

**DEPARTMENT OF THE ARMY  
OFFICE OF THE SECRETARY OF THE ARMY  
WASHINGTON, D. C.**

**INFORMATION FOR MEMBERS OF CONGRESS**

The Department of the Army announced today that a Reduction in Force (RIF) will be conducted at Fort Hood, Texas. This action is the result of the return of the full food service portion of dining facility requirement at Fort Hood to a National Industries for the Severely Handicapped (NISH) contractor. Because of changing work requirements caused by fluctuating deployment cycles, a previously awarded contract with NISH established need for Army to hire temporary and term Army employees to perform dining hall functions. Due to recent stabilization of situation, NISH is now positioned to fulfill contractual requirements with its own employees.

At Fort Hood there are currently 2865 authorized positions in the affected competitive area. Of those positions, 333 will be eliminated. It is estimated that 250 temporary excepted service Installation Management Command (IMCOM) employees and 19 term IMCOM employees may be separated by RIF. In addition, five term Forces Command (FORSCOM) employees and one temporary FORSCOM employee may also be separated by RIF. In addition, 58 employees will be separated through other than RIF actions. These 58 employees are on temporary appointments and do not have one year of service, therefore are not entitled to RIF procedures.

The positions being impacted are term and temporary positions. The use of our normal outplacement efforts such as Voluntary Early Retirement (VERA) and Voluntary Separation Incentive (VSIP) are not tools that can be used to lessen the impact of these separations, since term and temporary employees are not entitled to these incentives. We have reduced the impact of this action on civilian employees through normal attrition and hiring controls. Other possible placement efforts are being explored to assist affected employees. Affected employees will have the opportunity to apply for employment with the NISH contractor.

Notices will be given to affected employees not earlier than July 23, 2007. The notices will be effective not earlier than September 24, 2007.

FURNISHED BY:

Office, Chief of  
Legislative Liaison

NARRATIVE REALIGNMENT FACT SHEET  
Large RIF/TOF  
(50 or more)

1. BACKGROUND AND MISSION:

a. Organization undergoing reduction: Fort Hood Garrison and \*Mission (FORSCOM) employees at Fort Hood

\*Garrison and Mission employees are in the same competitive area.

b. Geographic location of organization: Fort Hood, Texas

c. Mission: Fort Hood, a power projection platform, in support of the full spectrum of operations; provides responsible stewardship of resources; provides services and maintains infrastructure; enables training of joint/combined expeditionary forces; mobilizes/demobilizes Reserve Component forces; establishes a safe, secure environment; provides for the well-being of the DA family; fosters relationships with surrounding communities; and sustains/supports Army transformation.

2. NATURE OF THE ACTION: Reduction in Force

3. DATE LETTERS WILL BE ISSUED: Approximately 23 July, 2007

4. REDUCTION-IN-FORCE (RIF) OR TRANSFER-OF-FUNCTION (TOF) EFFECTIVE DATE:  
No earlier than August 3, 2007

5. REASON FOR THE ACTION: The National Industries for the Severely Handicapped (NISH) Contractor are resuming the functions of the previously held contract. Extreme turbulence and variance in requirement quantities caused by deployment cycles made it unfeasible to continue to obtain full food service from NISH. It was negotiated with NISH for Fort Hood to use Army employees on a temporary basis to meet this need. Fort Hood hired approximately 350 temporary (GWOT) excepted service employees to perform these functions. The NISH contract was returned to the contractor when the contractor reorganized and was able to meet the standards set forth in the agreement.

6. IMPACT OF THE ACTION: As of April 30, 2006, the FA competitive area includes 2685 civilian employees. This action will eliminate 333 positions. Temporary and term employees are not eligible for Voluntary Separation Incentive Pay (VSIP) and Voluntary Early Retirement Authority (VERA) separation incentives. Outplacement efforts, and other projected attrition, may reduce the number of involuntary separations. Temporary and term employees being separated will have the opportunity to apply for employment with the NISH contractor for Cooks and Bakers in the Dining Facilities.

We separated 58 temporary employees without RIF rights and anticipate separating 250 excepted service temporary (GWOT) employees and 19 Term employees under RIF procedures. The 58 temporary employees do not have one year of service and therefore are not subject to RIF procedures.

RIF procedures will also separate one temporary and five term FORSCOM employees in the same competitive area.

These RIF actions are being coordinated by the Fort Hood CPAC.

