AO	Series	Total Non-Term Employees	Retirement Eligible
COMBINED		344	75
AO COUNT		*339*	*74*
	0301 - Staff Assistant		
		20	6
OAES	0343 - Program/Management Analyst		
	0560 - Budget Analyst		
		19	2
OCHP	0343 - Program/Management Analyst		
	1301- Environmental Scientist		
	0401- Biologist		
	1001- Public Liaison Specialist		
		19	3
OCIR	0301 - Information Management Specialist		
	0343 - Program/Management Analyst		
	0905 - Attorney - Adviser		
	0301 - Congressional Liaison Specialist		
		38	6
OCR	0260 - Equal Employment Specialist/Manager		
Durham, NC	0260 - Equal Employment Specialist/Manager - Durham, NC		
Las Vegas, NV	0260 - Equal Employment Specialist/Manager - Las Vegas, NV		
Cincinnati, OH	0260 - Equal Employment Specialist/Manager - Cincinnati, OH		
		21	5
OEX	0326 - Office Automation Assistant/Clerk		
	0303 - Information Management Assistant		
	0301 - Information Management Specialist		
		16	3
OHS	0028 - Environmental Protection Specialist		
	0132 - Intelligence Operations Specialist		
	0343 - Program/Management Analyst		
	0819 - Environmental Engineer		
		10	2
OP	0028 - Environmental Protection Specialist		
	0110 - Economist		
	0301 - Staff Assistant		
	0301 - Program Specialist		
	0301 - Information Management Specialist		

		# of Targeted Positions by Grade											
VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	SL	Total # of Targeted Positions	Max # of Offers	# to Restructure
80	311												
75	*298*										0		
		0	0	2	2	4	0	0	0	0	8	3	3
2	11	0	0	2	2	4	0	0	0	0	8		
		0	0	0	1	4	1	1	0	0	7	2	2
		0	0	0	0	0	1	0	0	0	1	1	1
0	15	0	0	0	1	4	2	1	0	0	8		
		0	0	0	0	1	1	0	0	0	2	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	0	2	0	0	0	2	1	1
		0	0	0	0	2	0	0	0	0	2	0	0
1	11	0	0	0	0	3	3	1	0	0	7		
		0	0	0	4	0	0	0	0	0	4	1	1
		0	0	0	2	6	0	2	0	0	10	3	3
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	1	7	0	0	0	8	1	1
14	36	0	0	0	6	7	7	3	0	0	23		
		0	0	0	1	3	5	0	0	0	9	1	1
		0	0	0	1	0	1	0	0	0	2	2	2
		0	0	0	0	0	1	0	0	0	1	1	1
		0	0	0	0	0	1	0	0	0	1	1	1
4	30	0	0	0	2	3	8	0	0	0	13		
		1	2	0	0	0	0	0	0	0	3	2	2
		0	1	0	0	0	0	0	0	0	1	1	1
		0	0	0	0	0	2	0	0	0	2	1	1
2	14	1	3	0	0	0	2	0	0	0	6		
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
3	9	0	0	0	0	1	0	3	0	0	4		
		0	0	0	0	0	0	2	0	0	2	2	2
		0	0	0	0	1	0	1	0	0	2	2	2
		0	0	0	1	0	0	0	0	0	1	1	1
		0	0	0	1	0	0	0	0	0	1	1	1
		0	0	0	1	0	0	0	0	0	1	1	1

# to Eliminate	Comments
0	Restructure position
0	Reduce non-supersivory GS-13/14/15. Restructure position.
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure position to lower grade
0	Restructure positions
0	Restructure positions and centralize functions including positions from RTP (2) and LV (1)
0	Restructure to move positions to HQ
0	Restructure to move position to HQ
0	Restructure to move position to HQ
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position

	0301 - Regulatory Impact Analyst		
	0343 - Program/Management Analyst		
	1301 - Senior Advisor Climate Adaptation		
		130	28
OPEEE	0301 - Public Liaison Specialist		
	1001 - Environmental Education Specialist		
	1035 - Public Affairs Specialist		
		30	6
OSDBU	0301- Information Management Specialist		
	0301 - Staff Assistant		
	0343 - Program/Management Analyst		
Los Angeles, CA	0343 - Program/Management Analyst		
		12	3
SAB	1301 - Environmental Scientist		
	1301 - Ethics Official		
	0343- Management Analyst		
	0401- Biologist		
	0110- Economist		
		14	5
OPA	0343 - Program/Management Analyst		
	1001 - Web/Communications Specialist		
	1035 - Public Affairs Specialist		
	0301 - Communications Specialist		
	1084 - Visual Information Specialist		
	1060 - Photographer		
	2210 - Information Technology Specialist		
		33	16
		339	74

		0	0	0	0	0	1	0	0	0	1	1	1
		0	0	0	2	4	4	3	0	0	13	8	8
		0	0	0	0	0	0	0	0	1	1	1	0
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		
		0	0	0	0	0	2	1	0	0	3	2	2
		0	0	0	0	2	2	0	0	0	4	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	1	0	0	0	0	0	0	1	1	1
		0	0	1	0	1	1	2	0	0	5	1	1
		0	0	0	0	0	1	0	0	0	1	1	1
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	0	1	0	0	0	1	1	1
		0	0	0	0	3	0	0	0	0	3	1	1
		0	0	0	0	0	2	1	0	0	3	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		
		0	0	0	3	1	2	0	0	0	6	1	1
		0	0	0	0	3	1	1	0	0	5	1	1
		0	0	0	0	5	2	1	0	0	8	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]		
75	298	1	3	4	19	47	41	23	0	1	139	65	64

0	Restructure position
0	Restructure positions
1	Position deleted
0	Restructure positions
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure to move position to HQ
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure positions
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
1	

OAR	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANN ARBOR,MICHIGAN	**282**	**46**	**73**
1102-Contracting	1		
110-Economist	3		
1301-General Physical Science	21	1	8
1320-Chemistry	7	3	
1399-Physical Science Student Trainee	1		
1550-Computer Science	4	2	
1640-Facility Operations Services	4		
1801-General Inspection, Investigation, and Compliance	14	2	3
1910-Quality Assurance	1		
201-Human Resources Management	2		
2210-Information Technology Management	8	1	2
28-Environmental Protection Specialist	51	11	16
301-Miscellaneous Administration and Program	13	2	3
318-Secretary	1		1
343-Management and Program Analysis	11		1
4714-Model Making	1		
801-General Engineering	21	2	4
802-Engineering Technical	12	2	4
803-Safety Engineering	1	1	
819-Environmental Engineering	14	2	5
830-Mechanical Engineering	62	12	19
850-Electrical Engineering	4	2	
854-Computer Engineering	2		1
893-Chemical Engineering	12	3	6
899-Engineering and Architecture Student Trainee	4		
905-General Attorney	3		
99-General Student Trainee	4		
ANNAPOLIS,MARYLAND	**1**		
343-Management and Program Analysis	1		
AUTAUGA,ALABAMA	**1**		
1320-Chemistry	1		
DALLAS,TEXAS	**1**		
1301-General Physical Science	1		
DURHAM,NORTH CAROLINA	**345**	**54**	**78**
1035-Public Affairs	1		
1101-General Business and Industry	7	1	
110-Economist	9	1	
1301-General Physical Science	66	13	4
1530-Statistics	6		1
2210-Information Technology Management	9	1	
28-Environmental Protection Specialist	112	15	32

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers estimated	# to Restructure	# to Eliminate	Comments
248											5			
1														
1														
16														
5														
4														
2														
14														
1														
2														
8														
50														
11			3		7		1			11	2	2		
1		1								1	1		1	
11			1	5	3		1			10	2	2		
1														
21														
8														
1														
13														
57														
4														
2														
12														
2														
1														
1														
1														
1														
294											3			
1														
7														
7														
49														
4														
8														
98														

301-Miscellaneous Administration and Program	27	8	7
306-Government Information Specialist	1		
340-Program Management	7	2	3
343-Management and Program Analysis	14	3	3
401-General Natural Resources Management and Biological Sciences	3		
408-Ecology	1		
501-Financial Administration and Program	1		1
560-Budget Analysis	2		1
601-General Health Science	12	1	1
819-Environmental Engineering	64	9	25
893-Chemical Engineering	3		
LAS VEGAS,NEVADA	**23**	**8**	**3**
1102-Contracting	1		
1301-General Physical Science	10	4	1
1306-Health Physics	1		
2210-Information Technology Management	1		
28-Environmental Protection Specialist	5	2	1
303-Miscellaneous Clerk and Assistant	1	1	
343-Management and Program Analysis	2	1	1
690-Industrial Hygiene	1		
819-Environmental Engineering	1		
MONTGOMERY,ALABAMA	**39**	**9**	**10**
1102-Contracting	1		
1301-General Physical Science	25	7	7
1306-Health Physics	1		
1320-Chemistry	6	1	2
1529-Mathematical Statistics	1		1
1640-Facility Operations Services	1		
2210-Information Technology Management	2		
318-Secretary	1	1	
690-Industrial Hygiene	1		
SAN DIEGO,CALIFORNIA	**1**	**1**	
301-Miscellaneous Administration and Program	1	1	
WASHINGTON NAVY YARD,DC	**1**		
1301-General Physical Science	1		
WASHINGTON,DC	**450**	**66**	**107**
1035-Public Affairs	21		2
1102-Contracting	4		
110-Economist	18	3	2
1301-General Physical Science	43	9	4
1306-Health Physics	5	1	2
1320-Chemistry	3		2
1350-Geology	2		
1515-Operations Research	1	1	
1530-Statistics	2	1	
1550-Computer Science	1		
1801-General Inspection, Investigation, and Compliance	1		

25														
1														
7														
14						3				3	3	3		
3														
1														
1														
2														
7														
56														
3														
22											1			
10														
1														
1														
5														
1		1								1	1		1	
2														
1														
1														
32											1			
1														
23														
1														
3														
1														
1														
1			1							1	1		1	
1														
1														
1														
403											10			
17														
4														
17														
36														
5														
3														
1														
2														
1														

2210-Information Technology Management	9	2	3
28-Environmental Protection Specialist	160	8	36
301-Miscellaneous Administration and Program	18	5	7
303-Miscellaneous Clerk and Assistant	1	1	
318-Secretary	6	1	3
340-Program Management	6	2	1
341-Administrative Officer	1	1	
343-Management and Program Analysis	89	20	28
344-Management and Program Clerical and Assistance	3	2	1
399-Administration and Office Support Student Trainee	1		
401-General Natural Resources Management and Biological Sciences	6	2	
408-Ecology	1		
801-General Engineering	3		1
819-Environmental Engineering	33	5	11
830-Mechanical Engineering	2		1
861-Aerospace Engineering	1		
893-Chemical Engineering	2	1	
905-General Attorney	4	1	2
99-General Student Trainee	2		
#N/A	1		1
Grand Total	**1144**	**184**	**271**

9														
137														
18			1	1	3		3			8	2	2		
1			1							1	1		1	
6			1	2						3	1		1	
5														
1			1							1				
86				1	16	6	1			24	5	5		
3		2	1							3	1	1		
6														
1														
3														
31														
2														
1														
2														
4														
1														
1002										67	20	5	15	

5/9/2017

OARM	OARM Office/Division	Total Non-Term Employees
CINCINNATI,OHIO	**Total # All Series:**	**68**
1654-Printing Services	OARM-Cincinnati	1
318-Secretary	OARM-Cincinnati	2
343-Management and Program Analysis	OARM-Cincinnati (Records Management)	12
DURHAM,NORTH CAROLINA	**Total # All Series:**	**131**
201-Human Resources Management	OARM-RTP	55
801-General Engineering	OARM-RTP	1
WASHINGTON,DC	**Total # All Series:**	**433**
1001-General Arts and Information	OROM/IO	1
1102-Procurement Analyst	OAM	96
1106-Procurement Clerical and Technician	OAM	1
1109-Grants Management	OGD	22
	OGD/Fellowships, IAGs and SEEs Branch	
	OGD/National Policy, Training and Compliance	
	OGD/Suspension and Debarment	
	OGD/Grants Management Branch	
2210-Information Technology Management		25
	OAM	
	OHR	
301-Miscellaneous Administration and Program		21
	OROM/AOSD	
	OROM/RAPD	
	OAM	
	OHR (Conflict and Info. Management Specialist)	
	OALJ	
303-Miscellaneous Clerk and Assistant	OHR	2
	OGD	
306-Government Information Specialist	OAM	3
318-Secretary	OAM	2
326-Office Automation Clerical and Assistance		2
	OAM	
	OHR	
341-Administrative Officer	OAM	2
342-Support Services Administration	OA	11
		106

			# of Targeted Positions by Grade										
Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers
9	21	65			1		2					3	3
1		1					1					1	1
1		2			1							1	1
3	3	12					1					1	1
11	19	111				1		1				2	2
3	6	44				1						1	1
1		1						1				1	1
93	112	407	1	5	4	13	46	54	26	0	0	149	93
	1	1							1			1	1
19	24	90					4	13	7			24	16
1		1		1								1	1
6	5	22											
						3	2	1				6	2
							1	1				2	2
								1				1	1
									1			1	1
	Total 1109 Proposed:		0	0	0	3	3	3	1	0	0	10	6
1	9	25											
							5	2	1			8	8
1	2	4					2	1	1			4	2
	Total 2210 Proposed:		0	0	0	0	7	3	2	0	0	12	10
7	7	20											
							1					1	1
					1							1	1
					1							1	1
1	4	5					2	2	1			5	2
						1						1	1
	Total 301 Proposed:		0	0	2	1	3	2	1	0	0	9	6
2		2		1								1	1
				1								1	1
2	1	3				3						3	3
1	1	2			2							2	2
1		2											
				1								1	1
1		1	1									1	1
	Total 326 Proposed:		1	1	0	0	0	0	0	0	0	2	2
	1	2				1						1	1
6	3	11				1	8	1	1			11	10
21	24	99											

# to Restructure	# to Eliminate	Comments
3	0	
1		
1		
1		
0	2	
	1	
	1	
81	12	
1		Restructure, web content development and lower grade
16		
1		
2		
2		
1		
1		
6		
5	3	
2		
7	3	
1		Analytical skills
1		Restructure
1		
2		
	1	
5	1	
	1	
1		
3		
2		
1		
	1	
1	1	
1		
10		Plus 1 for restructuring since one is not part of the V/V

343-Management and Program Analysis	OROM/FACMD	
	OROM/RAPD	
	OROM/AOSD	
	OAM	
	OGD	
	OHR	
	OA	32
510-Accounting	OAM	4
511-Auditing	OAM	5
905-General Attorney	OROM/FACMD	26
1801 - Compliance Specialist	OGD	
Grand Total		**698**

						1		4	1			6	**3**
							1					1	**1**
									3			3	**2**
							1	2				3	**3**
								1				1	**1**
4	5	16						14	2			16	**5**
2	15	27		1		2	14	6	6			29	**10**
	Total 343 Proposed:			**1**		**3**	**16**	**27**	**12**			**59**	**25**
1	1	4					1	3				4	**2**
2	2	5				1	3	1	1			6	**4**
2	7	23						1				1	**1**
							1					1	1
121	**164**	**643**	**1**	**5**	**5**	**14**	**48**	**55**	**26**	**0**	**0**	**154**	**98**

2	1	
1		Analytical skills
2		Restructure to lower grade
3		
1		
5		
10		No Supervisory Positions Offered
24	1	
0	2	
2	2	
0	1	Attorney position not needed, legal support provided by OGC
1		
84	14	

Occupational Series	Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	Targeted Positions by Grad							
					1-4	5-8	9-11	12	13	14	15	SES
0303-Miscellaneous Clerk and Assistant	1	1	0	1	0	1	0	0	0	0	0	0
0318-Secretary	4	3	0	3	0	3	0	0	0	0	0	0
0343-Management and Program Analysis	85	13	20	77	0	0	1	2	11	2	2	0
0501-Financial Specialist	75	11	21	70	0	2	33	16	2	9	5	0

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Other	Total # of Targeted Positions	OCFO Office	Geographic Location*	Max # of Offers	# to Restructure	# to Eliminate
0	1	OB	1 DC	1	0	1
0	3	OC	1 LV 2 DC	2	0	2
0	18	OC	2 Durham 1 Norwood 15 DC	3	3	0
0	67	OC	21 Durham 12 LV 18 Norwood 16 DC	9	2	7

0503-Financial Technician	2	1	0	2	0	2	0	0	0	0	0	0
0510-Accountant	76	14	21	71	0	0	2	18	28	11	10	0
TOTAL	243	43	62	224	0	8	36	36	41	22	17	0

Final as of 5/30/2017

0	2	OC	1 LV 1 DC	1	0	1
0	69	OC	16 Durham 4 LV 23 Norwood 26 DC	11	2	9
0	160			27	7	20

Norwood, Ohio (Norwood); and Washington, DC (DC)

OCSPP	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANN ARBOR,MICHIGAN	**1**		
401-General Natural Resources Management and Biological Sciences	1		
ARLINGTON,VIRGINIA	**588**	**113**	**133**
1001-General Arts and Information	1	1	
110-Economist	12	3	1
1301-General Physical Science	21	3	4
1320-Chemistry	62	17	12
150-Geography	1		
1529-Mathematical Statistics	1		
1530-Statistics	3		2
2210-Information Technology Management	20	3	8
28-Environmental Protection Specialist	142	25	33
301-Miscellaneous Administration and Program	20	3	7
303-Miscellaneous Clerk and Assistant	2	1	
306-Government Information Specialist	8	1	1
326-Office Automation Clerical and Assistance	1		1
340-Program Management	8	2	4
343-Management and Program Analysis	42	12	21
399-Administration and Office Support Student Trainee	1		
401-General Natural Resources Management and Biological Sciences	156	26	32
403-Microbiology	5	2	1
405-Pharmacology	2		
408-Ecology	3		
414-Entomology	7		
415-Toxicology	19	5	
430-Botany	1	1	
434-Plant Pathology	3	2	
440-Genetics	1	1	
471-Agronomy	2	1	1
482-Fish Biology	1		
486-Wildlife Biology	4		2
499-Biological Science Student Trainee	2		
560-Budget Analysis	1		
601-General Health Science	5	1	
690-Industrial Hygiene	5		2
701-Veterinary Medical Science	1		
819-Environmental Engineering	8	3	1
905-General Attorney	1		
99-General Student Trainee	15		
#N/A	1		
ATHENS,GEORGIA	**2**		**1**
28-Environmental Protection Specialist	1		1

	# of Targeted Positions by Grade*												
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers***	# to Restructure	# to Eliminate
1													
1													
527													
1							1			1			
10													
17							1			1			
55							2			2			
1													
1													
3													
19													
130							5			5			
20							2			2			
2		2								2			2
8													
1													
8													
42							5			5			
1													
142							9			9			
5													
2													
3													
5													
15													
1													
3													
1													
2													
1													
4													
2													
1													
3							1			1			
5													
1													
8													
3													
1													
2													
1													

Comments
1 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos
1 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions
2 - non sup/OPP. OPP will accept 7 offers from the 13 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions
5 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos
2 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos
2 - OPP
3 - non sup GS-15 /OPP, and additional 2 are associated with the OPP reorg. OPP will accept 8 offers from the 14 GS-15 n
9 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions
1 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions

401-General Natural Resources Management and Biological Sciences	1		
CANADA	**1**		
408-Ecology	1		
CHICAGO,ILLINOIS	**1**	**1**	
28-Environmental Protection Specialist	1	1	
DALLAS,TEXAS	**4**	**1**	
28-Environmental Protection Specialist	4	1	
DRAKESVILLE,IOWA	**1**		**1**
1320-Chemistry	1		1
DURHAM,NORTH CAROLINA	**2**		
1320-Chemistry	1		
560-Budget Analysis	1		
FORT MEADE,MARYLAND	**18**	**5**	**4**
1320-Chemistry	8	2	1
28-Environmental Protection Specialist	2	1	1
343-Management and Program Analysis	1	1	
401-General Natural Resources Management and Biological Sciences	2		1
403-Microbiology	5	1	1
GAINESVILLE,FLORIDA	**1**		**1**
28-Environmental Protection Specialist	1		1
GULF BREEZE,FLORIDA	**1**		
1529-Mathematical Statistics	1		
NEW YORK, NEW YORK	**1**		
1320-Chemistry	1		
SAN FRANCISCO,CALIFORNIA	**2**	**1**	
28-Environmental Protection Specialist	1		
401-General Natural Resources Management and Biological Sciences	1	1	
SANTURCE,PUERTO RICO	**1**		**1**
1320-Chemistry	1		1
WASHINGTON,DC	**370**	**82**	**84**
1035-Public Affairs	2		1
1082-Writing and Editing	2	2	
110-Economist	9		2
1301-General Physical Science	18	4	
1320-Chemistry	22	6	5
1412-Technical Information Services	1	1	
1530-Statistics	1	1	
2210-Information Technology Management	18	5	2
28-Environmental Protection Specialist	114	24	22
301-Miscellaneous Administration and Program	26	9	10
303-Miscellaneous Clerk and Assistant	1	1	
306-Government Information Specialist	1		1
318-Secretary	1	1	
340-Program Management	9	1	8
341-Administrative Officer	2	1	
343-Management and Program Analysis	43	8	15
401-General Natural Resources Management and Biological Sciences	38	4	3

1													
1													
1													
1													
1							1			1			
4													
4													
1													
1													
2													
1													
1													
17													
7													
2													
1													
2							1			1			
5													
1													
1													
1													
1													
1													
1													
2													
1													
1													
1													
1													
314													
2							1			1			
2													
6							1			1			
14													
18							2			2			
1													
1													
15													
99							12			12			
26					6		6			12			
1			1							1		0	1
1													
1													
9													
2													
42							2			2			
21													

1 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos

1 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions

1 - non sup/IO. IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or 0501.

1 - non sup/OPPT and they will accept up to 1.

2 - non sup (1 is OSCP/1 OPPT). OSCP will accept one offer. OPPT will accept 1 non sup.

12 - non sup (All OPPT). OPPT will accept up to 12 non sups.

6 - non sup (2 are IO/4 are OPPT). IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or

1 - OPPT

2 - non sup (1 is IO/1 is OSCP). OSCP will accept one offer. IO will accept up to 3 offers from the 6 non-sup 15s- either in 1

403-Microbiology	3	3	
408-Ecology	1	1	
415-Toxicology	20	3	1
482-Fish Biology	1		
501-Financial Administration and Program	1		1
560-Budget Analysis	2		2
601-General Health Science	2		1
690-Industrial Hygiene	2	1	
819-Environmental Engineering	4		2
893-Chemical Engineering	14	3	5
905-General Attorney	9	1	3
#N/A	3	2	
Grand Total	**994**	**203**	**225**

3													
1													
17							3			3			
1													
1							1			1			
2													
1													
2													
4							1			1			
12													
6							2			2			
3													
876	0	2	1	0	6	0	59	0	0	68	50***	47	3

*OCSPP numbers include those eligible for VERA and retirement only, not those only elig

**These numbers reflect a snapshot in time based on a run done in April 2017.

***Total max number of offers is accurate but the detailed lines are not filled out becaus

Columns Q & R are not filled out because again, they do not match up one for one. The o

3 - non sup (1 is OSCP/2 are OPPT). OSCP will accept one offer. OPPT will accept up to 2 non sups.
1 - non sup/IO.IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or 0501.
1 - non sup/OPPT. OPPT will accept one non sup.
2 - non sup (1 is IO/1 is OPPT). IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or 050

;ible for VSIP.

;e positions do not match up one for one. Descriptions are in column S.
nly positions in our package that OCSPP plans to eliminate at this time are GS-0303 and they are marked in column R. Oth

OECA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
all locations			
	69	**22**	**12**
1301-General Physical Science	35	9	4
1301-General Physical Science	*25*	*6*	*4*
1301-General Physical Science	*1*	*1*	
1301-General Physical Science	*5*	*1*	
1301-General Physical Science	*1*	*1*	
1301-General Physical Science	*1*		
1301-General Physical Science	*1*		
1301-General Physical Science	*1*		
1320-Chemistry	27	11	7
1350-Geology	1	1	
415-Toxicology	1		
401-General Natural Resources Management and Biological Sciences	5	1	1
	5	**2**	**0**
1801-General Inspection, Investigation, and Compliance	5	2	0
1801-General Inspection, Investigation, and Compliance	*2*	*1*	
1801-General Inspection, Investigation, and Compliance	*1*	*1*	
1801-General Inspection, Investigation, and Compliance	*1*		
1801-General Inspection, Investigation, and Compliance	*1*		
	33	**10**	**9**
2210-Information Technology Management	33	10	9
2210-Information Technology Management	*26*	*9*	*6*
2210-Information Technology Management	*7*	*1*	*3*
	69	**15**	**25**
28-Environmental Protection Specialist	69	15	25
28-Environmental Protection Specialist	*66*	*14*	*24*
28-Environmental Protection Specialist	*1*		*1*
28-Environmental Protection Specialist	*2*	*1*	
	52	**15**	**17**
301-Miscellaneous Administration and Program	30	11	12
301-Miscellaneous Administration and Program	*14*	*5*	*7*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*	*1*	

	# of Targeted Positions by Grade												
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
59				**3**	**33**	**11**	**12**			**59**	**5**	**3**	**2**
29				3	12	5	9			29			
19													
1													
5													
1													
1													
1													
1													
26					20	4	2			26			
1					1					1			
1						1				1			
2						1	1			2			
5					**4**	**1**				**5**	**1**		**1**
5					4	1				5			
2													
1													
1													
1													
33			**1**		**14**	**11**	**7**			**33**	**3**	**2**	**1**
33			1		14	11	7			33			
26													
7													
69					**24**	**18**	**27**			**69**	**7**	**3**	**4**
69					24	18	27			69			
66													
1													
2													
51		**2**	**21**	**10**	**10**	**6**	**2**			**51**	**5**	**2**	**3**
30			17	5	5	1	2			30			
14													
1													
1													

Comments
restuctured positions will reflect change of series, duties and/or lower FPL
two IT security postions included; restuctured positions will reflect change of series, duties and/or lower FPL
restuctured positions will reflect change of series, duties and/or lower FPL
restuctured positions will reflect change of series, duties and/or lower FPL

301-Miscellaneous Administration and Program	*1*		*1*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*		*1*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*3*	*2*	*1*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*	*1*	
301-Miscellaneous Administration and Program	*1*	*1*	
301-Miscellaneous Administration and Program	*1*		*1*
301-Miscellaneous Administration and Program	*1*	*1*	
301-Miscellaneous Administration and Program	*1*		*1*
306-Government Information Specialist	1		
308-Records Management	3		1
318-Secretary	2		1
341-Administrative Officer	6	0	1
341-Administrative Officer	*5*		*1*
341-Administrative Officer	*1*		
986-Legal Assistance	1	1	
1601-Equipment, Facilities, and Services	1		
344-Management and Program Clerical and Assistance	1		1
950-Paralegal Specialist	1		1
1001-General Arts and Information	2		
1035-Public Affairs	1	1	
1412-Technical Information Services	1		
1083-Technical Writing and Editing	1	1	
1311-Physical Science Technician	1	1	
	116	**29**	**39**
340-Program Management	11	2	5
340-Program Management	*7*	*0*	*0*
340-Program Management	*4*		*2*
343-Management and Program Analysis	102	27	34
343-Management and Program Analysis	*96*	*24*	*33*
343-Management and Program Analysis	*3*	*2*	
343-Management and Program Analysis	*1*	*1*	
343-Management and Program Analysis	*1*		
343-Management and Program Analysis	*1*		*1*

560-Budget Analysis	1		
1160-Financial Analysis	1		
110-Economist	1		
	45	**6**	**22**
819-Environmental Engineering	32	5	17

1													
1													
1													
1													
1													
3													
1													
1													
1													
1													
1													
1													
1					1					1			
3				1	1	1				3			
2			2							2			
5			1	4						5			
4										0			
1										0			
1		1								1			
1					1					1			
1		1								1			
1					1					1			
2						2				2			
1						1				1			
1						1				1			
1					1					1			
1			1							1			
105		**3**	**6**	**4**	**36**	**20**	**31**			**99**	**12**	**6**	**6**
9						2	1			3			
0										0			
3										0			
94		3	5	4	35	18	29			94			
88										0			
3										0			
1										0			
1										0			
1										0			
										0			
1							1			1			
1					1					1			
			1										
44		**0**	**0**	**2**	**17**	**13**	**12**			**44**	**4**	**2**	**2**
31				2	10	9	10			31			

restuctured positions will reflect change of series, duties and/or lower FPL
does not include SES

restuctured positions will reflect change of series, duties and/or lower FPL

819-Environmental Engineering	*18*	*4*	*8*
819-Environmental Engineering	*1*		
819-Environmental Engineering	*2*		*1*
819-Environmental Engineering	*11*	*1*	*8*
830-Mechanical Engineering	1		
893-Chemical Engineering	10	1	4
893-Chemical Engineering	*2*		
893-Chemical Engineering	*1*		
893-Chemical Engineering	*1*		
893-Chemical Engineering	*6*	*1*	*4*
1530-Statistics	1		
1529-Mathematical Statistics	1		1
	175	**38**	**40**
905-General Attorney	175	38	40
905-General Attorney	*164*	*33*	*33*
905-General Attorney	*1*		
905-General Attorney	*1*		
905-General Attorney	*1*	*1*	
905-General Attorney	*5*	*1*	*1*
905-General Attorney	*3*		
Grand Total	**564**	**137**	**164**

17													
1													
2													
11													
1					1					1			
10					6	2	2			10			
2										0			
1										0			
1										0			
6										0			
1						1				1			
1						1				1			
156				**2**	**4**	**49**	**91**			**146**	**14**	**7**	**7**
156				2	4	49	91			146			
66													
1													
1													
1													
5													
3													
522		**5**	**28**	**21**	**142**	**129**	**182**			**506**	**51**	**25**	**26**

restuctured positions will reflect change of series, duties and/or lower FPL
does not include SES

OEI	Series	Office
ATLANTA,GEORGIA		
	2210-Information Technology Management	Total
BOSTON,MASSACHUSETTS		
	2210-Information Technology Management	Total
CINCINNATI,OHIO		
	343-Management and Program Analysis	Total
DENVER,COLORADO		
	2210-Information Technology Management	Total
DURHAM,NORTH CAROLINA		
	1101-General Business and Industry	Total
		OITO
	1301-General Physical Science	Total
		OEIP
	2210-Information Technology Management	Total
		OIM
		ODSTA
	301-Miscellaneous Administration and Program	Total
		OEIP
		OIM
	340-Program Management	Total
	343-Management and Program Analysis	Total
		OBOS
		OISP
		OIM
		OEIP
		OITO
	501-Financial Administration and Program	Total
		OITO
	510-Accounting	Total
		OITO
LAS VEGAS,NEVADA		
	2210-Information Technology Management	Total
NEW YORK, NEW YORK		
	2210-Information Technology Management	Total
PHILADELPHIA,PENNSYLVANIA		
	2210-Information Technology Management	Total
SEATTLE,WASHINGTON		
	2210-Information Technology Management	Total
WASHINGTON,DC		
	1035-Public Affairs	Total
	1101-General Business and Industry	Total
		OIM

					# of Targeted Positions by Grade									
Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1		1	1	0	0	0	0	0	0	0	0	0	0
	1		1	1	0	0	0	0	0	0	0	0	0	0
	63	17	13	57	0	0	0	0	7	7	7	0	0	21
	1			1	0	0	0	0	0	1	0	0	0	1
SBMD	1			1						1				1
	1	1		1	0	0	0	0	1	0	0	0	0	1
EQMD	1	1							1					1
	48	11	10	41	0	0	0	0	2	3	4	0	0	9
	3	1	1	3					1	1	1			3
	7	4	2	7					1	2	3			6
	2			2	0	0	0	0	1	1	0	0	0	2
FLAD	1			1					1					1
	1			1						1				1
	1	1		1	0	0	0	0	0	0	0	0	0	0
	8	2	3	8	0	0	0	0	3	1	2	0	0	6
	1		1	1					1					1
	1		1	1					1					1
	1		1	1							1			1
FLAD	1	1		1							1			1
SBMD	3	1		3					1	1				2
	1	1		1	0	0	0	0	0	0	1	0	0	1
SBMD	1	1		1							1			1
	1	1		1	0	0	0	0	0	1	0	0	0	1
SBMD	1	1		1						1				1
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1				0	0	0	0	0	0	0	0	0	0
	1				0	0	0	0	0	0	0	0	0	0
	2			2	0	0	0	0	0	0	0	0	0	0
	2			2	0	0	0	0	0	0	0	0	0	0
	271	55	65	249	0	0	0	0	80	41	38	0	0	159
	1				0	0	0	0	0	0	0	0	0	0
	3			3	0	0	0	0	1	1	0	0	0	2
	1			1					1					1

Max # of Offers*	# to Restructure**	# to Eliminate	Comments
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**21**	**0**	**See footnote below**
0	1	0	
	1		
0	1	0	
	1		
0	9	0	Excludes INFOSEC/Security positions
	3		
	6		
0	2	0	
	1		
	1		
0	0	0	
0	6	0	
	1		
	1		
	1		
	1		
	2		
0	1	0	
	1		
0	1	0	
	1		
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**159**	**0**	**See footnote below**
0	0	0	
0	2	0	
	1		

		OITO
	1301-General Physical Science	Total
		OEIP
	1529-Mathematical Statistics	Total
		OEIP
	2210-Information Technology Management	Total
		OIM
		OISP
		ODSTA
		OCAPPM
		OITO
		OEIP
		OEIP
	28-Environmental Protection Specialist	Total
		OBOS
		OIM
		OEIP
		OEIP
	301-Miscellaneous Administration and Program	Total
		OBOS
		OIM
		OCAPPM
		OEIP
		OEIP
	306-Government Information Specialist	Total
		OISP
		OEIP
	308-Records Management	Total
		OEIP
	318-Secretary	Total
	335-Computer Clerk and Assistant	Total
	340-Program Management	Total
	341-Administrative Officer	Total
	343-Management and Program Analysis	Total
		OBOS
		OIM
		OISP
		ODSTA
		OCAPPM
		OEIP
		OEIP
		OEIP
		OITO
		OITO
	399-Administration and Office Support Student Trainee	Total
	501-Financial Administration and Program	Total
		OITO

SBMD	1			1						1				1
	1	1		1	0	0	0	0	1	0	0	0	0	1
EQMD	1	1		1					1					1
	1	1		1	0	0	0	0	0	1	0	0	0	1
EQMD	1	1		1						1				1
	93	17	16	87	0	0	0	0	18	10	8	0	0	36
	16	6	4	15					3	7	4			14
	11	2	1	10					4		1			5
	7		2	7					4	2	1			7
	6		1	6					5		1			6
IO	2			2						1	1			2
FLAD	1		1	1					1					1
EQMD	1			1					1					1
	14	3	2	14	0	0	0	0	7	2	5	0	0	14
	1			1						1				1
	7	1	1	7					5		3			8
FLAD	1	1		1						1				1
EQMD	3	1		3					2		2			4
	19	2	5	17	0	0	0	0	7	6	2	0	0	15
	4		2	4					2	1				3
	8	2	1	8					2	3	2			7
	2		1	2					2	1				3
ERMD	1			1					1					1
EQMD	1			1						1				1
	7	4	2	7	0	0	0	0	4	0	2	0	0	6
	1	1		1							1			1
FLAD	5	3	2	5					4		1			5
	4	1	1	4	0	0	0	0	1	1	1	0	0	3
ERMD	4	1	1	4					1	1	1			3
	2		1	1	0	0	0	0	0	0	0	0	0	0
	1				0	0	0	0	0	0	0	0	0	0
	7	2	1	6	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	105	22	33	99	0	0	0	0	36	18	16	0	0	70
	17	4	6	15					9	1	2			12
	24	3	8	22					8	4	4			16
	3		1	3					3					3
	9	2	4	8						4	3			7
	21	6	4	21					9	4	4			17
IO	4	2	1	4					1	1	1			3
FLAD	1			1					1					1
ERMD	3			2							1			1
IO	2	1	1	2							1			1
SBMD	10	3	4	10					5	4				9
	1			1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	1	0	0	1
SBMD	1	1		1							1			1

	1		
0	1	0	
	1		
0	1	0	
	1		
0	36	0	Excludes INFOSEC/Security positions
	14		
	5		
	7		
	6		
	2		
	1		
	1		
0	14	0	
	1		
	8		
	1		
	4		
0	15	0	
	3		
	7		
	3		
	1		
	1		
0	6	0	
	1		
	5		
0	3	0	
	3		
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	70	0	
	12		
	16		
	3		
	7		
	17		
	3		
	1		
	1		
	1		
	9		
0	0	0	
0	1	0	
	1		

	510-Accounting	Total
		OITO
	560-Budget Analysis	Total
		OBOS
		OCAPPM
		OEIP
		OITO
	905-General Attorney	Total
		OBOS
	Grand Total	

*Max offers will be determined by office. See the OEI Business Case for more detail. In total, OEI will o
**All positions will be restructured to either consolidate functions, lower grade levels, or better align w

	3	1	1	3	0	0	0	0	1	1	1	0	0	3
SBMD	3	1	1	3					1	1	1			3
	6		3	6	0	0	0	0	3	1	2	0	0	6
	3		2	3					2		1			3
	1			1					1					1
IO	1		1	1							1			1
SBMD	1			1						1				1
	1			1	0	0	0	0	1	0	0	0	0	1
	1			1					1					1
	343	**74**	**79**	**314**	**0**	**0**	**0**	**0**	**87**	**48**	**45**	**0**	**0**	**180**

ffer no more than 30 VERA/VSIPs.
vith OEI's mission and/or business needs.

0	3	0	
	3		
0	6	0	
	3		
	1		
	1		
	1		
0	1	0	
	1		
30	**30****	**0**	

OGC	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
CINCINNATI,OHIO	**2**		**1**	**2**
905-General Attorney	2		1	2
DURHAM,NORTH CAROLINA	**2**	**2**		**2**
905-General Attorney	2	2		2
SAN DIEGO,CALIFORNIA	**1**		**1**	**1**
905-General Attorney	1		1	1
WASHINGTON,DC	**223**	**35**	**49**	**178**
1222-Patent Attorney	1		1	1
1860-Equal Opportunity Investigation	1	1		1
2210-Information Technology Management	4		1	4
28-Environmental Protection Specialist	3	1		2
301-Miscellaneous Administration and Program	13	4	3	13
306-Government Information Specialist	1			1
340-Program Management	2	1	1	2
341-Administrative Officer	1			1
343-Management and Program Analysis	8	1		7
344-Management and Program Clerical and Assistance	9	1	2	4
360-Equal Opportunity Compliance	2	1	1	2
560-Budget Analysis	1			1
905-General Attorney	173	25	37	136
950-Paralegal Specialist	2		1	1
#N/A	2		2	2
Grand Total	**228**	**37**	**51**	**183**

# of Targeted Positions by Grade													
1-4	5-8	9-11	12	13	14	15	SES	Other SL	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
			2						2	1	1		
								1	1	1		1	
			2					1	3	2	1	1	

OITA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8
ARLINGTON,VIRGINIA	**1**			**1**		
301-Miscellaneous Administration and Program	1			1		
WASHINGTON,DC	**73**	**12**	**19**	**69**		
2210-Information Technology Management	1			1		
28-Environmental Protection Specialist	5	1		5		
301-Miscellaneous Administration and Program	45	6	12	41		
303-Miscellaneous Clerk and Assistant	2	2		2		
340-Program Management	5	2	3	5		
343-Management and Program Analysis	15	1	4	15		
Grand Total	**74**	**12**	**19**	**70**		

# of Targeted Positions by Grade											
9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
		1					1	1	1		
			2	2			4	3	2		
1							1	1	1		
1		1	2	2			6	5	5		

OLEM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ARLINGTON,VIRGINIA	**269**	**65**	**71**
1035-Public Affairs	4		
110-Economist	9		1
1301-General Physical Science	35	11	7
1320-Chemistry	5	1	2
1350-Geology	2	1	
2210-Information Technology Management	13	1	3
28-Environmental Protection Specialist	74	19	25
301-Miscellaneous Administration and Program	3	2	1
303-Miscellaneous Clerk and Assistant	2	2	
318-Secretary	1		
340-Program Management	9	3	5
343-Management and Program Analysis	64	17	16
344-Management and Program Clerical and Assistance	2		1
401-General Natural Resources Management and Biological Sciences	7		
415-Toxicology	1		
601-General Health Science	5	1	1
819-Environmental Engineering	22	4	6
881-Petroleum Engineering	1	1	
893-Chemical Engineering	10	2	3
ATHENS,GEORGIA	**1**	**1**	
1301-General Physical Science	1	1	
BOSTON,MASSACHUSETTS	**3**	**1**	
28-Environmental Protection Specialist	2	1	
819-Environmental Engineering	1		
CINCINNATI,OHIO	**7**	**3**	**2**
1301-General Physical Science	2	1	
1306-Health Physics	2	1	1
28-Environmental Protection Specialist	1		1
401-General Natural Resources Management and Biological Sciences	1	1	
819-Environmental Engineering	1		
DENVER,COLORADO	**1**		
819-Environmental Engineering	1		
DURHAM,NORTH CAROLINA	**4**	**1**	
1320-Chemistry	1	1	
343-Management and Program Analysis	1		
830-Mechanical Engineering	1		
893-Chemical Engineering	1		
EDISON,NEW JERSEY	**20**	**7**	**2**
1301-General Physical Science	12	4	1
1320-Chemistry	4	2	
343-Management and Program Analysis	2	1	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
234														
4										0				
3					2		1			3	2	2		
32					7	9	4			20	7	7		
4						1				1	1	1		
2					2					2	1	1		
12					2	2	1			5	3	3		
71					16	14	14			44	9	9		
3					2		1			3	2	2		
2			2							2	2	2		
1		1								1	1	1		
8										0				
59					21	11	8			40	11	11		
2										0				
1										0				
										0				
4						2	1			3	1	1		
18					5	1	2			8	2	2		
1					1					1	1	1		
7					5	1	1			7	2	2		
1														
1										0				
3														
2							1			1	1	1		
1										0				
7														
2										0				
2										0				
1										0				
1							1			1	1	1		
1										0				
1														
1										0				
4														
1										0				
1										0				
1										0				
1										0				
17														
10						1	1			2	2	2		
3							1			1	1	1		
2					1					1	1	1		

401-General Natural Resources Management and Biological Sciences	1		1
819-Environmental Engineering	1		
ERLANGER,KENTUCKY	**1**		
343-Management and Program Analysis	1		
FRANKFURT,GERMANY	**1**		
1301-General Physical Science	1		
KANSAS CITY,KANSAS	**1**		
1320-Chemistry	1		
LAS VEGAS,NEVADA	**11**	**2**	**2**
1301-General Physical Science	7	1	1
1320-Chemistry	1		
343-Management and Program Analysis	1	1	
690-Industrial Hygiene	1		
819-Environmental Engineering	1		1
LENEXA,KANSAS	**2**	**1**	**1**
1301-General Physical Science	1		1
801-General Engineering	1	1	
NORFOLK,VIRGINIA	**1**		
1301-General Physical Science	1		
WASHINGTON,DC	**172**	**31**	**56**
1035-Public Affairs	1		
110-Economist	1		
1301-General Physical Science	13	1	3
2210-Information Technology Management	4		4
28-Environmental Protection Specialist	46	3	15
301-Miscellaneous Administration and Program	6	2	3
318-Secretary	2		1
340-Program Management	4		2
343-Management and Program Analysis	76	20	23
401-General Natural Resources Management and Biological Sciences	3		
415-Toxicology	2		1
560-Budget Analysis	1	1	
601-General Health Science	1		1
819-Environmental Engineering	3	1	1
893-Chemical Engineering	6	1	1
ADD SERIES	3	2	1
Grand Total	**494**	**112**	**134**

1										0				
1										0				
1														
1										0				
1														
1										0				
1														
1										0				
9														
5						1				1	1	1		
1										0				
1										0				
1										0				
1										0				
2														
1						1				1	1	1		
1						1				1	1	1		
1														
1										0				
169														
1										0				
										0				
13					2	3				5	3	3		
4										0				
46					4	3	7			14	5	5		
6				1	1		1			3	2	2		
2			1							1	1	1		
4										0				
75			1	1	17	12	8			39	23	23		
2										0				
2						1	1			2	1	1		
1					1					1	1	1		
1					1					1	1	1		
3						1	1			2	2	2		
6					1		1			2	1	1		
3										0				
451	0	1	4	2	91	65	56	0	0	219	94	94		

