Reduction in Force (RIF).

This Plan covers non-competitive lateral reassignments, non-competitive re-promotion to grade (or intervening grade) previously held on a permanent basis, and voluntary downgrades. This Plan does not cover promotions.

Old and New Organizational Structures

(a hyperlink will be added to the web site with the updated organizational charts)

Plan Goals

The Tongass National Forest faces ongoing budget reductions and uncertainty over the extent of additional cuts. The Tongass is in transition between how we operated in the past and how we will operate in the future. It is our goal to place employees in the target organization and to minimize adverse impact in a fair and equitable manner.

Covered Employees

The Plan is developed under the authority of Article 32.1 of the Master Agreement between the National Federation of Federal Employees and the USDA Forest Service. Placement procedures under this Plan will be the same for both bargaining unit and non-bargaining unit employees.

Placement Procedures Under Pre-WRAPS

1. Human Resources will issue Outreach Notices on a Tongass maintained Web Site. Interested employees must respond with a biosketch of their work history and the position numbers for which they want to be considered. Vacancies will be outreached on the website for at least 14 days.
2. Employees may indicate an interest in the positions for which they qualify for either lateral reassignment or voluntarily downgrade for each advertisement cycle. If applying to more than one position, the employee must rank the positions in order of their

preference. In addition to the employee's current job series, consideration will be given to current and past work experience as contained within the biosketch.

3. Human Resources, working closely with Managers and Union Officials, will be responsible for reviewing applicants' qualifications, and recommending a candidate pool in accordance with "Placement Procedures" outlined in this agreement.
4. Management and the Union will jointly monitor the execution of the Plan during implementation. In the event a dispute arises which cannot be immediately resolved, the action will be suspended until Human Resources, after consultation with the Local President (NFFE), or designee, makes the decision.
5. The selecting official will be the Forest Supervisor. The Forest Supervisor retains the right to make the final selection for any placements under this pre-WRAPS agreement.
6. If an employee voluntarily accepts a move to a lower graded position, grade and pay retention will be granted in accordance with the following criteria:
 - When an employee initiates, or voluntarily accepts a move to a lower graded position, if the move has a positive effect on another employee and/or such action will assist management in advancing its objectives and reduce or avoid adverse impacts on employees and the agency mission (Article 32.5.e.8.).
 - Pay and grade retention will be granted as follows:
 - Up to a two-grade reduction for GS-9 positions and below
 - A single grade reduction for GS-10 through GS-12 positions.
7. Employees volunteering to participate in this Plan are not volunteering to be placed on WRAPS.
8. Critical vacancies, as determined by the Forest Supervisor, may be filled outside of the Plan.
9. The following placement procedures will be used in the following order:
 - a. Affected employee at the same series and grade level and is in the same commuting area and the same competitive level as the vacancy. Vacancies which incorporate multiple duty stations and zoned positions will be considered the same commuting area.
 - b. Affected employee at the same series and grade level is in the same commuting area, but outside the competitive level is able to meet the qualifications and be successful within 1 year of placement in the position.
 - c. Affected employee outside the commuting area and competitive level.
 - d. Any employee that voluntary requests a change to lower grade, if the move has a positive affect on another affected employee.
 - e. Service computation date will be used as a tie breaker in any situation.

The following are exceptions to the placement criteria, which must be used as the first filter:

FS employees, with statutory return rights from military furloughs, 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 to override OPM regulations, USDA guidance, or Forest Service policy AKA: “non-discretionary action directed by a qualified legal or administrative body.”

FS employees who were previously given a directed reassignment (via WRAPS) who still have return rights if their former like position is being reestablished (return rights expire after 2 years).

Beginning and Ending Time Frames

This Plan may only be implemented by mutual agreement of the Forest Supervisor and the NFFE Local President, or his designee. This Plan will be available for use for the duration of the Implementation Plan with specific implementation dates to be determined through mutual consent. The current iteration of pre-WRAPS is _____ to _____. This Plan may be terminated, renewed, and/or edited by mutual agreement.

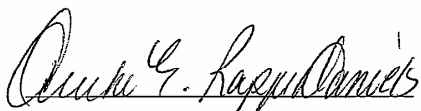
CRIA

A Civil Rights Impact Analysis will be conducted under this Plan as required by Agency regulations.

Communication

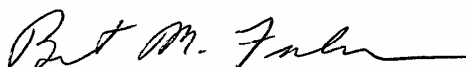
1. Copies of this Plan and any supporting documentation and information will be made available to all employees and will be placed on the Tongass Web Site.
2. Employees will be notified when the selection and job offer process is being conducted. It is the employee’s responsibility to provide their necessary contact information within their biosketch so that the employee can be reached to receive job offers during the selection process.
3. Job offers will be made formally through the employee’s home unit via personal contact, (emails and voice messages are not acceptable). Employees will be allowed 3 working days from their receipt of a job offer to accept or decline.
4. Proposed effective date of the reassignment will be included with information at the time the job offer is made. Final details of the effective reassignment may be negotiated.
5. Results of placement actions made under this Plan will be available to all employees via the Tongass Web Site.

Approved:



OLLEKE E. RAPPE-DANIELS
Tongass Deputy Forest Supervisor

Date 12-14-07



BARNET M. FREEDMAN
Region 10 Vice-President
Forest Service Council

Date 12/4/07