7. POSITION IMPACT:

a. Positions prior to this action:

Permanent 1915 ; Term: 412; Temporary 538 ; Total 2865

b. Vacant positions prior to this action:

Permanent 148 ; Term: 0 ; Temporary 0 ; Total 148

c. Positions to be eliminated as a result of this action:

Permanent 0 ; Term: \*24 ; Temporary \*\*309 Total 333

d. Positions to be transferred from this activity during the period of this action:

Permanent 0 ; Term 0; Temporary 0 ; Total 0

e. Positions to be transferred to this activity during the period of this action:

Permanent 0 ; Term 0; Temporary 0 ; Total 0

f. Positions remaining at this activity after completion:

Permanent 1915 ; Term 388; Temporary 229 ; Total 2532

g. Positions to be changed to lower grade (CLG):

Permanent 0 ; Term 0; Temporary 0 ; Total 0

\*Includes 5 term FORSCOM positions.

\*\*Includes 1 temporary FORSCOM position.

8. PERSONNEL IMPACT:

a. The total number of personnel on board prior to this action (Source: CPOL SF-113A report ME Mar 31, 2006)

Permanent 1715 ; Term 393 ; Temporary 567 ; Total 2675

Current on-board strength (Source: CPOL SF-113A report ME April 30, 2006)

Permanent 1735 ; Term 412; Temporary 538 ; Total 2685

NOTE: Use end-month strength figures from month prior to this report. Identify month, day, and year and source from which figures were drawn.

b. The total target end-strength:

Permanent 1740 ; Term 399 Temporary 208; Total 2333

c. The total number of reductions:

Permanent 0 ; Term \*24 ; Temporary \*\*251 ; Total 275

\*Includes 5 term FORSCOM positions.

\*\*Includes 1 temporary FORSCOM position.

d. Actual optional retirements during the period of this action:

Permanent 14

Estimated additional optional retirements during the period of this action:

Permanent   5  

e. Actual early retirements approved during the period of this action:

Permanent   0  

Estimated additional early retirements to be approved during the period of this action:

Permanent   0  

f. Actual other retirements approved during the period of this action:

Permanent   0  

Estimated other retirements during the period of this action:

Permanent   1  

g. Actual resignations during the period of this action:

Permanent   1  ; Term   1  ; Temporary  17  ; Total  19  

Estimated additional resignations during the period of this action:

Permanent   2  ; Term   1  ; Temporary   4  ; Total   7  

h. Actual number of personnel placed with other Army or Federal activities during the period of this action:

Permanent   0  ; Term   0  ; Temporary   0  ; Total   0  

Estimated additional number of personnel to be placed with other Army or Federal activities during the period of this action:

Permanent   6  ; Term   1  ; Temporary   0  ; Total   7  

i. Actual other attrition during the period of this action:

Permanent   0  ; Term   0  ; Temporary   0  ; Total   0  

Estimated additional other attrition during the period of this action:

Permanent   0  ; Term   0  ; Temporary   0  ; Total   0  

j. Actual number of temporaries terminated or released as a result of this action: 58

Estimated number of additional temporaries to be terminated or released as a result of this action:   0  

NOTE: The temporary work force must also be used as a reduction tool. Used wisely, the temporary work force can lessen the impact, thus project release as an alternative to RIF/TOF. Explain how the temporary work force, including any intermittent employees, will be used to minimize/prevent the RIF or TOF. Also, see CFR 351.602, Prohibitions.

k. Actual number of employees transferred to other activities during the period of this action by TOF:   0  

Estimated additional number of employees to be transferred to other activities during the period of this action by TOF:   0  

l. Actual number of employees transferred to this activity during the period of this action:   0  

Estimated additional number of employees to be transferred to this activity during the period of this action:   0  

m. Estimated number of employees to be separated by RIF:  
Permanent   0  ; Term   24  ; Temp \*\*251; Total   275  

\*Includes 5 term FORSCOM positions.

\*\*Includes 1 temporary FORSCOM position.

n. Estimated number of employees to be separated under adverse procedures as a result of TOF:   0  

o. Estimated number of employees to be changed to lower grade (demoted):   0  

p. Total number of employees who have already left voluntarily (i.e., attrition) before the planned effective date of the RIF, TOF or CLG:

Permanent  15  ; Term   1  ; Temporary  17  ; Total   33  

Estimated additional number of employees who will leave voluntarily (i.e., attrition) before the planned effective date of the RIF, TOF or CLG:

Permanent  14  ; Term   2  ; Temporary   4  ; Total   20  

q. Estimated number of employees on board after completion of this action:

Permanent  1740  ; Term  385  ; Temporary  208  ; Total  2333  

r. Estimated number of vacant positions remaining after completion of this action:

Permanent  175  ; Term   3  ; Temporary  21  ; Total  199  

9. Estimated annual cost savings: \$2,728,387

## **Proposed Questions and Answers**

The following wording must be used in the Questions and Answers (additional Questions and Answers may be included, but these are the minimum required):

Q1: What is the reason for this reduction in force?

A1: Return of the full food service portion of the dining facility requirement at Fort Hood, Texas, to a National Industries for the Severely Handicapped (NISH) contractor. Because of changing work requirements caused by fluctuating deployment cycles, a previously awarded contract with NISH established need for Army to hire temporary and term Army employees to perform dining hall functions. Due to recent stabilization of situation, NISH is now positioned to fulfill contractual requirements with its own employees.