ORD	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ADA,OKLAHOMA	**44**	**12**	**9**
1102-Contracting	2		2
1301-General Physical Science	14	3	1
1311-Physical Science Technician	2		
1315-Hydrology	7	2	3
1316-Hydrologic Technician	2		
1320-Chemistry	1		
1350-Geology	1		
301-Miscellaneous Administration and Program	2	1	
343-Management and Program Analysis	1	1	
401-General Natural Resources Management and Biological Sciences	3	2	1
408-Ecology	3	1	1
470-Soil Science	2	1	
819-Environmental Engineering	2	1	
893-Chemical Engineering	1		1
899-Engineering and Architecture Student Trainee	1		
ANN ARBOR,MICHIGAN	**1**		**1**
1301-General Physical Science	1		1
ARLINGTON,VIRGINIA	**104**	**26**	**14**
1035-Public Affairs	1		
110-Economist	1	1	
1301-General Physical Science	21	5	3
1315-Hydrology	1	1	
150-Geography	1		
1529-Mathematical Statistics	5	1	1
1530-Statistics	5	2	
2210-Information Technology Management	1		
28-Environmental Protection Specialist	2	1	
301-Miscellaneous Administration and Program	9	3	2
340-Program Management	3	2	1
341-Administrative Officer	2	1	1
343-Management and Program Analysis	12	4	4
401-General Natural Resources Management and Biological Sciences	16	2	
408-Ecology	5		1
415-Toxicology	7	2	
601-General Health Science	9	1	
819-Environmental Engineering	3		1
ATHENS,GEORGIA	**38**	**12**	**2**
1301-General Physical Science	3	2	1
1315-Hydrology	1		
1320-Chemistry	11	4	
1550-Computer Science	2	1	

	# of Targeted Positions (INCLUSIVE POOLS) by Grade												
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
42						7	2			9	9	9	0
2										0	0	0	0
13						1				1	1	1	0
2										0	0	0	0
7						3				3	3	3	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2						1				1	1	1	0
1						1				1	1	1	0
3							1			1	1	1	0
3						1				1	1	1	0
2										0	0	0	0
2							1			1	1	1	0
1										0	0	0	0
										0	0	0	0
1							1			1	1	1	0
1							1			1	1	1	0
97						15	14			29	20	20	0
1										0	0	0	0
1							1			1	1	1	0
21						4	2			6	5	5	0
1							1			1	1	1	0
1										0	0	0	0
5						2				2	2	2	0
5						1	1			2	2	2	0
1										0	0	0	0
2										0	0	0	0
9						1				1	1	1	0
3										0	0	0	0
2										0	0	0	0
10						2	1			3	1	1	0
14						1	3			4	2	2	0
5							1			1	1	1	0
7						2	1			3	2	2	0
6						1	1			2	1	1	0
3						1	2			3	1	1	0
37						4	5		1	10	1	1	0
3							2			2	0	0	0
1										0	0	0	0
11						1	2		1	4	1	1	0
2										0	0	0	0

Comments

1640-Facility Operations Services	1	1	
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
340-Program Management	1		
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	4	2	
403-Microbiology	1		1
408-Ecology	3	1	
415-Toxicology	1		
560-Budget Analysis	1		
819-Environmental Engineering	4	1	
854-Computer Engineering	1		
ATLANTA,GEORGIA	**2**		**2**
301-Miscellaneous Administration and Program	1		1
819-Environmental Engineering	1		1
BOSTON,MASSACHUSETTS	**4**	**1**	
1301-General Physical Science	1		
28-Environmental Protection Specialist	1	1	
401-General Natural Resources Management and Biological Sciences	1		
819-Environmental Engineering	1		
CHAPEL HILL,NORTH CAROLI	**33**	**12**	**3**
1301-General Physical Science	2	1	
1320-Chemistry	1		1
1530-Statistics	1		
2210-Information Technology Management	1	1	
318-Secretary	1	1	
341-Administrative Officer	1		
401-General Natural Resources Management and Biological Sciences	11	3	2
403-Microbiology	1	1	
404-Biological Science Technician	1	1	
601-General Health Science	9	2	
602-Medical Officer	2	2	
610-Nurse	2		
CHICAGO,ILLINOIS	**1**		**1**
1301-General Physical Science	1		1
CINCINNATI,OHIO	**313**	**83**	**56**
1035-Public Affairs	4		2
110-Economist	4	1	
1301-General Physical Science	38	10	6
1306-Health Physics	2		1
1311-Physical Science Technician	5	2	1
1315-Hydrology	2		
1320-Chemistry	23	2	3
1515-Operations Research	1		
1529-Mathematical Statistics	2	2	
1530-Statistics	2	2	
18-Safety and Occupational Health Management	1		

1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
										0	0	0	0
2										0	0	0	0
4							1			1	0	0	0
1						1				1	0	0	0
3						2				2	0	0	0
1										0	0	0	0
1										0	0	0	0
4										0	0	0	0
1										0	0	0	0
2							1			1	0	0	0
1							1			1	0	0	0
1										0	0	0	0
3						1				1	1	1	0
1										0	0	0	0
1						1				1	1	1	0
										0	0	0	0
1										0	0	0	0
27										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
										0	0	0	0
9										0	0	0	0
1										0	0	0	0
1										0	0	0	0
7										0	0	0	0
2										0	0	0	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
294						31	26		3	60	37	37	0
4						1				1	1	1	0
4										0	0	0	0
36						5	1		1	7	5	5	0
2										0	0	0	0
5										0	0	0	0
2						1				1	1	1	0
23						3	2			5	1	1	0
1										0	0	0	0
2										0	0	0	0
2							1			1	0	0	0
1										0	0	0	0

2210-Information Technology Management	4	4	
28-Environmental Protection Specialist	4		
301-Miscellaneous Administration and Program	7	2	3
308-Records Management	1		
318-Secretary	4	2	1
340-Program Management	2		2
341-Administrative Officer	3	1	
343-Management and Program Analysis	24	6	9
401-General Natural Resources Management and Biological Sciences	51	13	3
403-Microbiology	23	7	2
404-Biological Science Technician	5	1	
408-Ecology	10	2	
415-Toxicology	8	2	1
440-Genetics	1		
470-Soil Science	2		1
499-Biological Science Student Trainee	1		
560-Budget Analysis	6	4	
601-General Health Science	5	3	1
690-Industrial Hygiene	2		
801-General Engineering	4		2
802-Engineering Technical	5		1
80-Security Administration	1	1	
819-Environmental Engineering	34	12	6
830-Mechanical Engineering	3	2	1
854-Computer Engineering	1		1
893-Chemical Engineering	17	2	9
899-Engineering and Architecture Student Trainee	1		
CORVALLIS,OREGON	**46**	**19**	**2**
110-Economist	1		
1301-General Physical Science	3	3	
1320-Chemistry	1	1	
1530-Statistics	3	2	
1550-Computer Science	1		
1640-Facility Operations Services	1		
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
28-Environmental Protection Specialist	1	1	
301-Miscellaneous Administration and Program	2	1	
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	10	3	
408-Ecology	13	7	1
435-Plant Physiology	2		1
470-Soil Science	1		
482-Fish Biology	1		
499-Biological Science Student Trainee	1		
501-Financial Administration and Program	1	1	
DALLAS,TEXAS	**1**		

4										0	0	0	0
4										0	0	0	0
6						1				1	1	1	0
1										0	0	0	0
3										0	0	0	0
2										0	0	0	0
3										0	0	0	0
24						3				3	1	1	0
49						4	5		2	11	5	5	0
22						2	2			4	1	1	0
3										0	0	0	0
9						3	2			5	2	2	0
7						1				1	1	1	0
1										0	0	0	0
1										0	0	0	0
										0	0	0	0
5							1			1	1	1	0
5							1			1	1	1	0
2						1				1	0	0	0
4										0	0	0	0
5										0	0	0	0
1										0	0	0	0
31						3	6			9	8	8	0
3							2			2	2	2	0
1										0	0	0	0
16						3	3			6	6	6	0
										0	0	0	0
43										0	0	0	0
1										0	0	0	0
3										0	0	0	0
1										0	0	0	0
3										0	0	0	0
1										0	0	0	0
1										0	0	0	0
										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2										0	0	0	0
1										0	0	0	0
9										0	0	0	0
13										0	0	0	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0

1301-General Physical Science	1		
DENVER,COLORADO	**5**	**1**	
1301-General Physical Science	1		
301-Miscellaneous Administration and Program	1		
343-Management and Program Analysis	2		
601-General Health Science	1	1	
DULUTH,MINNESOTA	**58**	**17**	**21**
1301-General Physical Science	2	1	
1320-Chemistry	13	5	5
1640-Facility Operations Services	1		1
2210-Information Technology Management	1		
341-Administrative Officer	1		
343-Management and Program Analysis	2		1
401-General Natural Resources Management and Biological Sciences	23	5	11
404-Biological Science Technician	1	1	
408-Ecology	7	3	1
415-Toxicology	6	2	1
690-Industrial Hygiene	1		1
DURHAM,NORTH CAROLINA	**530**	**138**	**110**
101-Social Science	1		
1035-Public Affairs	4	1	1
1101-General Business and Industry	1		
1102-Contracting	1		
1301-General Physical Science	130	24	19
1306-Health Physics	3	1	
1311-Physical Science Technician	1		
1315-Hydrology	1		
1320-Chemistry	28	8	7
1350-Geology	1	1	
1399-Physical Science Student Trainee	1		
1412-Technical Information Services	2		
150-Geography	1		
1529-Mathematical Statistics	4	3	
1530-Statistics	3		1
1550-Computer Science	4		1
1640-Facility Operations Services	1	1	
180-Psychology	2		
184-Sociology	1		
2210-Information Technology Management	14	5	2
28-Environmental Protection Specialist	6	1	1
301-Miscellaneous Administration and Program	12	3	2
303-Miscellaneous Clerk and Assistant	1	1	
318-Secretary	1	1	
340-Program Management	6	2	3
341-Administrative Officer	8	4	2
343-Management and Program Analysis	55	8	27
399-Administration and Office Support Student Trainee	1		

1										0	0	0	0
5						1	1			2	1	1	0
1										0	0	0	0
1						1				1	0	0	0
2										0	0	0	0
1							1			1	1	1	0
58										0	0	0	0
2										0	0	0	0
13										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2										0	0	0	0
23										0	0	0	0
1										0	0	0	0
7										0	0	0	0
6										0	0	0	0
1										0	0	0	0
494						44	51		4	99	52	52	0
1										0	0	0	0
3										0	0	0	0
1										0	0	0	0
										0	0	0	0
119						17	18			35	13	13	0
3										0	0	0	0
1										0	0	0	0
1										0	0	0	0
27						1	3			4	1	1	0
1						1				1	1	1	0
										0	0	0	0
1										0	0	0	0
										0	0	0	0
4							1			1	1	1	0
2										0	0	0	0
2						1				1	0	0	0
1										0	0	0	0
2										0	0	0	0
										0	0	0	0
13						2	2			4	1	1	0
4						1	1			2	0	0	0
12						2	1			3	3	3	0
1										0	0	0	0
1										0	0	0	0
6										0	0	0	0
7										0	0	0	0
55						4	6			10	8	8	0
1										0	0	0	0

401-General Natural Resources Management and Biological Sciences	117	34	33
403-Microbiology	3	1	
404-Biological Science Technician	1	1	
408-Ecology	7	2	1
413-Physiology	2	1	
415-Toxicology	30	9	3
560-Budget Analysis	13	2	
601-General Health Science	16	2	
602-Medical Officer	1	1	
690-Industrial Hygiene	2		
801-General Engineering	4	1	2
802-Engineering Technical	10	5	
819-Environmental Engineering	22	9	4
830-Mechanical Engineering	2	1	
856-Electronics Technical	1	1	
858-Bioengineering and Biomedical Engineering	1		1
893-Chemical Engineering	3	3	
#N/A	1	1	
EDISON,NEW JERSEY	**8**	**5**	**2**
1301-General Physical Science	1	1	
28-Environmental Protection Specialist	1	1	
343-Management and Program Analysis	1		1
401-General Natural Resources Management and Biological Sciences	1	1	
601-General Health Science	1	1	
819-Environmental Engineering	2		1
893-Chemical Engineering	1	1	
GROSSE ILE,MICHIGAN	**2**		
819-Environmental Engineering	2		
GULF BREEZE,FLORIDA	**58**	**12**	**13**
101-Social Science	1		
1102-Contracting	2	1	
1301-General Physical Science	1		
1320-Chemistry	2	1	1
150-Geography	1		
1601-Equipment, Facilities, and Services	1		1
1640-Facility Operations Services	1		1
2001-General Supply	1		1
2210-Information Technology Management	2		1
301-Miscellaneous Administration and Program	1		1
341-Administrative Officer	1		
343-Management and Program Analysis	2	1	1
401-General Natural Resources Management and Biological Sciences	23	5	3
403-Microbiology	5	2	2
404-Biological Science Technician	1		1
408-Ecology	10	2	
415-Toxicology	1		
560-Budget Analysis	1		

115						9	11		2	22	16	16	0
3							1			1	0	0	0
1										0	0	0	0
7									1	1	0	0	0
2										0	0	0	0
24						1	2			3	2	2	0
13						1				1	0	0	0
15						2	1			3	0	0	0
1						1				1	1	1	0
2										0	0	0	0
4										0	0	0	0
9										0	0	0	0
21						1	2		1	4	3	3	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
3							2			2	2	2	0
1										0	0	0	0
8										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2										0	0	0	0
1										0	0	0	0
2										0	0	0	0
2										0	0	0	0
50						1				1	1	1	0
										0	0	0	0
										0	0	0	0
1										0	0	0	0
2										0	0	0	0
										0	0	0	0
1						1				1	1	1	0
1										0	0	0	0
1										0	0	0	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2										0	0	0	0
19										0	0	0	0
5										0	0	0	0
1										0	0	0	0
10										0	0	0	0
1										0	0	0	0
1										0	0	0	0

690-Industrial Hygiene	1		
GULF,FLORIDA	**1**	**1**	
401-General Natural Resources Management and Biological Sciences	1	1	
HAMPTON,VIRGINIA	**1**		**1**
819-Environmental Engineering	1		1
LAKEWOOD,COLORADO	**1**		
343-Management and Program Analysis	1		
LAS VEGAS,NEVADA	**41**	**15**	**12**
1102-Contracting	1		
1301-General Physical Science	13	6	3
1311-Physical Science Technician	1		
1320-Chemistry	7	2	2
1530-Statistics	1	1	
1550-Computer Science	1		1
1640-Facility Operations Services	1		
2210-Information Technology Management	2	1	
28-Environmental Protection Specialist	1		1
301-Miscellaneous Administration and Program	3	1	2
343-Management and Program Analysis	4	2	2
401-General Natural Resources Management and Biological Sciences	1	1	
408-Ecology	3	1	1
560-Budget Analysis	1		
690-Industrial Hygiene	1		
LENEXA,KANSAS	**1**		
1301-General Physical Science	1		
LOS ANGELES,CALIFORNIA	**3**		**2**
1301-General Physical Science	1		
1315-Hydrology	1		1
819-Environmental Engineering	1		1
NARRAGANSETT,RHODE ISLAN	**66**	**27**	**17**
1087-Editorial Assistance	1	1	
1102-Contracting	1	1	
110-Economist	2		
1301-General Physical Science	15	7	8
1311-Physical Science Technician	2		
1320-Chemistry	3	3	
1360-Oceanography	2	2	
1550-Computer Science	1	1	
1640-Facility Operations Services	2		1
2210-Information Technology Management	1	1	
301-Miscellaneous Administration and Program	1		
341-Administrative Officer	1		1
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	19	8	5
404-Biological Science Technician	1		
408-Ecology	10	2	2
560-Budget Analysis	1	1	

1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1						1				1	0	0	0
1						1				1	0	0	0
1							1			1	0	0	0
1							1			1	0	0	0
37			2	2	13	7	8			32	27	27	0
										0	0	0	0
13			1		4	1	4			10	9	9	0
1										0	0	0	0
7				1	3	1	2			7	4	4	0
1						1				1	1	1	0
1					1					1	1	1	0
1										0	0	0	0
2					1	1				2	1	1	0
1				1						1	1	1	0
2						2				2	3	3	0
4			1		2	1				4	4	4	0
1							1			1	1	1	0
3					2		1			3	2	2	0
										0	0	0	0
										0	0	0	0
1										0	0	0	0
1										0	0	0	0
3							1			1	1	1	0
1										0	0	0	0
1										0	0	0	0
1							1			1	1	1	0
61										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
15										0	0	0	0
1										0	0	0	0
3										0	0	0	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
										0	0	0	0
19										0	0	0	0
1										0	0	0	0
10										0	0	0	0
1										0	0	0	0

690-Industrial Hygiene	1		
NEW YORK, NEW YORK	**1**		
1301-General Physical Science	1		
NEWPORT,OREGON	**10**	**4**	
1301-General Physical Science	1		
1360-Oceanography	1		
150-Geography	1	1	
401-General Natural Resources Management and Biological Sciences	4	2	
408-Ecology	2		
482-Fish Biology	1	1	
NORWOOD,OHIO	**1**		
301-Miscellaneous Administration and Program	1		
OAKLAND,CALIFORNIA	**1**		
#N/A	1		
PHILADELPHIA,PENNSYLVANI	**1**		
819-Environmental Engineering	1		
SAN FRANCISCO,CALIFORNIA	**1**		**1**
819-Environmental Engineering	1		1
SEATTLE,WASHINGTON	**3**		**1**
343-Management and Program Analysis	1		
401-General Natural Resources Management and Biological Sciences	1		1
415-Toxicology	1		
SILVER SPRING,MARYLAND	**1**		
414-Entomology	1		
ST PAUL,MINNESOTA	**1**		
1301-General Physical Science	1		
ST PETERSBURG,FLORIDA	**1**		
408-Ecology	1		
WASHINGTON,DC	**196**	**32**	**53**
1035-Public Affairs	2		
1082-Writing and Editing	1		1
1101-General Business and Industry	2		1
1301-General Physical Science	31	4	11
1399-Physical Science Student Trainee	1		
190-General Anthropology	1		
2210-Information Technology Management	8		5
28-Environmental Protection Specialist	4	1	
301-Miscellaneous Administration and Program	18	4	6
318-Secretary	1	1	
340-Program Management	3	1	2
341-Administrative Officer	2		
343-Management and Program Analysis	56	6	13
344-Management and Program Clerical and Assistance	1		
399-Administration and Office Support Student Trainee	7		
401-General Natural Resources Management and Biological Sciences	28	9	4
403-Microbiology	1		
408-Ecology	1		

1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
10										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
4										0	0	0	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
3						1				1	0	0	0
1										0	0	0	0
1										0	0	0	0
1						1				1	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
171						19	25		3	47	32	32	0
2										0	0	0	0
1										0	0	0	0
2						1				1	1	1	0
29						1	9		1	11	9	9	0
										0	0	0	0
										0	0	0	0
7						3				3	2	2	0
4						3				3	1	1	0
17						3	1		1	5	5	5	0
1										0	0	0	0
3										0	0	0	0
2										0	0	0	0
49						2	9			11	7	7	0
1										0	0	0	0
										0	0	0	0
25						3	3			6	2	2	0
1										0	0	0	0
1										0	0	0	0

415-Toxicology	1		
501-Financial Administration and Program	2		1
560-Budget Analysis	12	1	6
601-General Health Science	3		1
602-Medical Officer	1		
801-General Engineering	1	1	
819-Environmental Engineering	6	3	1
#N/A	2	1	1
WILMINGTON,NORTH CAROLIN	**1**		**1**
2210-Information Technology Management	1		1
Grand Total	**1580**	**417**	**324**

1						1				1	0	0	0
2							1			1	1	1	0
12						1				1	1	1	0
3						1				1	0	0	0
										0	0	0	0
1										0	0	0	0
5							2			2	2	2	0
2									1	1	1	1	0
1										0	0	0	0
1											0	0	0
1463	0	0	2	2	13	132	136	0	11	296	183	183	0

Max # total is correct but could vary from location estimates because of pools. Pools are used whereever Max# is lower than Targeted# (e.g. 6 of 10 in a pool of 0400 series family across locations may accept)

Note: Max number of offers per series for all locations are listed under Washington DC

Office of Water		Total Non-Term Employees
ARLINGTON,VIRGINIA- OST		**1**
28-Environmental Protection Specialist		1
CINCINNATI,OHIO - OGWDW		**31**
1301-General Physical Science		3
28-Environmental Protection Specialist		4
318-Secretary		1
343-Management and Program Analysis		1
401-General Natural Resources Management and Biological Sciences		1
819-Environmental Engineering		8
1350-Geology		
601-General Health Science		
1320-Chemistry		
MONTCLAIR,NEW JERSEY - OGWDW		**1**
28-Environmental Protection Specialist		1
WASHINGTON,DC		**547**
28-Environmental Protection Specialist		167
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
301-Miscellaneous Administration and Program		22
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
303-Miscellaneous Clerk and Assistant - OWOW		1
340-Program Management		16
341-Administrative Officer - OGWDW		1
343-Management and Program Analysis		78
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
344-Management and Program Clerical and Assistance- OGWDW		1
401-General Natural Resources Management and Biological Sciences		39
	OGWDW	
	OST	

			# of Targeted Positions by Grade										
Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers
		1											
		1					1					1	
2	**4**	**30**											
		3					2	1				3	
1	1	4					1	2				3	
		1			1							1	
		1					1					1	
		1						1				1	
	1	8					6		1			7	
							1					1	
							1					1	
							4	3				7	
		1											
		1						1				1	
101	**90**	**470**											
27	33	164										126	10
							2	3	2				
							8	14	6				
							1	11	4				
							12	14	6				
							17	16	10				
9	3	21										17	
						2	2	1	3				
						1	3						
					1		1						
							1	1					
								1					
1		1			1							1	
7	5	16											5
	1							1				1	
21	24	74										59	
							4	5	4				
							7	2	2				
							4	1	2				
							6	7	3				
							5	4	3				
1		1			1							1	
4	3	24										18	
							2						
							6	3	2				

Attachment 3

# to Restructure	# to Eliminate	Comment

	OWM	
	OWOW	
403-Microbiology		6
	OGWDW	
	OST	
408-Ecology (OWOW)		8
415-Toxicology (OST)		3
801-General Engineering		1
819-Environmental Engineering		44
	OGWDW	
	OST	
	OWM	
	OWOW	
893-Chemical Engineering		5
	OST	
	OWM	
1301-General Physical Science		73
	OGWDW	
	OST	
	OWM	
	OWOW	
1315-Hydrology (OGWDW)		1
1320-Chemistry		4
	OGWDW	
	OST	
	OWOW	
1350-Geology (OGWDW)		2
1515-Operations Research (OST)		1
1529-Mathematical Statistics (OGWDW)		2
2210-Information Technology Management		28
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
110-Economist		10
	OAA	
	OGWDW	
	OST	
1160-Financial Analysis		12
560-Budget Analysis		3
	OST	
	OWOW	
601-General Health Science		3
	OGWDW	
	OST	

							1						
							4						
1	1	6										8	2
							2						
							3	3					
		1						1				1	
1		1						1				1	
1		1					1					1	
3	6	34										28	
							4	4	5				
							3	2	2				
							5	2					3
							1						
1	1	5										5	
							1	2					
								1	1				
9	4	51										50	
							7	8					
							12	4					
							5	1	2				
							7	1	3				
1		1					1					1	
1	1	3										3	5
							1						
								1					
								1					
1		2						1	1			2	
	1	1							1			1	
1		1						1				1	
6	3	25										22	2
							1	4					
							4	3	1				
								1					
							1						
							3	3	1				
1	1	9										9	
							1	1					
							1	1					
							3	1	1				
		6											
	2	3										3	2
							1	1					
							1						
1	1	2										2	
								1					
									1				

1109-Grants Management (OGWDW)	1
905-General Attorney	8
301- Scientific & Senior Level Positions	5
OAA	
OGWDW	
OST	
OWOW	
Grand Total	**580**

1		1						1				1	
2		8											
4		1										2	1
											2		
103	**94**	**502**			4	3	172	143	67		2	391	30

		1 supervisory
15	15	

Region 1	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targ by 1-4	5-8	9-11	12	13
BOSTON,MASSACHUSETTS	**511**	**120**	**185**	**473**					
0344-Management and Program Clerical Assistance						1			
0303-Administrative Support Assistant						1			
0029-Environmental Protection Assistant						1			
0028-Environmental Protection Specialist									5
0819-Environmental Engineer									2
0819-Environmental Engineer									
0028-Environmental Protection Specialist									
0819-Environmental Engineer									12
0028-Environmental Protection Specialist									4
1301-Physical Scientist									1
0401-Life/Biological Scientist									5
0819-Environmental Engineer								4	
0028-Environmental Protection Specialist								2	
0819-Environmental Engineer									9
1301-Physical Scientist									10
1035-Public Affairs	11	1	5	11					
1101-General Business and Industry	2			2					
1102-Contracting	7			5					
1109-Grants Management	8	4	2	7					
1160-Financial Analysis	2		1	2					
1301-General Physical Science	72	18	22	70					1
1306-Health Physics	1			1					
1315-Hydrology	2		1	2					
1350-Geology	1	1		1					
1399-Physical Science Student Trainee	1								
1810-General Investigating	1	1		1					1

geted Positions								
y Grade								
14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
				1	1		1	Eliminate 1 GS-0029-08, GS-0303-7, GS-0344-07 (OSRR). 1 V/V offer limited to GS-0344/0303/0029-7/8, to all OSRR employees.
				1				
				1				
				5	2	1	1	Eliminate 1 GS-0819/0028-13 (OES); Restructure 1 GS-0819/0028-12 (OES). 2 V/V offers limited GS-0819/0028-13, in
				2				
2				2	1	1		Restructure 1 GS-0819/0028-13 (OES). 1 V/V offer limited to GS-0819/0028-14, Technical Enforcement Branch
2				2				
				12	2	2		0819/1301/0401/0028 (OES). - 2 V/V offers limited GS-13's in four series: 0819/1301/0401/0028, in Technical Enforcement Branch.
				4				
				1				
				5				
				4	1		1	Eliminate 1 GS-12 0819/0028 (OES). 1 V/V offer limited GS- 12's
				2				
				9	2	2		Restructure 2 GS-0819/1301-12 (OSRR). 2 V/V offers limited GS-
				10				
	1			2	2	1	1	Eliminate 1 GS-1301-15 (ORA). 1 V/V offer limited to GS-1301-15, ORA Immediate Office. Restructure 1 GS-1301-12 (OEP). 1 V/V offer limited GS-1301-13, Air Programs Branch: Air Permits, Toxics and Indoor Programs.
				1	1		1	Eliminate 1 GS-1810-13 (OSRR). 1 V/V offer limited to GS-1810-13 on Technical and Enforcement Support Branch.

18-Safety and Occupational Health Management	2			1					
201-Human Resources Management	5	2	2	5					
2210-Information Technology Management	19	4	6	19					6
260-Equal Employment Opportunity	1			1					
28-Environmental Protection Specialist	85	22	39	84				1	2
0028-Environmental Protection Specialist (RPM)									2
0028-Supervisory Environmental Protection Specialist									
29-Environmental Protection Assistant	8	2	5	8		3			
301-Miscellaneous Administration and Program	9	2	3	9					1
303-Miscellaneous Clerk and Assistant	2	1		2	1				

2				8	3	3		Restructure 2 GS-2210-13; and 1 GS-2210-12 (OARM). 2 V/V offers to GS-2210-14 and 1 V/V offer to GS-2210-13, limited to Information Technology Branch (Boston, Ma only) (excludes security IT Spec. and phased retirement participant)
1				4	3	2	1	Eliminate 1 GS-0028-12 (OEP). 1 V/V offer limited to GS-0028-12, in Water Permits Branch. Restructure 1 GS-0028-12/13 (ORC). 1 V/V offer limited to GS-0028-14, Office of Regional Counsel. Restructure 1 GS-0028-7/9/12 (OSRR). 1 V/V offer limited to, GS-0028-13, Technical and Support Branch - Technical and Enforcement Support Section only.
				2	2	2		Restructure 2 GS-0819/1301-13 Remedial Project Managers (RPM) (OSRR). 2 V/V offers limited GS-0028-13 (RPMS only) in Remediation and Restoration 1 Branch.
3				3	1		1	Eliminate 1 GS-0028-14 (OEP). 1 V/V offer limited to Supervisory GS-0028-14, to all Supervisory OEP employees.
				3	1		1	Eliminate 1 GS-0029-08, (OEP). 1 V/V offer limited to GS-0029-08, to all OEP employees.
				1	1	1		Restructure 1 GS-0028-12 (OEP). 1 V/V offer limited to GS-0301-13, Grants, Tribal & Municipal Assistance Branch.
				1	1		1	Eliminate 1 GS-0303-04 (OARM). 1 V/V offer limited to 1 GS-0303-04, Customer Services and Facilities Unit.

304-Information Receptionist	1	1		1		1			
306-Government Information Specialist	1		1	1					
318-Secretary	4	1	1	4					
326-Office Automation Clerical and Assistance	2	1		2					
340-Program Management	8	3	5	8					
342-Support Services Administration	3	1	1	1				1	
343-Management and Program Analysis	13	3	4	13					
344-Management and Program Clerical and Assistance	1		1	1					
399-Administration and Office Support Student Trainee	1								
401-General Natural Resources Management and Biological Sciences	29	4	6	18					1
499-Biological Science Student Trainee	9			2					
501-Financial Administration and Program	9		3	8				2	
510-Accounting	3		1	3					
525-Accounting Technician	1		1	1			1		
560-Budget Analysis	4	2	2	4					
80-Security Administration	1			1					
819-Environmental Engineering	121	29	56	116					1
899-Engineering and Architecture Student Trainee	2								

				1	1		1	Eliminate 1 GS-0304-07 (ORA). 1 V/V offer limited GS-0304-07, Public Affairs Unit.
				1	1	1		Restructure 1 GS-0342-9/11 (OARM). 1 V/V offer limited to GS-0342-12, in Customer Services and Facilities Unit.
				1	1	1		Restructure 1 GS-0401/1301-12 (OEP). 1 V/V offer limited to GS-0401-13, Wetlands, Water Quality and Information Branch - Wetlands Protection Section only.
				2	1	1		Restructure 1 GS-0501-11 (OARM). 1 V/V offer limited GS-0501-12 in Comptrollers Office.
				1	1		1	Eliminate 1 GS-0525-09 (OARM). 1 V/V offer limited to GS-0525-09 in Comptrollers Office.
				1	1	1		Restructure 1 GS-0819-7/9/12 (OSRR). 1 V/V offer limited to GS-0819-13, Technical and Support Branch - Technical and Enforcement Support Section only.

905-General Attorney	54	17	17	53					
950-Paralegal Specialist	3			3					
99-General Student Trainee	2								
NORTH CHELMSFORD,MASSACH	**56**	**17**	**16**	**45**					
1301-General Physical Science	13	6	1	10					1
1320-Chemistry	16	5	6	14					9
1399-Physical Science Student Trainee	1								
18-Safety and Occupational Health Management	1			1					
2210-Information Technology Management	1		1	1					
28-Environmental Protection Specialist	2		2	2					
318-Secretary	1	1		1					
340-Program Management	1	1		1					
342-Support Services Administration	2			2					
343-Management and Program Analysis	1		1	1					
401-General Natural Resources Management and Biological Sciences	5	3		5					
819-Environmental Engineering	11	1	5	7					
899-Engineering and Architecture Student Trainee	1								
Grand Total	**567**	**137**	**201**	**521**	1	7	1	10	73

	8			8	3	3		Restructure 1 GS-0260-12/13 (ORA) - 1 V/V offer limited to GS-0905-15, in OCRUA; Restructure 2 GS-0905-14 (OES) - 2 V/V offers limited GS-0905-15 in Legal Enforcement Branch - Superfund and Regulatory Legal Offices.
	1			2	2	2		Restructure 1 GS-1301-12 (OEME). 1 V/V offer limited to all GS-1301-13 OEME employees. Restructure 1 GS-1301-14 (OEME). 1 V/V offer limited to all GS-1301-15 OEME employees
				9	1	1		Restructure 1 GS-1320-12 (OEME). 1 V/V offer limited to all OEME GS-1320-13 employees.
10	10	0		112	36	25	11	

Region 2	Division	Branch	Section	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
ALBANY,NEW YORK				**5**	**1**		**4**
1035-Public Affairs				1			1
1301-General Physical Science				2	1		2
819-Environmental Engineering				2			1
BUFFALO,NEW YORK				**2**	**1**		**1**
1035-Public Affairs				1	1		1
1301-General Physical Science				1			
EDISON,NEW JERSEY				**143**	**34**	**45**	**130**
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-1301 and 1320.	DESA	HWSB					
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-401,1301, and 1320.	DESA	Lab					
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-401,819, 1301, and 1350.	DESA	MAB					
1301-General Physical Science				66	15	29	63
1320-Chemistry				19	6	3	16
1350-Geology				1		1	1
28-Environmental Protection Specialist				4	1		4
303-Miscellaneous Clerk and Assistant				2	2		2
318-Secretary				4		2	4
401-General Natural Resources Management and Biological Sciences				20	3	3	14
403-Microbiology				4			4
690-Industrial Hygiene				1			1
801-General Engineering				2	1		2
819-Environmental Engineering				19	6	6	18
830-Mechanical Engineering				1		1	1
GUAYNABO,PUERTO RICO				**47**	**9**	**10**	**44**
1035-Public Affairs				1			1
1301-General Physical Science				12	2	1	12
1350-Geology				1			1
318-Secretary				3	1	2	3
401-General Natural Resources Management and Biological Sciences				1		1	1
510-Accounting				1			1
819-Environmental Engineering				23	6	6	22

# of Targeted Positions by Grade												
1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
				10					10	1	1	
				9					9	1	1	
				14					14	1	1	

Comments
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Note: multi-series clusters include multiple GS-1301-13s.
Note: Multi-series clusters include multiple GS-1320-13s.
Note: DESA/MAB multi-series cluster includes a GS-1350-13.
Note: DESA/MAB multi-series cluster includes several GS-819-13s.
Note: Multi-series clusters include multiple GS-819-13s.

905-General Attorney				4			3
#N/A				1			
NEW YORK, NEW YORK				**582**	**159**	**181**	**542**
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-028, 819, 1301, and 1320.	CASD	APB					
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-028, 401, 819, and 1301.	CASD	SMPB					
multi-series - UIC program: includes GS-819, 1301, and 1350 staff. Titles include Environmental Engineer, Environmental Scientist, Geologist, Lead Environmental Scientist (the word Lead is a reflection of a processing glitch and an outdated PD), and Physical Scientist .	DECA	WCB	GCS				
1035-Public Affairs				14	3	4	13
1102-Contracting				9	4	2	9
1109-Grants Management				11	2	3	11
1160-Financial Analysis				1	1		1
1301-General Physical Science				107	20	41	97
1306-Health Physics				2	1		2
1315-Hydrology				4	3		4
1320-Chemistry				1	1		1
1350-Geology				15	9	2	14
1550-Computer Science				2			2
1810-General Investigating				1			
201-Human Resources Management				7	2	2	7
2210-Information Technology Management				12	3	2	12
260-Equal Employment Opportunity				1		1	1
28-Environmental Protection Specialist				41	9	11	41
28 **subset** - Environmental Protection Specialist	CASD	APB	APS				
301-Miscellaneous Administration and Program				4	3		4
301 **subset** - Congressional & Intergov. Relations Spec.	PAD	ICAB					
303-Miscellaneous Clerk and Assistant				12	2	8	12
306-Government Information Specialist				3		2	2
308-Records Management				2		1	1
318-Secretary				26	3	14	26
318 **subset** - Secretary	CASD	RIAB					
326-Office Automation Clerical and Assistance	CASD	HWPB		1	1		1
340-Program Management				8	3	2	7

				18					18	1	1	
				14					14	1	1	
			3	4					7	4	4	
					1				1	1	1	
				1					1	1	1	
	7								7	7		7
	1								1	1		1
1									1	1		1

Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Positions will be restructured to support functions other than UIC (>25% change in duties); changes to series and FPLs are also possible.
Note: Multi-series clusters include multiple GS-1301-13s.
Note: CASD/APB multi-series cluster includes a GS-1320-13.
Note: DECA/WCB multi-series cluster includes several GS-1350-13s.
Note: CASD/SMB multi-series cluster includes several GS-028-13s.
Backfill with lower FPL (and probably different series).
Backfill with different series and lower FPL.
All seven GS-6 NYC office assistants are targeted; for one incumbent, V/V eligibility may be in question.
Employee is part-time.

341-Administrative Officer				1	1		1
342-Support Services Administration				1			
343-Management and Program Analysis				8	2	1	8
401-General Natural Resources Management and Biological Sciences				33	6	2	23
401 subset - Aquatic Biologist	CWD	CWRB	NS				
415-Toxicology				1	1		1
501-Financial Administration and Program				4		1	4
505-Financial Management				1			1
510-Accounting				9		5	9
525-Accounting Technician				3		2	3
560-Budget Analysis				5		4	5
801-General Engineering				1	1		1
808-Architecture				1			1
819-Environmental Engineering				147	45	51	139
819 subset - Environmental Engineering	CWD	DWMIB	SRF				
901-General Legal and Kindred Administration				1			1
905-General Attorney	ORC			76	30	17	71
950-Paralegal Specialist				5	3	2	5
963-Legal Instruments Examining	ORC	IO		1		1	1
NEW YORK,NEW YORK				**2**		**1**	**2**
1035-Public Affairs				1		1	1
401-General Natural Resources Management and Biological Sciences				1			1
ST THOMAS,VIRGIN ISLANDS				**2**		**1**	**2**
401-General Natural Resources Management and Biological Sciences				1			1
819-Environmental Engineering				1		1	1
STAMFORD,CONNECTICUT				**1**	**1**		**1**
1301-General Physical Science				1	1		1
Grand Total				**784**	**205**	**238**	**726**

				1					1	1	1	
				1					1	1	1	
						14			14	2	2	
			5						5	5		5
		1							1	1		1
1	8	1	8	72	1	14	0	0	105	30	15	15

Note: CASD/SMB multi-series cluster includes several GS-401-13s.
Position will be restructured to support functions other than CWA 301(h), 403(c), and 316(a&b), so >25% change in duties. A reduction in FPL and change in series/title is also likely.
Note: Multi-series clusters include multiple GS-819-13s.
Position will be restructured to support functions other than construction grants (>25% change in duties). A reduction in FPL is also likely.
Backfill at the GS-11 or 12 with GS-14 FPL. Targeted pool includes all GS-15 General Attorneys and Attorney-Advisers, but does not include supervisors or team leaders.

