

DIRECTED REASSIGNMENT

1. PURPOSE

This Directive establishes Agricultural Marketing Service (AMS) policy on the use of management directed reassignments to vacant positions and outlines various responsibilities within the Agency. While management may identify an employee to be reassigned by using any of the methods outlined in Section 5 below, it is noted that the identification methods discussed below in no way diminish a manager's right to reassign a specific employee to accomplish the goals of the Agency.

2. AUTHORITY

5 Code of Federal Regulations Part 335.102.

3. REPLACEMENT HIGHLIGHTS

This Directive replaces AMS Directive 334.2, Reassignment in Lieu of Reduction-in-Force, dated 3/7/94.

4. POLICY

Agency management officials will ensure that the decision to reassign an employee to another position at the same grade is a bona fide determination based on legitimate consideration of the interests of the Agency.

5. IDENTIFYING AFFECTED EMPLOYEES

- a. For reassignments which require a household move, managers may identify affected employees by using the most recent Service Computation Date (SCD) for leave in the affected series and grade level at the duty site where the position is located.
- b. When multiple employees are identified with the same SCD for Leave, ties will be broken by using the last digit of the employees' Social Security Numbers in conjunction with a table of random numbers maintained by Human Resources. Your servicing Human Resources Specialist may be contacted for assistance.

- c. The SCD for leave will not be used if:
 - (1) An employee volunteers in writing for reassignment; or
 - (2) Management justifies the need for reassigning a specific employee to a specific position.

6. RESPONSIBILITIES

- a. Agency managers/supervisors are responsible for the directed reassignment decisions and will:
 - (1) Consult with the AMS Civil Rights (CR) Director prior to reassigning any employees in AMS. At that time the CR Director will decide whether a CR Impact Analysis or statement is necessary. These determinations will be made on a case-by-case basis.
 - (2) Provide written justification to the servicing Human Resources office when reassigning employees requires a paid household move.
 - (3) Notify employees of their selection for reassignment when a paid household move is not required.
- b. The servicing Human Resources Operations Office, upon receiving a request to reassign an employee under 6.a.(2), will:
 - (1) Prepare written notification of reassignment to affected employees. At a minimum, the notice will specify:
 - (a) Reason for the action;
 - (b) Title, grade, and location of the affected position;
 - (c) Title, grade, and location of position to which assigned;
 - (d) Effective date of reassignment;
 - (e) Timeframe for acknowledgment of receipt of letter (provide a postage-paid, pre-addressed envelope); and
 - (f) That adverse action procedures will be followed if the employee fails to report and has not resigned.

- (2) Request an SF-52, Request for Personnel Action, from the appropriate Administrative Office; and
 - (3) Maintain official subject-matter files from which the case can be reconstructed, if necessary.
- c. Employees have an obligation to accept reassignments for the good of the service and/or to enhance their own career development. Employees unable to accept reassignments are encouraged to provide a full explanation. At a minimum, such an explanation provides information to State Employment Boards for use in determining entitlement to unemployment compensation. Employees in positions having a geographic mobility requirement, who decline directed reassignments, are not entitled to severance pay or discontinued service retirement.

7. CONTACTS

- a. Direct general inquiries on procedural matters to the servicing Human Resources Operations Office, MRP Human Resources Division.
- b. Direct requests for policy interpretations on complex issues to the Human Resources Enhancement Branch.
- c. Direct program specific questions to the appropriate program administrative office.
- d. This Directive is available at <http://www.ams.usda.gov/issuances>.

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William J. Hudnall
Deputy Administrator
MRP Business Services