Q2: How many civilian employees are projected to be involuntarily separated as a result of this action?

A2: Up to 269 IMCOM civilian employees and up to 6 FORSCOM civilian employees, all in the same competitive area, are projected to be involuntarily separated as a result of this action. All these employees are on either temporary or term appointments.

Q3: When will the affected employees be notified that their jobs have been eliminated?

A3: Employees will be provided a minimum of 60 days advance notice before the effective date of the reduction in force. Specific notices are projected to be issued no earlier than July 23, 2007 with an effective date no earlier than September 24, 2007.

Q4: What will happen to the remaining employees?

A4: 333 positions are being eliminated, and of those positions, 275 employees are being RIF'd, it is anticipated that in addition, the other employees will be seeking to retire, resign or find jobs with other activities.

Q5: What assistance will be provided to employees who actually lose their jobs?

A5: The employees being affected by this Reduction in Force (RIF) are term and temporary employees. As such, they are not eligible for DoD Priority Placement Program A registration or for placement assistance in other federal agencies through the Interagency Career Transition Assistance Program. They generally will not be eligible for severance pay but may be eligible for benefits through the Texas Workforce Center. The affected employees will have the opportunity to apply for employment with the NISH contractor.

## REALIGNMENT FACT SHEET

Large RIF/TOF

MACOM/HQ: IMA/AASA

Activity/Installation: Fort Hood, Texas

RIF Request JUNE 23, 2006

### Position Impact

<b>1. Number of Positions</b>	Permanent	Term	Temporary	Total
a. Authorized Prior to Action	1915	412	538	2865
b. Minus Abolished By Action	0	*24	**309	333
c. Minus Transferred from Activity	0	0	0	0
d. Plus Transferred into Activity	0	0	0	0
e. Equals Authorized After Action	1915	388	229	2532
<b>Other Position Information:</b>				
f. Vacant Prior to Action	148	0	0	148
g. Projected Vacancies	175	3	21	199

### Personnel Impact

<b>2. Number of Employees</b>	Permanent	Term	Temporary	Total
a. On-Board Prior to Action	1735	412	538	2685
b. Target Strength	1740	385	208	2333
<b>Projected Attrition</b>				
c. Number of Approved VERA/VSIP	0	0	0	0
d. TOF Transfers outside CA	0	0	0	0
e. Plus Other Voluntary Losses	29	3	21	53
f. Equals - Normal Attrition	29	3	21	53
<b>Projected Involuntary Losses</b>				
g. Separation RIF (after VSIP/VERA)	0	*24	**251	275
h. Plus - Other Involuntary Losses	0	0	58	58
i. Equals - Total Involuntary Losses After VSIP/VERA	0	10	309	333
j. Projected Accessions:	34	0	0	34
k. Projected End Strength: Equals 2b. (2a minus 2f minus 2i plus 2j)	1740	385	208	2333
<b>3. Other Projected Information:</b>				
a. Changes to Lower Grade	0	0	0	0
b. Reassignments	0	0	0	0

4. Projected RIF Letter Issue Date: 07-23-2007 5. Projected RIF Effective Date: 09-24-2007

6. Projected TOF Letter Issue Date: \_\_\_\_\_ 7. Projected TOF Effective Date: \_\_\_\_\_

\*Includes 19 Term IMCOM employees and 5 Term FORSCOM employees. All 24 are in the same competitive area.

\*\*Includes 250 excepted service (GWOT) temporary IMCOM employees and 1 excepted service temporary FORSCOM employee. All 251 are in the same competitive area and are entitled to separation by RIF procedures.

## ***DRAFT PRESS RELEASE***

The Department of the Army announced today that a Reduction in Force (RIF) will be conducted at Fort Hood, Texas. This action is the result of the full food service portion of the dining facility requirement at Fort Hood being returned to the National Industries for the Severely Handicapped (NISH) contractor.

At Fort Hood there are currently 2865 authorized positions in the affected competitive area. Of those 2865 positions, 333 will be eliminated. It is estimated that 46 employees will resign or retire, 7 will be placed elsewhere, 58 temporary employees will be terminated, and up to 19 term Installation Management Command (IMCOM) employees and up to 250 temporary excepted service IMCOM employees may be separated by RIF. In addition, 5 term Forces Command (FORSCOM) employees and 1 temporary FORSCOM employee may be separated by RIF.

The positions being impacted are term positions and temporary excepted service positions. Unfortunately, the use of our normal outplacement efforts such as Voluntary Early Retirement (VERA) and Voluntary Separation Incentive (VSIP) are not tools that can be used to lessen the impact of these separations, since term or temporary employees are not eligible for these incentives. We have reduced the impact of this action on civilian employees through normal attrition and hiring controls. Other possible placement efforts are being explored to assist affected employees. The affected employees will have the opportunity to apply for employment with the NISH contractor.