Region 3	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANNAPOLIS JUNC,MARYLAND	**1**		
28-Environmental Protection Specialist	1		
ANNAPOLIS,MARYLAND	**21**	**6**	**6**
1035-Public Affairs	1		
1301-General Physical Science	5	1	3
28-Environmental Protection Specialist	9	1	3
318-Secretary	1	1	
340-Program Management	2	2	
341-Administrative Officer	1		
343-Management and Program Analysis	1	1	
819-Environmental Engineering	1		
BLUEMONT,VIRGINIA	**1**		
819-Environmental Engineering	1		
CHARLESTON,WEST VIRGINIA	**2**		
301-Miscellaneous Administration and Program	1		
905-General Attorney	1		
FORT MEADE,MARYLAND	**45**	**11**	**9**
1301-General Physical Science	16	5	4
1320-Chemistry	15	3	3
1399-Physical Science Student Trainee	1		
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
301-Miscellaneous Administration and Program	2		1
342-Support Services Administration	1		
401-General Natural Resources Management and Biological Sciences	4	1	
819-Environmental Engineering	3	2	
905-General Attorney	1		1
HERNDON,VIRGINIA	**1**		**1**
905-General Attorney	1		1
PHILADELPHIA,PENNSYLVANI	**739**	**180**	**197**
1035-Public Affairs	19	6	3
1101-General Business and Industry	1		
1102-Contracting	12	5	2
1109-Grants Management	11	4	3
1160-Financial Analysis	5	2	
1301-General Physical Science	154	26	28
1306-Health Physics	1		1
1315-Hydrology	1	1	
1340-Meteorology	1		
1350-Geology	5	1	2
1399-Physical Science Student Trainee	4		
1810-General Investigating	4	3	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
1														
1										0	0	0	0	
20														
										0	0	0	0	
5					1	2	1			4	2	2	0	
9					1	2	2			5	2	2	0	
1		1								1	1	1	0	
2							1			1	1	1	0	
1										0	0	0	0	
1										0	0	0	0	
1										0	0	0	0	
1														
1										0	0	0	0	
2														
1										0	0	0	0	
1										0	0	0	0	
38														
16				1	5	2	1			9	2	2	0	
11					4	1				5	2	2	0	
1										0	0	0	0	
										0	0	0	0	
1					1					1	1	1	0	
1						1				1	1	1	0	
1										0	0		0	
3					1					1	1	1	0	
3				1		1				2	1	1	0	
1							1			1	1	1	0	
1														
1						1				1	1	1	0	
643														
19				1	7	2				10	4	3	1	
1										0	0	0	0	
12										0	0	0	0	
9				4	3					7	2	1	1	
5					2					2	1	1	0	
130				1	41	10	4			56	18	15	3	
1						1				1	1	1	0	
1						1				1	1	1	0	
1										0	0	0	0	
5					2	1				3	1	1	0	
										0	0	0	0	
4				1	2					3	3	0	3	

18-Safety and Occupational Health Management	1		
201-Human Resources Management	12	3	1
2210-Information Technology Management	19	7	5
2299-Information Technology Student Trainee	2		
260-Equal Employment Opportunity	1		1
28-Environmental Protection Specialist	89	29	43
299-Human Resources Management Student Trainee	1		
29-Environmental Protection Assistant	1		1
301-Miscellaneous Administration and Program	13	2	6
303-Miscellaneous Clerk and Assistant	9	1	
306-Government Information Specialist	1		1
308-Records Management	1		
318-Secretary	18	3	9
326-Office Automation Clerical and Assistance	2	2	
340-Program Management	10	4	5
342-Support Services Administration	4	1	3
343-Management and Program Analysis	19	4	3
350-Equipment Operator	1	1	
401-General Natural Resources Management and Biological Sciences	75	5	4
408-Ecology	3	1	1
414-Entomology	1		
415-Toxicology	9	3	5
457-Soil Conservation	1	1	
499-Biological Science Student Trainee	4		
501-Financial Administration and Program	6	4	2
505-Financial Management	1	1	
510-Accounting	8	1	4
525-Accounting Technician	1		
560-Budget Analysis	1	1	
819-Environmental Engineering	128	33	35
893-Chemical Engineering	1		1
899-Engineering and Architecture Student Trainee	2		
905-General Attorney	70	23	27
950-Paralegal Specialist	4	1	1
#N/A	2	1	
RICHMOND,VIRGINIA	**1**		**1**
1301-General Physical Science	1		1
TITUSVILLE,PENNSYLVANIA	**1**		**1**
1301-General Physical Science	1		1
WASHINGTON,DC	**1**		
28-Environmental Protection Specialist	1		
WHEELING,WEST VIRGINIA	**13**	**2**	**2**
1301-General Physical Science	2	1	
1315-Hydrology	1	1	
28-Environmental Protection Specialist	2		1
401-General Natural Resources Management and Biological Sciences	7		
819-Environmental Engineering	1		1

1										0	0	0	0	
10				1	2	1				4	2	1	1	
19				3	6	1				10	3	2	1	
										0	0	0	0	
1						1				1	1	1	0	
88			9	14	37	8	6			74	21	16	5	
1										0	0	0	0	
1		1								1	1	0	1	
13			1			3	4			8	3	2	1	
9		1								1	1	1	0	
1				1						1	1	1	0	
1										0	0	0	0	
18		7	6							13	8	5	3	
2		1								1	1	0	1	
10						0	4			4	4	4	0	
4			3	1						4	2	1	1	
16			2	2	2	1				7	3	2	1	
1		1								1	1	1	0	
42					5	3	1			9	3	3	0	
3					1	1				2	1	0	1	
1										0	0	0	0	
9					6	3				9	2	1	1	
1					1					1	1	1	0	
										0	0	0	0	
6			1	5						6	2	1	1	
1							1			1	1	1	0	
7					4	1				5	2	1	1	
1										0	0	0	0	
1						1				1	1	1	0	
111					49	11	11			71	20	17	3	
1					1					1	1	1	0	
										0	0	0	0	
70						23	27			50	17	13	4	
4				2	1					3	2	1	1	
1										0	0	0	0	
1														
1						1				1	1	1	0	
1														
1					1					1	1	1	0	
1														
1						1				1	1	1	0	
13														
2					1					1	1	1	0	
1					1					1	1	1	0	
2					1					1	1	1	0	
7										0	0	0	0	
1					1					1	1	1	0	

Grand Total	**826**	**199**	**217**

722										411	159	124	35	

Region 4	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ATHENS,GEORGIA	**85**	**14**	**15**
1301-General Physical Science	20	4	5
1311-Physical Science Technician	1	1	
1320-Chemistry	20	4	2
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	2		
28-Environmental Protection Specialist	1		
301-Miscellaneous Administration and Program	1	1	
318-Secretary	2		
341-Administrative Officer	1		
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	18	2	4
415-Toxicology	1		
819-Environmental Engineering	15	2	4
ATLANTA,GEORGIA	**806**	**148**	**275**
1001-General Arts and Information	1	1	
1035-Public Affairs	13		4
1071-Audiovisual Production	2		1
1084-Visual Information	1		1
1101-General Business and Industry	2		2
1102-Contracting	9	1	1
1106-Procurement Clerical and Technician	1	1	
1109-Grants Management	10	3	3
1160-Financial Analysis	3	1	
1301-General Physical Science	158	27	61
1315-Hydrology	5	1	
1320-Chemistry	1		
1350-Geology	2	2	
150-Geography	1		
1810-General Investigating	5	1	3
201-Human Resources Management	6	2	2
2210-Information Technology Management	12	2	5
260-Equal Employment Opportunity	2		1
28-Environmental Protection Specialist	58	12	25
29-Environmental Protection Assistant	1		1
301-Miscellaneous Administration and Program	23	4	8
303-Miscellaneous Clerk and Assistant	15	6	2
306-Government Information Specialist	11	3	7
308-Records Management	2		
318-Secretary	11	3	6
326-Office Automation Clerical and Assistance	1		
335-Computer Clerk and Assistant	1		1

	# of Targeted Positions (Revised as of 6/6/2017) by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
71	0	0	1	1	0	0	0	0	0	2				
15										0				
1			1							1				
17										0				
1										0				
1										0				
1				1						1				
1										0				
1										0				
										0				
2										0				
16										0				
1										0				
14										0				
730	0	1	2	3	12	3.5	2.5	0	0	24				
1										0				
10										0				
2										0				
1										0				
2										0				
9										0				
1										0				
9										0				
3										0				
147					3	1	1			5				
3										0				
1										0				
2										0				
										0				
5										0				
6										0				
12										0				
2										0				
52			2	1	1					4				
1										0				
20										0				
14		1								1				
9										0				
1										0				
10										0				
1										0				
1										0				

340-Program Management	12	4	6
341-Administrative Officer	3		2
342-Support Services Administration	3		
343-Management and Program Analysis	24	2	15
3502-Laboring	1		
401-General Natural Resources Management and Biological Sciences	91	14	15
408-Ecology	2		
415-Toxicology	4		3
499-Biological Science Student Trainee	1		
501-Financial Administration and Program	7	3	4
505-Financial Management	1		1
510-Accounting	2		1
560-Budget Analysis	11	4	3
5703-Motor Vehicle Operating	2		
601-General Health Science	1		1
690-Industrial Hygiene	1		
801-General Engineering	1	1	
80-Security Administration	2		
819-Environmental Engineering	212	39	70
840-Nuclear Engineering	1		1
905-General Attorney	65	10	18
950-Paralegal Specialist	1	1	
986-Legal Assistance	1		1
BAY ST LOUIS,MISSISSIPPI	**11**	**1**	**3**
1301-General Physical Science	2		1
28-Environmental Protection Specialist	1		
340-Program Management	2		2
343-Management and Program Analysis	3	1	
401-General Natural Resources Management and Biological Sciences	2		
819-Environmental Engineering	1		
CHARLOTTE,NORTH CAROLINA	**1**		
819-Environmental Engineering	1		
CRAWFORDVILLE,FLORIDA	**1**		
401-General Natural Resources Management and Biological Sciences	1		
DURHAM,NORTH CAROLINA	**1**	**1**	
28-Environmental Protection Specialist	1	1	
GULFPORT,MISSISSIPPI	**3**		
1301-General Physical Science	1		
819-Environmental Engineering	2		
JACKSON,MISSISSIPPI	**1**		**1**
819-Environmental Engineering	1		1
JACKSON,TENNESSEE	**1**		**1**
819-Environmental Engineering	1		1
JACKSONVILLE,FLORIDA	**1**		**1**
1301-General Physical Science	1		1
LOUISVILLE,KENTUCKY	**1**	**1**	
819-Environmental Engineering	1	1	

11										0				
3										0				
3										0				
22				1						1				
1										0				
77					1					1				
2										0				
4										0				
										0				
7										0				
1										0				
2										0				
8										0				
2										0				
1										0				
1										0				
1				1						1				
1										0				
195					7	1				8				
1										0				
60						1.5	1.5			3				
1										0				
1										0				
11	0	0	0	0	0	0	0	0	0	0				
2										0				
1										0				
2										0				
3										0				
2										0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
2	0	0	0	0	0	0	0	0	0	0				
										0				
2										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				

MOBILE,ALABAMA	**1**		**1**
401-General Natural Resources Management and Biological Sciences	1		1
WEST PALM BEACH,FLORIDA	**1**	**1**	
401-General Natural Resources Management and Biological Sciences	1	1	
Grand Total	**914**	**166**	**297**

1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
823	0	1	3	4	12	3.5	2.5	0	0	26	25	15	10	

Region 5	Series	Div/Off
CARTERVILLE, ILLINOIS		
	1301-General Physical Science	Total
CHICAGO HTS, ILLINOIS		
	0401-General Natural Resources Mana	Total
	1035-Public Affairs	Total
		SFD
	1060-Photography	Total
	1082-Writing and Editing	Total
		ORA
	1084-Visual Information	Total
	1101-General Business Industry	Total
	1102-Contracting	Total
		RMD
	1106-Procurement Clerical and Techni	Total
	1109-Grants Management	Total
	1160-Financial Analysis	Total
		LCD
		WD
	1301-General Physical Science	Total
		ARD
		GLNPO
	1306-Health Physics	Total
	1315-Hydrology	Total
	1320-Chemistry	Total
		ORA
	1340-Meteorology	Total
	1350-Geology	Total
		LCD
		SFD
	1399-Physical Science Student Trainee	Total
	1530-Statistics	Total
		LCD

Branch/Section	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targete by G 1-4	5-8	9-11	12	13
	1		1	1	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1				0	0	0	0	0
	1				0	0	0	0	0
	1036	255	296	939	0	8	3	54	55
	18	5	5	18	0	0	0	0	1
Community Involvement									1
	1			1	0	0	0	0	0
	2	1		2	0	0	0	2	0
Multimedia Communications Section								2	
	2		1	2	0	0	0	0	0
	2	1		2	0	0	0	0	0
	20	2	6	18	0	0	0	0	1
Acquisition & Assistance Branch									1
	1		1	1	0	0	0	0	0
	12	1	3	12	0	0	0	0	0
	5	2		5	0	0	0	1	2
RCRA Compliance Section 2								1	
STP									2
	201	43	50	180	0	0	0	0	0
APB									
IO									
	2	1	1	2	0	0	0	0	0
	3			1	0	0	0	0	0
	25	8	1	22	0	0	0	0	0
Planning & Quality Assurance Group									
	1		1	1	0	0	0	0	0
	11	5	2	9	0	0	0	2	3
Corrective Action 1								2	
All									3
	3				0	0	0	0	0
	1	1		1	0	0	0	0	1
All									1

ed Positions								
rade								
14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
52	8	0	0	181	78	70	8	
0	0	0	0	1	1	1	0	
				1	1	1		Would offer the "Lead" position.
0	0	0	0	0	0	0	0	
0	0	0	0	2	1	0	1	
				2	1		1	Could restructure to one position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	
				1	1	1		Focus on core contract operations. Offer to 1102s that are procurement analysts, then reshape workforce to have more contract specialists
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	3	2	2	0	
				1	1	1		Would restructure to GS-1301/819 position
				2	1	1		Would restructure the position to a lower grade.
2	1	0	0	3	2	2	0	
2				2	1	1		Would restructure to a lower grade.
	1			1	1	1		Would restructure to a lower grade.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
1	0	0	0	1	1	1	0	
1				1	1	1		Would restructure to a lower graded position
0	0	0	0	0	0	0	0	
0	0	0	0	5	2	2	0	
				2	1	1		Would restructure to GS-1301/819 position
				3	1	1		Would restructure to GS-1301/819 position
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	
				1	1	1		Would restructure to GS-1301/819 position.

	1702-Education and Training Technicia	Total
		RMD
	1750-Instructional Systems	Total
	1810-General Investigation	Total
		SFD
	0018-Safety and Occupational Health M	Total
	2001-General Supply	Total
	0201-Human Resources Management	Total
	0020-Community Planning	Total
	2210-Information Technology Manage	Total
		RMD
	0260-Equal Employment Opportunity	Total
		ORA
		RMD
	0028-Environmental Protection Specia	Total
		ORA
		ARD
		GLNPO
		LCD
		LCD
		LCD
		LCD
		LCD
		LCD
		LCD
		WD
		WD
		WD
		WD
		WD

	2	1	1	2	0	0	1	0	0
HCB							1		
	1			1	0	0	0	0	0
	5	3	1	4	0	0	0	0	2
All									2
	3			2	0	0	0	0	0
	2			1	0	0	0	0	0
	10	3	2	8	0	0	0	0	0
	4			3	0	0	0	0	0
	31	6	5	30	0	0	0	0	3
Information Technology Section									3
	4	1	2	4	0	0	0	0	3
Office of Civil Rights									2
Employee Services Branch									1
	160	46	73	155	0	0	0	36	31
OECA								1	2
IVPS								2	
All									6
State and Tribal Services Section								6	
Internal Services Section								2	
All (non-tribal)									12
Pesticides & Toxics Compliance								1	
RCRA/TSCA Programs								2	
Underground Storage								3	
Materials Management Branch									
WWB only								1	
IT & Support Section								1	
Watersheds Section									2
GWDW Sections 1 & 2								5	
GWDW Sections 1 & 2									2

0	0	0	0	1	1	0	1	
				1	1		1	The duties will be assigned to remaining employees.
0	0	0	0	0	0	0	0	
0	0	0	0	2	1	1	0	
				2	1	1		Could be restructured to a lower grade.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	3	1	1	0	
				3	1	1		Work would be restructured to focus on moving away from Lotus Notes System Administration (Lotus Notes experts) to new technology.
0	0	0	0	3	2	1	1	
				2	1	1		Would restructure from two to one position
				1	1		1	The duties will be assigned to remaining employees in the Office of Civil Rights.
0	1	0	0	68	30	29	1	
				3	1	1		Would like to restructure to combine duties.
				2	1	1		Would restructure to a GS-1301/819 positions.
				6	1	1		Would restructure to a technical series at a lower grade or in the same series to a lower grade.
				6	2	1	1	Would like to combine the existing duties of the six eligible down to five and offer two positions. Would create an opportunity for one displaced GS-0028-12 in another section to move into this position.
				2	1	1		Could restructure to GS-306 position.
				12	4	4		Would like to offer and restructure to GS-1301.
				1	1	1		Would restructure to GS-1301/819 position
				2	1	1		Would restructure to GS-1301/819 positions
				3	1	1		Would restructure to GS-1301/819 positions
	1			1	1	1		Would restructure the branch by moving the duties into other existing sections or changing it to a section.
				1	1	1		Would restructure to GS-1301/819/401 position
				1	1	1		Would restructure to GS-1301/819/401 position
				2	1	1		Would restructure to GS-1301/819/401 position
				5	4	4		Would restructure to GS-1301/819 positions
				2	1	1		Would restructure to GS-1301/819 positions

CHICAGO, ILLINOIS		WD
		WD
		WD
		WD
		SFD
		SFD
		SFD
		SFD
	0301-Miscellaneous Administration an	Total
		ARD
		SFD
		RMD
	0303-Miscellaneous Clerk and Assistan	Total
		ARD
		GLNPO
		ORC
		RMD
	0305-Mail and File	Total
	0306-Government Information Special	Total
	0308-Records Management	Total
	0318-Secretary	Total
	0326-Office Automation Clerical and A	Total
	0335-Computer Clerk and Assistant	Total
		GLNPO
	0340-Program Management	Total
	0341-Administrative Officer	Total
	0343-Management and Program Analy	Total
		ARD
		WD
		WD
		SFD
		RMD
	0344-Management and Program Cleric	Total
		WD
	0399-Administration and Office Suppo	Total
	0401-General Natural Resources Mana	Total
		LCD
	0403-Microbiology	Total
	0408-Ecology	Total

UIC Sections 1 & 2								2	
NPDES Branch only									1
NPDES Section 2								1	
NPDES Section 2									2
Chemical Emergency Preparedness & Prevention									3
Enforcement Support								6	
Site Assessments and Grants Section									1
Site Assessments and Grants Section								3	
	24	5	13	24	0	0	0	1	0
IO									
All									
Lab QA Core								1	
	25	9	9	25	0	7	1	0	0
ALL						2			
All						1			
All						4			
Lab QA Core							1		
	1			1	0	0	0	0	0
	12	3	5	11	0	0	0	0	0
	9	1	4	9	0	0	0	0	0
	4		1	3	0	0	0	0	0
	1			1	0	0	0	0	0
	1	1		1	0	0	1	0	0
All							1		
	22	10	6	22	0	0	0	0	0
	5	1	3	5	0	0	0	0	0
	34	13	8	34	0	0	0	4	3
STPS									1
Groundwater and Drinking Water Br only									1
IT & Support Section								1	
Emergency Response Section 2									1
Employee Services Branch								3	
	3	1	1	3	0	1	0	0	0
WECA Section 2						1			
	11	1		2	0	0	0	0	0
	42	7	5	36	0	0	0	2	1
All								2	1
	1			1	0	0	0	0	0
	3	1		3	0	0	0	0	1

				2	1	1		Would restructure to GS-1301/819 positions
				1	1	1		Would restructure to GS-1301/819 positions
				1	1	1		Would restructure to GS-1301/819 positions
				2	1	1		Would restructure to GS-1301/819 positions
				3	1	1		Restructure to GS-1301/0819
				6	1	1		Restructure to GS-1301/0819
				1	1	1		Restructure to a GS-1301/0819
				3	1	1		Restructure to a GS-1301/0819
2	0	0	0	3	2	2	0	
1				1	1	1		Would restructure to a lower grade.
1				1	1	1		Would restructure to a lower grade.
				1				Included in GS-303-09 Lab offer.
0	0	0	0	8	6	6	0	
				2	2	2		Could combine duties or restructure to secretary series.
				1	1	1		Would restructure to a different series and grade.
				4	2	2		Could restructure to combine the duties of the two Branch APAs and restructure the Records Management Assistant to a legal tech position.
				1	1	1		Offer includes the GS-301-12 in Lab. Would eliminate the GS-09 position and restructure the GS-12 to one GS-11 position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	0	1	
				1	1		1	No longer need.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	7	5	4	1	
				1	1	1		Would restructure to GS-1301 position.
				1	1	1		Would restructure to a lower grade.
				1	1	1		Would restructure to GS-306 position
				1	1	1		Restructure to a 1301 position
				3	1		1	Would eliminate one of the positions that focuses on SEEP management.
0	0	0	0	1	1	1	0	
				1	1	1		Would restructure to GS-306 position
0	0	0	0	0	0	0	0	
0	0	0	0	3	2	2	0	
				3	2	2		Would restructure to GS-1301/819 positions
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	

		WD
	0415-Toxicology	Total
	0471-Agronomy	Total
	0501-Financial Administration and Pro	Total
	0505-Financial Management	Total
	0510-Accounting	Total
		RMD
	0560-Budget Analysis	Total
		RMD
	0599-Financial Management Student T	Total
	0601-General Health Science	Total
		LCD
	0080-Security Administration	Total
	0819-Environmental Engineering	Total
		LCD
		WD
	0890-Agricultural Engineering	Total
	0893-Chemical Engineering	Total
	0899-Engineering and Architecture Stu	Total
	0905-General Attorney	Total
		ORC
		ORC
		ORC
	0950-Paralegal Specialist	Total
		ORC
	0986-Legal Assistance	Total
	0999-Legal Occupations Studetn Traine	Total

IT & Support Section									1
	3	2		3	0	0	0	0	0
	1			1	0	0	0	0	0
	4	3	1	4	0	0	0	0	0
	1		1	1	0	0	0	0	0
	15	5	5	15	0	0	0	0	2
CB (Lead Accountants + Cost Recovery non-lead)									2
	7	1	1	7	0	0	0	3	0
CB								3	
	2			2	0	0	0	0	0
	4	2	1	4	0	0	0	0	0
All									
	2		2	2	0	0	0	0	0
	159	23	43	134	0	0	0	0	1
All									
IT & Support Section									1
	1			1	0	0	0	0	0
	1		1	1	0	0	0	0	0
	3				0	0	0	0	0
	94	32	29	89	0	0	0	0	0
IO									
All									
Multimedia Branch I & II (supervisory)									
	3	3		3	0	0	0	3	0
All								3	
	1		1	1	0	0	0	0	0
	3			1	0	0	0	0	0

				1	1	1		Would restructure to GS-1301/0401 position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	3	1	1	0	
				3	1	1		The one offer will go to Team Lead Accountant GS-0510-13 positions and the one (1) non-Team Lead Accountant GS-0510-13 position who is also eligible. If one of the two (2) Team Lead Accountants accepts the offer, the two Teams in the Section will be restructured under the remaining Team Lead Accountant with some employees reporting directly to the Section Chief. If the position accepting the VERA/VSIP is a non-Team Lead GS-13 Accountant, then in the future, reconciliation work would be performed by a GS-12 Accountant within the Team with the affidavit and testimony functions performed by the Team Leader.
0	0	0	0	3	1	1	0	
				3	1	1		Restructure within the series.
0	0	0	0	0	0	0	0	
1	0	0	0	1	1	1	0	
1				1	1	1		Would restucture to a lower grade.
0	0	0	0	0	0	0	0	
1	0	0	0	2	2	2	0	
1				1	1	1		Would restructure to a lower grade position.
				1	1	1		Would restructure to GS-2210 position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
45	6	0	0	51	7	5	2	
	2			2	1		1	Could eliminate one Regional Counsel Deputy position, to be in line with the other Offices/Divisions in the Region.
45				45	5	5		Would restructure to include more IT skills and modern electronic management.
	4			4	1		1	Could eliminate Deputy Branch Chief position by eliminating redundancies and reducing fewer direct reports by realligning the Labor Relations Attorneys into an existing section.
0	0	0	0	3	2	2	0	
				3	2	2		Would restructure to legal tech positions or GS-306 positions.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	

	#N/A	Total
CINCINATTI, OHIO		
	1301-General Physical Science	Total
CLEVELAND, OHIO		
	0028-Environmental Protection Specia	Total
DETROIT, MICHIGAN		
	1301-General Physical Science	Total
	0415-Toxicology	Total
ELMHURST, ILLINOIS		
	1301-General Physical Science	Total
FLINT, MICHIGAN		
	1035-Public Affairs	Total
GREEN BAY, WISCONSIN		
	1301-General Physical Science	Total
GROSSE ISLE, MICHIGAN		
	1301-General Physical Science	Total
	1670-Equipment Services	Total
	0303-Miscellaneous Clerk and Assistan	Total
	0401-General Natural Resources Mana	Total
INDIANAPOLIS, INDIANA		
	1301-General Physical Science	Total
	0401-General Natural Resources Mana	Total
MADISON, WISCONSIN		
	0401-General Natural Resources Mana	Total
		WD
MINNEAPOLIS, MINNESOTA		
	1301-General Physical Science	Total
ST PAUL, MINNESOTA		
	1301-General Physical Science	Total
TRAVERSE CITY, MICHIGAN		
	0028-Environmental Protection Specia	Total
	0819-Environmental Engineering	Total
WESTLAKE, OHIO		
	1301-General Physical Science	Total
	1350-Geology	Total
	0301-Miscellaneous Administration an	Total
	0401-General Natural Resources Mana	Total
	0819-Environmental Engineering	Total
	Grand Total	

	2	1	1	2	0	0	0	0	0
	1		**1**	**1**	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	2		**1**	**2**	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1			1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	13		**3**	**11**	0	0	0	0	0
	9		1	7	0	0	0	0	0
	1			1	0	0	0	0	0
	1		1	1	0	0	0	0	0
	2		1	2	0	0	0	0	0
	2			**2**	0	0	0	0	0
	1			1	0	0	0	0	0
	1			1	0	0	0	0	0
	1		**1**	**1**	0	0	0	1	0
	1		1	1	0	0	0	1	0
Groundwater and Drinking Water Br								1	
	1	**1**		**1**	0	0	0	0	0
	1	1		1	0	0	0	0	0
	1				0	0	0	0	0
	1				0	0	0	0	0
	2	**1**	**1**	**2**	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1	1		1	0	0	0	0	0
	17	**1**	**5**	**14**	0	0	0	0	0
	6	1	2	4	0	0	0	0	0
	2		1	2	0	0	0	0	0
	1		1	1	0	0	0	0	0
	2			2	0	0	0	0	0
	6		1	5	0	0	0	0	0
	1082	**258**	**309**	**978**					

0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	
0	0	0	0	1	1	1	0	
				1	1	1		Would restructure to 1301/0819 position in Chicago instead of Madison, WI.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
				182	79	71	8	

Region 6	Total Non-Term Employees	Regular Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4
ADA,OKLAHOMA	1			1	
0028-Environmental Protection Specialist	1			1	
DALLAS,TEXAS	687	204	158	619	0
0018-Safety and Occupational Health Managemen	1	1		1	
0028-Environmental Protection Specialist	139	49	40	134	
0029-Environmental Protection Assistant	1	1		1	
0080-Security Administration	1				
0201-Human Resources Management	6		1	6	
0260-Equal Employment Opportunity	2	1		2	
0301-Miscellaneous Administration and Program	19	7	3	18	
0306-Government Information Specialist	3	1	2	3	
0308-Records Management	1	1		1	
0318-Secretary	14	6	5	13	
0326-Office Automation Clerical and Assistance	1			1	
0340-Program Management	8	6	1	8	
0341-Administrative Officer	3	2	2	3	
0342-Support Services Administration	7	1	3	6	
0343-Management and Program Analysis	21	7	3	20	
0344-Management and Program Clerical and Ass	1	1		1	
0391-Telecommunications	2		1	2	
0401-General Natural Resources Management an	49	4	4	23	
0415-Toxicology	3	1	1	3	
0501-Financial Administration and Program	8	3	1	8	
0505-Financial Management	1				
0510-Accounting	3	1	1	3	
0560-Budget Analysis	1		1	1	
0819-Environmental Engineering	132	43	39	127	
0905- Nonsupervisory General Attorney	63	13	10	55	
0950-Paralegal Specialist	5	2	3	5	
0986-Legal Assistance	1		1	1	
1001-General Arts and Information	1	1		1	
1035-Public Affairs	11	3	4	9	
1102-Contracting	7	1	2	5	
1109-Grants Management	10		5	9	
1160-Financial Analysis	1			1	

# of Targeted Positions by Grade												
5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted	Max # of Offers	# to Restructure	# to Eliminate	Comments
6	4	26	70	60	30			196	132	132	0	
	2	8	25	11	3			49	45	45		
1								1	1	1		
			1					1	1	1		
			4	1	1			6	5	5		
	1							1	1	1		
4								4	4	4		
		1						1	1	1		
		1						1	1	1		
		2	2	1				5	5	5		
		1	3					4	4	4		
				1				1	1	1		
		4						4	2	2		
		1	19	8	6			34	29	29		
				30	17			47	4	4		
		5						5	2	2		
1								1	1	1		
			1					1	1	1		
		1	1					2	1	1		

1301-General Physical Science	148	44	22	136	
1306-Health Physics	1	1		1	
1350-Geology	3	1	1	3	
2210-Information Technology Management	9	2	2	8	
EL PASO,TEXAS	6	2	2	6	
1301-General Physical Science	1			1	
0028-Environmental Protection Specialist	1	1		1	
0318-Secretary	1	1		1	
0819-Environmental Engineering	3		2	3	
HOUSTON,TEXAS	41	19	6	40	
0028-Environmental Protection Specialist	1			1	
0343-Management and Program Analysis	1	1		1	
0344-Management and Program Clerical and Ass	1	1		1	
0401-General Natural Resources Management a	3	1	1	3	
0819-Environmental Engineering	4	1		4	
0905- Nonsupervisory General Attorney	1	1		1	
1035-Public Affairs	1	1		1	
1301-General Physical Science	8	3	4	8	
1320-Chemistry	19	10	1	19	
1399-Physical Science Student Trainee	2			1	
NEW ORLEANS,LOUISIANA	1			1	
1301-General Physical Science	1			1	
PAWHUSKA,OKLAHOMA	2	2		2	
0819-Environmental Engineering	2	2		2	
Grand Total	738	227	166	669	

	1	2	14	5	3			25	21	21		
				3				3	2	2		
			1	2				3	3	3		
				1				1	1	1		
			1	1				2	2	2		
1		2	11	4				18	12	12	0	
		1						1	1	1		
1								1	1	1		
		1						1	1	1		
			1					1	1	1		
				1				1	1	1		
			2					2	2	2		
			8	3				11	5	5		
7	4	28	82	66	30			217	147	147	0	

Cell: D8
Comment: Tony:
Our report shows 1 less in this category.

Cell: D19
Comment: Tony:
Our report shows 1 more in this category.

Cell: D26
Comment: Tony:
Our report shows 1 less in this category.

Cell: D36
Comment: Tony:
Our report shows 1 more in this category.

Region 7

COLUMBUS,KANSAS

401-General Natural Resources Management and Biological Sciences

DES MOINES,IOWA

819-Environmental Engineering

FENTON,MISSOURI

1301-General Physical Science

28-Environmental Protection Specialist

KANSAS CITY,KANSAS

1301-General Physical Science

1320-Chemistry

2210-Information Technology Management

28-Environmental Protection Specialist

318-Secretary

343-Management and Program Analysis

401-General Natural Resources Management and Biological Sciences

690-Industrial Hygiene

819-Environmental Engineering

KANSAS CITY,MISSOURI

1301-General Physical Science

343-Management and Program Analysis

819-Environmental Engineering

LENEXA,KANSAS

1035-Public Affairs

1084-Visual Information

1101-General Business and Industry

1102-Contracting

1109-Grants Management

1160-Financial Analysis

1301-General Physical Science

1340-Meteorology

1350-Geology

1410-Librarian

2001-General Supply

2005-Supply Clerical and Technician

201-Human Resources Management

20-Community Planning

				# of Targeted Positions by Grade									
Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions
1	**0**	**0**	**1**										0
1			1					0					0
1	**1**	**0**	**1**										0
1	1		1					1					1
3	**0**	**0**	**3**										0
2			2					0					0
1			1			0							0
52	**12**	**9**	**46**										0
14	3	3	12					5		1			6
17	4	2	16				1	2	1	2			6
1		1	1										0
4	1	1	4				2						2
1													0
1	1		1					1					1
7	1		6					1					1
1	1		1					1					1
6	1	2	5					3					3
6	**1**	**0**	**6**										0
4			4										0
1	1		1					1					1
1			1										0
435	**61**	**101**	**383**										0
11	2	2	10					2		1			3
2		1	2				1						1
2	1		2					1					1
10	1	1	10										0
6	3		6										0
1		1	1					1					1
102	10	21	89					21	4	6			31
1													0
3			2										0
1	1		1			1							1
1			1										0
1	1		1		1								1
4		3	4					2		1			3
2			1										0

Max # of Offers	# to Restructure	# to Eliminate	Comments
			3 RPM positions within 1301 occupational series will be considered safe positions. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.

2210-Information Technology Management
260-Equal Employment Opportunity
28-Environmental Protection Specialist
301-Miscellaneous Administration and Program
306-Government Information Specialist
308-Records Management
318-Secretary
326-Office Automation Clerical and Assistance
340-Program Management
340-Program Management
342-Support Services Administration
343-Management and Program Analysis
401-General Natural Resources Management and Biological Sciences
408-Ecology
415-Toxicology
501-Financial Administration and Program
503-Financial Clerical and Assistance
505-Financial Management
510-Accounting
511-Auditing
560-Budget Analysis
690-Industrial Hygiene
801-General Engineering
808-Architecture
80-Security Administration
819-Environmental Engineering
840-Nuclear Engineering
905-General Attorney
905-General Attorney
950-Paralegal Specialist
NORWOOD,OHIO
560-Budget Analysis
SHALIMAR,FLORIDA
510-Accounting
WEBB CITY,MISSOURI
1301-General Physical Science
Grand Total

* 45 is the maximum amount of offers throughout Region 7

** All positions would be a part of restructuring/reorganizing based on the Division/Occupational Series where the offers

SAFE POSITIONS -- Six positions are identified as safe positions. See comments in occupational series 1301 and 819 abov

9	2		6										0
1			1										0
43	5	13	39				7	7	2	2			18
6	2		6			1				0			1
3	2		3			2							2
2		1	2					1					1
15	1	2	15			3							3
1			1										0
7	1	3	7						1	3			4
5	1	4	5										
2		2	2				1		1				2
29	3	4	27				3	4					7
33	2	1	23					1	1	1			3
3		1	3					1					1
1			1										0
3			2										0
2		1	2		1								1
1		1	1							1			1
4		1	4										0
1		1	1										0
1			1										0
1			1										0
1		1	1										0
1	1		1					1					1
1			1										0
63	14	25	53				1	28	6	4			39
2			2										0
41	8	9	36						10	7			17
1		1	1										
5		1	5				1						1
1	**0**	**1**	**1**										0
1		1	1						1				1
1	**0**	**0**	**1**										0
1			1										0
1	**0**	**1**	**1**										0
1		1	1					1					1
501	**75**	**112**	**443**	0	2	7	17	86	27	29	0	0	168

; are accepted.

e. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.

			1 OSC and 2 RPM (total of 3) positions within 819 occupational series will be considered safe positions. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.
* 45	** 45	0	

Region 8	Total Non-Term Employees	Retirement Eligible
BUTTE,MONTANA	**1**	**1**
1301-General Physical Science	1	1
DENVER,COLORADO	**486**	**92**
1035-Public Affairs	11	1
1101-General Business and Industry	1	
1102-Contracting	6	
1109-Grants Management	7	1
1160-Financial Analysis	2	
1301-General Physical Science	102	21
1320-Chemistry	2	1
1350-Geology	1	
1530-Statistics	1	
1640-Facility Operations Services	1	
2005-Supply Clerical and Technician	1	
201-Human Resources Management	3	
2210-Information Technology Management	11	2
260-Equal Employment Opportunity	1	
28-Environmental Protection Specialist	117	20
29-Environmental Protection Assistant	1	1
301-Miscellaneous Administration and Program	16	3
306-Government Information Specialist	3	1
308-Records Management	1	
318-Secretary	2	
326-Office Automation Clerical and Assistance	1	1
340-Program Management	4	
343-Management and Program Analysis	19	3
401-General Natural Resources Management and Biological Sciences	9	
403-Microbiology	1	
415-Toxicology	9	3
501-Financial Administration and Program	7	2
503-Financial Clerical and Assistance	2	
510-Accounting	6	1
601-General Health Science	1	
690-Industrial Hygiene	1	
80-Security Administration	2	
819-Environmental Engineering	86	17

		# of Targeted Positions by Grade												
VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers* See Below	# to Restructure	# to Eliminate
	1													
	1													
110	**451**													
1	11													
	1													
3	5													
1	7													
1	2													
19	94						3				3			
	2													
	1													
1	1													
	1													
	1													
1	3													
3	11													
	1													
32	115						14	17			31	4	4	
	1		1								1	1	1	
4	14						2	1			3	1		
1	3													
	1													
	1													
	1													
3	4													
8	19													
1	6													
	1													
	8													
3	7													
1	2													
1	5													
	1													
	1													
1	2													
21	79						5				5	1	1	

Comments
*Supervisory EPS series 0028, total accepted offers: 4 *GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*EPA, series 0029, total accepted offers: 1
*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2

905-General Attorney	43	12
950-Paralegal Specialist	2	1
986-Legal Assistance	1	
#N/A	2	1
GOLDEN,COLORADO	**14**	**3**
1301-General Physical Science	2	1
1320-Chemistry	7	2
2210-Information Technology Management	1	
301-Miscellaneous Administration and Program	1	
401-General Natural Resources Management and Biological Sciences	3	
HELENA,MONTANA	**25**	**2**
1035-Public Affairs	1	
1301-General Physical Science	7	
1315-Hydrology	1	
2210-Information Technology Management	1	
28-Environmental Protection Specialist	5	
301-Miscellaneous Administration and Program	1	
341-Administrative Officer	2	1
401-General Natural Resources Management and Biological Sciences	1	
501-Financial Administration and Program	1	
819-Environmental Engineering	4	
905-General Attorney	1	1
LIBBY,MONTANA	**1**	
819-Environmental Engineering	1	
PIERRE,SOUTH DAKOTA	**1**	
819-Environmental Engineering	1	
Grand Total	**528**	**98**

*Max Number of Offers - Notes:
GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
GS-15 non-supervisory attorneys, series 0905, total accepted offers: 2
Supervisory EPS series 0028, total accepted offers: 4
Administrative Officer, series 0341, total accepted offers: 1
EPA, series 0029, total accepted offers: 1
Grand total, max accepted offers: 8

3	35													
	2													
1	2													
4	**13**													
1	2						1				1			
1	6													
	1													
	1													
2	3													
12	**24**													
	1													
4	7													
	1													
1	1													
4	5						1				1			
1	1							1			1		1	
	2				2						2	1		1
	1													
1	1													
1	3													
	1													
1	**1**													
1	1													
	1													
	1													
127	**491**										48	8	7	1

*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*Administrative Officer, series 0341, total accepted offers: 1

Region 9	Total Non-Term Employees	Retire Eligible	VERA Eligible (Excludes RE)	VSIP
CARSON CITY,NEVADA	**3**	**1**	**2**	**3**
1301-General Physical Science	2	1	1	2
819-Environmental Engineering	1		1	1
HONOLULU,HAWAII	**7**	**1**	**3**	**7**
1035-Public Affairs	1		1	1
1301-General Physical Science	3	1	1	3
28-Environmental Protection Specialist	2		1	2
401-General Natural Resources Management and Biological Sciences	1			1
LONG BEACH,CALIFORNIA	**2**			**2**
1301-General Physical Science	1			1
819-Environmental Engineering	1			1
LOS ANGELES,CALIFORNIA	**19**	**2**	**3**	**19**
1035-Public Affairs	1			1
1301-General Physical Science	1			1
1810-General Investigating	1			1
2210-Information Technology Management	1		1	1
28-Environmental Protection Specialist	8	1	1	8
318-Secretary	1			1
343-Management and Program Analysis	1		1	1
401-General Natural Resources Management and Biological Sciences	2			2
819-Environmental Engineering	3	1		3
PACIFICA,CALIFORNIA	**1**			**1**
343-Management and Program Analysis	1			1
RICHMOND,CALIFORNIA	**11**	**5**	**2**	**11**
1301-General Physical Science	3	1	1	3
1320-Chemistry	4	2		4
2210-Information Technology Management	1	1		1
401-General Natural Resources Management and Biological Sciences	3	1	1	3
SACRAMENTO,CALIFORNIA	**3**		**1**	**3**
1301-General Physical Science	2		1	2
401-General Natural Resources Management and Biological Sciences	1			1
SAN DIEGO,CALIFORNIA	**8**		**4**	**7**
28-Environmental Protection Specialist	6		2	5
819-Environmental Engineering	2		2	2
SAN FRANCISCO,CALIFORNIA	**677**	**134**	**193**	**619**
1035-Public Affairs	3			3
1035-Supervisory Public Affairs Specialist	2		1	2
1071-Audiovisual Production	1			1
1082-Writing and Editing	2	1	1	2
1101-General Business and Industry	7	1	5	7
1102-Contracting	12	3	1	12

# of Targeted Positions by Grade												
1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
					1				2	1	1	

Comments
Adjusted count to remove targeted OPA positions
ORA, Office of Public Affairs (supervisory positions only)

1109-Grants Management	13	1	8	12
1301-General Physical Science	70	11	12	55
1301-Environmental Scientist (ENF)	9	2	4	9
1301-Environmental Scientist (EMD)	1		1	1
1320-Chemistry	1		1	1
1370-Cartography	2		1	2
1410-Librarian	1	1		1
150-Geography	1		1	1
1810-General Investigating	1		1	1
18-Safety and Occupational Health Management	1		1	1
201-Human Resources Management	4	3	1	4
2210-Information Technology Management	19	5	11	18
2210-Supv Information Technology Specialist	2	2		2
260-Equal Employment Opportunity	1		1	1
28-Environmental Protection Specialist	170	33	55	161
28-Environmental Protection Specialist (ENF)	31	4	4	31
29-Environmental Protection Assistant (WTR)	3	1	2	3
301-Miscellaneous Administration and Program	5	1	3	5
301-Administrative Specialist (ORA)	1			1
303-Miscellaneous Clerk and Assistant	8	3	2	8
306-Government Information Specialist	1			1
308-Records Management	1		1	1
318-Secretary	6	3	1	6
340-Program Management	7	4	2	7
341-Administrative Officer	6	3	2	6
342-Support Services Administration	1		1	1
343-Management and Program Analysis	11	3	3	11
391-Telecommunications	3	1	1	3
401-General Natural Resources Management and Biological Sciences	33	3	3	24
415-Toxicology	3	1	2	3
501-Financial Administration and Program	2	1	1	2
505-Financial Management	1		1	1
510-Accounting	3	1	1	3
560-Budget Analysis	14	4	2	14
561-Budget Clerical and Assistance	1			1
690-Industrial Hygiene	1	1		1
80-Security Administration	2		1	2
819-Environmental Engineering	76	9	16	63
819-Environmental Engineering (ENF)	10	3	2	10
893-Chemical Engineering	1			
905-General Attorney	16	2	3	9
905-Attorney-Adviser (Excludes Supv Attorney)	52	13	12	52
401-819-1301 On-Scene Coordinator	8	4	4	8
401-819-1301 Remedial Project Manager	48	6	15	48
#N/A	1			
SHIPROCK,NEW MEXICO	**1**			**1**

				2					9	2	2	
				1					1	1	1	
					1				2	1	1	
			1	4	1	1			31	7	7	
	3								3	3	3	
		1							1	1	1	
				2					10	2	2	
					1	1			52	2	2	
				1	1				8	2	2	
				1					48	1	1	

Adjusted Count for SFD OSC 14, OSC 13 & RPM; ENF & EMD
Enforcement Divisoin
EMD, Infrastructure Branch
Adjusted count to remove EMD position
EMD, Infrastructure Services Branch
Adjusted to remove Enforcement Division (ENF) positions
ENF Division. One GS-12 and four GS-13. One non-supervisory GS-14 and one non-supervisory GS-15.
Water Division. One GS-7 and two GS-8 positions.
Adjusted count to remove ORA position
Office of the Regional Administrator, Immediate Office
Adjusted count to remove Air position
Adjusted count for SFD RPM & OSC positions
Adjusted for ENF & SFD RPM & OSC
Enforcement Division
Adjusted to remove non-supervisory Attorney positions
Ofc of Regional Counsel (Excludes Supervisors)
Superfund Division, Emergency Response Section
Superfund Division

401-General Natural Resources Management and Biological Sciences	1			1
STATELINE,NEVADA	**1**	**1**		**1**
819-Environmental Engineering	1	1		1
TUCSON,ARIZONA	**2**	**1**		**2**
28-Environmental Protection Specialist	2	1		2
YREKA,CALIFORNIA	**1**			**1**
28-Environmental Protection Specialist	1			1
Grand Total	**736**	**145**	**208**	**677**

	3	1	1	11	5	2			167	23	23	

Region 10	Series	Div/Off	Branch/ Section	Unit	Total Non-Term Employees	Retire Eligible	VERA Eligible (does not include RE)	VSIP	# of 1-4	5-8	9-11	12
					27	3	3	27				
	1301-General Physical	Subtotal			5			5	0	0	0	0
	28-Environmental	Subtotal			14	2	1	14				
	340-Program Management	Subtotal			1		1	1				
ANCHORAGE,ALASKA	343-Management	Subtotal			1	1		1				
	401-General Natural	Subtotal			4		1	4				
	819-Environmental	Subtotal			1			1				
	89-Emergency Management	Subtotal			1			1				
					20	6	3	19				
	1301-General Physical	Subtotal			10	4	1	10				
	28-Environmental	Subtotal			6	1	1	6				
	340-Program Management	Subtotal			1	1		1				
BOISE,IDAHO												
	343-Management	Subtotal			1			1				
	401-General Natural	Subtotal			1							
	819-Environmental	Subtotal			1		1	1				
					1		1	1				
COEUR D ALENE,IDAH	28-Environmental	Subtotal			1		1	1				
					1	1		1				
EUGENE,OREGON	28-Environmental	Subtotal			1	1		1				
					2		1	2				
JUNEAU,ALASKA	1301-General Physical	Subtotal			1		1	1				
	28-Environmental	Subtotal			1			1				
					1			1				

Targeted Positions by Grade									
13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
0	0	0	0	0	**0**	**0**	**0**	**0**	

KING,WASHINGTON	306-Government Information Specialist	Subtotal			1			1				
LACEY,WASHINGTON					9	1	4	7				
	1035-Public Affairs	Subtotal			1			1				
	28-Environmental Protection Specialist	Subtotal			6	1	2	4				
	343-Management and Program Analysis	Subtotal			1		1	1				
	401-General Natural Resources Management and	Subtotal			1		1	1				
CHESTER,WASHING					1			1				
	403-Microbiology	Subtotal			1			1				
ORCHARD,WASHIN					19	1	3	18				
	1301-General Physical Science	Subtotal			1			1				
	1311-Physical Science Technician	Subtotal			1			1				
	1320-Chemistry	Subtotal			10	1	1	10				
	1640-Facility Operations Services	Subtotal			1							
	28-Environmental Protection Specialist	Subtotal			3		2	3				
	318-Secretary	Subtotal			1			1				
	343-Management and Program Analysis	Subtotal			1			1				
	401-General Natural Resources Management and	Subtotal			1			1				
PORTLAND,OR					22	6	4	22				
	1035-Public Affairs	Subtotal			1	1		1				
	1301-General Physical Science	Subtotal			4	1		4				
	201-Human Resources Management	Subtotal			1			1				
	28-Environmental Protection Specialist	Subtotal			6	3	1	6				
		OWW										
	318-Secretary	Subtotal			1			1				
	340-Program Management	Subtotal			2		2	2				
	343-Management and P	Subtotal			1			1				

	1				1	0.5	0.5		Restructure to GS 14 engineer or scientist. Max of one offer in either Seattle or Portland.

	and Program Analysis											
	401-General Natural Resources Management and	Subtotal			2		1	2				
	408-Ecology	Subtotal			1			1				
	819-Environmental Engineering	Subtotal			2	1		2				
	905-General Attorney	Subtotal			1			1				
RICHLAND,WA					7		3	7				
	1301-General Physical Science	Subtotal			4		2	4				
		ECL		HPO								
	819-Environmental Engineering	Subtotal			3		1	3				
LE HEIGHTS,WASHIN					1			1				
	819-Environmental Engineering	Subtotal			1			1				
					435	90	102	394				
	1035-Public Affairs	Subtotal			8	2	1	8				
	1109-Grants Management	Subtotal			20	5	5	13				
	1301-General Physical Science	Subtotal			67	12	13	58				
	1306-Health Physics	Subtotal			1			1				
	1315-Hydrology	Subtotal			1	1		1				
	1320-Chemistry	Subtotal			4		1	3				
	1340-Meteorology	Subtotal			1			1				
	201-Human Resources Management	Subtotal			2		1	2				
	2210-Information Technology Management	Subtotal			9	2	2	9				
	260-Equal Employment Opportunity	Subtotal			1	1		1				
	28-Environmental Protection Specialist	Subtotal			146	27	38	134				
		ECL		ABU								
		ECL	EMP	SPAR								
		OCE										

		1			1	1	1		Restructure to lower GS-14.
2					2	2	2		Restructure position to be more technical.
1					1	1	1		Restructure into GS 13 scientific, technical or engineering series.
4					4	2	2		Restructure one EPS 13 to EPS 13 UST nonsupervisory team lead. Restructure one to a GS 12 scientist or engineer.

SEATTLE,WA		OCE										7
		OERA									1	
		OWW										
		OWW										
		OWW										3
		RAD		PACE								3
	29-Environmental Protection Assistant	Subtotal			1	1		1				
		ECL								1		
	301-Miscellaneous Administration	Subtotal			19	5	1	18				
	303-Miscellaneous Clerk and	Subtotal			2	1		2				
	306-Government Information Specialist	Subtotal			4		2	4				
	308-Records Management	Subtotal			2		2	2				
	318-Secretary	Subtotal			7	4	1	7				
	340-Program Management	Subtotal			6	2	3	6				
	342-Support Services Administration	Subtotal			1							
	343-Management and Program Analysis	Subtotal			11	3	2	11				
	401-General Natural Resources Management and	Subtotal			17	4	3	16				
	408-Ecology	Subtotal			5	1	4	5				
		OERA										
	415-Toxicology	Subtotal			6	2		6				
		OERA										
	482-Fish Biology	Subtotal			1			1				
	501-Financial Administration and Program	Subtotal			2	1		2				
	503-Financial Clerical and Assistance	Subtotal			1	1		1				
		OMP									1	
	510-Accounting	Subtotal			3			3				
	560-Budget Analysis	Subtotal			7	3		6				
	690-Industrial Hygiene	Subtotal			1			1				

					7	2	2		Restructure into GS 12 scientific, technical or engineering series.
					1	1	1		Restructure to focus on information management, FOIA, etc.
	2				2	0.5	0.5		Restructure to GS 14 engineer or scientist. Max of one offer in either Seattle or Portland.
9					9	1	1		Restructure into GS 13 scientific, technical or engineering series.
					3	1	1		Restructure into GS 12 scientific, technical or engineering series.
2					5	3	3		Restructure for efficiencies from combining functions.
					1	1		1	Eliminate position due to changing nature of work.
4					4	1	1		Restructure to GS-12 ecologist
2					2	1	1		Restructure to a different scientific discipline.
					1	1		1	Have eliminated need for current job functions.

	80-Security Administration	Subtotal			2			2				
	819-Environmental Engineering	Subtotal			38	6	14	35				
	89-Emergency Management Specialist	Subtotal			2			2				
	905-General Attorney	Subtotal			35	6	8	30				
	950-Paralegal Specialist	Subtotal			1			1				
	#N/A	Subtotal			1		1	1				
	Grand Total				**546**	**108**	**124**	**501**	0	1	2	13

24	3	1	0	0	44	19	17	2	

Workforce Reshaping Options

Voluntary Options

Voluntary Early Retirement Authority
Also known as *early-out*. Allows an agency undergoing substantial restructuring, reshaping, downsizing, transfer of function, or reorganization to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement. A justification and specific information must be submitted to OPM for approval before this authority can be used. Employee acceptance of VERA is voluntary. The employee must: meet the minimum age and service requirements; serve in a position covered by the agency's VERA plan (usually for at least 30 days prior to the agency's request); and separate by the close of the early-out period.

Voluntary Separation Incentive Payments
Also known as a *buy-out*. Allows an agency that is downsizing or restructuring to offer employees lump-sum payments up to $25,000 as an incentive to voluntarily separate. Can be used in conjunction with VERA. A justification and specific information must be submitted to OPM and OMB for approval before this authority can be used. Employee acceptance of VSIP is voluntary. Employees in covered positions may resign, retire (with optional retirement) or retire early (if the employee is also eligible for VERA). The employee must: be serving in an appointment without time limit; be currently employed by the executive branch for a continuous period of at least 3 years; and be in a position covered by the agency's VSIP plan. The following employees are ineligible for VSIP: reemployed annuitants; is or would be eligible for disability retirement; have received a decision notice of involuntary separation for misconduct or poor performance; have previously received a VSIP; or have recently received a student loan repayment, relocation incentive or retention incentive.

Training for Vacant Positions

The agency may train (or retrain) employees for placement into vacant positions based on organizational needs. Employees may be trained or retrained for the same, similar or different job series. Training helps employees better perform their current positions. Retraining addresses obsolescent skills in the current position (such as in the area of technology) or prepares the employee for another occupation. Retraining programs generally concentrate on the basic competencies an employee needs to successfully perform a new or redesigned position. However, if the new position offers more promotion potential to employees, the employees must compete to enter the training program. There may be tax implications in situations where agency funds are used to train an employee to perform duties in a new or different mission-related occupation.

Management Directed Actions

The agency has the right to reassign an employee when there is a legitimate business need and the vacant position is at the same grade or rate of pay as the employee's present position.

The employee may be reassigned:

- From a special rate position to a non-special rate position at the same grade.
- To a position with less promotion potential than the present position (reassignment to a position with more promotion potential requires competition).
- In the same or a different geographic area (e.g., reassignment from Dallas to Washington, DC).

DRAFT

Reassignment to a position in a different local commuting area will incur relocation costs. If the agency separates an employee for declining reassignment to a position in a different local commuting area, the employee qualifies for intra- and interagency hiring priority, severance pay, discontinued service retirement and other benefits.

Discontinued service retirement is only available to employees who face involuntary separation. Common causes for involuntary separation are RIF and when an office is moved outside of the local commuting area. Employees who decline reasonable offers of other positions are not eligible for discontinued service annuities. OPM makes the determination if an employee qualifies for DSR. Age and service requirements are as follows:

Age	**Years of Service Needed (At least 5 years must be civilian service)**
50	20
Any	25

Reassignments may be used to:

- Move surplus employees to other positions in the agency for which they qualify.
- To consolidate functions or offices (i.e., to reduce the number of locations where the work of an office or function is currently being done).
- To transfer a function (when a function ceases in one competitive area, and moves to one or more other competitive areas that do not perform the function at the time of transfer).

In regards to consolidation and TOF, RIF procedures may be required if a function or office is transferred and the gaining location will have a surplus of positions (i.e., not enough positions available for incoming staff).

Example A: OCFO Currently has two offices, Offices A and B, doing the same function in two different local commuting areas. A decision is made to consolidate the function at one location, Office A. Management plans to reassign all positions in Office B to the location of Office A (i.e., everyone in Office B will have a job at the same grade if they relocate). An employee who declines the reassignment must be separated but RIF procedures aren't required because the employee was offered a position at the same grade in the new position.

Example B: OARM wants to move a function from Washington, D.C. to Des Moines, IA. The DC office has 30 positions. The Des Moines office will only have 20 positions. RIF procedures are required to determine who will relocate and who must be separated.

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Request for Voluntary Early Retirement Authority (VERA)

Agency: U.S. Environmental Protection Agency

Covered Component(s): Twenty-two program and regional offices

1. State the reason(s) why the authority is needed. (Describe the situation that will result in an excess of personnel because of substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.) Briefly explain in 250 words or less.

In response to OMB's directive (M-17-22) to reform the agency to be more efficient and effective, the EPA is seeking to reduce, restructure and reshape its various program and regional offices. The agency's efforts focused on the following themes: delayering to increase supervisor to staff ratio; consolidation/reduction of administrative or support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; restructuring to focus on core business functions (administrative support); restructuring to focus on STEM/programmatic priorities; and consolidating and streamlining functions, activities, and/or reducing the number of our current programs. VERA will be offered to all regional offices and program offices except the Office of Inspector General (22 total offices). Please see attachments for each office's business case, budget information and specific information on targeted positions for offices based on location, series and grade.

2. Provide the anticipated effective date of the delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping described above in item #1..... 11/01/2017

3. Identify the time period during which the agency plans to offer VERA (end date)..... 10/31/2017

For the following items, if you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide numbers for the entire organization.

4. Provide the total number of permanent employees in the agency or covered component(s)..... 14,524

5. Provide the total number of permanent employees in the agency or covered component(s) that are expected to be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation described above in item #1..... 405

6. Provide the total number of employees in the agency or covered component(s) who are eligible for voluntary early retirement. (*Do not include employees eligible for optional retirement.*)..... 3,654

7. Provide an estimate of the number of employees in the agency or covered component(s) who are expected to take voluntary early retirement.....

8. Select the types of personnel actions that are anticipated to be necessary without VERA (based on the reason(s) described above in item #1.) (*Check all that apply*)

- [ ] Downgrades
- [ ] Transfers
- [ ] Reduction in Force
- [ ] Attrition to mitigate the need for involuntary actions
- [ ] Reassignment of staff to other organizations/functions
- [ ] Other Details

Agency: U.S. Environmental Protection Agency

Agency Contact Information & Signature of Requesting Official (Agency Head or Designee)

Name: Loretta Hunt Email: hunt.loretta@epa.gov Phone: (202) 564-6963

Requesting Official's Name: Donna J. Vizian Requesting Official's Title: Acting Assistant Administrator, OARM

Requesting Official's Signature (or attach signed cover memo): _____ Date:

OPM Decision (OPM Use Only)

☐ Approved ☐ Disapproved

VERA Authorization #: Approval Period: to

Approving Official's Name: Approving Official's Title:

Approving Official's Signature: _____ Date:

Please submit to:

Mailing Address: Deputy Associate Director
Recruitment and Hiring
U.S. Office of Personnel Management
1900 E Street, NW
Room 6500
Washington, DC 20415

Email: employ@opm.gov

FAX: 202-606-4430

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Request for Voluntary Separation Incentive Payments (VSIP)

Agency: U.S. Environmental Protection Agency

Covered Component(s): Twenty-two program and regional offices

1. Identify the time period during which VSIPs may be paid (end date)..... 10/31/2017
2. Identify the maximum number of VSIPs to be paid..... 1,228
3. Identify the maximum amount to be offered (up to $25,000)..... $ 25,000
4. Describe how the organization will operate without the eliminated/restructured positions and functions. Briefly explain in 250 words or less.

The EPA conducted a thorough examination of each of our program and regional offices through the lens of improving overall efficiency including the effectiveness of its programs, consolidating duplicative functions, restructuring to maximize supervisory ratio and reducing/restructuring a number of our more highly graded positions as appropriate.

Through use of the VSIP authority, the EPA is seeking to reduce, restructure and reshape its various program and regional offices according to the following themes: delayering to increase supervisor to staff ratio; consolidation/reduction of administrative or support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; restructuring to focus on core business functions (administrative support); restructuring to focus on STEM/programmatic priorities; and consolidating and streamlining functions, activities, and/or reducing the number of our current programs. VSIP will be offered to all regional offices and program offices except the Office of Inspector General (22 total offices). The agency will: reassign higher graded work to remaining higher graded staff; consolidate functions to achieve efficiency and reduce redundancy; restructure positions so that people with the necessary skills can be hired to meet its current needs, mission and goals (often at lower full performance levels); and better utilize technology which will allow for streamlining of various functions and activities. Please see attachments for each office's business case, budget information and specific information on targeted positions for offices based on location, series and grade.

5. Provide a current and proposed organizational chart showing the expected changes to the organization's structure after completing the VSIP plan..... ☐ Attached
6. If the agency is requesting, or will request, VERA, briefly describe how that authority will be used in conjunction with VSIP.

Offering VERA is more appealing than VSIP alone and most likely will help the agency achieve the voluntary separations needed to reduce, restructure and reshape its workforce.

7. If also offering VSIPs under another statutory authority, briefly describe how VSIPs are being used under that authority.

Not applicable.

8. In Columns 1 to 3, identify the specific positions that will be eliminated/restructured by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills and knowledge gaps you are seeking to address. In Column 5, identify the positions or categories of employees to whom the VSIP will be offered in order to achieve the reductions/reshaping specified in columns 1 to 3. [**NOTE**: Column 5 may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)] **(Attach additional pages as needed)**

Positions to be Eliminated/Restructured				**Positions to be Included in the VSIP Offering**
(1) Organizational Unit(s)	**(2) Geographic Location(s)**	**(3) Occupational Category (i.e., title, series, grade, and any other position-related factors such as skills or functions)**	**(4) Indicate whether position(s) will be eliminated or restructured**	**(5) Scope/Category of employees who will be offered VSIP**
Human Resources Department	*Washington, DC Dallas, TX*	*Human Resources Assistant, GS-203-4 (limited to positions performing transactional processing work)*	*Eliminated*	*Offer will include all positions identified in columns1-3. In addition, the offer will include the following positions: GS-203-4 positions in the Services Division, limited to positions that perform transactional processing work, and further limited to those who are currently eligible for early or regular optional retirement.*
Please see attached targeted positions table.				

Agency: U.S. Environmental Protection Agency

Agency Contact Information & Signature of Requesting Official

Name: Loretta Hunt Email: hunt.loretta@epa.gov Phone: (202) 564-6963

Name of Requesting Official: Donna J. Vizian Title of Requesting Official: Acting Assistant Administrator, OARM

Signature of Requesting Official (or attach signed cover memo): _____ Date:

OMB Concurrence (OMB Use Only)

Concur Do Not Concur

OMB Official's Name: OMB Official's Title:

OMB Official's Signature: _____ Date:

OPM Decision (OPM Use Only)

Approved Disapproved

VSIP Authorization #: Approval Period: to

Approving Official's Name: Approving Official's Title:

Approving Official's Signature: _____ Date:

Please submit to:

Mailing Address: Deputy Associate Director
Recruitment and Hiring
U.S. Office of Personnel Management
1900 E Street, NW
Room 6500
Washington, DC 20415

Email: employ@opm.gov

FAX: 202-606-4430

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AO	Series	Total Non-Term Employees	Retirement Eligible
COMBINED		344	75
AO COUNT		*339*	*74*
	0301 - Staff Assistant		
		28	6
OAES	0343 - Program/Management Analyst		
	0560 - Budget Analyst		
		19	3
OCHP	0343 - Program/Management Analyst		
	1301- Environmental Scientist		
	0401- Biologist		
	1001- Public Liaison Specialist		
		19	3
OCIR	0301 - Information Management Specialist		
	0343 - Program/Management Analyst		
	0905 - Attorney - Adviser		
	0301 - Congressional Liaison Specialist		
		38	6
OCR	0260 - Equal Employment Specialist/Manager		
Durham, NC	0260 - Equal Employment Specialist/Manager - Durham, NC		
Las Vegas, NV	0260 - Equal Employment Specialist/Manager - Las Vegas, NV		
Cincinnati, OH	0260 - Equal Employment Specialist/Manager - Cincinnati, OH		
		21	5
OEX	0326 - Office Automation Assistant/Clerk		
	0303 - Information Management Assistant		
	0301 - Information Management Specialist		
		16	3
OHS	0028 - Environmental Protection Specialist		
	0132 - Intelligence Operations Specialist		
	0343 - Program/Management Analyst		
	0819 - Environmental Engineer		
		10	2
OP	0028 - Environmental Protection Specialist		
	0110 - Economist		
	0301 - Staff Assistant		
	0301 - Program Specialist		
	0301 - Information Management Specialist		

		# of Targeted Positions by Grade											
VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	SL	Total # of Targeted Positions	Max # of Offers	# to Restructure
80	311												
75	*298*										0		
		0	0	2	2	4	0	0	0	0	8	3	3
7	31	0	0	2	2	4	0	0	0	0	8		
		0	0	0	1	4	1	1	0	0	7	2	2
		0	0	0	0	0	1	0	0	0	1	1	1
6	15	0	0	0	1	4	2	1	0	0	8		
		0	0	0	0	1	1	0	0	0	2	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	0	2	0	0	0	2	1	1
		0	0	0	0	2	0	0	0	0	2	0	0
3	11	0	0	0	0	3	3	1	0	0	7		
		0	0	0	4	0	0	0	0	0	4	1	1
		0	0	0	2	6	0	2	0	0	10	3	3
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	1	7	0	0	0	8	1	1
14	36	0	0	0	6	7	7	3	0	0	23		
		0	0	0	1	3	5	0	0	0	9	1	1
		0	0	0	1	0	1	0	0	0	2	2	2
		0	0	0	0	0	1	0	0	0	1	1	1
		0	0	0	0	0	1	0	0	0	1	1	1
4	30	0	0	0	2	3	8	0	0	0	13		
		1	2	0	0	0	0	0	0	0	3	2	2
		0	1	0	0	0	0	0	0	0	1	1	1
		0	0	0	0	0	2	0	0	0	2	1	1
2	14	1	3	0	0	0	2	0	0	0	6		
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
2	9	0	0	0	0	1	0	3	0	0	4		
		0	0	0	0	0	0	2	0	0	2	2	2
		0	0	0	0	1	0	1	0	0	2	2	2
		0	0	0	1	0	0	0	0	0	1	1	1
		0	0	0	1	0	0	0	0	0	1	1	1
		0	0	0	1	0	0	0	0	0	1	1	1

# to Eliminate	Comments
0	Restructure position
0	Reduce non-supersivory GS-13/14/15. Restructure position.
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure position to lower grade
0	Restructure positions
0	Restructure positions and centralize functions including positions from RTP (2) and LV (1)
0	Restructure to move positions to HQ
0	Restructure to move position to HQ
0	Restructure to move position to HQ
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position

	0301 - Regulatory Impact Analyst		
	0343 - Program/Management Analyst		
	1301 - Senior Advisor Climate Adaptation		
		130	28
OPEEE	0301 - Public Liaison Specialist		
	1001 - Environmental Education Specialist		
	1035 - Public Affairs Specialist		
		30	6
OSDBU	0301- Information Management Specialist		
	0301 - Staff Assistant		
	0343 - Program/Management Analyst		
Los Angeles, CA	0343 - Program/Management Analyst		
		12	3
SAB	1301 - Environmental Scientist		
	1301 - Ethics Official		
	0343- Management Analyst		
	0401- Biologist		
	0110- Economist		
		14	5
OPA	0343 - Program/Management Analyst		
	1001 - Web/Communications Specialist		
	1035 - Public Affairs Specialist		
	0301 - Communications Specialist		
	1084 - Visual Information Specialist		
	1060 - Photographer		
	2210 - Information Technology Specialist		
		33	16
		339	74

		0	0	0	0	0	1	0	0	0	1	1	1
		0	0	0	2	4	4	3	0	0	13	8	8
		0	0	0	0	0	0	0	0	1	1	1	0
26	115	0	0	0	3	3	3	6	0	1	22		
		0	0	0	0	0	2	1	0	0	3	2	2
		0	0	0	0	2	2	0	0	0	4	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
2	10	0	0	0	0	3	4	1	0	0	8		
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	1	0	0	0	0	0	0	1	1	1
		0	0	1	0	1	1	2	0	0	5	1	1
		0	0	0	0	0	1	0	0	0	1	1	1
4	12	0	0	2	0	2	2	2	0	0	8		
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	0	1	0	0	0	1	1	1
		0	0	0	0	3	0	0	0	0	3	1	1
		0	0	0	0	0	2	1	0	0	3	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
4	16	0	0	0	0	3	3	3	0	0	9		
		0	0	0	3	1	2	0	0	0	6	1	1
		0	0	0	0	3	1	1	0	0	5	1	1
		0	0	0	0	5	2	1	0	0	8	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
6	32	0	0	0	3	12	3	3	0	0	22		
75	298	1	3	4	19	47	41	23	0	1	139	65	64

0	Restructure position
0	Restructure positions
1	Position deleted
0	Restructure positions
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure to move position to HQ
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure positions
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
1	

OAR	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANN ARBOR,MICHIGAN	**282**	**46**	**73**
1102-Contracting	1		
110-Economist	3		
1301-General Physical Science	21	1	8
1320-Chemistry	7	3	
1399-Physical Science Student Trainee	1		
1550-Computer Science	4	2	
1640-Facility Operations Services	4		
1801-General Inspection, Investigation, and Compliance	14	2	3
1910-Quality Assurance	1		
201-Human Resources Management	2		
2210-Information Technology Management	8	1	2
28-Environmental Protection Specialist	51	11	16
301-Miscellaneous Administration and Program	13	2	3
318-Secretary	1		1
343-Management and Program Analysis	11		1
4714-Model Making	1		
801-General Engineering	21	2	4
802-Engineering Technical	12	2	4
803-Safety Engineering	1	1	
819-Environmental Engineering	14	2	5
830-Mechanical Engineering	62	12	19
850-Electrical Engineering	4	2	
854-Computer Engineering	2		1
893-Chemical Engineering	12	3	6
899-Engineering and Architecture Student Trainee	4		
905-General Attorney	3		
99-General Student Trainee	4		
ANNAPOLIS,MARYLAND	**1**		
343-Management and Program Analysis	1		
AUTAUGA,ALABAMA	**1**		
1320-Chemistry	1		
DALLAS,TEXAS	**1**		
1301-General Physical Science	1		
DURHAM,NORTH CAROLINA	**345**	**54**	**78**
1035-Public Affairs	1		
1101-General Business and Industry	7	1	
110-Economist	9	1	
1301-General Physical Science	66	13	4
1530-Statistics	6		1
2210-Information Technology Management	9	1	
28-Environmental Protection Specialist	112	15	32

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers estimated	# to Restructure	# to Eliminate	Comments
248											5			
1														
1														
16														
5														
4														
2														
14														
1														
2														
8														
50														
11			3		7		1			11	2	11		
1		1								1	1		1	
11			1	5	3		1			10	2	10		
1														
21														
8														
1														
13														
57														
4														
2														
12														
2														
1														
1														
1														
1														
294											3			
1														
7														
7														
49														
4														
8														
98														

301-Miscellaneous Administration and Program	27	8	7
306-Government Information Specialist	1		
340-Program Management	7	2	3
343-Management and Program Analysis	14	3	3
401-General Natural Resources Management and Biological Sciences	3		
408-Ecology	1		
501-Financial Administration and Program	1		1
560-Budget Analysis	2		1
601-General Health Science	12	1	1
819-Environmental Engineering	64	9	25
893-Chemical Engineering	3		
LAS VEGAS,NEVADA	**23**	**8**	**3**
1102-Contracting	1		
1301-General Physical Science	10	4	1
1306-Health Physics	1		
2210-Information Technology Management	1		
28-Environmental Protection Specialist	5	2	1
303-Miscellaneous Clerk and Assistant	1	1	
343-Management and Program Analysis	2	1	1
690-Industrial Hygiene	1		
819-Environmental Engineering	1		
MONTGOMERY,ALABAMA	**39**	**9**	**10**
1102-Contracting	1		
1301-General Physical Science	25	7	7
1306-Health Physics	1		
1320-Chemistry	6	1	2
1529-Mathematical Statistics	1		1
1640-Facility Operations Services	1		
2210-Information Technology Management	2		
318-Secretary	1	1	
690-Industrial Hygiene	1		
SAN DIEGO,CALIFORNIA	**1**	**1**	
301-Miscellaneous Administration and Program	1	1	
WASHINGTON NAVY YARD,DC	**1**		
1301-General Physical Science	1		
WASHINGTON,DC	**450**	**66**	**107**
1035-Public Affairs	21		2
1102-Contracting	4		
110-Economist	18	3	2
1301-General Physical Science	43	9	4
1306-Health Physics	5	1	2
1320-Chemistry	3		2
1350-Geology	2		
1515-Operations Research	1	1	
1530-Statistics	2	1	
1550-Computer Science	1		
1801-General Inspection, Investigation, and Compliance	1		

25														
1														
7														
14						3				3	3	3		
3														
1														
1														
2														
7														
56														
3														
22											1			
10														
1														
1														
5														
1		1								1	1		1	
2														
1														
1														
32											1			
1														
23														
1														
3														
1														
1														
1			1							1	1		1	
1														
1														
1														
403											10			
17														
4														
17														
36														
5														
3														
1														
2														
1														

2210-Information Technology Management	9	2	3
28-Environmental Protection Specialist	160	8	36
301-Miscellaneous Administration and Program	18	5	7
303-Miscellaneous Clerk and Assistant	1	1	
318-Secretary	6	1	3
340-Program Management	6	2	1
341-Administrative Officer	1	1	
343-Management and Program Analysis	89	20	28
344-Management and Program Clerical and Assistance	3	2	1
399-Administration and Office Support Student Trainee	1		
401-General Natural Resources Management and Biological Sciences	6	2	
408-Ecology	1		
801-General Engineering	3		1
819-Environmental Engineering	33	5	11
830-Mechanical Engineering	2		1
861-Aerospace Engineering	1		
893-Chemical Engineering	2	1	
905-General Attorney	4	1	2
99-General Student Trainee	2		
#N/A	1		1
Grand Total	**1144**	**184**	**271**

9														
137														
18			1	1	3		3			8	2	8		
1			1							1	1		1	
6			1	2						3	1		3	
5														
1			1							1		1		
86				1	16	6	1			24	5	24		
3		2	1							3	1	3		
6														
1														
3														
31														
2														
1														
2														
4														
1														
1002										67	20			

5/9/2017

OARM	OARM Office/Division	Total Non-Term Employees
CINCINNATI,OHIO	**Total # All Series:**	**68**
1654-Printing Services	OARM-Cincinnati	1
318-Secretary	OARM-Cincinnati	2
343-Management and Program Analysis	OARM-Cincinnati (Records Management)	12
DURHAM,NORTH CAROLINA	**Total # All Series:**	**131**
201-Human Resources Management	OARM-RTP	55
801-General Engineering	OARM-RTP	1
WASHINGTON,DC	**Total # All Series:**	**433**
1001-General Arts and Information	OROM/IO	1
1102-Procurement Analyst	OAM	96
1106-Procurement Clerical and Technician	OAM	1
1109-Grants Management	OGD	22
	OGD/Fellowships, IAGs and SEEs Branch	
	OGD/National Policy, Training and Compliance	
	OGD/Suspension and Debarment	
	OGD/Grants Management Branch	
2210-Information Technology Management		25
	OAM	
	OHR	
301-Miscellaneous Administration and Program		21
	OROM/AOSD	
	OROM/RAPD	
	OAM	
	OHR (Conflict and Info. Management Specialist)	
	OALJ	
303-Miscellaneous Clerk and Assistant	OHR	2
	OGD	
306-Government Information Specialist	OAM	3
318-Secretary	OAM	2
326-Office Automation Clerical and Assistance		2
	OAM	
	OHR	
341-Administrative Officer	OAM	2
342-Support Services Administration	OA	11
		106

			# of Targeted Positions by Grade										
Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers
9	**21**	**65**			**1**		**2**					**3**	**3**
1		1					1					1	**1**
1		2			1							1	**1**
3	3	12					1					1	**1**
11	**19**	**111**				**1**		**1**				**2**	**2**
3	6	44				1						**1**	**1**
1		1						1				**1**	**1**
93	**112**	**407**	1	5	4	13	46	54	26	0	0	149	93
	1	1							1			1	**1**
19	24	90					4	13	7			24	**16**
1		1		1								1	**1**
6	5	22											
						3	2	1				6	**2**
							1	1				2	**2**
								1				1	**1**
									1			1	**1**
	Total 1109 Proposed:		**0**	**0**	**0**	**3**	**3**	**3**	**1**	**0**	**0**	**10**	**6**
1	9	25											
							5	2	1			8	**8**
1	2	4					2	1	1			**4**	**2**
	Total 2210 Proposed:		**0**	**0**	**0**	**0**	**7**	**3**	**2**	**0**	**0**	**12**	**10**
7	7	20											
							1					1	**1**
					1							1	**1**
					1							1	**1**
1	4	5					2	2	1			**5**	**2**
						1						**1**	**1**
	Total 301 Proposed:		**0**	**0**	**2**	**1**	**3**	**2**	**1**	**0**	**0**	**9**	**6**
2		2		1								1	**1**
				1								1	**1**
2	1	3				3						3	**3**
1	1	2			2							2	**2**
1		2											
				1								1	**1**
1		1	1									1	**1**
	Total 326 Proposed:		**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**2**
	1	2				1						1	**1**
6	3	11				1	8	1	1			**11**	**10**
21	24	99											

# to Restructure	# to Eliminate	Comments
3	0	
1		
1		
1		
0	2	
	1	
	1	
81	12	
1		Restructure, web content development and lower grade
16		
1		
2		
2		
1		
1		
6		
5	3	
2		
7	3	
1		Analytical skills
1		Restructure
1		
2		
	1	
5	1	
	1	
1		
3		
2		
1		
	1	
1	1	
1		
10		Plus 1 for restructuring since one is not part of the V/V

343-Management and Program Analysis	OROM/FACMD	
	OROM/RAPD	
	OROM/AOSD	
	OAM	
	OGD	
	OHR	
	OA	32
510-Accounting	OAM	4
511-Auditing	OAM	5
905-General Attorney	OROM/FACMD	26
1801 - Compliance Specialist	OGD	
Grand Total		**698**

						1		4	1			6	**3**
							1					1	**1**
									3			3	**2**
							1	2				3	**3**
								1				1	**1**
4	5	16						14	2			16	**5**
2	15	27		1		2	14	6	6			29	**10**
	Total 343 Proposed:			**1**		**3**	**16**	**27**	**12**			**59**	**25**
1	1	4					1	3				4	**2**
2	2	5				1	3	1	1			6	**4**
2	7	23						1				1	**1**
							1					1	1
121	**164**	**643**	**1**	**5**	**5**	**14**	**48**	**55**	**26**	**0**	**0**	**154**	**98**

2	1	
1		Analytical skills
2		Restructure to lower grade
3		
1		
5		
10		No Supervisory Positions Offered
24	1	
0	2	
2	2	
0	1	Attorney position not needed, legal support provided by OGC
1		
84	14	

Occupational Series	Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	Targeted Positions by Grad							
					1-4	5-8	9-11	12	13	14	15	SES
0303-Miscellaneous Clerk and Assistant	1	1	0	1	0	1	0	0	0	0	0	0
0318-Secretary	4	3	0	3	0	3	0	0	0	0	0	0
0343-Management and Program Analysis	85	13	20	77	0	0	1	2	11	2	2	0
0501-Financial Specialist	75	11	21	70	0	2	33	16	2	9	5	0

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Other	Total # of Targeted Positions	OCFO Office	Geographic Location*	Max # of Offers	# to Restructure	# to Eliminate
0	1	OB	1 DC	1	0	1
0	3	OC	1 LV 2 DC	2	0	2
0	18	OC	2 Durham 1 Norwood 15 DC	3	3	0
0	67	OC	21 Durham 12 LV 18 Norwood 16 DC	9	2	7

0503-Financial Technician	2	1	0	2	0	2	0	0	0	0	0	0
0510-Accountant	76	14	21	71	0	0	2	18	28	11	10	0
TOTAL	243	43	62	224	0	8	36	36	41	22	17	0

Final as of 5/30/2017

0	2	OC	1 LV 1 DC	1	0	1
0	69	OC	16 Durham 4 LV 23 Norwood 26 DC	11	2	9
0	160			27	7	20

Norwood, Ohio (Norwood); and Washington, DC (DC)

OCSPP	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANN ARBOR,MICHIGAN	**1**		
401-General Natural Resources Management and Biological Sciences	1		
ARLINGTON,VIRGINIA	**588**	**113**	**133**
1001-General Arts and Information	1	1	
110-Economist	12	3	1
1301-General Physical Science	21	3	4
1320-Chemistry	62	17	12
150-Geography	1		
1529-Mathematical Statistics	1		
1530-Statistics	3		2
2210-Information Technology Management	20	3	8
28-Environmental Protection Specialist	142	25	33
301-Miscellaneous Administration and Program	20	3	7
303-Miscellaneous Clerk and Assistant	2	1	
306-Government Information Specialist	8	1	1
326-Office Automation Clerical and Assistance	1		1
340-Program Management	8	2	4
343-Management and Program Analysis	42	12	21
399-Administration and Office Support Student Trainee	1		
401-General Natural Resources Management and Biological Sciences	156	26	32
403-Microbiology	5	2	1
405-Pharmacology	2		
408-Ecology	3		
414-Entomology	7		
415-Toxicology	19	5	
430-Botany	1	1	
434-Plant Pathology	3	2	
440-Genetics	1	1	
471-Agronomy	2	1	1
482-Fish Biology	1		
486-Wildlife Biology	4		2
499-Biological Science Student Trainee	2		
560-Budget Analysis	1		
601-General Health Science	5	1	
690-Industrial Hygiene	5		2
701-Veterinary Medical Science	1		
819-Environmental Engineering	8	3	1
905-General Attorney	1		
99-General Student Trainee	15		
#N/A	1		
ATHENS,GEORGIA	**2**		**1**
28-Environmental Protection Specialist	1		1

VSIP	# of Targeted Positions by Grade*										Max # of Offers***	# to Restructure	# to Eliminate
	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions			
1													
1													
527													
1							1			1			
10													
17							1			1			
55							2			2			
1													
1													
3													
19													
130							5			5			
20							2			2			
2		2								2			2
8													
1													
8													
42							5			5			
1													
142							9			9			
5													
2													
3													
5													
15													
1													
3													
1													
2													
1													
4													
2													
1													
3							1			1			
5													
1													
8													
3													
1													
2													
1													

Comments
1 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos
1 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions
2 - non sup/OPP. OPP will accept 7 offers from the 13 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions
5 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos
2 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos
2 - OPP
3 - non sup GS-15 /OPP, and additional 2 are associated with the OPP reorg. OPP will accept 8 offers from the 14 GS-15 n
9 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions
1 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions

401-General Natural Resources Management and Biological Sciences	1		
CANADA	**1**		
408-Ecology	1		
CHICAGO,ILLINOIS	**1**	**1**	
28-Environmental Protection Specialist	1	1	
DALLAS,TEXAS	**4**	**1**	
28-Environmental Protection Specialist	4	1	
DRAKESVILLE,IOWA	**1**		**1**
1320-Chemistry	1		1
DURHAM,NORTH CAROLINA	**2**		
1320-Chemistry	1		
560-Budget Analysis	1		
FORT MEADE,MARYLAND	**18**	**5**	**4**
1320-Chemistry	8	2	1
28-Environmental Protection Specialist	2	1	1
343-Management and Program Analysis	1	1	
401-General Natural Resources Management and Biological Sciences	2		1
403-Microbiology	5	1	1
GAINESVILLE,FLORIDA	**1**		**1**
28-Environmental Protection Specialist	1		1
GULF BREEZE,FLORIDA	**1**		
1529-Mathematical Statistics	1		
NEW YORK, NEW YORK	**1**		
1320-Chemistry	1		
SAN FRANCISCO,CALIFORNIA	**2**	**1**	
28-Environmental Protection Specialist	1		
401-General Natural Resources Management and Biological Sciences	1	1	
SANTURCE,PUERTO RICO	**1**		**1**
1320-Chemistry	1		1
WASHINGTON,DC	**370**	**82**	**84**
1035-Public Affairs	2		1
1082-Writing and Editing	2	2	
110-Economist	9		2
1301-General Physical Science	18	4	
1320-Chemistry	22	6	5
1412-Technical Information Services	1	1	
1530-Statistics	1	1	
2210-Information Technology Management	18	5	2
28-Environmental Protection Specialist	114	24	22
301-Miscellaneous Administration and Program	26	9	10
303-Miscellaneous Clerk and Assistant	1	1	
306-Government Information Specialist	1		1
318-Secretary	1	1	
340-Program Management	9	1	8
341-Administrative Officer	2	1	
343-Management and Program Analysis	43	8	15
401-General Natural Resources Management and Biological Sciences	38	4	3

1													
1													
1													
1													
1							1			1			
4													
4													
1													
1													
2													
1													
1													
17													
7													
2													
1													
2							1			1			
5													
1													
1													
1													
1													
1													
1													
2													
1													
1													
1													
1													
314													
2							1			1			
2													
6							1			1			
14													
18							2			2			
1													
1													
15													
99							12			12			
26					6		6			12			
1			1							1		0	1
1													
1													
9													
2													
42							2			2			
21													

1 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos

1 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions

1 - non sup/IO. IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or 0501.

1 - non sup/OPPT and they will accept up to 1.

2 - non sup (1 is OSCP/1 OPPT). OSCP will accept one offer. OPPT will accept 1 non sup.

12 - non sup (All OPPT). OPPT will accept up to 12 non sups.

6 - non sup (2 are IO/4 are OPPT). IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or

1 - OPPT

2 - non sup (1 is IO/1 is OSCP). OSCP will accept one offer. IO will accept up to 3 offers from the 6 non-sup 15s- either in 1

403-Microbiology	3	3	
408-Ecology	1	1	
415-Toxicology	20	3	1
482-Fish Biology	1		
501-Financial Administration and Program	1		1
560-Budget Analysis	2		2
601-General Health Science	2		1
690-Industrial Hygiene	2	1	
819-Environmental Engineering	4		2
893-Chemical Engineering	14	3	5
905-General Attorney	9	1	3
#N/A	3	2	
Grand Total	**994**	**203**	**225**

3													
1													
17							3			3			
1													
1							1			1			
2													
1													
2													
4							1			1			
12													
6							2			2			
3													
876	0	2	1	0	6	0	59	0	0	68	50***	See footnote	3

*OCSPP numbers include those eligible for VERA and retirement only, not those only eligible

**These numbers reflect a snapshot in time based on a run done in April 2017.

***Total max number of offers is accurate but the detailed lines are not filled out because pc

Columns Q & R are not filled out because again, they do not match up one for one. The only p

3 - non sup (1 is OSCP/2 are OPPT). OSCP will accept one offer. OPPT will accept up to 2 non sups.
1 - non sup/IO.IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or 0501.
1 - non sup/OPPT. OPPT will accept one non sup.
2 - non sup (1 is IO/1 is OPPT). IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or 050

for VSIP.

ɔsitions do not match up one for one. Descriptions are in column S.

ɔositions in our package that OCSPP plans to eliminate at this time are GS-0303 and they are marked in column R. Others

OECA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
all locations			
	69	**22**	**12**
1301-General Physical Science	35	9	4
1301-General Physical Science	*25*	*6*	*4*
1301-General Physical Science	*1*	*1*	
1301-General Physical Science	*5*	*1*	
1301-General Physical Science	*1*	*1*	
1301-General Physical Science	*1*		
1301-General Physical Science	*1*		
1301-General Physical Science	*1*		
1320-Chemistry	27	11	7
1350-Geology	1	1	
415-Toxicology	1		
401-General Natural Resources Management and Biological Sciences	5	1	1
	5	**2**	**0**
1801-General Inspection, Investigation, and Compliance	5	2	0
1801-General Inspection, Investigation, and Compliance	*2*	*1*	
1801-General Inspection, Investigation, and Compliance	*1*	*1*	
1801-General Inspection, Investigation, and Compliance	*1*		
1801-General Inspection, Investigation, and Compliance	*1*		
	33	**10**	**9**
2210-Information Technology Management	33	10	9
2210-Information Technology Management	*26*	*9*	*6*
2210-Information Technology Management	*7*	*1*	*3*
	69	**15**	**25**
28-Environmental Protection Specialist	69	15	25
28-Environmental Protection Specialist	*66*	*14*	*24*
28-Environmental Protection Specialist	*1*		*1*
28-Environmental Protection Specialist	*2*	*1*	
	52	**15**	**17**
301-Miscellaneous Administration and Program	30	11	12
301-Miscellaneous Administration and Program	*14*	*5*	*7*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*	*1*	

	# of Targeted Positions by Grade												
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
59				**3**	**33**	**11**	**12**			**59**	**5**	**3**	**2**
29				3	12	5	9			29			
19													
1													
5													
1													
1													
1													
1													
26					20	4	2			26			
1					1					1			
1						1				1			
2						1	1			2			
5					**4**	**1**				**5**	**1**		**1**
5					4	1				5			
2													
1													
1													
1													
33			**1**		**14**	**11**	**7**			**33**	**3**	**2**	**1**
33			1		14	11	7			33			
26													
7													
69					**24**	**18**	**27**			**69**	**7**	**3**	**4**
69					24	18	27			69			
66													
1													
2													
51		**2**	**21**	**10**	**10**	**6**	**2**			**51**	**5**	**2**	**3**
30			17	5	5	1	2			30			
14													
1													
1													

Comments
restuctured positions will reflect change of series, duties and/or lower FPL
two IT security postions included; restuctured positions will reflect change of series, duties and/or lower FPL
restuctured positions will reflect change of series, duties and/or lower FPL
restuctured positions will reflect change of series, duties and/or lower FPL

301-Miscellaneous Administration and Program	*1*		*1*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*		*1*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*3*	*2*	*1*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*	*1*	
301-Miscellaneous Administration and Program	*1*	*1*	
301-Miscellaneous Administration and Program	*1*		*1*
301-Miscellaneous Administration and Program	*1*	*1*	
301-Miscellaneous Administration and Program	*1*		*1*
306-Government Information Specialist	1		
308-Records Management	3		1
318-Secretary	2		1
341-Administrative Officer	6	0	1
341-Administrative Officer	*5*		*1*
341-Administrative Officer	*1*		
986-Legal Assistance	1	1	
1601-Equipment, Facilities, and Services	1		
344-Management and Program Clerical and Assistance	1		1
950-Paralegal Specialist	1		1
1001-General Arts and Information	2		
1035-Public Affairs	1	1	
1412-Technical Information Services	1		
1083-Technical Writing and Editing	1	1	
1311-Physical Science Technician	1	1	
	116	**29**	**39**
340-Program Management	11	2	5
340-Program Management	*7*	*0*	*0*
340-Program Management	*4*		*2*
343-Management and Program Analysis	102	27	34
343-Management and Program Analysis	*96*	*24*	*33*
343-Management and Program Analysis	*3*	*2*	
343-Management and Program Analysis	*1*	*1*	
343-Management and Program Analysis	*1*		
343-Management and Program Analysis	*1*		*1*

560-Budget Analysis	1		
1160-Financial Analysis	1		
110-Economist	1		
	45	**6**	**22**
819-Environmental Engineering	32	5	17

1													
1													
1													
1													
1													
3													
1													
1													
1													
1													
1													
1													
1					1					1			
3				1	1	1				3			
2			2							2			
5			1	4						5			
4										0			
1										0			
1		1								1			
1					1					1			
1		1								1			
1					1					1			
2						2				2			
1						1				1			
1						1				1			
1					1					1			
1			1							1			
105		**3**	**6**	**4**	**36**	**20**	**31**			**99**	**12**	**6**	**6**
9						2	1			3			
0										0			
3										0			
94		3	5	4	35	18	29			94			
88										0			
3										0			
1										0			
1										0			
1										0			
										0			
1							1			1			
1					1					1			
			1										
44		**0**	**0**	**2**	**17**	**13**	**12**			**44**	**4**	**2**	**2**
31				2	10	9	10			31			

restuctured positions will reflect change of series, duties and/or lower FPL
does not include SES

restuctured positions will reflect change of series, duties and/or lower FPL

819-Environmental Engineering	*18*	*4*	*8*
819-Environmental Engineering	*1*		
819-Environmental Engineering	*2*		*1*
819-Environmental Engineering	*11*	*1*	*8*
830-Mechanical Engineering	1		
893-Chemical Engineering	10	1	4
893-Chemical Engineering	*2*		
893-Chemical Engineering	*1*		
893-Chemical Engineering	*1*		
893-Chemical Engineering	*6*	*1*	*4*
1530-Statistics	1		
1529-Mathematical Statistics	1		1
	175	**38**	**40**
905-General Attorney	175	38	40
905-General Attorney	*164*	*33*	*33*
905-General Attorney	*1*		
905-General Attorney	*1*		
905-General Attorney	*1*	*1*	
905-General Attorney	*5*	*1*	*1*
905-General Attorney	*3*		
Grand Total	**564**	**137**	**164**

17													
1													
2													
11													
1					1					1			
10					6	2	2			10			
2										0			
1										0			
1										0			
6										0			
1						1				1			
1						1				1			
156				**2**	**4**	**49**	**91**			**146**	**14**	**7**	**7**
156				2	4	49	91			146			
66													
1													
1													
1													
5													
3													
522		**5**	**28**	**21**	**142**	**129**	**182**			**506**	**51**	**25**	**26**

restuctured positions will reflect change of series, duties and/or lower FPL
does not include SES

OEI	Series	Office
ATLANTA,GEORGIA		
	2210-Information Technology Management	Total
BOSTON,MASSACHUSETTS		
	2210-Information Technology Management	Total
CINCINNATI,OHIO		
	343-Management and Program Analysis	Total
DENVER,COLORADO		
	2210-Information Technology Management	Total
DURHAM,NORTH CAROLINA		
	1101-General Business and Industry	Total
		OITO
	1301-General Physical Science	Total
		OEIP
	2210-Information Technology Management	Total
		OIM
		ODSTA
	301-Miscellaneous Administration and Program	Total
		OEIP
		OIM
	340-Program Management	Total
	343-Management and Program Analysis	Total
		OBOS
		OISP
		OIM
		OEIP
		OITO
	501-Financial Administration and Program	Total
		OITO
	510-Accounting	Total
		OITO
LAS VEGAS,NEVADA		
	2210-Information Technology Management	Total
NEW YORK, NEW YORK		
	2210-Information Technology Management	Total
PHILADELPHIA,PENNSYLVANIA		
	2210-Information Technology Management	Total
SEATTLE,WASHINGTON		
	2210-Information Technology Management	Total
WASHINGTON,DC		
	1035-Public Affairs	Total
	1101-General Business and Industry	Total
		OIM

					# of Targeted Positions by Grade									
Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1		1	1	0	0	0	0	0	0	0	0	0	0
	1		1	1	0	0	0	0	0	0	0	0	0	0
	63	17	13	57	0	0	0	0	7	7	7	0	0	21
	1			1	0	0	0	0	0	1	0	0	0	1
SBMD	1			1						1				1
	1	1		1	0	0	0	0	1	0	0	0	0	1
EQMD	1	1							1					1
	48	11	10	41	0	0	0	0	2	3	4	0	0	9
	3	1	1	3					1	1	1			3
	7	4	2	7					1	2	3			6
	2			2	0	0	0	0	1	1	0	0	0	2
FLAD	1			1					1					1
	1			1						1				1
	1	1		1	0	0	0	0	0	0	0	0	0	0
	8	2	3	8	0	0	0	0	3	1	2	0	0	6
	1		1	1					1					1
	1		1	1					1					1
	1		1	1							1			1
FLAD	1	1		1							1			1
SBMD	3	1		3					1	1				2
	1	1		1	0	0	0	0	0	0	1	0	0	1
SBMD	1	1		1							1			1
	1	1		1	0	0	0	0	0	1	0	0	0	1
SBMD	1	1		1						1				1
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1				0	0	0	0	0	0	0	0	0	0
	1				0	0	0	0	0	0	0	0	0	0
	2			2	0	0	0	0	0	0	0	0	0	0
	2			2	0	0	0	0	0	0	0	0	0	0
	271	55	65	249	0	0	0	0	80	41	38	0	0	159
	1				0	0	0	0	0	0	0	0	0	0
	3			3	0	0	0	0	1	1	0	0	0	2
	1			1					1					1

Max # of Offers*	# to Restructure**	# to Eliminate	Comments
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**21**	**0**	**See footnote below**
0	1	0	
	1		
0	1	0	
	1		
0	9	0	Excludes INFOSEC/Security positions
	3		
	6		
0	2	0	
	1		
	1		
0	0	0	
0	6	0	
	1		
	1		
	1		
	1		
	2		
0	1	0	
	1		
0	1	0	
	1		
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**159**	**0**	**See footnote below**
0	0	0	
0	2	0	
	1		

		OITO
	1301-General Physical Science	Total
		OEIP
	1529-Mathematical Statistics	Total
		OEIP
	2210-Information Technology Management	Total
		OIM
		OISP
		ODSTA
		OCAPPM
		OITO
		OEIP
		OEIP
	28-Environmental Protection Specialist	Total
		OBOS
		OIM
		OEIP
		OEIP
	301-Miscellaneous Administration and Program	Total
		OBOS
		OIM
		OCAPPM
		OEIP
		OEIP
	306-Government Information Specialist	Total
		OISP
		OEIP
	308-Records Management	Total
		OEIP
	318-Secretary	Total
	335-Computer Clerk and Assistant	Total
	340-Program Management	Total
	341-Administrative Officer	Total
	343-Management and Program Analysis	Total
		OBOS
		OIM
		OISP
		ODSTA
		OCAPPM
		OEIP
		OEIP
		OEIP
		OITO
		OITO
	399-Administration and Office Support Student Trainee	Total
	501-Financial Administration and Program	Total
		OITO

SBMD	1			1						1				1
	1	1		1	0	0	0	0	1	0	0	0	0	1
EQMD	1	1		1					1					1
	1	1		1	0	0	0	0	0	1	0	0	0	1
EQMD	1	1		1						1				1
	93	17	16	87	0	0	0	0	18	10	8	0	0	36
	16	6	4	15					3	7	4			14
	11	2	1	10					4		1			5
	7		2	7					4	2	1			7
	6		1	6					5		1			6
IO	2			2						1	1			2
FLAD	1		1	1					1					1
EQMD	1			1					1					1
	14	3	2	14	0	0	0	0	7	2	5	0	0	14
	1			1						1				1
	7	1	1	7					5		3			8
FLAD	1	1		1						1				1
EQMD	3	1		3					2		2			4
	19	2	5	17	0	0	0	0	7	6	2	0	0	15
	4		2	4					2	1				3
	8	2	1	8					2	3	2			7
	2		1	2					2	1				3
ERMD	1			1					1					1
EQMD	1			1						1				1
	7	4	2	7	0	0	0	0	4	0	2	0	0	6
	1	1		1							1			1
FLAD	5	3	2	5					4		1			5
	4	1	1	4	0	0	0	0	1	1	1	0	0	3
ERMD	4	1	1	4					1	1	1			3
	2		1	1	0	0	0	0	0	0	0	0	0	0
	1				0	0	0	0	0	0	0	0	0	0
	7	2	1	6	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	105	22	33	99	0	0	0	0	36	18	16	0	0	70
	17	4	6	15					9	1	2			12
	24	3	8	22					8	4	4			16
	3		1	3					3					3
	9	2	4	8						4	3			7
	21	6	4	21					9	4	4			17
IO	4	2	1	4					1	1	1			3
FLAD	1			1					1					1
ERMD	3			2							1			1
IO	2	1	1	2							1			1
SBMD	10	3	4	10					5	4				9
	1			1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	1	0	0	1
SBMD	1	1		1							1			1

	1		
0	1	0	
	1		
0	1	0	
	1		
0	36	0	Excludes INFOSEC/Security positions
	14		
	5		
	7		
	6		
	2		
	1		
	1		
0	14	0	
	1		
	8		
	1		
	4		
0	15	0	
	3		
	7		
	3		
	1		
	1		
0	6	0	
	1		
	5		
0	3	0	
	3		
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	70	0	
	12		
	16		
	3		
	7		
	17		
	3		
	1		
	1		
	1		
	9		
0	0	0	
0	1	0	
	1		

	510-Accounting	Total
		OITO
	560-Budget Analysis	Total
		OBOS
		OCAPPM
		OEIP
		OITO
	905-General Attorney	Total
		OBOS
	Grand Total	

*Max offers will be determined by office. See the OEI Business Case for more detail. In total, OEI will o
**All positions will be restructured to either consolidate functions, lower grade levels, or better align w

	3	1	1	3	0	0	0	0	1	1	1	0	0	3
SBMD	3	1	1	3					1	1	1			3
	6		3	6	0	0	0	0	3	1	2	0	0	6
	3		2	3					2		1			3
	1			1					1					1
IO	1		1	1							1			1
SBMD	1			1						1				1
	1			1	0	0	0	0	1	0	0	0	0	1
	1			1					1					1
	343	**74**	**79**	**314**	**0**	**0**	**0**	**0**	**87**	**48**	**45**	**0**	**0**	**180**

ffer no more than 30 VERA/VSIPs.
vith OEI's mission and/or business needs.