This action is expected to save IMCOM an estimated \$2,728,387 annually.

Notices will be given to affected employees not approximately June 23 2007, with an effective date not earlier than September 24, 2007.

For additional information, contact Barbara Whitis (254) 288-2376.

## **Record of Environmental Consideration**

This document is prepared in accordance with 32 CFR Part 651. The format follows:

PROJECT TITLE: Reduction in Force (RIF)

BRIEF DESCRIPTION: Fort Hood will be returning certain dining facility functions to a National Industries for the Severely Handicapped (NISH) contractor. Because of changing work requirements caused by fluctuating deployment cycles, a previously awarded contract with NISH established need for Army to hire temporary and term Army employees to perform dining hall functions. Due to recent stabilization of situation, NISH is now positioned to fulfill contractual requirements with its own employees. Accordingly, Fort Hood Mission and Garrison propose to reduce the civilian workforce by eliminating approximately 333 temporary and term positions. This does not affect any permanent positions. This action will reduce the civilian workforce in the affected competitive area at Fort Hood from its current approximately 2685 civilian employees to approximately 2333 civilian employees. In conjunction with this action, no military personnel positions will be eliminated or transferred elsewhere. Employees affected by the NISH contract have been given the opportunity to apply for employment with the contractor.

ANTICIPATED DATE AND/OR DURATION OF PROPOSED ACTION:  
Anticipated effective date of RIF is on or about September 24, 2007.

CATEGORICAL EXCLUSION: (b)(12)

See attached FHT Form 200-X2

**RECORD OF ENVIRONMENTAL CONSIDERATION**

(32 CFR Part 651 [AR 200-2])

TO Chief, DPW, Environmental Division Fort Hood, Texas 76544	FROM Barbara Whitis, Human Resources Specialist Civilian Personnel Advisory Center Fort Hood, Texas 76544
---	--

**PROPOSED ACTION**

PROJECT NUMBER	PROJECT TITLE  Fort Hood Realignment
----------------	--

BRIEF DESCRIPTION (A COPY OF DD FORM 1391, MILITARY CONSTRUCTION PROJECT DATA, OR ANOTHER DESCRIPTION PREPARED TO MEET ANOTHER REQUIREMENT MAY BE ATTACHED AS APPROPRIATE).

Fort Hood Mission and Garrison propose to reduce its civilian workforce by approximately 333 temporary and term positions. This does not affect any permanent positions. This action will reduce the workforce at Fort Hood from the current approximately 2685 employees to a target of approximately 2333 civilian employees. In conjunction with this action, no military positions will be eliminated or transferred elsewhere. Employees affected by the NISH contract have been given the opportunity to apply for employment with the dining facility contractor.

ANTICIPATED START DATE On or about September 30, 2006	DURATION Indefinite
--	------------------------

**DETERMINATION**

PROPOSED ACTION IS:  
 A. Adequately covered in EA  EIS , dated:  
 and entitled:  
 OR  
 B. Qualifies for Categorical Exclusion(s) (c)(12), Appendix B, 32 CFR Part 651 [AR 200-2], dated 29 March 2002.

REASON(S) FOR USING RECORD OF ENVIRONMENTAL CONSIDERATION:

**CX (c) (12):** This realignment only affects temporary or term employees, no permanent employees will be affected. The realignment does not include any force structure changes or unit redesignation changes. The majority of affected employees will be offered a job with the dining facility contractor with salary and benefit packages comparable to what the temporary position paid, therefore, there will not be an unfair significant economic impact to minorities or the surrounding communities.

There is not any threatened or endangered species habitat in this area and no significant archeological resources.

This action will not affect threatened or endangered species habitat, archeological resources, agricultural lands, wetlands, coastal zones, wilderness areas, aquifers, floodplains, wild and scenic rivers, or other areas of critical environmental concern.

All local, state, and federal laws shall be followed. All work should be in accordance with FH 200-1, as well as other applicable regulations.

NAME AND SIGNATURE OF THE PROPONENT OF ACTION <i>Barbara Whitis</i> Barbara Whitis	PHONE NUMBER 254-288-2376	DATE 22 June 06
--	------------------------------	--------------------

**CONCURRENCE/NONCONCURRENCE**

CONCUR  NONCONCUR  
 REASONS FOR NONCONCURRENCE:

CHIEF, DPW, ENVIRONMENTAL DIVISION Nancy Niemann <i>Nancy Niemann</i>	PHONE NUMBER 254-287-6499	DATE 22 June 06
--	------------------------------	--------------------

**FHT FORM 1 JUL 89 200-X2 (DPW) (AUTOMATED)**