0	3	0	
	3		
0	6	0	
	3		
	1		
	1		
	1		
0	1	0	
	1		
30	**180**	**0**	

OGC	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
CINCINNATI,OHIO	**2**		**1**	**2**
905-General Attorney	2		1	2
DURHAM,NORTH CAROLINA	**2**	**2**		**2**
905-General Attorney	2	2		2
SAN DIEGO,CALIFORNIA	**1**		**1**	**1**
905-General Attorney	1		1	1
WASHINGTON,DC	**223**	**35**	**49**	**178**
1222-Patent Attorney	1		1	1
1860-Equal Opportunity Investigation	1	1		1
2210-Information Technology Management	4		1	4
28-Environmental Protection Specialist	3	1		2
301-Miscellaneous Administration and Program	13	4	3	13
306-Government Information Specialist	1			1
340-Program Management	2	1	1	2
341-Administrative Officer	1			1
343-Management and Program Analysis	8	1		7
344-Management and Program Clerical and Assistance	9	1	2	4
360-Equal Opportunity Compliance	2	1	1	2
560-Budget Analysis	1			1
905-General Attorney	173	25	37	136
950-Paralegal Specialist	2		1	1
#N/A	2		2	2
Grand Total	**228**	**37**	**51**	**183**

# of Targeted Positions by Grade													
1-4	5-8	9-11	12	13	14	15	SES	Other SL	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
			2						2	1	1		
								1	1	1		1	
			2					1	3	2	1	1	

OITA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8
ARLINGTON,VIRGINIA	**1**			**1**		
301-Miscellaneous Administration and Program	1			1		
WASHINGTON,DC	**73**	**12**	**19**	**69**		
2210-Information Technology Management	1			1		
28-Environmental Protection Specialist	5	1		5		
301-Miscellaneous Administration and Program	45	6	12	41		
303-Miscellaneous Clerk and Assistant	2	2		2		
340-Program Management	5	2	3	5		
343-Management and Program Analysis	15	1	4	15		
Grand Total	**74**	**12**	**19**	**70**		

# of Targeted Positions by Grade											
9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
		1					1	1	1		
			2	2			4	3	2		
1							1	1	1		
1		1	2	2			6	5	5		

OLEM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ARLINGTON,VIRGINIA	**269**	**65**	**71**
1035-Public Affairs	4		
110-Economist	9		1
1301-General Physical Science	35	11	7
1320-Chemistry	5	1	2
1350-Geology	2	1	
2210-Information Technology Management	13	1	3
28-Environmental Protection Specialist	74	19	25
301-Miscellaneous Administration and Program	3	2	1
303-Miscellaneous Clerk and Assistant	2	2	
318-Secretary	1		
340-Program Management	9	3	5
343-Management and Program Analysis	64	17	16
344-Management and Program Clerical and Assistance	2		1
401-General Natural Resources Management and Biological Sciences	7		
415-Toxicology	1		
601-General Health Science	5	1	1
819-Environmental Engineering	22	4	6
881-Petroleum Engineering	1	1	
893-Chemical Engineering	10	2	3
ATHENS,GEORGIA	**1**	**1**	
1301-General Physical Science	1	1	
BOSTON,MASSACHUSETTS	**3**	**1**	
28-Environmental Protection Specialist	2	1	
819-Environmental Engineering	1		
CINCINNATI,OHIO	**7**	**3**	**2**
1301-General Physical Science	2	1	
1306-Health Physics	2	1	1
28-Environmental Protection Specialist	1		1
401-General Natural Resources Management and Biological Sciences	1	1	
819-Environmental Engineering	1		
DENVER,COLORADO	**1**		
819-Environmental Engineering	1		
DURHAM,NORTH CAROLINA	**4**	**1**	
1320-Chemistry	1	1	
343-Management and Program Analysis	1		
830-Mechanical Engineering	1		
893-Chemical Engineering	1		
EDISON,NEW JERSEY	**20**	**7**	**2**
1301-General Physical Science	12	4	1
1320-Chemistry	4	2	
343-Management and Program Analysis	2	1	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
234														
4										0				
3					2		1			3	2	2		
32					7	9	4			20	7	7		
4						1				1	1	1		
2					2					2	1	1		
12					2	2	1			5	3	3		
71					16	14	14			44	9	9		
3					2		1			3	2	2		
2			2							2	2	2		
1		1								1	1	1		
8										0				
59					21	11	8			40	11	11		
2										0				
1										0				
										0				
4						2	1			3	1	1		
18					5	1	2			8	2	2		
1					1					1	1	1		
7					5	1	1			7	2	2		
1														
1										0				
3														
2							1			1	1	1		
1										0				
7														
2										0				
2										0				
1										0				
1							1			1	1	1		
1										0				
1														
1										0				
4														
1										0				
1										0				
1										0				
1										0				
17														
10						1	1			2	2	2		
3							1			1	1	1		
2					1					1	1	1		

401-General Natural Resources Management and Biological Sciences	1		1
819-Environmental Engineering	1		
ERLANGER,KENTUCKY	**1**		
343-Management and Program Analysis	1		
FRANKFURT,GERMANY	**1**		
1301-General Physical Science	1		
KANSAS CITY,KANSAS	**1**		
1320-Chemistry	1		
LAS VEGAS,NEVADA	**11**	**2**	**2**
1301-General Physical Science	7	1	1
1320-Chemistry	1		
343-Management and Program Analysis	1	1	
690-Industrial Hygiene	1		
819-Environmental Engineering	1		1
LENEXA,KANSAS	**2**	**1**	**1**
1301-General Physical Science	1		1
801-General Engineering	1	1	
NORFOLK,VIRGINIA	**1**		
1301-General Physical Science	1		
WASHINGTON,DC	**172**	**31**	**56**
1035-Public Affairs	1		
110-Economist	1		
1301-General Physical Science	13	1	3
2210-Information Technology Management	4		4
28-Environmental Protection Specialist	46	3	15
301-Miscellaneous Administration and Program	6	2	3
318-Secretary	2		1
340-Program Management	4		2
343-Management and Program Analysis	76	20	23
401-General Natural Resources Management and Biological Sciences	3		
415-Toxicology	2		1
560-Budget Analysis	1	1	
601-General Health Science	1		1
819-Environmental Engineering	3	1	1
893-Chemical Engineering	6	1	1
ADD SERIES	3	2	1
Grand Total	**494**	**112**	**134**

1										0				
1										0				
1														
1										0				
1														
1										0				
1														
1										0				
9														
5						1				1	1	1		
1										0				
1										0				
1										0				
1										0				
2														
1						1				1	1	1		
1						1				1	1	1		
1														
1										0				
169														
1										0				
										0				
13					2	3				5	3	3		
4										0				
46					4	3	7			14	5	5		
6				1	1		1			3	2	2		
2			1							1	1	1		
4										0				
75			1	1	17	12	8			39	23	23		
2										0				
2						1	1			2	1	1		
1					1					1	1	1		
1					1					1	1	1		
3						1	1			2	2	2		
6					1		1			2	1	1		
3										0				
451	0	1	4	2	91	65	56	0	0	219	94	94		

ORD	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ADA,OKLAHOMA	**44**	**12**	**9**
1102-Contracting	2		2
1301-General Physical Science	14	3	1
1311-Physical Science Technician	2		
1315-Hydrology	7	2	3
1316-Hydrologic Technician	2		
1320-Chemistry	1		
1350-Geology	1		
301-Miscellaneous Administration and Program	2	1	
343-Management and Program Analysis	1	1	
401-General Natural Resources Management and Biological Sciences	3	2	1
408-Ecology	3	1	1
470-Soil Science	2	1	
819-Environmental Engineering	2	1	
893-Chemical Engineering	1		1
899-Engineering and Architecture Student Trainee	1		
ANN ARBOR,MICHIGAN	**1**		**1**
1301-General Physical Science	1		1
ARLINGTON,VIRGINIA	**104**	**26**	**14**
1035-Public Affairs	1		
110-Economist	1	1	
1301-General Physical Science	21	5	3
1315-Hydrology	1	1	
150-Geography	1		
1529-Mathematical Statistics	5	1	1
1530-Statistics	5	2	
2210-Information Technology Management	1		
28-Environmental Protection Specialist	2	1	
301-Miscellaneous Administration and Program	9	3	2
340-Program Management	3	2	1
341-Administrative Officer	2	1	1
343-Management and Program Analysis	12	4	4
401-General Natural Resources Management and Biological Sciences	16	2	
408-Ecology	5		1
415-Toxicology	7	2	
601-General Health Science	9	1	
819-Environmental Engineering	3		1
ATHENS,GEORGIA	**38**	**12**	**2**
1301-General Physical Science	3	2	1
1315-Hydrology	1		
1320-Chemistry	11	4	
1550-Computer Science	2	1	

	# of Targeted Positions (INCLUSIVE POOLS) by Grade												
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
42						7	2			9	9	9	0
2										0	0	0	0
13						1				1	1	1	0
2										0	0	0	0
7						3				3	3	3	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2						1				1	1	1	0
1						1				1	1	1	0
3							1			1	1	1	0
3						1				1	1	1	0
2										0	0	0	0
2							1			1	1	1	0
1										0	0	0	0
										0	0	0	0
1							1			1	1	1	0
1							1			1	1	1	0
97						15	14			29	20	20	0
1										0	0	0	0
1							1			1	1	1	0
21						4	2			6	5	5	0
1							1			1	1	1	0
1										0	0	0	0
5						2				2	2	2	0
5						1	1			2	2	2	0
1										0	0	0	0
2										0	0	0	0
9						1				1	1	1	0
3										0	0	0	0
2										0	0	0	0
10						2	1			3	1	1	0
14						1	3			4	2	2	0
5							1			1	1	1	0
7						2	1			3	2	2	0
6						1	1			2	1	1	0
3						1	2			3	1	1	0
37						4	5		1	10	1	1	0
3							2			2	0	0	0
1										0	0	0	0
11						1	2		1	4	1	1	0
2										0	0	0	0

Comments

1640-Facility Operations Services	1	1	
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
340-Program Management	1		
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	4	2	
403-Microbiology	1		1
408-Ecology	3	1	
415-Toxicology	1		
560-Budget Analysis	1		
819-Environmental Engineering	4	1	
854-Computer Engineering	1		
ATLANTA,GEORGIA	**2**		**2**
301-Miscellaneous Administration and Program	1		1
819-Environmental Engineering	1		1
BOSTON,MASSACHUSETTS	**4**	**1**	
1301-General Physical Science	1		
28-Environmental Protection Specialist	1	1	
401-General Natural Resources Management and Biological Sciences	1		
819-Environmental Engineering	1		
CHAPEL HILL,NORTH CAROLI	**33**	**12**	**3**
1301-General Physical Science	2	1	
1320-Chemistry	1		1
1530-Statistics	1		
2210-Information Technology Management	1	1	
318-Secretary	1	1	
341-Administrative Officer	1		
401-General Natural Resources Management and Biological Sciences	11	3	2
403-Microbiology	1	1	
404-Biological Science Technician	1	1	
601-General Health Science	9	2	
602-Medical Officer	2	2	
610-Nurse	2		
CHICAGO,ILLINOIS	**1**		**1**
1301-General Physical Science	1		1
CINCINNATI,OHIO	**313**	**83**	**56**
1035-Public Affairs	4		2
110-Economist	4	1	
1301-General Physical Science	38	10	6
1306-Health Physics	2		1
1311-Physical Science Technician	5	2	1
1315-Hydrology	2		
1320-Chemistry	23	2	3
1515-Operations Research	1		
1529-Mathematical Statistics	2	2	
1530-Statistics	2	2	
18-Safety and Occupational Health Management	1		

1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
										0	0	0	0
2										0	0	0	0
4							1			1	0	0	0
1						1				1	0	0	0
3						2				2	0	0	0
1										0	0	0	0
1										0	0	0	0
4										0	0	0	0
1										0	0	0	0
2							1			1	0	0	0
1							1			1	0	0	0
1										0	0	0	0
3						1				1	1	1	0
1										0	0	0	0
1						1				1	1	1	0
										0	0	0	0
1										0	0	0	0
27										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
										0	0	0	0
9										0	0	0	0
1										0	0	0	0
1										0	0	0	0
7										0	0	0	0
2										0	0	0	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
294						31	26		3	60	37	37	0
4						1				1	1	1	0
4										0	0	0	0
36						5	1		1	7	5	5	0
2										0	0	0	0
5										0	0	0	0
2						1				1	1	1	0
23						3	2			5	1	1	0
1										0	0	0	0
2										0	0	0	0
2							1			1	0	0	0
1										0	0	0	0

2210-Information Technology Management	4	4	
28-Environmental Protection Specialist	4		
301-Miscellaneous Administration and Program	7	2	3
308-Records Management	1		
318-Secretary	4	2	1
340-Program Management	2		2
341-Administrative Officer	3	1	
343-Management and Program Analysis	24	6	9
401-General Natural Resources Management and Biological Sciences	51	13	3
403-Microbiology	23	7	2
404-Biological Science Technician	5	1	
408-Ecology	10	2	
415-Toxicology	8	2	1
440-Genetics	1		
470-Soil Science	2		1
499-Biological Science Student Trainee	1		
560-Budget Analysis	6	4	
601-General Health Science	5	3	1
690-Industrial Hygiene	2		
801-General Engineering	4		2
802-Engineering Technical	5		1
80-Security Administration	1	1	
819-Environmental Engineering	34	12	6
830-Mechanical Engineering	3	2	1
854-Computer Engineering	1		1
893-Chemical Engineering	17	2	9
899-Engineering and Architecture Student Trainee	1		
CORVALLIS,OREGON	**46**	**19**	**2**
110-Economist	1		
1301-General Physical Science	3	3	
1320-Chemistry	1	1	
1530-Statistics	3	2	
1550-Computer Science	1		
1640-Facility Operations Services	1		
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
28-Environmental Protection Specialist	1	1	
301-Miscellaneous Administration and Program	2	1	
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	10	3	
408-Ecology	13	7	1
435-Plant Physiology	2		1
470-Soil Science	1		
482-Fish Biology	1		
499-Biological Science Student Trainee	1		
501-Financial Administration and Program	1	1	
DALLAS,TEXAS	**1**		

4										0	0	0	0
4										0	0	0	0
6						1				1	1	1	0
1										0	0	0	0
3										0	0	0	0
2										0	0	0	0
3										0	0	0	0
24						3				3	1	1	0
49						4	5		2	11	5	5	0
22						2	2			4	1	1	0
3										0	0	0	0
9						3	2			5	2	2	0
7						1				1	1	1	0
1										0	0	0	0
1										0	0	0	0
										0	0	0	0
5							1			1	1	1	0
5							1			1	1	1	0
2						1				1	0	0	0
4										0	0	0	0
5										0	0	0	0
1										0	0	0	0
31						3	6			9	8	8	0
3							2			2	2	2	0
1										0	0	0	0
16						3	3			6	6	6	0
										0	0	0	0
43										0	0	0	0
1										0	0	0	0
3										0	0	0	0
1										0	0	0	0
3										0	0	0	0
1										0	0	0	0
1										0	0	0	0
										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2										0	0	0	0
1										0	0	0	0
9										0	0	0	0
13										0	0	0	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0

1301-General Physical Science	1		
DENVER,COLORADO	**5**	**1**	
1301-General Physical Science	1		
301-Miscellaneous Administration and Program	1		
343-Management and Program Analysis	2		
601-General Health Science	1	1	
DULUTH,MINNESOTA	**58**	**17**	**21**
1301-General Physical Science	2	1	
1320-Chemistry	13	5	5
1640-Facility Operations Services	1		1
2210-Information Technology Management	1		
341-Administrative Officer	1		
343-Management and Program Analysis	2		1
401-General Natural Resources Management and Biological Sciences	23	5	11
404-Biological Science Technician	1	1	
408-Ecology	7	3	1
415-Toxicology	6	2	1
690-Industrial Hygiene	1		1
DURHAM,NORTH CAROLINA	**530**	**138**	**110**
101-Social Science	1		
1035-Public Affairs	4	1	1
1101-General Business and Industry	1		
1102-Contracting	1		
1301-General Physical Science	130	24	19
1306-Health Physics	3	1	
1311-Physical Science Technician	1		
1315-Hydrology	1		
1320-Chemistry	28	8	7
1350-Geology	1	1	
1399-Physical Science Student Trainee	1		
1412-Technical Information Services	2		
150-Geography	1		
1529-Mathematical Statistics	4	3	
1530-Statistics	3		1
1550-Computer Science	4		1
1640-Facility Operations Services	1	1	
180-Psychology	2		
184-Sociology	1		
2210-Information Technology Management	14	5	2
28-Environmental Protection Specialist	6	1	1
301-Miscellaneous Administration and Program	12	3	2
303-Miscellaneous Clerk and Assistant	1	1	
318-Secretary	1	1	
340-Program Management	6	2	3
341-Administrative Officer	8	4	2
343-Management and Program Analysis	55	8	27
399-Administration and Office Support Student Trainee	1		

1										0	0	0	0
5						1	1			2	1	1	0
1										0	0	0	0
1						1				1	0	0	0
2										0	0	0	0
1							1			1	1	1	0
58										0	0	0	0
2										0	0	0	0
13										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2										0	0	0	0
23										0	0	0	0
1										0	0	0	0
7										0	0	0	0
6										0	0	0	0
1										0	0	0	0
494						44	51		4	99	52	52	0
1										0	0	0	0
3										0	0	0	0
1										0	0	0	0
										0	0	0	0
119						17	18			35	13	13	0
3										0	0	0	0
1										0	0	0	0
1										0	0	0	0
27						1	3			4	1	1	0
1						1				1	1	1	0
										0	0	0	0
1										0	0	0	0
										0	0	0	0
4							1			1	1	1	0
2										0	0	0	0
2						1				1	0	0	0
1										0	0	0	0
2										0	0	0	0
										0	0	0	0
13						2	2			4	1	1	0
4						1	1			2	0	0	0
12						2	1			3	3	3	0
1										0	0	0	0
1										0	0	0	0
6										0	0	0	0
7										0	0	0	0
55						4	6			10	8	8	0
1										0	0	0	0

401-General Natural Resources Management and Biological Sciences	117	34	33
403-Microbiology	3	1	
404-Biological Science Technician	1	1	
408-Ecology	7	2	1
413-Physiology	2	1	
415-Toxicology	30	9	3
560-Budget Analysis	13	2	
601-General Health Science	16	2	
602-Medical Officer	1	1	
690-Industrial Hygiene	2		
801-General Engineering	4	1	2
802-Engineering Technical	10	5	
819-Environmental Engineering	22	9	4
830-Mechanical Engineering	2	1	
856-Electronics Technical	1	1	
858-Bioengineering and Biomedical Engineering	1		1
893-Chemical Engineering	3	3	
#N/A	1	1	
EDISON,NEW JERSEY	**8**	**5**	**2**
1301-General Physical Science	1	1	
28-Environmental Protection Specialist	1	1	
343-Management and Program Analysis	1		1
401-General Natural Resources Management and Biological Sciences	1	1	
601-General Health Science	1	1	
819-Environmental Engineering	2		1
893-Chemical Engineering	1	1	
GROSSE ILE,MICHIGAN	**2**		
819-Environmental Engineering	2		
GULF BREEZE,FLORIDA	**58**	**12**	**13**
101-Social Science	1		
1102-Contracting	2	1	
1301-General Physical Science	1		
1320-Chemistry	2	1	1
150-Geography	1		
1601-Equipment, Facilities, and Services	1		1
1640-Facility Operations Services	1		1
2001-General Supply	1		1
2210-Information Technology Management	2		1
301-Miscellaneous Administration and Program	1		1
341-Administrative Officer	1		
343-Management and Program Analysis	2	1	1
401-General Natural Resources Management and Biological Sciences	23	5	3
403-Microbiology	5	2	2
404-Biological Science Technician	1		1
408-Ecology	10	2	
415-Toxicology	1		
560-Budget Analysis	1		

115						9	11		2	22	16	16	0
3							1			1	0	0	0
1										0	0	0	0
7									1	1	0	0	0
2										0	0	0	0
24						1	2			3	2	2	0
13						1				1	0	0	0
15						2	1			3	0	0	0
1						1				1	1	1	0
2										0	0	0	0
4										0	0	0	0
9										0	0	0	0
21						1	2		1	4	3	3	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
3							2			2	2	2	0
1										0	0	0	0
8										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2										0	0	0	0
1										0	0	0	0
2										0	0	0	0
2										0	0	0	0
50						1				1	1	1	0
										0	0	0	0
										0	0	0	0
1										0	0	0	0
2										0	0	0	0
										0	0	0	0
1						1				1	1	1	0
1										0	0	0	0
1										0	0	0	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2										0	0	0	0
19										0	0	0	0
5										0	0	0	0
1										0	0	0	0
10										0	0	0	0
1										0	0	0	0
1										0	0	0	0

690-Industrial Hygiene	1		
GULF,FLORIDA	**1**	**1**	
401-General Natural Resources Management and Biological Sciences	1	1	
HAMPTON,VIRGINIA	**1**		**1**
819-Environmental Engineering	1		1
LAKEWOOD,COLORADO	**1**		
343-Management and Program Analysis	1		
LAS VEGAS,NEVADA	**41**	**15**	**12**
1102-Contracting	1		
1301-General Physical Science	13	6	3
1311-Physical Science Technician	1		
1320-Chemistry	7	2	2
1530-Statistics	1	1	
1550-Computer Science	1		1
1640-Facility Operations Services	1		
2210-Information Technology Management	2	1	
28-Environmental Protection Specialist	1		1
301-Miscellaneous Administration and Program	3	1	2
343-Management and Program Analysis	4	2	2
401-General Natural Resources Management and Biological Sciences	1	1	
408-Ecology	3	1	1
560-Budget Analysis	1		
690-Industrial Hygiene	1		
LENEXA,KANSAS	**1**		
1301-General Physical Science	1		
LOS ANGELES,CALIFORNIA	**3**		**2**
1301-General Physical Science	1		
1315-Hydrology	1		1
819-Environmental Engineering	1		1
NARRAGANSETT,RHODE ISLAN	**66**	**27**	**17**
1087-Editorial Assistance	1	1	
1102-Contracting	1	1	
110-Economist	2		
1301-General Physical Science	15	7	8
1311-Physical Science Technician	2		
1320-Chemistry	3	3	
1360-Oceanography	2	2	
1550-Computer Science	1	1	
1640-Facility Operations Services	2		1
2210-Information Technology Management	1	1	
301-Miscellaneous Administration and Program	1		
341-Administrative Officer	1		1
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	19	8	5
404-Biological Science Technician	1		
408-Ecology	10	2	2
560-Budget Analysis	1	1	

1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1						1				1	0	0	0
1						1				1	0	0	0
1							1			1	0	0	0
1							1			1	0	0	0
37			2	2	13	7	8			32	27	27	0
										0	0	0	0
13			1		4	1	4			10	9	9	0
1										0	0	0	0
7				1	3	1	2			7	4	4	0
1						1				1	1	1	0
1					1					1	1	1	0
1										0	0	0	0
2					1	1				2	1	1	0
1				1						1	1	1	0
2						2				2	3	3	0
4			1		2	1				4	4	4	0
1							1			1	1	1	0
3					2		1			3	2	2	0
										0	0	0	0
										0	0	0	0
1										0	0	0	0
1										0	0	0	0
3							1			1	1	1	0
1										0	0	0	0
1										0	0	0	0
1							1			1	1	1	0
61										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
15										0	0	0	0
1										0	0	0	0
3										0	0	0	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
										0	0	0	0
19										0	0	0	0
1										0	0	0	0
10										0	0	0	0
1										0	0	0	0

690-Industrial Hygiene	1		
NEW YORK, NEW YORK	**1**		
1301-General Physical Science	1		
NEWPORT,OREGON	**10**	**4**	
1301-General Physical Science	1		
1360-Oceanography	1		
150-Geography	1	1	
401-General Natural Resources Management and Biological Sciences	4	2	
408-Ecology	2		
482-Fish Biology	1	1	
NORWOOD,OHIO	**1**		
301-Miscellaneous Administration and Program	1		
OAKLAND,CALIFORNIA	**1**		
#N/A	1		
PHILADELPHIA,PENNSYLVANI	**1**		
819-Environmental Engineering	1		
SAN FRANCISCO,CALIFORNIA	**1**		**1**
819-Environmental Engineering	1		1
SEATTLE,WASHINGTON	**3**		**1**
343-Management and Program Analysis	1		
401-General Natural Resources Management and Biological Sciences	1		1
415-Toxicology	1		
SILVER SPRING,MARYLAND	**1**		
414-Entomology	1		
ST PAUL,MINNESOTA	**1**		
1301-General Physical Science	1		
ST PETERSBURG,FLORIDA	**1**		
408-Ecology	1		
WASHINGTON,DC	**196**	**32**	**53**
1035-Public Affairs	2		
1082-Writing and Editing	1		1
1101-General Business and Industry	2		1
1301-General Physical Science	31	4	11
1399-Physical Science Student Trainee	1		
190-General Anthropology	1		
2210-Information Technology Management	8		5
28-Environmental Protection Specialist	4	1	
301-Miscellaneous Administration and Program	18	4	6
318-Secretary	1	1	
340-Program Management	3	1	2
341-Administrative Officer	2		
343-Management and Program Analysis	56	6	13
344-Management and Program Clerical and Assistance	1		
399-Administration and Office Support Student Trainee	7		
401-General Natural Resources Management and Biological Sciences	28	9	4
403-Microbiology	1		
408-Ecology	1		

1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
10										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
4										0	0	0	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
3						1				1	0	0	0
1										0	0	0	0
1										0	0	0	0
1						1				1	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
1										0	0	0	0
171						19	25		3	47	32	32	0
2										0	0	0	0
1										0	0	0	0
2						1				1	1	1	0
29						1	9		1	11	9	9	0
										0	0	0	0
										0	0	0	0
7						3				3	2	2	0
4						3				3	1	1	0
17						3	1		1	5	5	5	0
1										0	0	0	0
3										0	0	0	0
2										0	0	0	0
49						2	9			11	7	7	0
1										0	0	0	0
										0	0	0	0
25						3	3			6	2	2	0
1										0	0	0	0
1										0	0	0	0

415-Toxicology	1		
501-Financial Administration and Program	2		1
560-Budget Analysis	12	1	6
601-General Health Science	3		1
602-Medical Officer	1		
801-General Engineering	1	1	
819-Environmental Engineering	6	3	1
#N/A	2	1	1
WILMINGTON,NORTH CAROLIN	**1**		**1**
2210-Information Technology Management	1		1
Grand Total	**1580**	**417**	**324**

1						1				1	0	0	0
2							1			1	1	1	0
12						1				1	1	1	0
3						1				1	0	0	0
										0	0	0	0
1										0	0	0	0
5							2			2	2	2	0
2									1	1	1	1	0
1										0	0	0	0
1											0	0	0
1463	0	0	2	2	13	132	136	0	11	296	183	183	0

Max # total is correct but could vary from location estimates because of pools. Pools are used whereever Max# is lower than Targeted# (e.g. 6 of 10 in a pool of 0400 series family across locations may accept)

Note: Max number of offers per series for all locations are listed under Washington DC

Office of Water		Total Non-Term Employees
ARLINGTON,VIRGINIA- OST		**1**
28-Environmental Protection Specialist		1
CINCINNATI,OHIO - OGWDW		**31**
1301-General Physical Science		3
28-Environmental Protection Specialist		4
318-Secretary		1
343-Management and Program Analysis		1
401-General Natural Resources Management and Biological Sciences		1
819-Environmental Engineering		8
1350-Geology		
601-General Health Science		
1320-Chemistry		
MONTCLAIR,NEW JERSEY - OGWDW		**1**
28-Environmental Protection Specialist		1
WASHINGTON,DC		**547**
28-Environmental Protection Specialist		167
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
301-Miscellaneous Administration and Program		22
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
303-Miscellaneous Clerk and Assistant - OWOW		1
340-Program Management		16
341-Administrative Officer - OGWDW		1
343-Management and Program Analysis		78
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
344-Management and Program Clerical and Assistance- OGWDW		1
401-General Natural Resources Management and Biological Sciences		39
	OGWDW	
	OST	

			# of Targeted Positions by Grade										
Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers
		1											
		1					1					1	
2	**4**	**30**											
		3					2	1				3	
1	1	4					1	2				3	
		1			1							1	
		1					1					1	
		1						1				1	
	1	8					6		1			7	
							1					1	
							1					1	
							4	3				7	
		1											
		1						1				1	
101	**90**	**470**											
27	33	164										126	10
							2	3	2				
							8	14	6				
							1	11	4				
							12	14	6				
							17	16	10				
9	3	21										17	
						2	2	1	3				
						1	3						
					1		1						
							1	1					
								1					
1		1			1							1	
7	5	16											5
	1							1				1	
21	24	74										59	
							4	5	4				
							7	2	2				
							4	1	2				
							6	7	3				
							5	4	3				
1		1			1							1	
4	3	24										18	
							2						
							6	3	2				

Attachment 3

# to Restructure	# to Eliminate	Comment

	OWM	
	OWOW	
403-Microbiology		6
	OGWDW	
	OST	
408-Ecology (OWOW)		8
415-Toxicology (OST)		3
801-General Engineering		1
819-Environmental Engineering		44
	OGWDW	
	OST	
	OWM	
	OWOW	
893-Chemical Engineering		5
	OST	
	OWM	
1301-General Physical Science		73
	OGWDW	
	OST	
	OWM	
	OWOW	
1315-Hydrology (OGWDW)		1
1320-Chemistry		4
	OGWDW	
	OST	
	OWOW	
1350-Geology (OGWDW)		2
1515-Operations Research (OST)		1
1529-Mathematical Statistics (OGWDW)		2
2210-Information Technology Management		28
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
110-Economist		10
	OAA	
	OGWDW	
	OST	
1160-Financial Analysis		12
560-Budget Analysis		3
	OST	
	OWOW	
601-General Health Science		3
	OGWDW	
	OST	

							1						
							4						
1	1	6										8	2
							2						
							3	3					
		1						1				1	
1		1						1				1	
1		1					1					1	
3	6	34										28	
							4	4	5				
							3	2	2				
							5	2					3
							1						
1	1	5										5	
							1	2					
								1	1				
9	4	51										50	
							7	8					
							12	4					
							5	1	2				
							7	1	3				
1		1					1					1	
1	1	3										3	5
							1						
								1					
								1					
1		2						1	1			2	
	1	1							1			1	
1		1						1				1	
6	3	25										22	2
							1	4					
							4	3	1				
								1					
							1						
							3	3	1				
1	1	9										9	
							1	1					
							1	1					
							3	1	1				
		6											
	2	3										3	2
							1	1					
							1						
1	1	2										2	
								1					
									1				

1109-Grants Management (OGWDW)	1
905-General Attorney	8
301- Scientific & Senior Level Positions	5
OAA	
OGWDW	
OST	
OWOW	
Grand Total	**580**

1		1						1				1	
2		8											
4		1										2	1
											2		
103	**94**	**502**			4	3	172	143	67		2	391	30

		1 supervisory

Region 1	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targ by 1-4	5-8	9-11	12	13
BOSTON,MASSACHUSETTS	**511**	**120**	**185**	**473**					
0344-Management and Program Clerical Assistance						1			
0303-Administrative Support Assistant						1			
0029-Environmental Protection Assistant						1			
0028-Environmental Protection Specialist									5
0819-Environmental Engineer									2
0819-Environmental Engineer									
0028-Environmental Protection Specialist									
0819-Environmental Engineer									12
0028-Environmental Protection Specialist									4
1301-Physical Scientist									1
0401-Life/Biological Scientist									5
0819-Environmental Engineer								4	
0028-Environmental Protection Specialist								2	
0819-Environmental Engineer									9
1301-Physical Scientist									10
1035-Public Affairs	11	1	5	11					
1101-General Business and Industry	2			2					
1102-Contracting	7			5					
1109-Grants Management	8	4	2	7					
1160-Financial Analysis	2		1	2					
1301-General Physical Science	72	18	22	70					1
1306-Health Physics	1			1					
1315-Hydrology	2		1	2					
1350-Geology	1	1		1					
1399-Physical Science Student Trainee	1								
1810-General Investigating	1	1		1					1

geted Positions								
y Grade								
14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
				1	1		1	Eliminate 1 GS-0029-08, GS-0303-7, GS-0344-07 (OSRR). 1 V/V offer limited to GS-0344/0303/0029-7/8, to all OSRR employees.
				1				
				1				
				5	2	1	1	Eliminate 1 GS-0819/0028-13 (OES); Restructure 1 GS-0819/0028-12 (OES). 2 V/V offers limited GS-0819/0028-13, in
				2				
2				2	1	1		Restructure 1 GS-0819/0028-13 (OES). 1 V/V offer limited to GS-0819/0028-14, Technical Enforcement Branch
2				2				
				12	2	2		0819/1301/0401/0028 (OES). - 2 V/V offers limited GS-13's in four series: 0819/1301/0401/0028, in Technical Enforcement Branch.
				4				
				1				
				5				
				4	1		1	Eliminate 1 GS-12 0819/0028 (OES). 1 V/V offer limited GS- 12's Restructure 2 GS-0819/1301-12 (OSRR). 2 V/V offers limited GS-
				2				
				9	2	2		
				10				
	1			2	2	1	1	Eliminate 1 GS-1301-15 (ORA). 1 V/V offer limited to GS-1301-15, ORA Immediate Office. Restructure 1 GS-1301-12 (OEP). 1 V/V offer limited GS-1301-13, Air Programs Branch: Air Permits, Toxics and Indoor Programs.
				1	1		1	Eliminate 1 GS-1810-13 (OSRR). 1 V/V offer limited to GS-1810-13 on Technical and Enforcement Support Branch.

18-Safety and Occupational Health Management	2			1					
201-Human Resources Management	5	2	2	5					
2210-Information Technology Management	19	4	6	19					6
260-Equal Employment Opportunity	1			1					
28-Environmental Protection Specialist	85	22	39	84				1	2
0028-Environmental Protection Specialist (RPM)									2
0028-Supervisory Environmental Protection Specialist									
29-Environmental Protection Assistant	8	2	5	8		3			
301-Miscellaneous Administration and Program	9	2	3	9					1
303-Miscellaneous Clerk and Assistant	2	1		2	1				

2				8	3	3		Restructure 2 GS-2210-13; and 1 GS-2210-12 (OARM). 2 V/V offers to GS-2210-14 and 1 V/V offer to GS-2210-13, limited to Information Technology Branch (Boston, Ma only) (excludes security IT Spec. and phased retirement participant)
1				4	3	2	1	Eliminate 1 GS-0028-12 (OEP). 1 V/V offer limited to GS-0028-12, in Water Permits Branch. Restructure 1 GS-0028-12/13 (ORC). 1 V/V offer limited to GS-0028-14, Office of Regional Counsel. Restructure 1 GS-0028-7/9/12 (OSRR). 1 V/V offer limited to, GS-0028-13, Technical and Support Branch - Technical and Enforcement Support Section only.
				2	2	2		Restructure 2 GS-0819/1301-13 Remedial Project Managers (RPM) (OSRR). 2 V/V offers limited GS-0028-13 (RPMS only) in Remediation and Restoration 1 Branch.
3				3	1		1	Eliminate 1 GS-0028-14 (OEP). 1 V/V offer limited to Supervisory GS-0028-14, to all Supervisory OEP employees.
				3	1		1	Eliminate 1 GS-0029-08, (OEP). 1 V/V offer limited to GS-0029-08, to all OEP employees.
				1	1	1		Restructure 1 GS-0028-12 (OEP). 1 V/V offer limited to GS-0301-13, Grants, Tribal & Municipal Assistance Branch.
				1	1		1	Eliminate 1 GS-0303-04 (OARM). 1 V/V offer limited to 1 GS-0303-04, Customer Services and Facilities Unit.

304-Information Receptionist	1	1		1		1			
306-Government Information Specialist	1		1	1					
318-Secretary	4	1	1	4					
326-Office Automation Clerical and Assistance	2	1		2					
340-Program Management	8	3	5	8					
342-Support Services Administration	3	1	1	1				1	
343-Management and Program Analysis	13	3	4	13					
344-Management and Program Clerical and Assistance	1		1	1					
399-Administration and Office Support Student Trainee	1								
401-General Natural Resources Management and Biological Sciences	29	4	6	18					1
499-Biological Science Student Trainee	9			2					
501-Financial Administration and Program	9		3	8				2	
510-Accounting	3		1	3					
525-Accounting Technician	1		1	1			1		
560-Budget Analysis	4	2	2	4					
80-Security Administration	1			1					
819-Environmental Engineering	121	29	56	116					1
899-Engineering and Architecture Student Trainee	2								

				1	1		1	Eliminate 1 GS-0304-07 (ORA). 1 V/V offer limited GS-0304-07, Public Affairs Unit.
				1	1	1		Restructure 1 GS-0342-9/11 (OARM). 1 V/V offer limited to GS-0342-12, in Customer Services and Facilities Unit.
				1	1	1		Restructure 1 GS-0401/1301-12 (OEP). 1 V/V offer limited to GS-0401-13, Wetlands, Water Quality and Information Branch - Wetlands Protection Section only.
				2	1	1		Restructure 1 GS-0501-11 (OARM). 1 V/V offer limited GS-0501-12 in Comptrollers Office.
				1	1		1	Eliminate 1 GS-0525-09 (OARM). 1 V/V offer limited to GS-0525-09 in Comptrollers Office.
				1	1	1		Restructure 1 GS-0819-7/9/12 (OSRR). 1 V/V offer limited to GS-0819-13, Technical and Support Branch - Technical and Enforcement Support Section only.

905-General Attorney	54	17	17	53					
950-Paralegal Specialist	3			3					
99-General Student Trainee	2								
NORTH CHELMSFORD,MASSACH	**56**	**17**	**16**	**45**					
1301-General Physical Science	13	6	1	10					1
1320-Chemistry	16	5	6	14					9
1399-Physical Science Student Trainee	1								
18-Safety and Occupational Health Management	1			1					
2210-Information Technology Management	1		1	1					
28-Environmental Protection Specialist	2		2	2					
318-Secretary	1	1		1					
340-Program Management	1	1		1					
342-Support Services Administration	2			2					
343-Management and Program Analysis	1		1	1					
401-General Natural Resources Management and Biological Sciences	5	3		5					
819-Environmental Engineering	11	1	5	7					
899-Engineering and Architecture Student Trainee	1								
Grand Total	**567**	**137**	**201**	**521**	1	7	1	10	73

	8			8	3	3		Restructure 1 GS-0260-12/13 (ORA) - 1 V/V offer limited to GS-0905-15, in OCRUA; Restructure 2 GS-0905-14 (OES) - 2 V/V offers limited GS-0905-15 in Legal Enforcement Branch - Superfund and Regulatory Legal Offices.
	1			2	2	2		Restructure 1 GS-1301-12 (OEME). 1 V/V offer limited to all GS-1301-13 OEME employees. Restructure 1 GS-1301-14 (OEME). 1 V/V offer limited to all GS-1301-15 OEME employees
				9	1	1		Restructure 1 GS-1320-12 (OEME). 1 V/V offer limited to all OEME GS-1320-13 employees.
10	10	0		112	36	25	11	

Region 2	Division	Branch	Section	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
ALBANY,NEW YORK				**5**	**1**		**4**
1035-Public Affairs				1			1
1301-General Physical Science				2	1		2
819-Environmental Engineering				2			1
BUFFALO,NEW YORK				**2**	**1**		**1**
1035-Public Affairs				1	1		1
1301-General Physical Science				1			
EDISON,NEW JERSEY				**143**	**34**	**45**	**130**
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-1301 and 1320.	DESA	HWSB					
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-401,1301, and 1320.	DESA	Lab					
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-401,819, 1301, and 1350.	DESA	MAB					
1301-General Physical Science				66	15	29	63
1320-Chemistry				19	6	3	16
1350-Geology				1		1	1
28-Environmental Protection Specialist				4	1		4
303-Miscellaneous Clerk and Assistant				2	2		2
318-Secretary				4		2	4
401-General Natural Resources Management and Biological Sciences				20	3	3	14
403-Microbiology				4			4
690-Industrial Hygiene				1			1
801-General Engineering				2	1		2
819-Environmental Engineering				19	6	6	18
830-Mechanical Engineering				1		1	1
GUAYNABO,PUERTO RICO				**47**	**9**	**10**	**44**
1035-Public Affairs				1			1
1301-General Physical Science				12	2	1	12
1350-Geology				1			1
318-Secretary				3	1	2	3
401-General Natural Resources Management and Biological Sciences				1		1	1
510-Accounting				1			1
819-Environmental Engineering				23	6	6	22

# of Targeted Positions by Grade												
1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
				10					10	1	1	
				9					9	1	1	
				14					14	1	1	

Comments
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Note: multi-series clusters include multiple GS-1301-13s.
Note: Multi-series clusters include multiple GS-1320-13s.
Note: DESA/MAB multi-series cluster includes a GS-1350-13.
Note: DESA/MAB multi-series cluster includes several GS-819-13s.
Note: Multi-series clusters include multiple GS-819-13s.

905-General Attorney				4			3
#N/A				1			
NEW YORK, NEW YORK				**582**	**159**	**181**	**542**
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-028, 819, 1301, and 1320.	CASD	APB					
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-028, 401, 819, and 1301.	CASD	SMPB					
multi-series - UIC program: includes GS-819, 1301, and 1350 staff. Titles include Environmental Engineer, Environmental Scientist, Geologist, Lead Environmental Scientist (the word Lead is a reflection of a processing glitch and an outdated PD), and Physical Scientist .	DECA	WCB	GCS				
1035-Public Affairs				14	3	4	13
1102-Contracting				9	4	2	9
1109-Grants Management				11	2	3	11
1160-Financial Analysis				1	1		1
1301-General Physical Science				107	20	41	97
1306-Health Physics				2	1		2
1315-Hydrology				4	3		4
1320-Chemistry				1	1		1
1350-Geology				15	9	2	14
1550-Computer Science				2			2
1810-General Investigating				1			
201-Human Resources Management				7	2	2	7
2210-Information Technology Management				12	3	2	12
260-Equal Employment Opportunity				1		1	1
28-Environmental Protection Specialist				41	9	11	41
28 **subset** - Environmental Protection Specialist	CASD	APB	APS				
301-Miscellaneous Administration and Program				4	3		4
301 **subset** - Congressional & Intergov. Relations Spec.	PAD	ICAB					
303-Miscellaneous Clerk and Assistant				12	2	8	12
306-Government Information Specialist				3		2	2
308-Records Management				2		1	1
318-Secretary				26	3	14	26
318 **subset** - Secretary	CASD	RIAB					
326-Office Automation Clerical and Assistance	CASD	HWPB		1	1		1
340-Program Management				8	3	2	7

				18					18	1	1	
				14					14	1	1	
			3	4					7	4	4	
					1				1	1	1	
				1					1	1	1	
	7								7	7		7
	1								1	1		1
1									1	1		1

Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Positions will be restructured to support functions other than UIC (>25% change in duties); changes to series and FPLs are also possible.
Note: Multi-series clusters include multiple GS-1301-13s.
Note: CASD/APB multi-series cluster includes a GS-1320-13.
Note: DECA/WCB multi-series cluster includes several GS-1350-13s.
Note: CASD/SMB multi-series cluster includes several GS-028-13s.
Backfill with lower FPL (and probably different series).
Backfill with different series and lower FPL.
All seven GS-6 NYC office assistants are targeted; for one incumbent, V/V eligibility may be in question.
Employee is part-time.

341-Administrative Officer				1	1		1
342-Support Services Administration				1			
343-Management and Program Analysis				8	2	1	8
401-General Natural Resources Management and Biological Sciences				33	6	2	23
401 subset - Aquatic Biologist	CWD	CWRB	NS				
415-Toxicology				1	1		1
501-Financial Administration and Program				4		1	4
505-Financial Management				1			1
510-Accounting				9		5	9
525-Accounting Technician				3		2	3
560-Budget Analysis				5		4	5
801-General Engineering				1	1		1
808-Architecture				1			1
819-Environmental Engineering				147	45	51	139
819 subset - Environmental Engineering	CWD	DWMIB	SRF				
901-General Legal and Kindred Administration				1			1
905-General Attorney	ORC			76	30	17	71
950-Paralegal Specialist				5	3	2	5
963-Legal Instruments Examining	ORC	IO		1		1	1
NEW YORK,NEW YORK				**2**		**1**	**2**
1035-Public Affairs				1		1	1
401-General Natural Resources Management and Biological Sciences				1			1
ST THOMAS,VIRGIN ISLANDS				**2**		**1**	**2**
401-General Natural Resources Management and Biological Sciences				1			1
819-Environmental Engineering				1		1	1
STAMFORD,CONNECTICUT				**1**	**1**		**1**
1301-General Physical Science				1	1		1
Grand Total				**784**	**205**	**238**	**726**

				1					1	1	1	
				1					1	1	1	
						14			14	2	2	
			5						5	5		5
		1							1	1		1
1	8	1	8	72	1	14	0	0	105	30	15	15

Note: CASD/SMB multi-series cluster includes several GS-401-13s.
Position will be restructured to support functions other than CWA 301(h), 403(c), and 316(a&b), so >25% change in duties. A reduction in FPL and change in series/title is also likely.
Note: Multi-series clusters include multiple GS-819-13s.
Position will be restructured to support functions other than construction grants (>25% change in duties). A reduction in FPL is also likely.
Backfill at the GS-11 or 12 with GS-14 FPL. Targeted pool includes all GS-15 General Attorneys and Attorney-Advisers, but does not include supervisors or team leaders.

Region 3	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANNAPOLIS JUNC,MARYLAND	**1**		
28-Environmental Protection Specialist	1		
ANNAPOLIS,MARYLAND	**21**	**6**	**6**
1035-Public Affairs	1		
1301-General Physical Science	5	1	3
28-Environmental Protection Specialist	9	1	3
318-Secretary	1	1	
340-Program Management	2	2	
341-Administrative Officer	1		
343-Management and Program Analysis	1	1	
819-Environmental Engineering	1		
BLUEMONT,VIRGINIA	**1**		
819-Environmental Engineering	1		
CHARLESTON,WEST VIRGINIA	**2**		
301-Miscellaneous Administration and Program	1		
905-General Attorney	1		
FORT MEADE,MARYLAND	**45**	**11**	**9**
1301-General Physical Science	16	5	4
1320-Chemistry	15	3	3
1399-Physical Science Student Trainee	1		
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
301-Miscellaneous Administration and Program	2		1
342-Support Services Administration	1		
401-General Natural Resources Management and Biological Sciences	4	1	
819-Environmental Engineering	3	2	
905-General Attorney	1		1
HERNDON,VIRGINIA	**1**		**1**
905-General Attorney	1		1
PHILADELPHIA,PENNSYLVANI	**739**	**180**	**197**
1035-Public Affairs	19	6	3
1101-General Business and Industry	1		
1102-Contracting	12	5	2
1109-Grants Management	11	4	3
1160-Financial Analysis	5	2	
1301-General Physical Science	154	26	28
1306-Health Physics	1		1
1315-Hydrology	1	1	
1340-Meteorology	1		
1350-Geology	5	1	2
1399-Physical Science Student Trainee	4		
1810-General Investigating	4	3	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
1														
1										0	0	0	0	
20														
										0	0	0	0	
5					1	2	1			4	2	2	0	
9					1	2	2			5	2	2	0	
1		1								1	1	1	0	
2							1			1	1	1	0	
1										0	0	0	0	
1										0	0	0	0	
1										0	0	0	0	
1														
1										0	0	0	0	
2														
1										0	0	0	0	
1										0	0	0	0	
38														
16				1	5	2	1			9	2	2	0	
11					4	1				5	2	2	0	
1										0	0	0	0	
										0	0	0	0	
1					1					1	1	1	0	
1						1				1	1	1	0	
1										0	0		0	
3					1					1	1	1	0	
3				1		1				2	1	1	0	
1							1			1	1	1	0	
1														
1						1				1	1	1	0	
643														
19				1	7	2				10	4	3	1	
1										0	0	0	0	
12										0	0	0	0	
9				4	3					7	2	1	1	
5					2					2	1	1	0	
130				1	41	10	4			56	18	15	3	
1						1				1	1	1	0	
1						1				1	1	1	0	
1										0	0	0	0	
5					2	1				3	1	1	0	
										0	0	0	0	
4				1	2					3	3	0	3	

18-Safety and Occupational Health Management	1		
201-Human Resources Management	12	3	1
2210-Information Technology Management	19	7	5
2299-Information Technology Student Trainee	2		
260-Equal Employment Opportunity	1		1
28-Environmental Protection Specialist	89	29	43
299-Human Resources Management Student Trainee	1		
29-Environmental Protection Assistant	1		1
301-Miscellaneous Administration and Program	13	2	6
303-Miscellaneous Clerk and Assistant	9	1	
306-Government Information Specialist	1		1
308-Records Management	1		
318-Secretary	18	3	9
326-Office Automation Clerical and Assistance	2	2	
340-Program Management	10	4	5
342-Support Services Administration	4	1	3
343-Management and Program Analysis	19	4	3
350-Equipment Operator	1	1	
401-General Natural Resources Management and Biological Sciences	75	5	4
408-Ecology	3	1	1
414-Entomology	1		
415-Toxicology	9	3	5
457-Soil Conservation	1	1	
499-Biological Science Student Trainee	4		
501-Financial Administration and Program	6	4	2
505-Financial Management	1	1	
510-Accounting	8	1	4
525-Accounting Technician	1		
560-Budget Analysis	1	1	
819-Environmental Engineering	128	33	35
893-Chemical Engineering	1		1
899-Engineering and Architecture Student Trainee	2		
905-General Attorney	70	23	27
950-Paralegal Specialist	4	1	1
#N/A	2	1	
RICHMOND,VIRGINIA	**1**		**1**
1301-General Physical Science	1		1
TITUSVILLE,PENNSYLVANIA	**1**		**1**
1301-General Physical Science	1		1
WASHINGTON,DC	**1**		
28-Environmental Protection Specialist	1		
WHEELING,WEST VIRGINIA	**13**	**2**	**2**
1301-General Physical Science	2	1	
1315-Hydrology	1	1	
28-Environmental Protection Specialist	2		1
401-General Natural Resources Management and Biological Sciences	7		
819-Environmental Engineering	1		1

1										0	0	0	0	
10				1	2	1				4	2	1	1	
19				3	6	1				10	3	2	1	
										0	0	0	0	
1						1				1	1	1	0	
88			9	14	37	8	6			74	21	16	5	
1										0	0	0	0	
1		1								1	1	0	1	
13			1			3	4			8	3	2	1	
9		1								1	1	1	0	
1				1						1	1	1	0	
1										0	0	0	0	
18		7	6							13	8	5	3	
2		1								1	1	0	1	
10						0	4			4	4	4	0	
4			3	1						4	2	1	1	
16			2	2	2	1				7	3	2	1	
1		1								1	1	1	0	
42					5	3	1			9	3	3	0	
3					1	1				2	1	0	1	
1										0	0	0	0	
9					6	3				9	2	1	1	
1					1					1	1	1	0	
										0	0	0	0	
6			1	5						6	2	1	1	
1							1			1	1	1	0	
7					4	1				5	2	1	1	
1										0	0	0	0	
1						1				1	1	1	0	
111					49	11	11			71	20	17	3	
1					1					1	1	1	0	
										0	0	0	0	
70						23	27			50	17	13	4	
4				2	1					3	2	1	1	
1										0	0	0	0	
1														
1						1				1	1	1	0	
1														
1					1					1	1	1	0	
1														
1						1				1	1	1	0	
13														
2					1					1	1	1	0	
1					1					1	1	1	0	
2					1					1	1	1	0	
7										0	0	0	0	
1					1					1	1	1	0	

Grand Total	**826**	**199**	**217**

722										411	159	124	35	

Region 4	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ATHENS,GEORGIA	**85**	**14**	**15**
1301-General Physical Science	20	4	5
1311-Physical Science Technician	1	1	
1320-Chemistry	20	4	2
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	2		
28-Environmental Protection Specialist	1		
301-Miscellaneous Administration and Program	1	1	
318-Secretary	2		
341-Administrative Officer	1		
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	18	2	4
415-Toxicology	1		
819-Environmental Engineering	15	2	4
ATLANTA,GEORGIA	**806**	**148**	**275**
1001-General Arts and Information	1	1	
1035-Public Affairs	13		4
1071-Audiovisual Production	2		1
1084-Visual Information	1		1
1101-General Business and Industry	2		2
1102-Contracting	9	1	1
1106-Procurement Clerical and Technician	1	1	
1109-Grants Management	10	3	3
1160-Financial Analysis	3	1	
1301-General Physical Science	158	27	61
1315-Hydrology	5	1	
1320-Chemistry	1		
1350-Geology	2	2	
150-Geography	1		
1810-General Investigating	5	1	3
201-Human Resources Management	6	2	2
2210-Information Technology Management	12	2	5
260-Equal Employment Opportunity	2		1
28-Environmental Protection Specialist	58	12	25
29-Environmental Protection Assistant	1		1
301-Miscellaneous Administration and Program	23	4	8
303-Miscellaneous Clerk and Assistant	15	6	2
306-Government Information Specialist	11	3	7
308-Records Management	2		
318-Secretary	11	3	6
326-Office Automation Clerical and Assistance	1		
335-Computer Clerk and Assistant	1		1

	# of Targeted Positions (Revised as of 6/6/2017) by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
71	0	0	1	1	0	0	0	0	0	2				
15										0				
1			1							1				
17										0				
1										0				
1										0				
1				1						1				
1										0				
1										0				
										0				
2										0				
16										0				
1										0				
14										0				
730	0	1	2	3	12	3.5	2.5	0	0	24				
1										0				
10										0				
2										0				
1										0				
2										0				
9										0				
1										0				
9										0				
3										0				
147					3	1	1			5				
3										0				
1										0				
2										0				
										0				
5										0				
6										0				
12										0				
2										0				
52			2	1	1					4				
1										0				
20										0				
14		1								1				
9										0				
1										0				
10										0				
1										0				
1										0				

340-Program Management	12	4	6
341-Administrative Officer	3		2
342-Support Services Administration	3		
343-Management and Program Analysis	24	2	15
3502-Laboring	1		
401-General Natural Resources Management and Biological Sciences	91	14	15
408-Ecology	2		
415-Toxicology	4		3
499-Biological Science Student Trainee	1		
501-Financial Administration and Program	7	3	4
505-Financial Management	1		1
510-Accounting	2		1
560-Budget Analysis	11	4	3
5703-Motor Vehicle Operating	2		
601-General Health Science	1		1
690-Industrial Hygiene	1		
801-General Engineering	1	1	
80-Security Administration	2		
819-Environmental Engineering	212	39	70
840-Nuclear Engineering	1		1
905-General Attorney	65	10	18
950-Paralegal Specialist	1	1	
986-Legal Assistance	1		1
BAY ST LOUIS,MISSISSIPPI	**11**	**1**	**3**
1301-General Physical Science	2		1
28-Environmental Protection Specialist	1		
340-Program Management	2		2
343-Management and Program Analysis	3	1	
401-General Natural Resources Management and Biological Sciences	2		
819-Environmental Engineering	1		
CHARLOTTE,NORTH CAROLINA	**1**		
819-Environmental Engineering	1		
CRAWFORDVILLE,FLORIDA	**1**		
401-General Natural Resources Management and Biological Sciences	1		
DURHAM,NORTH CAROLINA	**1**	**1**	
28-Environmental Protection Specialist	1	1	
GULFPORT,MISSISSIPPI	**3**		
1301-General Physical Science	1		
819-Environmental Engineering	2		
JACKSON,MISSISSIPPI	**1**		**1**
819-Environmental Engineering	1		1
JACKSON,TENNESSEE	**1**		**1**
819-Environmental Engineering	1		1
JACKSONVILLE,FLORIDA	**1**		**1**
1301-General Physical Science	1		1
LOUISVILLE,KENTUCKY	**1**	**1**	
819-Environmental Engineering	1	1	

11										0				
3										0				
3										0				
22				1						1				
1										0				
77					1					1				
2										0				
4										0				
										0				
7										0				
1										0				
2										0				
8										0				
2										0				
1										0				
1										0				
1				1						1				
1										0				
195					7	1				8				
1										0				
60						1.5	1.5			3				
1										0				
1										0				
11	0	0	0	0	0	0	0	0	0	0				
2										0				
1										0				
2										0				
3										0				
2										0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
2	0	0	0	0	0	0	0	0	0	0				
										0				
2										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				

MOBILE,ALABAMA	**1**		**1**
401-General Natural Resources Management and Biological Sciences	1		1
WEST PALM BEACH,FLORIDA	**1**	**1**	
401-General Natural Resources Management and Biological Sciences	1	1	
Grand Total	**914**	**166**	**297**

1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
823	0	1	3	4	12	3.5	2.5	0	0	26				

Region 5	Series	Div/Off
CARTERVILLE, ILLINOIS		
	1301-General Physical Science	Total
CHICAGO HTS, ILLINOIS		
	0401-General Natural Resources Mana	Total
	1035-Public Affairs	Total
		SFD
	1060-Photography	Total
	1082-Writing and Editing	Total
		ORA
	1084-Visual Information	Total
	1101-General Business Industry	Total
	1102-Contracting	Total
		RMD
	1106-Procurement Clerical and Techni	Total
	1109-Grants Management	Total
	1160-Financial Analysis	Total
		LCD
		WD
	1301-General Physical Science	Total
		ARD
		GLNPO
	1306-Health Physics	Total
	1315-Hydrology	Total
	1320-Chemistry	Total
		ORA
	1340-Meteorology	Total
	1350-Geology	Total
		LCD
		SFD
	1399-Physical Science Student Trainee	Total
	1530-Statistics	Total
		LCD

Branch/Section	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targete by G 1-4	5-8	9-11	12	13
	1		1	1	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1				0	0	0	0	0
	1				0	0	0	0	0
	1036	255	296	939	0	8	3	54	55
	18	5	5	18	0	0	0	0	1
Community Involvement									1
	1			1	0	0	0	0	0
	2	1		2	0	0	0	2	0
Multimedia Communications Section								2	
	2		1	2	0	0	0	0	0
	2	1		2	0	0	0	0	0
	20	2	6	18	0	0	0	0	1
Acquisition & Assistance Branch									1
	1		1	1	0	0	0	0	0
	12	1	3	12	0	0	0	0	0
	5	2		5	0	0	0	1	2
RCRA Compliance Section 2								1	
STP									2
	201	43	50	180	0	0	0	0	0
APB									
IO									
	2	1	1	2	0	0	0	0	0
	3			1	0	0	0	0	0
	25	8	1	22	0	0	0	0	0
Planning & Quality Assurance Group									
	1		1	1	0	0	0	0	0
	11	5	2	9	0	0	0	2	3
Corrective Action 1								2	
All									3
	3				0	0	0	0	0
	1	1		1	0	0	0	0	1
All									1

ed Positions								
rade								
14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
52	8	0	0	181	78	70	8	
0	0	0	0	1	1	1	0	
				1	1	1		Would offer the "Lead" position.
0	0	0	0	0	0	0	0	
0	0	0	0	2	1	0	1	
				2	1		1	Could restructure to one position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	
				1	1	1		Focus on core contract operations. Offer to 1102s that are procurement analysts, then reshape workforce to have more contract specialists
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	3	2	2	0	
				1	1	1		Would restructure to GS-1301/819 position
				2	1	1		Would restructure the position to a lower grade.
2	1	0	0	3	2	2	0	
2				2	1	1		Would restructure to a lower grade.
	1			1	1	1		Would restructure to a lower grade.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
1	0	0	0	1	1	1	0	
1				1	1	1		Would restructure to a lower graded position
0	0	0	0	0	0	0	0	
0	0	0	0	5	2	2	0	
				2	1	1		Would restructure to GS-1301/819 position
				3	1	1		Would restructure to GS-1301/819 position
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	
				1	1	1		Would restructure to GS-1301/819 position.

	1702-Education and Training Technicia	Total
		RMD
	1750-Instructional Systems	Total
	1810-General Investigation	Total
		SFD
	0018-Safety and Occupational Health M	Total
	2001-General Supply	Total
	0201-Human Resources Management	Total
	0020-Community Planning	Total
	2210-Information Technology Manage	Total
		RMD
	0260-Equal Employment Opportunity	Total
		ORA
		RMD
	0028-Environmental Protection Specia	Total
		ORA
		ARD
		GLNPO
		LCD
		LCD
		LCD
		LCD
		LCD
		LCD
		LCD
		WD
		WD
		WD
		WD
		WD

	2	1	1	2	0	0	1	0	0
HCB							1		
	1			1	0	0	0	0	0
	5	3	1	4	0	0	0	0	2
All									2
	3			2	0	0	0	0	0
	2			1	0	0	0	0	0
	10	3	2	8	0	0	0	0	0
	4			3	0	0	0	0	0
	31	6	5	30	0	0	0	0	3
Information Technology Section									3
	4	1	2	4	0	0	0	0	3
Office of Civil Rights									2
Employee Services Branch									1
	160	46	73	155	0	0	0	36	31
OECA								1	2
IVPS								2	
All									6
State and Tribal Services Section								6	
Internal Services Section								2	
All (non-tribal)									12
Pesticides & Toxics Compliance								1	
RCRA/TSCA Programs								2	
Underground Storage								3	
Materials Management Branch									
WWB only								1	
IT & Support Section								1	
Watersheds Section									2
GWDW Sections 1 & 2								5	
GWDW Sections 1 & 2									2

0	0	0	0	1	1	0	1	
				1	1		1	The duties will be assigned to remaining employees.
0	0	0	0	0	0	0	0	
0	0	0	0	2	1	1	0	
				2	1	1		Could be restructured to a lower grade.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	3	1	1	0	
				3	1	1		Work would be restructured to focus on moving away from Lotus Notes System Administration (Lotus Notes experts) to new technology.
0	0	0	0	3	2	1	1	
				2	1	1		Would restructure from two to one position
				1	1		1	The duties will be assigned to remaining employees in the Office of Civil Rights.
0	1	0	0	68	30	29	1	
				3	1	1		Would like to restructure to combine duties.
				2	1	1		Would restructure to a GS-1301/819 positions.
				6	1	1		Would restructure to a technical series at a lower grade or in the same series to a lower grade.
				6	2	1	1	Would like to combine the existing duties of the six eligible down to five and offer two positions. Would create an opportunity for one displaced GS-0028-12 in another section to move into this position.
				2	1	1		Could restructure to GS-306 position.
				12	4	4		Would like to offer and restructure to GS-1301.
				1	1	1		Would restructure to GS-1301/819 position
				2	1	1		Would restructure to GS-1301/819 positions
				3	1	1		Would restructure to GS-1301/819 positions
	1			1	1	1		Would restructure the branch by moving the duties into other existing sections or changing it to a section.
				1	1	1		Would restructure to GS-1301/819/401 position
				1	1	1		Would restructure to GS-1301/819/401 position
				2	1	1		Would restructure to GS-1301/819/401 position
				5	4	4		Would restructure to GS-1301/819 positions
				2	1	1		Would restructure to GS-1301/819 positions

CHICAGO, ILLINOIS		WD
		WD
		WD
		WD
		SFD
		SFD
		SFD
		SFD
	0301-Miscellaneous Administration an	Total
		ARD
		SFD
		RMD
	0303-Miscellaneous Clerk and Assistan	Total
		ARD
		GLNPO
		ORC
		RMD
	0305-Mail and File	Total
	0306-Government Information Special	Total
	0308-Records Management	Total
	0318-Secretary	Total
	0326-Office Automation Clerical and A	Total
	0335-Computer Clerk and Assistant	Total
		GLNPO
	0340-Program Management	Total
	0341-Administrative Officer	Total
	0343-Management and Program Analy	Total
		ARD
		WD
		WD
		SFD
		RMD
	0344-Management and Program Cleric	Total
		WD
	0399-Administration and Office Suppo	Total
	0401-General Natural Resources Mana	Total
		LCD
	0403-Microbiology	Total
	0408-Ecology	Total

UIC Sections 1 & 2								2	
NPDES Branch only									1
NPDES Section 2								1	
NPDES Section 2									2
Chemical Emergency Preparedness & Prevention									3
Enforcement Support								6	
Site Assessments and Grants Section									1
Site Assessments and Grants Section								3	
	24	5	13	24	0	0	0	1	0
IO									
All									
Lab QA Core								1	
	25	9	9	25	0	7	1	0	0
ALL						2			
All						1			
All						4			
Lab QA Core							1		
	1			1	0	0	0	0	0
	12	3	5	11	0	0	0	0	0
	9	1	4	9	0	0	0	0	0
	4		1	3	0	0	0	0	0
	1			1	0	0	0	0	0
	1	1		1	0	0	1	0	0
All							1		
	22	10	6	22	0	0	0	0	0
	5	1	3	5	0	0	0	0	0
	34	13	8	34	0	0	0	4	3
STPS									1
Groundwater and Drinking Water Br only									1
IT & Support Section								1	
Emergency Response Section 2									1
Employee Services Branch								3	
	3	1	1	3	0	1	0	0	0
WECA Section 2						1			
	11	1		2	0	0	0	0	0
	42	7	5	36	0	0	0	2	1
All								2	1
	1			1	0	0	0	0	0
	3	1		3	0	0	0	0	1

				2	1	1		Would restructure to GS-1301/819 positions
				1	1	1		Would restructure to GS-1301/819 positions
				1	1	1		Would restructure to GS-1301/819 positions
				2	1	1		Would restructure to GS-1301/819 positions
				3	1	1		Restructure to GS-1301/0819
				6	1	1		Restructure to GS-1301/0819
				1	1	1		Restructure to a GS-1301/0819
				3	1	1		Restructure to a GS-1301/0819
2	0	0	0	3	2	2	0	
1				1	1	1		Would restructure to a lower grade.
1				1	1	1		Would restructure to a lower grade.
				1				Included in GS-303-09 Lab offer.
0	0	0	0	8	6	6	0	
				2	2	2		Could combine duties or restructure to secretary series.
				1	1	1		Would restructure to a different series and grade.
				4	2	2		Could restructure to combine the duties of the two Branch APAs and restructure the Records Management Assistant to a legal tech position.
				1	1	1		Offer includes the GS-301-12 in Lab. Would eliminate the GS-09 position and restructure the GS-12 to one GS-11 position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	0	1	
				1	1		1	No longer need.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	7	5	4	1	
				1	1	1		Would restructure to GS-1301 position.
				1	1	1		Would restructure to a lower grade.
				1	1	1		Would restructure to GS-306 position
				1	1	1		Restructure to a 1301 position
				3	1		1	Would eliminate one of the positions that focuses on SEEP management.
0	0	0	0	1	1	1	0	
				1	1	1		Would restructure to GS-306 position
0	0	0	0	0	0	0	0	
0	0	0	0	3	2	2	0	
				3	2	2		Would restructure to GS-1301/819 positions
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	

		WD
	0415-Toxicology	Total
	0471-Agronomy	Total
	0501-Financial Administration and Pro	Total
	0505-Financial Management	Total
	0510-Accounting	Total
		RMD
	0560-Budget Analysis	Total
		RMD
	0599-Financial Management Student T	Total
	0601-General Health Science	Total
		LCD
	0080-Security Administration	Total
	0819-Environmental Engineering	Total
		LCD
		WD
	0890-Agricultural Engineering	Total
	0893-Chemical Engineering	Total
	0899-Engineering and Architecture Stu	Total
	0905-General Attorney	Total
		ORC
		ORC
		ORC
	0950-Paralegal Specialist	Total
		ORC
	0986-Legal Assistance	Total
	0999-Legal Occupations Studetn Traine	Total

IT & Support Section									1
	3	2		3	0	0	0	0	0
	1			1	0	0	0	0	0
	4	3	1	4	0	0	0	0	0
	1		1	1	0	0	0	0	0
	15	5	5	15	0	0	0	0	2
CB (Lead Accountants + Cost Recovery non-lead)									2
	7	1	1	7	0	0	0	3	0
CB								3	
	2			2	0	0	0	0	0
	4	2	1	4	0	0	0	0	0
All									
	2		2	2	0	0	0	0	0
	159	23	43	134	0	0	0	0	1
All									
IT & Support Section									1
	1			1	0	0	0	0	0
	1		1	1	0	0	0	0	0
	3				0	0	0	0	0
	94	32	29	89	0	0	0	0	0
IO									
All									
Multimedia Branch I & II (supervisory)									
	3	3		3	0	0	0	3	0
All								3	
	1		1	1	0	0	0	0	0
	3			1	0	0	0	0	0

				1	1	1		Would restructure to GS-1301/0401 position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	3	1	1	0	
				3	1	1		The one offer will go to Team Lead Accountant GS-0510-13 positions and the one (1) non-Team Lead Accountant GS-0510-13 position who is also eligible. If one of the two (2) Team Lead Accountants accepts the offer, the two Teams in the Section will be restructured under the remaining Team Lead Accountant with some employees reporting directly to the Section Chief. If the position accepting the VERA/VSIP is a non-Team Lead GS-13 Accountant, then in the future, reconciliation work would be performed by a GS-12 Accountant within the Team with the affidavit and testimony functions performed by the Team Leader.
0	0	0	0	3	1	1	0	
				3	1	1		Restructure within the series.
0	0	0	0	0	0	0	0	
1	0	0	0	1	1	1	0	
1				1	1	1		Would restucture to a lower grade.
0	0	0	0	0	0	0	0	
1	0	0	0	2	2	2	0	
1				1	1	1		Would restructure to a lower grade position.
				1	1	1		Would restructure to GS-2210 position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
45	6	0	0	51	7	5	2	
	2			2	1		1	Could eliminate one Regional Counsel Deputy position, to be in line with the other Offices/Divisions in the Region.
45				45	5	5		Would restructure to include more IT skills and modern electronic management.
	4			4	1		1	Could eliminate Deputy Branch Chief position by eliminating redundancies and reducing fewer direct reports by realligning the Labor Relations Attorneys into an existing section.
0	0	0	0	3	2	2	0	
				3	2	2		Would restructure to legal tech positions or GS-306 positions.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	

	#N/A	Total
CINCINATTI, OHIO		
	1301-General Physical Science	Total
CLEVELAND, OHIO		
	0028-Environmental Protection Specia	Total
DETROIT, MICHIGAN		
	1301-General Physical Science	Total
	0415-Toxicology	Total
ELMHURST, ILLINOIS		
	1301-General Physical Science	Total
FLINT, MICHIGAN		
	1035-Public Affairs	Total
GREEN BAY, WISCONSIN		
	1301-General Physical Science	Total
GROSSE ISLE, MICHIGAN		
	1301-General Physical Science	Total
	1670-Equipment Services	Total
	0303-Miscellaneous Clerk and Assistan	Total
	0401-General Natural Resources Mana	Total
INDIANAPOLIS, INDIANA		
	1301-General Physical Science	Total
	0401-General Natural Resources Mana	Total
MADISON, WISCONSIN		
	0401-General Natural Resources Mana	Total
		WD
MINNEAPOLIS, MINNESOTA		
	1301-General Physical Science	Total
ST PAUL, MINNESOTA		
	1301-General Physical Science	Total
TRAVERSE CITY, MICHIGAN		
	0028-Environmental Protection Specia	Total
	0819-Environmental Engineering	Total
WESTLAKE, OHIO		
	1301-General Physical Science	Total
	1350-Geology	Total
	0301-Miscellaneous Administration an	Total
	0401-General Natural Resources Mana	Total
	0819-Environmental Engineering	Total
	Grand Total	

	2	1	1	2	0	0	0	0	0
	1		**1**	**1**	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	2		**1**	**2**	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1			1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	13		**3**	**11**	0	0	0	0	0
	9		1	7	0	0	0	0	0
	1			1	0	0	0	0	0
	1		1	1	0	0	0	0	0
	2		1	2	0	0	0	0	0
	2			**2**	0	0	0	0	0
	1			1	0	0	0	0	0
	1			1	0	0	0	0	0
	1		**1**	**1**	0	0	0	1	0
	1		1	1	0	0	0	1	0
Groundwater and Drinking Water Br								1	
	1	**1**		**1**	0	0	0	0	0
	1	1		1	0	0	0	0	0
	1				0	0	0	0	0
	1				0	0	0	0	0
	2	**1**	**1**	**2**	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1	1		1	0	0	0	0	0
	17	**1**	**5**	**14**	0	0	0	0	0
	6	1	2	4	0	0	0	0	0
	2		1	2	0	0	0	0	0
	1		1	1	0	0	0	0	0
	2			2	0	0	0	0	0
	6		1	5	0	0	0	0	0
	1082	**258**	**309**	**978**					

0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	
0	0	0	0	1	1	1	0	
				1	1	1		Would restructure to 1301/0819 position in Chicago instead of Madison, WI.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
				182	79	71	8	

Region 6	Total Non-Term Employees	Regular Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4
ADA,OKLAHOMA	1			1	
0028-Environmental Protection Specialist	1			1	
DALLAS,TEXAS	687	204	158	619	0
0018-Safety and Occupational Health Managemen	1	1		1	
0028-Environmental Protection Specialist	139	49	40	134	
0029-Environmental Protection Assistant	1	1		1	
0080-Security Administration	1				
0201-Human Resources Management	6		1	6	
0260-Equal Employment Opportunity	2	1		2	
0301-Miscellaneous Administration and Program	19	7	3	18	
0306-Government Information Specialist	3	1	2	3	
0308-Records Management	1	1		1	
0318-Secretary	14	6	5	13	
0326-Office Automation Clerical and Assistance	1			1	
0340-Program Management	8	6	1	8	
0341-Administrative Officer	3	2	2	3	
0342-Support Services Administration	7	1	3	6	
0343-Management and Program Analysis	21	7	3	20	
0344-Management and Program Clerical and Ass	1	1		1	
0391-Telecommunications	2		1	2	
0401-General Natural Resources Management an	49	4	4	23	
0415-Toxicology	3	1	1	3	
0501-Financial Administration and Program	8	3	1	8	
0505-Financial Management	1				
0510-Accounting	3	1	1	3	
0560-Budget Analysis	1		1	1	
0819-Environmental Engineering	132	43	39	127	
0905- Nonsupervisory General Attorney	63	13	10	55	
0950-Paralegal Specialist	5	2	3	5	
0986-Legal Assistance	1		1	1	
1001-General Arts and Information	1	1		1	
1035-Public Affairs	11	3	4	9	
1102-Contracting	7	1	2	5	
1109-Grants Management	10		5	9	
1160-Financial Analysis	1			1	

# of Targeted Positions by Grade												
5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted	Max # of Offers	# to Restructure	# to Eliminate	Comments
6	4	26	70	60	30			196	132	132	0	
	2	8	25	11	3			49	45	45		
1								1	1	1		
			1					1	1	1		
			4	1	1			6	5	5		
	1							1	1	1		
4								4	4	4		
		1						1	1	1		
		1						1	1	1		
		2	2	1				5	5	5		
		1	3					4	4	4		
				1				1	1	1		
		4						4	2	2		
		1	19	8	6			34	29	29		
				30	17			47	4	4		
		5						5	2	2		
1								1	1	1		
			1					1	1	1		
		1	1					2	1	1		

1301-General Physical Science	148	44	22	136	
1306-Health Physics	1	1		1	
1350-Geology	3	1	1	3	
2210-Information Technology Management	9	2	2	8	
EL PASO,TEXAS	6	2	2	6	
1301-General Physical Science	1			1	
0028-Environmental Protection Specialist	1	1		1	
0318-Secretary	1	1		1	
0819-Environmental Engineering	3		2	3	
HOUSTON,TEXAS	41	19	6	40	
0028-Environmental Protection Specialist	1			1	
0343-Management and Program Analysis	1	1		1	
0344-Management and Program Clerical and Ass	1	1		1	
0401-General Natural Resources Management a	3	1	1	3	
0819-Environmental Engineering	4	1		4	
0905- Nonsupervisory General Attorney	1	1		1	
1035-Public Affairs	1	1		1	
1301-General Physical Science	8	3	4	8	
1320-Chemistry	19	10	1	19	
1399-Physical Science Student Trainee	2			1	
NEW ORLEANS,LOUISIANA	1			1	
1301-General Physical Science	1			1	
PAWHUSKA,OKLAHOMA	2	2		2	
0819-Environmental Engineering	2	2		2	
Grand Total	738	227	166	669	

	1	2	14	5	3			25	21	21		
				3				3	2	2		
			1	2				3	3	3		
				1				1	1	1		
			1	1				2	2	2		
1		2	11	4				18	12	12	0	
		1						1	1	1		
1								1	1	1		
		1						1	1	1		
			1					1	1	1		
				1				1	1	1		
			2					2	2	2		
			8	3				11	5	5		
7	4	28	82	66	30			217	147	147	0	

Cell: D8
Comment: Tony:
Our report shows 1 less in this category.

Cell: D19
Comment: Tony:
Our report shows 1 more in this category.

Cell: D26
Comment: Tony:
Our report shows 1 less in this category.

Cell: D36
Comment: Tony:
Our report shows 1 more in this category.

Region 7

COLUMBUS,KANSAS

401-General Natural Resources Management and Biological Sciences

DES MOINES,IOWA

819-Environmental Engineering

FENTON,MISSOURI

1301-General Physical Science

28-Environmental Protection Specialist

KANSAS CITY,KANSAS

1301-General Physical Science

1320-Chemistry

2210-Information Technology Management

28-Environmental Protection Specialist

318-Secretary

343-Management and Program Analysis

401-General Natural Resources Management and Biological Sciences

690-Industrial Hygiene

819-Environmental Engineering

KANSAS CITY,MISSOURI

1301-General Physical Science

343-Management and Program Analysis

819-Environmental Engineering

LENEXA,KANSAS

1035-Public Affairs

1084-Visual Information

1101-General Business and Industry

1102-Contracting

1109-Grants Management

1160-Financial Analysis

1301-General Physical Science

1340-Meteorology

1350-Geology

1410-Librarian

2001-General Supply

2005-Supply Clerical and Technician

201-Human Resources Management

20-Community Planning

				# of Targeted Positions by Grade									
Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions
1	**0**	**0**	**1**										0
1			1					0					0
1	**1**	**0**	**1**										0
1	1		1					1					1
3	**0**	**0**	**3**										0
2			2					0					0
1			1			0							0
52	**12**	**9**	**46**										0
14	3	3	12					5		1			6
17	4	2	16				1	2	1	2			6
1		1	1										0
4	1	1	4				2						2
1													0
1	1		1					1					1
7	1		6					1					1
1	1		1					1					1
6	1	2	5					3					3
6	**1**	**0**	**6**										0
4			4										0
1	1		1					1					1
1			1										0
435	**61**	**101**	**383**										0
11	2	2	10					2		1			3
2		1	2				1						1
2	1		2					1					1
10	1	1	10										0
6	3		6										0
1		1	1					1					1
102	10	21	89					21	4	6			31
1													0
3			2										0
1	1		1			1							1
1			1										0
1	1		1		1								1
4		3	4					2		1			3
2			1										0

Max # of Offers	# to Restructure	# to Eliminate	Comments
			3 RPM positions within 1301 occupational series will be considered safe positions. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.

2210-Information Technology Management
260-Equal Employment Opportunity
28-Environmental Protection Specialist
301-Miscellaneous Administration and Program
306-Government Information Specialist
308-Records Management
318-Secretary
326-Office Automation Clerical and Assistance
340-Program Management
340-Program Management
342-Support Services Administration
343-Management and Program Analysis
401-General Natural Resources Management and Biological Sciences
408-Ecology
415-Toxicology
501-Financial Administration and Program
503-Financial Clerical and Assistance
505-Financial Management
510-Accounting
511-Auditing
560-Budget Analysis
690-Industrial Hygiene
801-General Engineering
808-Architecture
80-Security Administration
819-Environmental Engineering
840-Nuclear Engineering
905-General Attorney
905-General Attorney
950-Paralegal Specialist
NORWOOD,OHIO
560-Budget Analysis
SHALIMAR,FLORIDA
510-Accounting
WEBB CITY,MISSOURI
1301-General Physical Science
Grand Total

* 45 is the maximum amount of offers throughout Region 7

** All positions would be a part of restructuring/reorganizing based on the Division/Occupational Series where the offers

SAFE POSITIONS -- Six positions are identified as safe positions. See comments in occupational series 1301 and 819 abov

9	2		6										0
1			1										0
43	5	13	39				7	7	2	2			18
6	2		6			1				0			1
3	2		3			2							2
2		1	2					1					1
15	1	2	15			3							3
1			1										0
7	1	3	7						1	3			4
5	1	4	5										
2		2	2				1		1				2
29	3	4	27				3	4					7
33	2	1	23					1	1	1			3
3		1	3					1					1
1			1										0
3			2										0
2		1	2		1								1
1		1	1							1			1
4		1	4										0
1		1	1										0
1			1										0
1			1										0
1		1	1										0
1	1		1					1					1
1			1										0
63	14	25	53				1	28	6	4			39
2			2										0
41	8	9	36						10	7			17
1		1	1										
5		1	5				1						1
1	**0**	**1**	**1**										0
1		1	1						1				1
1	**0**	**0**	**1**										0
1			1										0
1	**0**	**1**	**1**										0
1		1	1					1					1
501	**75**	**112**	**443**	0	2	7	17	86	27	29	0	0	168

; are accepted.

e. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.

			1 OSC and 2 RPM (total of 3) positions within 819 occupational series will be considered safe positions. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.
* 45	** 45	0	

Region 8	Total Non-Term Employees	Retirement Eligible
BUTTE,MONTANA	**1**	**1**
1301-General Physical Science	1	1
DENVER,COLORADO	**486**	**92**
1035-Public Affairs	11	1
1101-General Business and Industry	1	
1102-Contracting	6	
1109-Grants Management	7	1
1160-Financial Analysis	2	
1301-General Physical Science	102	21
1320-Chemistry	2	1
1350-Geology	1	
1530-Statistics	1	
1640-Facility Operations Services	1	
2005-Supply Clerical and Technician	1	
201-Human Resources Management	3	
2210-Information Technology Management	11	2
260-Equal Employment Opportunity	1	
28-Environmental Protection Specialist	117	20
29-Environmental Protection Assistant	1	1
301-Miscellaneous Administration and Program	16	3
306-Government Information Specialist	3	1
308-Records Management	1	
318-Secretary	2	
326-Office Automation Clerical and Assistance	1	1
340-Program Management	4	
343-Management and Program Analysis	19	3
401-General Natural Resources Management and Biological Sciences	9	
403-Microbiology	1	
415-Toxicology	9	3
501-Financial Administration and Program	7	2
503-Financial Clerical and Assistance	2	
510-Accounting	6	1
601-General Health Science	1	
690-Industrial Hygiene	1	
80-Security Administration	2	
819-Environmental Engineering	86	17

		# of Targeted Positions by Grade												
VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers* See Below	# to Restructure	# to Eliminate
	1													
	1													
110	**451**													
1	11													
	1													
3	5													
1	7													
1	2													
19	94						3				3			
	2													
	1													
1	1													
	1													
	1													
1	3													
3	11													
	1													
32	115						14	17			31	4	4	
	1		1								1	1	1	
4	14						2	1			3	1		
1	3													
	1													
	1													
	1													
3	4													
8	19													
1	6													
	1													
	8													
3	7													
1	2													
1	5													
	1													
	1													
1	2													
21	79						5				5	1	1	

Comments
*Supervisory EPS series 0028, total accepted offers: 4 *GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*EPA, series 0029, total accepted offers: 1
*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2

905-General Attorney	43	12
950-Paralegal Specialist	2	1
986-Legal Assistance	1	
#N/A	2	1
GOLDEN,COLORADO	**14**	**3**
1301-General Physical Science	2	1
1320-Chemistry	7	2
2210-Information Technology Management	1	
301-Miscellaneous Administration and Program	1	
401-General Natural Resources Management and Biological Sciences	3	
HELENA,MONTANA	**25**	**2**
1035-Public Affairs	1	
1301-General Physical Science	7	
1315-Hydrology	1	
2210-Information Technology Management	1	
28-Environmental Protection Specialist	5	
301-Miscellaneous Administration and Program	1	
341-Administrative Officer	2	1
401-General Natural Resources Management and Biological Sciences	1	
501-Financial Administration and Program	1	
819-Environmental Engineering	4	
905-General Attorney	1	1
LIBBY,MONTANA	**1**	
819-Environmental Engineering	1	
PIERRE,SOUTH DAKOTA	**1**	
819-Environmental Engineering	1	
Grand Total	**528**	**98**

*Max Number of Offers - Notes:
GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
GS-15 non-supervisory attorneys, series 0905, total accepted offers: 2
Supervisory EPS series 0028, total accepted offers: 4
Administrative Officer, series 0341, total accepted offers: 1
EPA, series 0029, total accepted offers: 1
Grand total, max accepted offers: 8

3	35													
	2													
1	2													
4	**13**													
1	2						1				1			
1	6													
	1													
	1													
2	3													
12	**24**													
	1													
4	7													
	1													
1	1													
4	5						1				1			
1	1							1			1		1	
	2				2						2	1		1
	1													
1	1													
1	3													
	1													
1	**1**													
1	1													
	1													
	1													
127	**491**										48	8	7	1

*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2

*Administrative Officer, series 0341, total accepted offers: 1

Region 9	Total Non-Term Employees	Retire Eligible	VERA Eligible (Excludes RE)	VSIP
CARSON CITY,NEVADA	**3**	**1**	**2**	**3**
1301-General Physical Science	2	1	1	2
819-Environmental Engineering	1		1	1
HONOLULU,HAWAII	**7**	**1**	**3**	**7**
1035-Public Affairs	1		1	1
1301-General Physical Science	3	1	1	3
28-Environmental Protection Specialist	2		1	2
401-General Natural Resources Management and Biological Sciences	1			1
LONG BEACH,CALIFORNIA	**2**			**2**
1301-General Physical Science	1			1
819-Environmental Engineering	1			1
LOS ANGELES,CALIFORNIA	**19**	**2**	**3**	**19**
1035-Public Affairs	1			1
1301-General Physical Science	1			1
1810-General Investigating	1			1
2210-Information Technology Management	1		1	1
28-Environmental Protection Specialist	8	1	1	8
318-Secretary	1			1
343-Management and Program Analysis	1		1	1
401-General Natural Resources Management and Biological Sciences	2			2
819-Environmental Engineering	3	1		3
PACIFICA,CALIFORNIA	**1**			**1**
343-Management and Program Analysis	1			1
RICHMOND,CALIFORNIA	**11**	**5**	**2**	**11**
1301-General Physical Science	3	1	1	3
1320-Chemistry	4	2		4
2210-Information Technology Management	1	1		1
401-General Natural Resources Management and Biological Sciences	3	1	1	3
SACRAMENTO,CALIFORNIA	**3**		**1**	**3**
1301-General Physical Science	2		1	2
401-General Natural Resources Management and Biological Sciences	1			1
SAN DIEGO,CALIFORNIA	**8**		**4**	**7**
28-Environmental Protection Specialist	6		2	5
819-Environmental Engineering	2		2	2
SAN FRANCISCO,CALIFORNIA	**677**	**134**	**193**	**619**
1035-Public Affairs	3			3
1035-Supervisory Public Affairs Specialist	2		1	2
1071-Audiovisual Production	1			1
1082-Writing and Editing	2	1	1	2
1101-General Business and Industry	7	1	5	7
1102-Contracting	12	3	1	12

# of Targeted Positions by Grade												
1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
					1				2	1	1	

Comments
Adjusted count to remove targeted OPA positions
ORA, Office of Public Affairs (supervisory positions only)

1109-Grants Management	13	1	8	12
1301-General Physical Science	70	11	12	55
1301-Environmental Scientist (ENF)	9	2	4	9
1301-Environmental Scientist (EMD)	1		1	1
1320-Chemistry	1		1	1
1370-Cartography	2		1	2
1410-Librarian	1	1		1
150-Geography	1		1	1
1810-General Investigating	1		1	1
18-Safety and Occupational Health Management	1		1	1
201-Human Resources Management	4	3	1	4
2210-Information Technology Management	19	5	11	18
2210-Supv Information Technology Specialist	2	2		2
260-Equal Employment Opportunity	1		1	1
28-Environmental Protection Specialist	170	33	55	161
28-Environmental Protection Specialist (ENF)	31	4	4	31
29-Environmental Protection Assistant (WTR)	3	1	2	3
301-Miscellaneous Administration and Program	5	1	3	5
301-Administrative Specialist (ORA)	1			1
303-Miscellaneous Clerk and Assistant	8	3	2	8
306-Government Information Specialist	1			1
308-Records Management	1		1	1
318-Secretary	6	3	1	6
340-Program Management	7	4	2	7
341-Administrative Officer	6	3	2	6
342-Support Services Administration	1		1	1
343-Management and Program Analysis	11	3	3	11
391-Telecommunications	3	1	1	3
401-General Natural Resources Management and Biological Sciences	33	3	3	24
415-Toxicology	3	1	2	3
501-Financial Administration and Program	2	1	1	2
505-Financial Management	1		1	1
510-Accounting	3	1	1	3
560-Budget Analysis	14	4	2	14
561-Budget Clerical and Assistance	1			1
690-Industrial Hygiene	1	1		1
80-Security Administration	2		1	2
819-Environmental Engineering	76	9	16	63
819-Environmental Engineering (ENF)	10	3	2	10
893-Chemical Engineering	1			
905-General Attorney	16	2	3	9
905-Attorney-Adviser (Excludes Supv Attorney)	52	13	12	52
401-819-1301 On-Scene Coordinator	8	4	4	8
401-819-1301 Remedial Project Manager	48	6	15	48
#N/A	1			
SHIPROCK,NEW MEXICO	**1**			**1**

				2					9	2	2	
				1					1	1	1	
					1				2	1	1	
			1	4	1	1			31	7	7	
	3								3	3	3	
		1							1	1	1	
				2					10	2	2	
					1	1			52	2	2	
				1	1				8	2	2	
				1					48	1	1	

Adjusted Count for SFD OSC 14, OSC 13 & RPM; ENF & EMD
Enforcement Divisoin
EMD, Infrastructure Branch
Adjusted count to remove EMD position
EMD, Infrastructure Services Branch
Adjusted to remove Enforcement Division (ENF) positions
ENF Division. One GS-12 and four GS-13. One non-supervisory GS-14 and one non-supervisory GS-15.
Water Division. One GS-7 and two GS-8 positions.
Adjusted count to remove ORA position
Office of the Regional Administrator, Immediate Office
Adjusted count to remove Air position
Adjusted count for SFD RPM & OSC positions
Adjusted for ENF & SFD RPM & OSC
Enforcement Division
Adjusted to remove non-supervisory Attorney positions
Ofc of Regional Counsel (Excludes Supervisors)
Superfund Division, Emergency Response Section
Superfund Division

401-General Natural Resources Management and Biological Sciences	1			1
STATELINE,NEVADA	**1**	**1**		**1**
819-Environmental Engineering	1	1		1
TUCSON,ARIZONA	**2**	**1**		**2**
28-Environmental Protection Specialist	2	1		2
YREKA,CALIFORNIA	**1**			**1**
28-Environmental Protection Specialist	1			1
Grand Total	**736**	**145**	**208**	**677**

	3	1	1	11	5	2			167	23	23	

Region 10	Series	Div/Off	Branch/ Section	Unit	Total Non-Term Employees	Retire Eligible	VERA Eligible (does not include RE)	VSIP	# of 1-4	5-8	9-11	12
					27	3	3	27				
	1301-General Physical	Subtotal			5			5	0	0	0	0
	28-Environmental	Subtotal			14	2	1	14				
	340-Program Management	Subtotal			1		1	1				
ANCHORAGE,ALASKA	343-Management	Subtotal			1	1		1				
	401-General Natural	Subtotal			4		1	4				
	819-Environmental	Subtotal			1			1				
	89-Emergency Management	Subtotal			1			1				
					20	6	3	19				
	1301-General Physical	Subtotal			10	4	1	10				
	28-Environmental	Subtotal			6	1	1	6				
	340-Program Management	Subtotal			1	1		1				
BOISE,IDAHO												
	343-Management	Subtotal			1			1				
	401-General Natural	Subtotal			1							
	819-Environmental	Subtotal			1		1	1				
					1		1	1				
COEUR D ALENE,IDAH	28-Environmental	Subtotal			1		1	1				
					1	1		1				
EUGENE,OREGON	28-Environmental	Subtotal			1	1		1				
					2		1	2				
JUNEAU,ALASKA	1301-General Physical	Subtotal			1		1	1				
	28-Environmental	Subtotal			1			1				
					1			1				

Targeted Positions by Grade									
13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
0	0	0	0	0	**0**	**0**	**0**	**0**	

KING,WASHINGTON	306-Government Information Specialist	Subtotal			1			1				
LACEY,WASHINGTON					9	1	4	7				
	1035-Public Affairs	Subtotal			1			1				
	28-Environmental Protection Specialist	Subtotal			6	1	2	4				
	343-Management and Program Analysis	Subtotal			1		1	1				
	401-General Natural Resources Management and	Subtotal			1		1	1				
CHESTER,WASHING					1			1				
	403-Microbiology	Subtotal			1			1				
ORCHARD,WASHIN					19	1	3	18				
	1301-General Physical Science	Subtotal			1			1				
	1311-Physical Science Technician	Subtotal			1			1				
	1320-Chemistry	Subtotal			10	1	1	10				
	1640-Facility Operations Services	Subtotal			1							
	28-Environmental Protection Specialist	Subtotal			3		2	3				
	318-Secretary	Subtotal			1			1				
	343-Management and Program Analysis	Subtotal			1			1				
	401-General Natural Resources Management and	Subtotal			1			1				
PORTLAND,OR					22	6	4	22				
	1035-Public Affairs	Subtotal			1	1		1				
	1301-General Physical Science	Subtotal			4	1		4				
	201-Human Resources Management	Subtotal			1			1				
	28-Environmental Protection Specialist	Subtotal			6	3	1	6				
		OWW										
	318-Secretary	Subtotal			1			1				
	340-Program Management	Subtotal			2		2	2				
	343-Management and P	Subtotal			1			1				

	1				1	0.5	0.5		Restructure to GS 14 engineer or scientist. Max of one offer in either Seattle or Portland.

	and Program Analysis											
	401-General Natural Resources Management and	Subtotal			2		1	2				
	408-Ecology	Subtotal			1			1				
	819-Environmental Engineering	Subtotal			2	1		2				
	905-General Attorney	Subtotal			1			1				
RICHLAND,WA					7		3	7				
	1301-General Physical Science	Subtotal			4		2	4				
		ECL		HPO								
	819-Environmental Engineering	Subtotal			3		1	3				
LE HEIGHTS,WASHIN					1			1				
	819-Environmental Engineering	Subtotal			1			1				
					435	90	102	394				
	1035-Public Affairs	Subtotal			8	2	1	8				
	1109-Grants Management	Subtotal			20	5	5	13				
	1301-General Physical Science	Subtotal			67	12	13	58				
	1306-Health Physics	Subtotal			1			1				
	1315-Hydrology	Subtotal			1	1		1				
	1320-Chemistry	Subtotal			4		1	3				
	1340-Meteorology	Subtotal			1			1				
	201-Human Resources Management	Subtotal			2		1	2				
	2210-Information Technology Management	Subtotal			9	2	2	9				
	260-Equal Employment Opportunity	Subtotal			1	1		1				
	28-Environmental Protection Specialist	Subtotal			146	27	38	134				
		ECL		ABU								
		ECL	EMP	SPAR								
		OCE										

		1			1	1	1		Restructure to lower GS-14.
2					2	2	2		Restructure position to be more technical.
1					1	1	1		Restructure into GS 13 scientific, technical or engineering series.
4					4	2	2		Restructure one EPS 13 to EPS 13 UST nonsupervisory team lead. Restructure one to a GS 12 scientist or engineer.

SEATTLE,WA		OCE										7
		OERA									1	
		OWW										
		OWW										
		OWW										3
		RAD		PACE								3
	29-Environmental Protection Assistant	Subtotal			1	1		1				
		ECL								1		
	301-Miscellaneous Administration	Subtotal			19	5	1	18				
	303-Miscellaneous Clerk and	Subtotal			2	1		2				
	306-Government Information Specialist	Subtotal			4		2	4				
	308-Records Management	Subtotal			2		2	2				
	318-Secretary	Subtotal			7	4	1	7				
	340-Program Management	Subtotal			6	2	3	6				
	342-Support Services Administration	Subtotal			1							
	343-Management and Program Analysis	Subtotal			11	3	2	11				
	401-General Natural Resources Management and	Subtotal			17	4	3	16				
	408-Ecology	Subtotal			5	1	4	5				
		OERA										
	415-Toxicology	Subtotal			6	2		6				
		OERA										
	482-Fish Biology	Subtotal			1			1				
	501-Financial Administration and Program	Subtotal			2	1		2				
	503-Financial Clerical and Assistance	Subtotal			1	1		1				
		OMP									1	
	510-Accounting	Subtotal			3			3				
	560-Budget Analysis	Subtotal			7	3		6				
	690-Industrial Hygiene	Subtotal			1			1				

					7	2	2		Restructure into GS 12 scientific, technical or engineering series.
					1	1	1		Restructure to focus on information management, FOIA, etc.
	2				2	0.5	0.5		Restructure to GS 14 engineer or scientist. Max of one offer in either Seattle or Portland.
9					9	1	1		Restructure into GS 13 scientific, technical or engineering series.
					3	1	1		Restructure into GS 12 scientific, technical or engineering series.
2					5	3	3		Restructure for efficiencies from combining functions.
					1	1		1	Eliminate position due to changing nature of work.
4					4	1	1		Restructure to GS-12 ecologist
2					2	1	1		Restructure to a different scientific discipline.
					1	1		1	Have eliminated need for current job functions.

	80-Security Administration	Subtotal			2			2				
	819-Environmental Engineering	Subtotal			38	6	14	35				
	89-Emergency Management Specialist	Subtotal			2			2				
	905-General Attorney	Subtotal			35	6	8	30				
	950-Paralegal Specialist	Subtotal			1			1				
	#N/A	Subtotal			1		1	1				
	Grand Total				**546**	**108**	**124**	**501**	0	1	2	13

24	3	1	0	0	44	19	17	2	

U.S. Environmental Protection Agency Voluntary Early Retirement and Voluntary Separation Incentive Payments Authorities Business Cases and Budget Projections

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EPA Business Cases and Budget Projections

I. Introduction

EPA is seeking to reduce, restructure and reshape its various program and regional offices according to the following themes: delayering to increase supervisor to staff ratio; consolidation or reduction of administrative or support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; restructuring to focus on core business functions (administrative support); restructuring to focus on STEM/programmatic priorities; and consolidating and streamlining functions/activities/reduce number of programs. VERA and VSIPs will be offered to all regional offices and program offices except the Office of Inspector General (22 total offices).

For all positions covered by EPA's request, if a position is vacated under VERA/VSIP the organization must restructure the position as follows before refilling the position:

- Change from supervisory to non-supervisory.
- Decrease the grade and/or full performance level (i.e., at least one grade level lower than the current position).
- Change the series of the position.
- Significantly change the duties of the position (at least 25%) if the series and grade are to remain the same (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant.

This is the same criteria the agency uses when tracking post-VERA/VSIP hires to ensure programs and regions are adhering to the plans they put forth to reshape their workforce.

If the number of applications received exceeds the total number of VSIPs we can offer, approvals will be based first on service computation date for leave, then on entry on duty date (total EPA years of service.)

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If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first.

Summary of Agency-wide Costs and Savings:

	FY 2017	FY 2018	FY 2019
Agency-wide Direct Costs	**$48,966,489**		
Agency-wide Savings		**$152,380,711**	**$121,993,203**

II. Office of the Administrator

Business Case

The Office of the Administrator over the course of many years has become one of the most highly graded organizations in the agency. As part of our strategic vision, we will continue to evaluate how well AO's organizational structure and staffing meets the agency's needs; ensuring that AO operates efficiently and effectively. Consequently, AO requests to:

1. Offer the VERA/VSIP to a generally broad segment of the AO workforce. We believe this inclusive approach will allow the majority of AO employees to decide if this is the right time for them to accept the VERA/VSIP rather than management deciding for them by limiting the positions targeted.

2. Restructure, reduce and rebalance the current top-heavy, non-supervisory GS-14/15 grades in order to create opportunities for recruiting at lower grade levels. There has been a significant rise in nonsupervisory high-graded GS-14 and GS-15 positions in AO; these positions represent nearly half of our entire staff.

3. At a later date, reshape the workforce to reflect changes in programmatic direction; strengthen technical programmatic expertise with the appropriate skill mix; and maximize administrative support positions.

4. We will conduct ongoing assessments to ensure that AO's organizational structure meets current and future operational needs. Each Associate Administrator and Staff Office Director will continue to discuss their organization's priorities with the Chief of Staff and Deputy Chief of Staff. These structured meetings will specifically discuss how AO will advance the Administrator's priorities for the remainder of FY17 and begin analysis of FY18 conditions as information becomes more available. These discussions will enable refined assessment of the workforce, budget, and efficiencies across AO, as well as set priorities and develop action items AO-wide. Additionally, these discussions will aid in identifying potential savings and synergies to maximize effective utilization of AO's resources.

Information Required for VERA and VSIP Requests

Overall AO has targeted 139 positions out of a total 339 positions (339 does not include political appointees). Of the targeted positions, 110 of the 139 are GS-13 or higher and all are non-supervisory. We intend to offer VERA/VSIP to restructure a maximum of 65 positions in AO. All positions that are offered VERA/VSIP, with the exception of one SL level position which will be eliminated, will be restructured, primarily at a lower grade level. AO will continue to identify opportunities to improve the

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efficiency and effectiveness of the existing workforce by offering opportunity to train and develop staff through creative approaches using short-term assignments via Skills Marketplace; details through Talent Hub; and opportunities to participate in training and developmental programs. In addition, AO will continue to seek ways to streamline processes; eliminate or modify areas of redundancy and encourage our workforce to join networks to share new methods and resources for performing the day-to-day work in support of the office mission and the Administrator's overall goals.

Finally, each office has developed a plan to maintain office functions while positions are restructured and re-staffed. Their selection of positions to be offered is predicated on their ability to restructure the position and hire employees with new skills and at lower grade levels to meet future requirements – up to their AO designated FTE ceiling.

Both the VERA and VSIP opportunities will be offered to staff in targeted series in all 12 individual offices within the Office of the Administrator. Targeting decisions were made by senior managers based on the specific mission needs required to reshape the workforce and lower the overall personnel compensation and benefits salary base. This proposal sets a maximum number of VSIPs to be offered for each series in each office. Decisions on who receives VSIPs will be made on the basis of seniority. These offers are based on an understanding that these offices will be allowed to restructure position and staff up to their AO authorized FTE ceiling.

NOTE: Given the pool of available candidates across our offices, if AO does not receive a high percentage of applicants at the GS-15 or GS-14 levels in any particular office, we request the flexibility to increase (or decrease) the offer number in one or more categories, as long as our total reduction does not exceed a total of 65.

VSIP-Specific Information

The targeted position spreadsheet identifies the details of the specific positions to be offered VSIP and restructured. Within AO all the positions offered VERA/VSIP are to be restructured, primarily at a lower grade level with only one exception as noted above. The maximum amount of voluntary separation incentive payments to be offered in AO is 65. In AO everyone that is early out (VERA) is VSIP eligible as well. Our organizational charts are attached – AO is not making any changes to its organizational structure at this time. However, we continue to assess potential opportunities to gain greater efficiencies.

VERA-Specific Information

The total number of position with the Office of the Administrator potentially undergoing change is 65. Within AO all the positions offered VERA/VSIP are to be restructured, primarily at a lower grade level except one. AO does not have any employees in the program who will be involuntarily separated, downgraded, transferred, or reassigned as a result of these actions. AO has a total number of 75 employees eligible for early retirement. The estimated total number of employees in the Office of the Administrator who are "likely" to take early retirement is approximately 30, which is about 40% of the total eligible employees.

The Office of the Administrator plans to offer opportunities for temporary assignments with possible reassignments; using Talent Hub to post opportunities for lateral reassignments; and allow offices to recruit, where needed, at the lowest grade level possible for specific skillsets that are not available

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within the agency. These recruitments will include the restructured positions which will decrease the total number of non-supervisory GS-14/15 positions.

Budget Information

Table A – Direct Costs for VERA/VSIP	
65 of Targeted Positions for VSIP x $25,000	$1,625,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool $64.09 x 240 x 65 of Targeted Positions}	$999,804
Total Maximum Direct Costs	$2,624,804

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$61,147,000	$61,147,000
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$52,482,032	$52,482,032
E. Payroll for 64 New Hires	$1,886,976	$3,773,952
F. Payroll Savings for 65 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$6,777,992	$4,891,016
G. Pre-VERA/VSIP Annual WCF Cost	$4,034,000	$4,034,000
H. Post VERA/VSIP Annual WCF Cost	$3,417,020	$3,417,020
I. WCF for 64 New Hires	$303,744	$607,488
J. WCF Savings for 65 VERA/VSIP Targeted Positions (J = G – H – I)	$313,236	$9,492
Projected Savings with VERA/VSIP (F + J)	**$7,091,228**	**$4,900,508**

Notes:
A. Cost based on OA's FY 2017 Operating Plan payroll calculations.
D. Hourly rate of $64.09 based on the average of a GS-13/14/15 step 6 times 2080 hours times 65 target positions.
E. Hourly rate of $28.35 based on the average of a GS-7/9/11 step 3 times 2080 times 64 new hires (eliminating 1 position); Assumes new hires will onboard mid-year in FY 18
F. F = A - B - C - D - E
G. OA's WCF allocation in the FY 2017 Operating Plan
H. Based on OA's FY 2017 Operating Plan WCF costs; assumes $9,492 per person; 65 targeted positions
I. Used $9,492 WCF cost per person (64 new hires -- eliminated 1 position); Assumes new hires will onboard mid-year in FY 18

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J. J = G - H - I

III. Office of Air and Radiation

Business Case

Over time, OAR has taken a number of steps to reshape its administrative workforce, including:

- Reorganizing work units and realigning or eliminating positions in order to consolidate mission support functions;
- Replacing positions performing non-inherently governmental clerical duties with grantees; and
- Offering separation incentives to employees whose positions were identified as redundant or obsolete.

Such incremental efforts, combined with ongoing attrition, have proven effective at realizing improved customer service with fewer positions and a lower cost to payroll. Also, in recent years EPA has adopted new internet-based data systems that require analysts who are skilled in using the full capability of the systems and who must be able to produce and interpret data reports. As the demands of mission support functions have evolved, OAR has found that on-the-job training is not always sufficient to enable employees to use these systems effectively, and that new skills sets are needed.

In the event that EPA determines that OAR will offer new separation incentives, such incentives will be offered to non-SES positions in administrative series, predominantly in the 0300 family, in order to: 1) continue OAR's efforts to realize workforce efficiencies by consolidating and eliminating positions that are no longer mission-critical or that can be done at lower grade levels; and 2) refocus efforts on programmatic priorities.

Our proposal seeks to streamline administrative operations and reduce the number of personnel with obsolete skills. In addition, in certain offices, it is necessary to redirect limited resources from general administrative services to essential programmatic functions required for meeting agency strategic goals, as well as to support new and emerging agency priorities and federal environmental and programmatic mandates.

This VERA/VSIP proposal includes a total of 67 eligible positions and sets forth a maximum total number of 20 VERA/VSIP offers in OAR, as shown in the targeted position spreadsheet.

For any positions vacated by an employee who accepts VERA/VSIP, the office will redistribute mission-critical duties to existing positions to the extent possible. Depending on the availability of FTE in FY2018 and beyond, offices will seek to fill any competency gaps not addressed through redirection of duties by establishing positions and recruiting for skill sets needed for programmatic and mission-critical priorities as permitted by EPA.

How VSIP will be used in conjunction with VERA

About 15% of OAR's workforce is eligible for optional retirement. Combined with employees eligible for early retirement, the total number of VSIP + VERA employees constitute 40% of our workforce. We are requesting authority to offer VSIP/VERA in order to reach the goal of 20 voluntary separations.

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Offering VSIP/VERA is more appealing than VERA alone and most likely will help us achieve the voluntary separations needed to restructure the grade levels of our workforce and better align the skill sets needed to meet current and future mission needs.

VSIP-Specific Information

The categories of positions that will be offered VSIP are the same as those indicated in the targeted position spreadsheet. This VERA/VSIP proposal targets a total of 67 positions and set forth a maximum total number of 20 VERA/VSIP offers in OAR. OAR will accept VSIP offers alone, or in combination with VERA or Optional Retirement.

OAR does not expect that any reorganizations will be necessary after the agency has completed the incentive payments. However, OAR will continue to explore ways to further improve workforce efficiencies.

VERA-Specific Information

OAR employs 1,119 employees as of May 12, 2017. Approximately 270 employees are eligible for early retirement. The estimate of the total number of employees in OAR who are expected to take early retirement is five or fewer.

As stated above, at this time, OAR does not expect that any reorganizations will be necessary post-VERA/VSIP. Certain personnel actions may be necessary as a result of the departures of staff. Some position descriptions may need to be updated to reflect new or amended duties, and this could require the processing of reassignment or realignment actions if the change is more than minimal. In addition, depending on where these departures occur, it may be necessary to offer details/temporary promotions to cover work if it cannot be handled by current staff. We would expect these actions to be few and used mainly if workforce departures are unevenly distributed.

Budget Information

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x $25,000	$ 500,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x # of Targeted Positions}	$ 245,000
Total Maximum Direct Costs	$ 745,000

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$172,283,000	$172,283,000
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$170,163,000	$170,163,000
E. Payroll for # New Hires	$225,875	$451,750
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$1,894,125	$1,668,250
G. Pre-VERA/VSIP Annual WCF Cost	$14,725,000	$14,725,000

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H. Post VERA/VSIP Annual WCF Cost	$14,545,000	$14,545,000
I. WCF for # New Hires	$22,500	$45,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$157,500	$135,000
Projected Savings with VERA/VSIP (F + J)	$2,051,625	$1,803,250

A. Assumes payroll allocation from FY17 Enacted budget for OAR.
B. VERA/VSIP payout takes place in FY17 and doesn't impact FY18 or FY19.
C. Leave payout takes place in FY17 and doesn't impact FY18 or FY19.
D. Assumes annual payroll cost of average salary of eligible positions ($106,000) x 20 positions = $2,120,000.
E. Assumes hiring 5 GS-12, step 5 positions in Washington, DC. Start date April 2018.
F. A – B – C – D - E
G. Assumes working capital fund allocation from FY17 Enacted budget for OAR.
H. Assumes $9K WCF per person x 20 positions = $180,000.
I. Assumes $9K WCF per person.

IV. Office of Administration and Resources Management

Business Case

The Office of Administration and Resources Management is requesting approval authority for the use of VSIP and VERA to transform its workforce by placing a renewed focus on core business services, eliminating business services with low demand, centralizing internal support in select administrative areas, and reshaping the workforce to optimize support to the agency.

OARM has 698 permanent employees. The VERA/VSIP plan targets 154 positions: 34 positions in support job series and 120 positions in programmatic series. Targeting decisions were made by senior managers based on the specific mission needs required to reshape and reposition the organization by correcting competency gaps necessary to meet federal and agency mandates. The maximum number of VERA/VSIPs to be offered is 98 as shown in the targeted position spreadsheet. These offers span 20 different job series. Decisions on which employees may be authorized VERA and VSIP will be based on the employee's permanent official division, position of record, occupational series, and grade level. The estimate of the total number of employees in OARM who are expected to take early retirement is five. OARM will focus on the following themes:

- Restructure or reduce highly graded, supervisory and non-supervisory staff positions (GS 14 and 15) into lower graded positions that support the skills and competencies needed to meet current and emerging mission and program requirements and rebalance the current structure and recruit at lower grade and career ladder levels. (Note that in one of OARM's divisions (OROM/FACMD) the pool for 0343 positions does not include one GS-14. This position acts as the Committee Management Officer and is excluded because it is required by GSA and the FAC Act.)

- Restructure positions to focus on core business functions where needs can be met more economically, by leveraging technology, or utilizing other resources. Includes the printing function, printing officers, and elimination of embedded attorney services in favor of OGC expertise. These positions will be restructured at lower grade levels and into positions that support core business functions.

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- Consolidate or reduce administrative or support functions to increase emphasis on positions and series directly supporting our core business functions – facility, engineering, contract, grant and human resources management.

    - Reduce the number of employees in specific occupational series (e.g., automation clerks, secretaries, procurement analysts, grants assistants, program and management analyst positions).
    - Realign current administrative specialists and program analysts to consolidate internal HR support and budget execution in OARM to achieve efficiency.
    - Restructure positions to recruit candidates having skills required to close current competency gaps.

The specific positions, grade, series and locations targeted can be found in the targeted position spreadsheet.

How VSIP will be used in conjunction with VERA

OARM has 121 employees eligible for regular retirement and 164 eligible for early retirement through VERA in the above identified series. The VSIP authority presents an attractive enticement to those employees who will realize a reduced annuity from retiring early through VERA. Therefore, the combination of optional and early retirement eligible employees will result in the maximum number of departures, which is important to OARM to reshape its organization. The VSIP can further increase the potential departure group by providing a separation incentive to employees who have more than three years of status and hence could elect to depart to pursue other career opportunities. Thus, the combination of VERA and VSIP provides the greatest likelihood for OARM achieving the necessary reshaping and restructuring of its workforce.

The types of personnel actions anticipated as a result of the above proposed restructuring and elimination of positions include:

- Directed reassignments
- Competitive details
- Voluntary separations and retirements
- Abolishment of some positions
- Reclassification and restructuring of some positions
- Internal and possible external competitive recruitments.

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP 98 x $25,000	$ 2,450,000
Annual Leave Pay Out for 98 of Targeted Positions for VERA, Optional Retirement or Resignation {$64.86* x 240 x 98 of Targeted Positions}	$ 1,525,507

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Total Maximum Direct Costs	$ 3,975,507

*Payroll estimated on a GS-13, step 5 ($51.48) with 26% included for loaded cost in Washington, D.C.

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$99,580,367	$99,580,367
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost (A-(98 Targeted Positions*$145,000)	$86,789,387	$87,262,394
E. Payroll for 84 New Hires	$2,810,070	$5,646,460
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$9,980,910	$6,671,513
G. Pre-VERA/VSIP Annual WCF Cost	$6,280,000	$6,280,000
H. Post VERA/VSIP Annual WCF Cost	$5,473,852	$5,473,852
I. WCF for 84 New Hires (assumes half of WCF costs mid-year in FY 18 - $4,113 * 84 and full costs $8,226 * 84 in FY 19)	$345,492	$690,984
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$460,656	$115,164
Projected Savings with VERA/VSIP (F+J)	**$10,441,566**	**$6,786,677**

Calculation Notes:
A – FY 2017 Payroll amount.
B/C – VERA/VSIP Payout and Leave Payout Costs occur in FY 2017.
D – 145,000 is the estimated average cost of FTE
E – Assume a GS-09, Step 1 with 20% added to cover the cost of benefits.
H - Total is Pre-VERA/VSIP Annual WCF Cost – (98 Targeted Positions x $8,226).
I – For FY 2018 assumes new hires are only funded for ½ of the year at $4,113.

V. Office of the Chief Financial Officer

Information Required for VERA and VSIP Requests

OCFO plans to reduce the number of administrative positions by using VERA/VSIP authorities to:

- Eliminate a clerk position.

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- Reduce the number of financial technician positions.
- Reduce the number of secretary positions within OCFO's Office of the Controller (Reduce the number of management analyst positions within OC.

In addition, OCFO plans to reduce the number of financial management positions in OC by using VERA/VSIP authorities to:

- Reduce the number of financial specialist positions.
- Reduce the number of accountant positions.

Vacated clerk, secretary, and financial technician positions will be abolished. After VERA/VSIP offers have been accepted, OCFO will determine how many OC positions remain in the management analyst, accountant, and financial specialist series, and make appropriate workforce decisions. These decisions include possible reassignments of remaining personnel to fill positions in other parts of OCFO to fill mission-critical needs. The decisions also include possible restructuring to fill a small number of vacated positions with new skills needed to perform and support advanced data analytics and deliver secure, high-quality financial management processes, operations, and systems. These changes would be part of EPA's continuing efforts to meet the demand for a technologically sophisticated, analytical financial management workforce, as well as qualified technical and IT security staff.

OCFO will be able to operate without eliminated positions due to increased use of technology. Over time, the agency's financial management programs and functions have undergone significant change, particularly in the use of technology. In October 2011, the agency implemented the Compass Core Financial System, a key element of EPA's overall Financial System Modernization Plan, which provided increased integration among EPA's various systems and added new functionality. Now, we will take greater advantage of the full functionality of Compass to reduce our need for separate systems which cost time, money, and staff resources to integrate. As just one example, moving portions of the payment tracking systems and other interfacing systems into Compass will eliminate the need to reconcile discrepancies when all functionality is housed in one system. This should result in streamlined processes, better data quality, and reduced staff needed for integration of the separate systems and reconciliation of data. As a result, the workforce supporting the agency's financial management operations including the supporting administrative staff, which are located in OCFO, can be restructured and reduced, while qualified technical and IT security staff would be maintained.

We will be able to realign or reorganize to create operational efficiencies, while at the same time minimize any potential negative impacts on the workforce. We also plan to recruit for new skills needed by hiring a modest number of positions. We will recruit candidates who have analytical and critical thinking, and information management and technology skills. If needed, OCFO will implement management-directed reassignments or details to ensure mission-critical programs are not interrupted. OCFO's senior leadership will ensure that the highest priorities of EPA and OCFO will be carried out during this time of organizational change and workforce restructuring.

VSIP will be used in conjunction with VERA to maximize the incentives for employees to accept a VERA/VSIP offer. OCFO's attrition rate is low, and many of our optional retirement-eligible employees have continued to work years beyond retirement eligibility. For these individuals, VSIP is the only incentive we can offer. Another target group is eligible for neither optional retirement nor early retirement. For these individuals too, VSIP is the only incentive available. Given that a reduced government income relative to optional retirement is inherent in VERA, we anticipate VSIP to be a

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necessary enticement also among the target group who are VERA-eligible. VERA authority in conjunction with VSIP will be essential if we are to reach our goal of 27 voluntary separations from among a target group of 160.

VSIP-Specific Information

- The maximum number of VERA/VSIP to be offered is 27.
- The maximum amount that will be paid is $25,000.
- The total maximum amount that will be paid is $675,000.

A maximum of 27 VSIP payments would be offered in accordance with the targeted position spreadsheet.

VERA-Specific Information

As of May 15, 2017, OCFO has 303 non-temporary employees on board. 83 employees are eligible for early retirement. The estimate of the total number of employees in the agency/organization who are expected to take early retirement is 20. At this time, we anticipate one position in an occupational series that OCFO no longer needs may require the incumbent to be involuntarily separated unless the individual accepts a VERA-VSIP offer or finds a position in another EPA office or federal agency. The types of personnel actions anticipated as a result of OCFO's need for VERA include separations, details (if necessary), reassignments, abolished and/or reclassified positions, and internal and external recruitments.

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
27 Targeted Positions for VSIP x $25,000	$675,000
Annual Leave Pay Out for 27 of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate ($49.66) based on the average grade and step (GS-12, Step 10) of the targeted pool x 240 x 27 Offers to Targeted Positions}	$321,797
Total Maximum Direct Costs	$996,797

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$41,371,000	$41,371,000
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$38,572,747	$38,572,747
E. Payroll for 7 New Hires	$362,737	$725,473
F. Payroll Savings for 20 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$2,435,516	$2,072,780
G. Pre-VERA/VSIP Annual WCF Cost	$2,203,170	$2,203,170

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H. Post VERA/VSIP Annual WCF Cost	$2,010,660	$2,010,660
I. WCF for 7 New Hires	$24,955	$49,910
J. WCF Savings for 27 VERA/VSIP Targeted Positions (J = G – H – I)	$167,555	$142,600
Projected Savings with VERA/VSIP (F + J)	$2,603,071	$2,215,380

A - Based on payroll allocation from FY17 Enacted Budget for OCFO.

E - Assumes that new hires in FY 2018 will be onboard for ½ year. Calculation is based on a GS-12 Step 10 (for 2017 in Washington DC). The 2017 GS-12 Step 10 salary is $103,639 or $49.66/hr. With a 30% increase to account for benefits, the total annual cost is $134,730 annually.

G - Working Capital Fund cost is based on the mandatory services (computer, telephone, internet access, etc) and is estimated at $7,130 each per 309 on-board personnel.

H - Working Capital Fund cost is based on the mandatory services (computer, telephone, internet access, etc) and in FY18 is estimated at $7,130 per 282 on-boards (309- 27 VERA/VSIP departures = 282 remaining).

I - Working Capital Fund cost is based on the mandatory services (computer, telephone, internet access, etc) and in FY18 is estimated at 7 new hires for half a year ($24,955); and in FY19 is estimated at 7 new hires for a full year ($49,910).

VI. Office of Chemical Safety and Pollution Prevention

Business Case

OCSPP is requesting approval authority for the use of VSIP and VERA together to transform its workforce to meet administrative and programmatic challenges facing the organization by reducing administrative support positions through efficiencies and technology, reshaping the organization to reflect changes in programmatic direction and increased efficiency, and reducing and restructuring our highly-graded full-time equivalents. OCSPP plans to offer both VSIP/VERA together (except for series GS-0303 which will only receive VSIP).

- Reduce the number of Miscellaneous Clerk and Assistant positions across OCSPP. As technology use across the workforce has expanded, many of the activities of the administrative staff in this series (e.g., typing, filing, screening calls, scheduling meetings, photocopying, mailing documents, timekeeping, and making travel reservations) have been assumed by the office's professional and technical staff. These functions have been re-engineered into user-friendly automated systems, i.e., Concur, Webforms, People Plus, and other automated administrative work systems. This change in the work environment has diminished the need for positions in this administrative field and will enable the organization to reduce obsolete skills and consolidate a broader range of functions. OCSPP has 3 of these positions. One is in the Office of Pollution Prevention and Toxics (GS-10) in Washington, DC, and 2 are in the Office of Pesticide Programs in Arlington, VA (GS-7, GS-8). All offers would be accepted.
- Reduce and restructure the work of non-supervisory Miscellaneous Administration and Program Series positions in the OCSPP IO to restructure positions with new skill sets that advance multimedia approaches and new technology. The IO will look to restructure positions requiring broader programmatic experience, communication and communication technology and the use of collaboration tools to better support the IO senior management. The IO would evaluate and

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determine how to restructure any position prior to filling the position. The IO has 2 GS-13 non-supervisory positions in this series in Washington, DC. All offers would be accepted.

- Reduce the number of Miscellaneous Administration and Program Series positions in OPPT's Information Management Division. The functions of OPPT have evolved with the manner and processing of submissions under the Toxic Substances Control Act (TSCA). Increased electronic reporting by the regulated community and automated workflows are resulting in efficiencies and changes in priority functions. OPPT would expect to fill any new FTE positions at lower grades in restructured positions. OPPT has 4 non-supervisory GS-13 positions in this series in IMD. Up to two offers would be accepted.
- Reduce and restructure the number of non-supervisory GS-15s across OCSPP. Many non-supervisory GS-15 positions were established to focus on specific programs when sufficient higher graded work was present. Program priorities have evolved over time and continue to do so and not all of these positions are currently required. Increased electronic reporting by the regulated community and automated workflows are resulting in efficiencies and changes in priority functions. OCSPP will review positions that are vacated and determine whether the work of the position is needed or whether it should be abolished. If the position is still needed, we will evaluate and determine how it will be restructured before filling. Decisions on job series, duties, grade and promotion potential will be made after careful evaluation of the needs and priorities of the organization, current and projected staffing levels and VERA-VSIP rules and requirements. Restructured positions will reflect new and/or different duties, different job series or a different grade level appropriate for the scope of duties for that position. OCSPP has 56 positions eligible for retirement or early retirement (this excludes one IT security position). Up to 43 offers would be accepted across many series (3 in the IO; 22 in OPPT, 15 in OPP (see the next bullet), and 3 in the Office of Science Coordination and Policy). Positions are located in Washington, DC, Arlington, VA, Chicago, IL and Ft. Meade, MD.
- Reduce the number of OPP supervisory positions by restructuring branches in two OPP divisions. These new structures will consolidate functions across several branches to increase efficiency and increase the supervisor-to-staff ratios. In the Health Effects Division, OPP would combine information functions with science information functions into a single unit and also combine scientific specialties related to health effects and exposure into one branch. This restructuring would lead to better cross-sharing of information and more efficient use of technical capabilities and staff resources. In the Pesticides Re-evaluation Division, OPP would eliminate one branch and task work from that branch across three other branches, eliminating the need for an administrative services branch. Reshaping these branches helps with increased efficiency and reduces the number of supervisors. OPP would re-task work to existing staff and supervisors. OPP currently has 3 positions located in Arlington, VA. Two of the three are GS-15-0343 Program Analysts, and one is a 0401Biologist. Up to 15 positions would be accepted in OPP from this group and the OPP non-supervisory GS-15s combined (OPP current and future organization chart attached.)

The specific positions, grade, series and locations targeted can be found in the targeted position spreadsheet.

Budget Information

Table A – Direct Costs for VERA/VSIP	
68 of Targeted Positions for VSIP x $25,000	$1,700,000

Annual Leave Pay Out for *68* of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step *(GS 13 Step 5 - $66.49)* of the targeted pool x 240 x *68* of Targeted Positions}	$1,085,117
Total Maximum Direct Costs	$2,785,117

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$133,784,000	$133,784,000
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$126,869,040	$126,869,040
E. Payroll for *20* New Hires	$1,382,992	$2,765,984
F. Payroll Savings for *50* VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$5,531,968	$4,148,976
G. Pre-VERA/VSIP Annual WCF Cost	$8,081,000	$8,081,000
H. Post VERA/VSIP Annual WCF Cost	$7,732,500	$7,732,500
I. WCF for *20* New Hires	$69,700	$139,400
J. WCF Savings for *68* VERA/VSIP Targeted Positions (J = G – H – I)	$278,800	$209,100
Projected Savings with VERA/VSIP (F + J)	**$5,810,768**	**$4,358,076**

Table A
Assumes 68 Targeted Positions at buyouts of $25,000
Assumes leave payout of 240 hours for all 68 Targeted Positions at a fully loaded average salary rate of a GS 13 Step 5 ($66.49)

Table B

A. Assumes FY 17 Enacted Payroll for RPIO 20.
B. VERA/VSIP payout takes place in FY 17 and does not impact FY 18 or FY 19.
C. VERA/VSIP leave payout takes place in FY 17 and does not impact FY 18 or FY 19.
D. Assumes annual payroll cost of annual salary of eligible positions (GS-13 Step 5 - $138,299) x 50 positions = $6,914,960.
E. Assumes payroll for 20 new hires at GS-13 Step 5 $138,299 * 20 = $1,797,890. FY 17 costs assume hiring in April 2018.
F. A – B – C – D – E
G. Assumes FY 17 Enacted WCF for RPIO 20.
H. Assumes savings of $348,500 – annual WCF cost / FTE of $6,970 * 50 maximum offers
I. Assumes annual WCF cost for 20 new hires of $139,400 – annual WCF cost / FTE of $6,970 * 20 new hires. FY 17 costs assume hiring in April 2018.
J. G – H – I

VII. Office of Enforcement and Compliance Assurance

Business Case

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The Office of Enforcement and Compliance Assurance is requesting authority for the use of VERA and VSIP to address longstanding shortfalls in extramural and other non-pay accounts through elimination or restructuring of positions vacated by departing employees.

OECA will offer VERA/VSIP broadly to enable redirection and refocusing of resources to establish a more efficient enforcement and compliance program aligned with the agency's strategic direction. OECA will accept VERA/VSIP applications for eligible General Schedule employees in all locations and across all job series except GS-1811 Criminal Investigators, allowing the OECA to reshape its workforce, consolidate functions, and preserve extramural funds necessary to meet core business needs. The VERA/VSIP would encompass GS 5 – 15 positions in all locations. Please see the targeted position spreadsheet for detailed information on specific positions, series, grades and locations.

NOTE: Given the pool of available candidates, if OECA does not receive applicants at the numbers outlined in the Targeted Positions Template, we request the flexibility to increase (or decrease) the number in one or the other category, as long as our total does not exceed 51. This would be implemented by adhering to the selection criteria for each job category and then adjusting other categories where appropriate to meet overall target levels.

Through a combination of restructuring and elimination, OECA will refocus the workforce and balance extramural needs to meet changing priorities in coordination with our state and local partners. Some of OECA's components include separate administrative and program support functions which may be consolidated to reduce redundancies and promote greater efficiency. In addition, OECA may restructure compliance and enforcement activities across organizational lines to improve coordination and streamline functions. For the GS-2210 Information Technology Specialist positions, OECA will restructure two information-security positions and reassign work to lower graded employees in this series. While these are positions with direct-hire authority, reassignments internal to the agency should allow us to meet program needs.

OECA has 681 non-temporary employees in targeted positions, of which 164 are VERA-eligible and 522 are VSIP-eligible. OECA plans to offer up to 51 VSIPs (with or without VERA) to eligible General Schedule employees in all locations and across all job series except GS-1811 Criminal Investigators in a pool of 506 targeted positions. This broad applicant pool will enable a large-scale approach towards a multi-faceted reshaping effort.

The estimate of the total number of employees in OECA who are expected to take voluntary early retirement are 25. With a target of 51 positions overall, we plan to restructure 25 positions to meet changing agency priorities and eliminate 26 positions to address longstanding financial needs for critical agency support activities.

Personnel actions as a result of the VERA/VSIP will likely be part of broader agency reform and restructuring efforts and will be a combination of details, reassignments, competitive hires and realignments.

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

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Table A – Direct Costs for VERA/VSIP	
51 Targeted Positions for VSIP x $25,000	$1,275,000
Annual Leave Pay Out for 51 Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate of $64.63 based on the average grade and step (GS 14/7) of the targeted pool x 240 x 51 Targeted Positions}	$ 791,070
Total Maximum Direct Costs	$2,066,070

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$92,598,000	$92,598,000
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$83,265,000	$83,265,000
E. Payroll for 10 New Hires	$ 915,000	$ 1,830,000
F. Payroll Savings for 51 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$ 8,418,000	$ 7,503,000
G. Pre-VERA/VSIP Annual WCF Cost	$ 3,896,200	$ 3,896,200
H. Post VERA/VSIP Annual WCF Cost	$ 3,503,500	$ 3,503,500
I. WCF for 10 New Hires	$ 38,500	$ 77,000
J. WCF Savings for 51 VERA/VSIP Targeted Positions (J = G – H – I)	$ 354,200	$ 315,700
Projected Savings with VERA/VSIP (F + J)	$ 8,772,200	$ 7,818,700

A. Fully loaded average payroll cost for targeted positions ($183,000 x 506).
B. No cost in FY 2018 or FY 2019.
C. No cost in FY 2018 or FY 2019.
D. Fully loaded average payroll cost for targeted positions minus 51 ($183,000 x 455).
E. Assumes hiring of 10 new staff at yearly salary of $183,000 per employee; 6 months of FY 2018/full year 2019.
F. See calculation formula.
G. Average WCF cost per employee in targeted positions ($7,700 x 506)
H. Average WCF cost for targeted positions minus 51 ($7,700 x 455).
I. Assumes hiring of 10 new staff at yearly WCF cost of $7,700 per employee; 6 months of FY 2018/full year of FY 2019.
J. See calculation formula.
K. See calculation formula.

VIII. Office of Environmental Information

Business Case

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OEI will offer VSIP and VERA opportunities to non-supervisory GS-15, GS-14, and GS-13 staff. Our workforce analysis shows a significant proportion of OEI's workforce (132 positions or 43%) is classified in nonsupervisory high-graded GS-14 and GS-15 positions. An additional 138 positions, or 45%, are GS-13; and only 11% are graded at or below the GS-12 level. OEI needs to have a balanced grade structure that is sustainable. Junior and mid-level staff are needed to support our IT and IM experts at the GS-14 and GS-15 levels. With the current distribution, a disproportionate number of OEI's staff is highly-graded experts, which does not allow for a career ladder growth path. Through restructuring, OEI aims to attract appropriately-skilled junior-level staff experienced in modern technology projects and programs. OEI is both an information technology and information management organization; a better distribution of these modern skills is needed to support the agency's mission.

After reducing the number of non-supervisory higher-graded positions (GS-13 and above), OEI will consolidate the higher graded work in remaining positions. Temporary work assignments may be required for high priority projects while the hiring plan is implemented. Some non-critical projects may be delayed during the transition period. Once our non-supervisory, high-graded workforce has been restructured, we will look for opportunities to centralize work where it can be or otherwise align the positions to the appropriate organizations. This will protect against duplication of effort, streamline reporting relationships, and improve accountability.

OEI averages less than 10 retirements per year, although OEI currently has 74 positions that are fully eligible for immediate retirement. Given our low attrition rate and the fact that many of our retirement-eligible employees have continued to work years beyond retirement eligibility, we request authority to offer VERA with VSIP to supplement our number to reach our goal of 30 voluntary separations. Offering VERA with VSIP is more appealing than VERA alone and will likely help us achieve the voluntary separations needed to restructure the grade levels and work of our workforce

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VSIP-Specific Information

Please see the targeted position spreadsheet for detailed information on specific positions, series, grades and locations. We plan to offer VSIP/VERA to non-supervisory employees at the GS-13 through GS-15 levels in the specified organizations.GS-2210 IT Specialist Security/INFOSEC are not included in this proposal.

With an organizational FTE ceiling of 421 positions and a vacancy rate of 78 positions, it will be critical for OEI to develop a replacement hiring plan. The goal of the plan will be to lower our grade structure and recruit new skills needed to advance current and future information management and technology requirements for the agency given fewer resources.

We will offer 30 VSIPs, each up to the maximum of $25,000 for a total amount of $750,000. The following table illustrates the maximum allocation of VERA/VSIPs by OEI Office and/or Division. Review OEI's Targeted Positions Template for detailed information.

Allocation of VERA/VSIPs by Office		***Allocation of VERA/VSIP by Division (OITO and OEIP)**		
ODSTA	4	OEIP	IO	1
OCAPPM	3	OEIP	EQMD	1
OBOS	2	OEIP	ERMD	2
OIM	8	OEIP	FLAD	1
OISP	3	**OEIP Total**		**5**

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OEIP*	5	OITO	IO	1
OITO*	5	OITO	SBMD	4
TOTAL	**[=SUM(ABOVE)]**	**OITO Total**		**5**

VERA-Specific Information

As of April 17, 2017, OEI employs 343 permanent employees. Following VERA/VSIP, OEI will look to restructure functions, positions, and/or organizational structures to better meet mission needs. To gain additional cost efficiencies and improve OEI's ability to hire and retain highly qualified staff, especially in technical fields, OEI will also consider redistributing some of the restructured positions to RTP, North Carolina, where we currently have staff present. If we deem it necessary to most effectively support EPA's mission, OEI may involuntarily reassign up to 10 employees as a result of this proposal.

A total number of 79 OEI employees are eligible for early retirement. The estimate of the total number of employees in OEI who are expected to take early retirement is eight, or 10% of the total eligible. We expect to complete the following types of personnel actions as a result of OEI's need for VERA: management directed reassignments, details, voluntary separations, permanent internal and external recruitments, temporary/term internal and external recruitments.

Budget Information

Table A – Direct Costs for VERA/VSIP	
30 of Targeted Positions for VSIP x $25,000	$ 750,000
Annual Leave Pay Out for 30 of Targeted Positions for VERA, Optional Retirement or Resignation {$60.83 x 240 x 30}	$ 437,976
Total Maximum Direct Costs	$ 1,187,976

Note: Hourly rate based on the average grade and step (14/5) of the targeted pool per OPM's locality pay salary table for Washington, DC: [HYPERLINK "https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/DCB_h.pdf"]

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$ 56,623,657	$ 56,623,657
B. VERA/ VSIP Payout Cost	$ 0	$ 0
C. Leave Payout Cost	$ 0	$ 0
D. Post VERA/VSIP Annual Payroll Cost	$ 52,814,917	$ 52,814,917
E. Payroll for 30 New Hires	$ 1,093,134	$ 2,186,267
F. Payroll Savings for 30 VERA/VSIP Targeted Positions (F = A – B – C – D – E)	$ 2,715,606	$ 1,622,473
G. Pre-VERA/VSIP Annual WCF Cost	$ 2,886,315	$ 2,886,315
H. Post VERA/VSIP Annual WCF Cost	$ 2,612,235	$ 2,612,235
I. WCF for 30 New Hires	$ 137,034	$ 274,080
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$ 137,046	$ 0

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Projected Savings with VERA/VSIP (F + J)	$ 2,852,652	$ 1,622,473

A. Estimate based on FY 2017 straight-line payroll projection for the year as of July 3, 2017. Does not factor in a cost of living increase, attrition, or unprocessed cash awards.
D. Post V/V annual payroll cost based on savings of EPA HQ GS-14/5 base yearly salary for 30 positions ($126,958 X 30 = $3,808,740), per OPM's locality pay salary table for Washington, DC: [HYPERLINK "https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/DCB.pdf"]. This calculation does not include an estimate of savings on benefits.
E. FY18 calculations include the base salary (not benefits) of 30 new hires across EPA HQ and EPA RTP onboard for ½ year:
- 3 GS-9 Step 1 in HQ at $27,486 per person; 3 GS-9 Step 1 in RTP at $25,739 per person
- 4 GS 11 Step 1 in HQ at $33,255 per person; 4 GS 11 Step 1 in RTP at $31,141 per person
- 4 GS 12 Step 1 in HQ at $39,860; 4 GS 12 Step 1 in RTP at $37,326
- 4 GS 13 Step 1 in HQ at $47,398; 4 GS 13 Step 1 in RTP at $44,385
- Estimated total salary for new hires at ½ year for HQ = $564,510 and RTP = $528,624.

FY19 calculations include the base salary of 30 new hires from FY 2018 across EPA HQ and EPA RTP onboard for 1 year:
- 3 GS-9 Step 1 in HQ at $54,972 per person; 3 GS-9 Step 1 in RTP at $51,477 per person
- 4 GS 11 Step 1 in HQ at $66,510 per person; 4 GS 11 Step 1 in RTP at $62,282 per person
- 4 GS 12 Step 1 in HQ at $79,720; 4 GS 12 Step 1 in RTP at $74,652
- 4 GS 13 Step 1 in HQ at $94,796; 4 GS 13 Step 1 in RTP at $88,770
- Estimated total salary for new hires at one year for HQ = $1,129,020 and RTP = $1,057,247.

H. Average annual WCF cost per person is $9,136, for a 12-month period ($761.30 monthly cost), based on May 2017 usage.
I. Assumes 30 new hires will be on board for ½ of the year in FY 2018 ($761.30 x 6 months x 30 hires) and a full year in FY 2019 ($9,136.00 x 30 hires).

IX. Office of General Counsel

Business Case

The Office of General Counsel provides legal services to all the agency's organizational elements with respect to all programs and activities. Specifically, OGC provides legal opinions, legal counsel, litigation support, and assists in the formulation and administration of the agency's policies and programs as legal advisors. OGC's workforce is primarily comprised of attorney advisers.
OGC often has a shortfall in its non-pay budget lines. Because the agency is considering VERA and VSIP, OGC has taken steps to ensure it only has essential personnel at the right grade level so as to ensure it has as much non-pay funding available as possible. In reviewing OGC's ongoing work and the agency's needs, OGC decided to restructure or reduce one (1) highly graded non-supervisory position and one (1) non-supervisory position in its Immediate Office. Below is the VERA and VSIP business case justification:

POSITION	FUNCTION	ORGANIZATION	LOCATION	OCCUPATIONAL CATEGORY	GRADE LEVEL
Senior Counsel for International Affairs	Oversees special projects of significant concern to the agency.	OGC Immediate Office	WA, DC	Management	SL-0905-00
Executive Assistant	Executes day-to-day responsibilities & assignments	OGC Immediate Office	WA, DC	Administrative	GS-0301/12

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	that are routine and/or may be of a sensitive nature.				

The senior counsel SL-0905 position targeted under the VERA/VSIP authorities was a new position OGC created soon after a significant environmental incident. The position's original duty station was in Denver, CO, that was changed in late 2016 to Washington, DC. The position responsibilities included special projects such as supporting the agency mission-driven environmental and human health efforts related to the Region 8 Gold King Mine. Given the reduced impacts surrounding the Gold King Mine efforts at this time, this position is no longer high priority or critical to the agency mission. OGC made the decision to eliminate this position. This position is retirement eligible. OGC will offer only the VSIP authority.

OGC's Immediate Office currently employs two executive assistant GS-0301/12 positions of which one position is considered in excess at the GS-12 level. OGC will target two positions under the VERA/VSIP authorities but will offer only one position. In reviewing its administrative support needs in the OGC Immediate Office, OGC determined that the work may be restructured at the GS-11 level. OGC will offer both the VERA and VSIP authority for the one position.

VSIP- and VERA-Specific Information

The one targeted SL-0905 position is retirement eligible. OGC will offer only the VSIP authority.

- Total 0905 General Attorney = 173 // Retirement Eligible = 25 // VERA eligible = 37 // VSIP eligible = 136

OGC is targeting two positions at the GS-0301/12 but only offering one position based on the first to apply. The one position will be eligible for both VERA and VSIP authority. The targeted GS-12 position will be restructured at the GS-11 level.

- Total 301 Miscellaneous Administration and Program = 13 // Retirement Eligible = 4 // VERA eligible = 3 // VSIP eligible = 13

Budget Information

Table A – Direct Costs for VERA/VSIP	
2 of Targeted Positions for VSIP x $25,000	$ 50,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x 2 of Targeted Positions}	$ 40,685
Total Maximum Direct Costs	$ 90,685

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$39,738,600	$39,738,600

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B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost	$39,381,990	$39,381,990
E. Payroll for 1 New Hires	$42,234	$84,468
F. Payroll Savings for 2 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$314,376	$272,142
G. Pre-VERA/VSIP Annual WCF Cost	$1,979,007	$1,979,007
H. Post VERA/VSIP Annual WCF Cost	$1,961,007	$1,961,007
I. WCF for 1 New Hires	$4,500	$9,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$13,500	$9,000
Projected Savings with VERA/VSIP (F + J)	$327,876	$281,142

Assumptions:

A. Payroll based on FY 2017 Op Plan
B. VERA VSIP Payout – assumes payout will occur in FY17
C. Leave Payout Cost – assumes payout will occur in FY17
D. Post VERA VSIP payroll removes cost for a GS-12/6 ($93,008) and SL position $187,000. The positions include a 27% benefits rate
E. New Hire GS-11/1 ($66,510) plus a 27% benefits rate for ½ yr for FY18 and full year cost in FY19
F. No assumption: Calculation
G. Pre VERA/VSIP WCF Cost based on FY 2017 Op Plan authority
H. Post VERA/VSIP WCF cost reduces the Pre-VERA/VSIP cost by $ ($9K per person)
I. WCF new hire assumes WCF cost for ½ year in FY18 and full year in FY19
J. No assumption: Calculation

X. Office of International and Tribal Affairs

Business Case

The Office of International and Tribal Affairs proposes offering VERA and VSIP to GS-13 through GS-15 non-supervisory staff and to a small number of staff in administrative positions to facilitate the consolidation of programs and functions across the organization.

OITA currently has 74 non-temporary employees, the majority of whom are at the GS-13 to GS-15 grade levels. We propose to offer VERA/VSIP buyouts primarily to eligible employees at these grade levels, and will restructure the positions vacated by departing employees. The maximum number of positions eligible will be based upon current staffing levels and anticipated organizational needs, with adjustments to be made in accordance with future restructuring efforts.

OITA seeks to align the work of its international and tribal programs with administration priorities. Because of the administration's focus on fewer high-priority initiatives for international and tribal programs, OITA will need fewer higher-graded employees to serve as program leads. (The reduction in the number of key program areas is more significant in the international programs than in the tribal programs, and OITA is targeting fewer positions in its American Indian Environmental Office, accordingly).

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Although OITA offered VERA/VSIP in 2014, the Office still has GS-13 through GS-15 level employees performing some functions that could be performed by staff at lower grades. As part of the office's efforts to realign its work and consolidate functions, less complex work will be restructured into lower-graded positions, which will facilitate consolidating more complex duties (e.g., policy development, multilateral negotiations, etc.) among the higher-graded staff who remain following the VERA/VSIP process. EPA offers in-house training (e.g., COR certification, IA Project Officer certification, etc.) that can help prepare lower-graded staff to assume some of the less complex duties currently being performed by higher-graded employees.

A reduction in the number of programs and the number of staff should also allow OITA to further consolidate some administrative functions, with slightly fewer staff providing administrative support to the office's programs. (OITA's 2014 VERA/VSIP process saw the departure of a number of key administrative support staff. Although some further consolidation is possible, there are currently fewer opportunities to reduce administrative functions than to collapse program management functions). OITA's current structure is already "flat." The office anticipates no reorganization as a result of VERA/VSIP. Realignments within each of OITA's constituent organizations are more likely, with teams being combined or staff assignments being consolidated.

Tentative areas of workforce reshaping and restructuring include:

- A reduction in the number of formal teams. Staff in OITA's program components are currently divided into a total of nine teams, each of which is headed by a GS-15 Senior Advisor. Combining existing teams will allow us to reduce the need for a number of higher-graded staff.
- A reduction in the number of GS-15s other than Senior Advisors. OITA's international programs currently have three non-supervisory GS-15s serving in positions other than team leaders. Several of these GS-15s support programs that OITA plans to significantly reduce in order to align the office's international priorities with the focus areas identified by the new administration. As the GS-15s who support these programs depart, OITA will restructure the positions to reduce their full promotion potential and to restructure the positions to support new priority programs.
- Realignment of resources across OITA will increase efficiencies in managing assistance agreements and contracts, which should reduce the number of staff needed to administer these vehicles. Some work currently supported by employees at the GS-13, 14, and 15 grade levels – in both the international and tribal programs -- can be reassigned to staff at lower grades.

OITA will target a total of six positions in accordance with the targeted position spreadsheet.

VSIP

VSIP will be offered for each of the six targeted positions, with a maximum of five offers being accepted. If OITA receives and accepts the maximum number of requests, $125,000 will be required for buy-outs.

A number of staff who occupy the targeted positions are already retirement eligible. VSIP will serve as an incentive for these employees to retire from federal service.

VERA

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Nineteen employees in OITA are VERA eligible. The estimate of the total number of employees in the office who are expected to take early retirement is two.

The administration's focus on a smaller number of key international and tribal programs will result in the need for fewer higher-graded employees as program leads. Reductions in major initiatives may necessitate the transfer of up to ten OITA employees to other parts of the agency. OITA may also need to make significant changes to portfolio assignments for up to twenty other employees as a result of rapidly changing focus areas for our programs. OITA seeks VERA authority as one option for alleviating the need to transfer employees.

Budget Information

Office of International and Tribal Affairs
Updated: Friday, June 30, 2017

Table A – Direct Costs for VERA/VSIP – FY 2017	
5 Targeted Positions for VSIP x $25,000	$ 125,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x **5** Targeted Positions}	$ 73,000
Total Maximum Direct Costs	**$ 198,000**

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$ 12,221,150	$ 12,221,150
B. VERA/ VSIP Payout Cost	$ 0	$ 0
C. Leave Payout Cost	$ 0	$ 0
D. Post VERA/VSIP Annual Payroll Cost	$ 11,414,954	$ 11,414,954
E. Payroll for **5** New Hires	$ 174,542	$ 349,085
F. Payroll Savings for **5** VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$ 631,654	$ 457,111
G. Pre-VERA/VSIP Annual WCF Cost	$ 552,500	$ 552,500
H. Post VERA/VSIP Annual WCF Cost	$ 516,750	$ 516,750
I. WCF for **5** New Hires	$ 17,875	$ 35,750
J. WCF Savings for **5** VERA/VSIP Targeted Positions (J = G – H – I)	$ 17,875	$ 0
Projected Savings with VERA/VSIP (F + J)	**$ 649,529**	**$ 457,111**

Table B – Estimated Savings Assumptions

Line A	Payroll costs are calculated on OITA's workforce salary and benefits as of May 15 plus projected step increases for remainder of FY 2017. (No COLA projected in FY18 though 1.9% in FY19)
Line B	No additional VERA / VSIPs projected
Line C	No additional Leave Payout Cost projected
Line D	Average G14/S5 [Sal & Ben (27%)] for Targeted Positions

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Line E	Projected on-boarding April 2018; Average G9/S1 [Sal & Ben (27%)] for New Hires
Line H	Projected FY 2018 WCF FTE costs is $7,150/year; no projected increase to per year cost factor
Line I	Projected on-boarding April 2018

XI. Office of Land and Emergency Management

The Office of Land and Emergency Management is requesting approval authority for the use of VERA and VSIP.

OLEM will use these authorities to:

- Reshape its workforce to reflect changes in programmatic direction, strengthen technical programmatic expertise with appropriate skill mix through efficiencies and technology;
- Streamline OLEM's national workforce by reducing and reshaping the current top-heavy GS-13/14/15 grade structure to create opportunities for recruiting at lower grade levels for alignment with the agency's highest priorities;
- Restructure existing staff layers to improve organizational productivity while reducing the staffing and associated payroll costs;
- Review and evaluate all programs to take advantage of efficiencies by streamlining and centralizing functions, reducing administrative and programmatic redundancies, and consolidating program mission areas into Centers of Excellence;
- Implement a strategic workforce succession plan to ensure mission critical positions are filled; and create hiring opportunities to correct significant competency gaps by creating a number of vacancies at lower grades (GS-7/9/11) to recruit new staff with critical knowledge, skills and abilities to create a higher-performing organization.

OLEM currently employs 494 permanent employees. Of these, 112 are eligible for voluntary retirement, 134 are eligible for early retirement, and 451 are eligible for voluntary separation payments. OLEM plans to target 219 positions with a maximum of 94 offers. Both the VERA and VSIP opportunities will be offered to staff in targeted series in OLEM. The estimated number of employees expected to take early retirement is 24 employees (25%). Because OLEM will be restructuring and not eliminating positions, we expect to rehire approximately 94 positions.

OLEM manages the agency's programs for hazardous waste and underground storage tank management, contaminated site cleanup including federal facilities, Brownfields redevelopment, and accidental releases from oil and chemical facilities.

Under the Resource Conservation and Recovery Act, the Office of Resource Conservation and Recovery is primarily responsible for implementing EPA's resource conservation, recovery and waste management goals. ORCR's principal responsibility is to build a national waste management program, implemented through EPA regional offices and state programs. OLEM plans to reshape and realign its waste management program to create a more efficient national program in two areas:

(1) More efficient oversight of mature state implemented RCRA Subtitle C Permitting, Corrective Action, PCBs and other state implemented programs.

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Most states and territories are authorized to implement both the RCRA Hazardous Waste Permitting and Corrective Action programs. In many cases, the states oversee much of the Permitting and CA work through work sharing agreements with EPA. Today there are more efficient approaches to achieve effective program oversight. Through the use of technology, information, and collaborative problem solving, effective oversight can be achieved with fewer personnel resources.

(2) To offset resource reductions in prior years, efficiencies have been gained across the RCRA program due the implementation of a variety of LEAN efforts. These process improvements distill practical lessons learned and experiences contributed by federal, state, and regulated community representatives involved with many aspects of the federal hazardous waste program.

The RCRA program continues to aggressively use LEAN techniques to achieve cost savings and efficiencies. Continued use of the RCRA FIRST toolbox for corrective action and associated tools in the other areas will help EPA regional staff and their partners take advantage of the efficiency and quality gains from more efficient approaches. These tools include how-to-guides, process flow maps, and tools and templates to make it easier to complete different parts of the RCRA program. Project teams can tailor the resources to efficiently meet each region or state's specific needs.
Under the contaminated site cleanup program, OLEM proposes focusing efforts on addressing risk and on economic redevelopment possibilities, while suspending work on sites or portions of sites that are low risk and have low potential for redevelopment. This will result in a streamlined organization.
Site assessment involves gathering historical and other available information about site conditions to evaluate whether the site poses a threat to human health and the environment and/or whether further investigation is needed. The preliminary assessment helps identify sites that may need immediate or short-term response actions.

The site characterization phase determines the nature and extent of contamination at the site, tests whether certain technologies are capable of treating the contamination, and evaluates the cost and performance of technologies to clean up the site. EPA begins its outreach and community involvement efforts concurrently with the site characterization phase as well as during the response decision process. Community Involvement Coordinators (CIC) work with community members throughout the cleanup process. On-Scene Coordinators and Remedial Project Managers also have significant roles along with input from hydrogeologists, toxicologists and ecological risk assessors and grants/project officers that administer cooperative agreements to states for their participation in the process.

OLEM proposes prioritizing cleanup work based on reducing risk and other factors at sites, including but not limited to sites that are good candidates for reuse. Therefore, we will continue to implement all phases of the response program to find future high risk/high redevelopment potential projects to add to the National Priorities List or to conduct removal actions. This will require careful allocation of resources to the completion of the other phases of the process, such as Record of Decision, and Remedial Design and Remedial Actions to achieve completion of site cleanups through fund-lead or enforcement-lead work. This may reduce the need for technical positions as well as administrative staff and will lead to program efficiencies and/or streamlined program operations, including the implementation of cross discipline expertise, consolidation of organizational elements, and the introduction of entirely new competencies to better meet program goals. Please see the targeted position spreadsheet for detailed information on specific positions, series, grades and locations.

Budget Information

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Office of Land and Emergency Management
(June 30, 2017 updated VERA/VSIP Tables)

Table A – Direct Costs for VERA/VSIP	
94 of Targeted Positions for VSIP x $25,000 *(94 offers)*	$2,350,000
Annual Leave Pay Out for 94 of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x 94 of Targeted Positions} *(Assumptions: 94 offers at an hourly rate of a GS-13/5 (DC locality) + 15% benefit [does not include health benefits])*	$1,335,597
Total Maximum Direct Costs	$3,685,597

Table B – Estimated Savings for FY 2018 through FY 2019 (assumptions list below)		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$82,712,000	$82,712,000
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$69,583,443	$69,583,443
E. Payroll for # New Hires	$3,358,789	$6,717,578
F. Payroll Savings for 94 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$9,769,768	$6,410,979
G. Pre-VERA/VSIP Annual WCF Cost	$15,702,000	$15,702,000
H. Post VERA/VSIP Annual WCF Cost	$15,044,000	$15,044,000
I. WCF for # New Hires	$329,000	$658,000
J. WCF Savings for 94 VERA/VSIP Targeted Positions (J = G – H – I)	$329,000	$0
Projected Savings with VERA/VSIP (F + J)	$10,098,768	$6,410,979

Assumptions for Table B

A: FY18 & assume FY 2017 Enacted Payroll for OLEM HQ (to allow for comparison)
B: '18 & '19 $0 as per instructions
C: '18 & '19 $0 as per instructions
D: '18 & '19 assumes savings of $13,128,557 (94 offers at GS-13/5 DC locality + 30% benefits costs)
E: '18 assumes 94 rehires at the GS-9/1 DC locality + 30% benefits for ½ year
'19 assumes all 94 are on board for full year (other assumptions the same)
F: '18 & '19 applies formula
G: '18 & '19 assume FY 17 WCF BOC 38 for OLEM HQ (total)
H: '18 & '19 assumes 94 offers leave at $7000/offer
I: '18 assumes 94 new hires at ½ year at $7000/hire
'19 assumes 94 new hires at full year at $7000/hire
J: '18 & '19 applies formula
Total savings = formula

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XII. Office of Research and Development

The Office of Research and Development plans to reshape its workforce to place a greater focus on the science supporting the Administrator's priorities of (1) supporting core drinking water/clean water infrastructure projects; (2) implementing TSCA reform: (3) bringing about measurable changes in communities with Superfund sites; and (4) attaining the air quality standards. Our plan is to accomplish this through the restructuring of our workforce by consolidating our Las Vegas workforce to other ORD locations, bringing our supervisor-to-staff ratio in line with agency standards, and reducing the number of highly graded, non-supervisory staff position.

Restructured positions will allow ORD the opportunity to maintain its core post-doctoral program that provides technical expertise in cutting-edge scientific areas supporting the agency's priorities, as well as to create vacancies to recruit staff at the entry level with the skill sets needed to support our core functions. Additionally, reducing the number of employees at our LV facility will allow us to reduce the footprint in leased space, eventually allowing us to reallocate those funds to other high priority initiatives.

ORD plans to use the VERA, in conjunction with the VSIP, as an incentive to implement these restructuring strategies. ORD historically has a low attrition rate, and many of our optional retirement-eligible employees have continued to work years beyond retirement eligibility. Together, these two authorities provide the most favorable opportunity for the organization to meet its goals while offering an attractive incentive for eligible employees to elect to leave the organization.

VSIP will be offered to a maximum of 183 employees with an estimated 55 (or 30%) accepting the offer. These offers will be made to retirement or early out (VERA) eligible employees located in LV, Nevada; eligible employees who are non-supervisors at the GS-14 and above grade level (to include SES, ST, SL); and eligible supervisors with <5 employees. ORD's labs, centers, and offices are all unique in how they support the priorities of the agency. Each will handle restructuring under the three scenarios slightly different based on their current staffing needs, mainly through a variance in the maximum offers by geographic location, series, and grade. Our attached template takes those considerations into account and includes numbers based on the LCO specific requests. ORD will not have any changes to its organizational chart as a result of these offers.

ORD currently has 1564 non-temporary employees. Of those, 322 employees are eligible for early retirement. VERA will be offered to 66 of the non-temporary employees in ORD. The estimate of the total number of employees in ORD who are expected to take early retirement is 13 (20%). ORD does not anticipate any involuntary separations, downgrades or transfers as a result of this restructuring. It is anticipated that it will be necessary to implement a limited number of details and reassignments as a result of the VERA in order to continue our restructuring/reshaping process. We anticipate some reassignments specifically associated with our goal to increase the supervisor/staff ratio in ORD. VERA will help us move toward that goal. Additionally, a reduction in the number of high graded non-supervisors as a result of this VERA will allow ORD to bring in new, lower graded employees with skills to take on work to support the agency's core functions, as well as continue our focus on our post doc program. Please see the targeted position spreadsheet for detailed information for each job series.

<u>Budget Information</u>

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Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Maximum Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x $25,000	183 x $25,000 = $ 4,575,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x # of Targeted Positions}	$ 3,030,480
Total Maximum Direct Costs	$ 7,605,480

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$265,438,372	$265,438,372
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$231,738,922	$231,738,922
E. Payroll for # New Hires	$5,468,112	$10,936,224
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$28,231,338	$22,763,226
G. Pre-VERA/VSIP Annual WCF Cost	$10,560,825	$10,560,825
H. Post VERA/VSIP Annual WCF Cost	$9,412,500	$9,412,500
I. WCF for # New Hires	$661,342	$588,846
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$486,983	$559,479
Projected Savings with VERA/VSIP (F + J)	$28,718,321	$23,322,705

Budget assumptions:
Table A:
 # Targeted x 25,000: Assumes max (cap) of 183 accept $25K each for a total of $4.575M
Annual Leave Pay Out: The average hourly rate for the targeted pool is $69 x 183 max (cap) x 240 hours = $3,030,480

Table B:
A: Amounts of PC&B for ORD as of FY17
B: Assumes that no VERA/VSIP payout will take place in FY18 or FY19.
C: Assumes that no leave payout will take place in FY18 or FY19.
D: Amounts of PC&B estimated for cap of 183 leaving with $145,000 average salary and 27% benefits % of PC&B estimate across EPA, so (Line A) - (183 X $145,000 X 127%) = $231,728,922 for FY18 and the same for FY19.
E: We estimate 92 new hires at an average hourly rate of $45/hour, with 27% benefits. We assume the new hires work half the year for FY18 and all FY19, so, (92 X $45 X 2080 X 127% X 50%) = $5,468,112 for FY18, and double or $10,936,224 FY19.
G: The $6275 WCF cost/year/person for FY17 for ORD FTE times 1683 FTE FY18/FY19 is: (1683 X $6275) = $10,560,825.
H: $6275 WCF cost/year/person for FY17. Assuming 183 depart, (Line G) - ($6275 X 183) = $9,412,500 FY18/FY19.

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I: $6275 WCF cost/year/person for FY17. Additional one-time background check costs are $4051/employee. For 92 new hires, working a half year in FY18 and all FY19, cost is ($6275 X 50% X 92) + ($4051 X 92) = $661,342 for FY18 and ($6275 X 92) = $559,479 for FY19.

XIII. Office of Water

The Office of Water (OW – Washington, DC and Cincinnati, OH) will use the VERA and VSIP authorities to:

- Reduce and rebalance our current grade structure by reducing GS-13s and GS-14s, non-supervisory GS-15s, and supervisory and non-supervisory SLs to adjust skill and grade levels.
- Restructure our programmatic and administrative positions to refresh skill sets to address modern and ever-changing technologies, enhance collaboration and coordination, and deal with increasingly complex technical and scientific challenges.
- Reshape current workforce to correct significant competency gaps by creating a limited number of vacancies to recruit new staff with critical knowledge, skills and abilities in current and potentially different series to create a higher-performing organization.
- Assess on an ongoing basis our position management structure and make future changes based on staff attrition and changing technology.

Please see the targeted position spreadsheet for detailed information on specific positions, series, grades and locations.

The office will reassign the most complex work (i.e., GS-13 level and above) to existing higher graded positions in order to concentrate the assignment of this work into fewer positions. This will allow us to recruit at the entry-level for positions working on program and technical issues that require the integration of multimedia approaches and new technology skills to more efficiently and effectively implement program objectives. Other positions, to the extent feasible and practical, will be restructured through the transfer and retraining of staff with outdated skill sets or staff that are currently focused on work activities that will not be emphasized in the future.

How VSIP will be used in conjunction with VERA

OW will use the VERA authority to increase the number of positions in the targeted job series who would be eligible to accept a VSIP offer, if they were allowed to retire early. Currently, there are 85 targeted positions that are eligible for voluntary (optional) retirement and eligible to accept a VSIP offer without VERA approval. The number of VERA employees eligible for a VSIP is 67 so by adding VERA, the number of targeted positions who are eligible to accept a VSIP offer increases to 152 and improves the probability of reaching the OW goal to realign resources. Additionally, by adding employees who are eligible for VSIP only (239) and not eligible for voluntary or early retirement, it increases our number of positions in targeted job series to 391. OW will make VERA and VSIP offers simultaneously to all employees in targeted positions during the same offer period. A total of 30 VSIP offers will be approved and the combined use of VERA authority along with the VSIP offers will increase the odds of OW reaching the goals of restructuring and reshaping the workforce. OW will approve up to 30 VSIPs, each up to the maximum of $25,000 or the amount of severance pay to which an employee is entitled (whichever is less).

VERA-Specific Information

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Number of non-temporary employees in OW undergoing change	391
Number of non-temporary employees in OW who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation	5
Number of employees in OW who are eligible for early retirement (excluding employees eligible for optional retirement)	67
The estimate of the total number of employees in OW who are expected to take early retirement is:	5

The actions listed below provide a description of the types of personnel actions anticipated as a result of OW's need for voluntary early retirement authority:

- Directed Reassignments
- Details
- Voluntary Separations
- Abolish or Reclassify Positions
- Voluntary Retirements
- Internal and External Recruitments

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
30 Targeted Positions for VSIP x $25,000	$750,000
Annual Leave Pay Out for 30 targeted positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x 30 Targeted Positions}	$470,098
Total Maximum Direct Costs	$1,220,098

1) Annual Leave payout is calculated based on the average grade and step for the target pool:
   - Hourly salary of an SL employee in Washington, D.C. times 240-hour annual leave balance times the targeted number of VERA/VSIPs. $84.76 x 240 = $20,342 x 1 = $20,342
   - Hourly salary of a GS15, Step 7 employee in Washington, D.C. times 240-hour annual leave balance times the targeted number of VERA/VSIPs. $75.77 x 240 = $18,185 x 11 = $200,033
   - Hourly salary of a GS14, Step 6 employee in Washington, D.C. times 240-hour annual leave balance times the targeted number of VERA/VSIPs. $62.62 x 240 = $15,029 x 9 = $135,261
   - Hourly salary of a GS13, Step 6 employee in Washington, D.C. times 240-hour annual leave balance times the targeted number of VERA/VSIPs. $52.99 x 240 = $12,718 x 9 = $114,462
   - The total leave payout is the sum of $20,342 + $200,033 + $135,261 + $114,462 = $470,098
2) The total maximum direct cost is the sum of $750,000 + $470,098 = $1,220,098

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$92,832,000	$92,832,000

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B. VERA/ VSIP Payout Cost	0	0
C. Leave Payout Cost	0	0
D. Post VERA/VSIP Annual Payroll Cost (pre-VERA/VSIP payroll cost- payroll for 30 targeted positions)	$87,314,227	$87,314,227
E. Payroll for 15 New Hires (assumes 15 FTEs external to OW by mid-year in FY18)	$634,473	$1,268,946
F. Payroll Savings for 30 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$4,883,300	$4,248,827
G. Pre-VERA/VSIP Annual WCF Cost	$5,914,224	$5,914,224
H. Post VERA/VSIP Annual WCF Cost	$5,619,984	$5,619,984
I. WCF for 15 New Hires (assumes half of WCF costs for FY18; full WCF for FY19)	$73,560	$147,120
J. WCF Savings for 30 VERA/VSIP Targeted Positions (J = G – H – I)	$220,680	$147,120
Projected Savings with VERA/VSIP (F + J)	$5,103,980	$4,395,947

A. Pre VERA/VSIP costs are based on the 2017 Opplan payroll.

B and C. Employees will be required to separate by the end of Fiscal Year 2017 so there are no anticipated VERA/VSIP costs or payroll associated with FY18 or FY19.

D. Post VERA/VSIP annual payroll is pre-VERA/VSIP payroll minus the payroll costs for 30 targeted positions. Salary calculations are based on the annual salary of an employee in Washington, D.C. An additional 35% increase is added to account for benefits. This total is multiplied by the number of VERA/VSIPs offered.

SL $176,303 x 1 = $176,303

GS 15/7 $158,123 x 11 = $1,739,353

GS 14/6 $130,692 x 9 = $1,176,228

GS 13/6 $110,595 x 9 = $995,355

Total payroll costs for targeted VERA/VSIP positions = $4,087,239 + 35% = $5,517,773

Post VERA/VSIP annual payroll = $92,832,000- $5,517,773 = $87,314,227

E. Assumes new hires will be on board for half of FY18 and the entirety of FY19. Salary calculations are based on the annual salary of an employee in Washington, D.C. An additional 35% increase is added to account for benefits.

GS 9/1 $54,972 x 5 = $274,860 x .5 = $137,430

GS 11/1 $66,510 x10 = $665,100 x .5 = $332,550

E (FY19). $274,860 + $665,100 = $939,960 + .35 = $1,268,946

E (FY18). $939,960 x .5 = $469,980 + .35 = $634,473

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F (FY18) Payroll Savings for # VERA/VSIP Targeted Positions

$92,832,000 – $0 – $0 - $87,314,227 - $634,473 = $4,883,300

F (FY19) Payroll Savings for # VERA/VSIP Targeted Positions

$92,832,000 – $0 – $0 - $87,314,227 - $1,268,946 = $4,248,827

G. Working capital fund costs are based on $7,000 per person per year for computer, telephone and internet access.

$9,808 x 603 on-boards = $5,914,224

H. Working capital fund costs are based on $7,000 per person per year for computer, telephone and internet access, times the targeted number of VERA/VSIP positions. Total Working capital fund costs – VERA/VSIP savings.

$9,808 x 30 = $294,240
$5,914,224- $294,240 = $5,619,984

I. Working Capital Fund costs assume new hires will be on board for half of FY18 and the entirety of FY19.

(FY18). Working capital fund costs are based on $9,808 per person per year for computer, telephone and internet access. Cost for 6 months is $4,904. $4,904 x 15 = $73,560

I (FY19). Working capital fund costs are based on $9,808 per person per year for computer, telephone and internet access, times the targeted new hires. $9,808 x 15 = $147,120

J (FY18) WCF Savings for # VERA/VSIP Targeted Positions

$5,914,224- $5,619,984 - $73,560 = $220,680

J (FY19) WCF Savings for # VERA/VSIP Targeted Positions

$5,914,224- $5,619,984 - $147,120 = $147,120

FY18 Projected Savings with VERA/VSIP. $4,883,300 + $220,680 = $5,103,980

FY19 Projected Savings with VERA/VSIP. $4,248,827 + $147,120 = $4,395,947

XIV. Region 1

Business Case

Region 1 is requesting approval authority for the use of VERA and VSIP to further accelerate workforce planning efforts/goals in three areas: consolidate/reduce administrative support; reduce/restructure highly graded positions; and restructure positions to focus on technical and programmatic priorities and core business functions.

Region 1 employs 567 non-term employees. Currently, 137 (24%) of our workforce is eligible for a Regular Retirement, and 201 (36%) of our workforce is eligible for an Early Retirement. While we have

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made good progress in shaping a workforce to meet our mission's objectives, the region's continued low attrition ranging from 3% to 4% per year has slowed our efforts to restructure the workforce and achieve efficiencies. Using a strategic but narrow approach to identifying eligible positions in each Division, we believe that VERA/VSIP can accelerate our workforce restructuring goals. Region 1 senior leaders have determined that offering VSIP in conjunction with VERA will increase our ability to meet these goals.

Region 1 will offer a total of 36 VERA/VSIP opportunities to 112 positions which are eligible for either a Regular Retirement or an Early Retirement. Region 1 will not be offering VSIP to employees not currently eligible for Regular Retirement or an Early Retirement, as management has determined, with our narrow approach, the skill sets and positions established are needed to support mission objectives. The estimate of total number of employees in the region to take an early retirement is seven.

Administrative and Support Functions: As the region adopts new technologies, employs Lean principles to our operations, and centralizes certain functions, our administrative and support needs continue to change. In the case of the VERA/VSIP opportunities offered to administrative and support functions, the remaining work will be pooled or absorbed with existing positions, or restructured into lower graded, part-time positions.

Region 1 will offer a maximum of 5 VERA/VSIP opportunities to 9 individuals/positions in the Boston, Massachusetts location.

Reduce and/or Restructure Highly Graded Positions: Region 1 plans to reduce the number of high graded technical experts and senior policy advisors to better reflect the current priority work. For emerging priority needs, the region will work with our SSC to restructure technical expert positions and senior policy advisors consistent with classification standards used across the agency. In instances where the position is eliminated, remaining work will be redistributed to grade appropriate positions, or the position may be reclassified at a lower grade level and considered for reassignment. To support a greater balance of grade levels across the region we may consider entry-level hiring for positions needing new skill sets or expertise not readily available within the region.

Region 1 will offer a maximum of 12 VERA/VSIP opportunities to 27 individuals/positions: 3 VERA/VSIP opportunities to employees in Chelmsford, MA; and 9 VERA/VSIP opportunities to employees in Boston, Massachusetts location.

Please see the targeted position spreadsheet for detailed information on specific positions, series, grades and locations.

Budget Information

Table A – Direct Costs for VERA/VSIP	
36 of Targeted Positions for VSIP x $25,000	$ 900,000
Annual Leave Pay Out for 36 of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 320 x # of Targeted Positions}	$ 665,219

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Total Maximum Direct Costs	$ 1,565,219

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$86,525,000	$86,525,000
B. VERA/ VSIP Payout Cost	0	
C. Leave Payout Cost	0	
D. Post VERA/VSIP Annual Payroll Cost	$80,953,776	$80,953,776
E. Payroll for # New Hires	0	0
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$5,571,224	$5,571,224
G. Pre-VERA/VSIP Annual WCF Cost	$2,774,000	$2,774,000
H. Post VERA/VSIP Annual WCF Cost	$2,630,000	$2,630,000
I. WCF for # New Hires	0	0
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$ 144,000	$ 144,000
Projected Savings with VERA/VSIP (F + J)	$5,715,224	$5,715,224

Table A:
Assumed maximum carryover and leave to date of calculation and assumed some used average 320 annual leave hours times hourly rate at step 10 of grade

Table B:
A: This is the Annual Payroll Cost per Bas v. 1 for Region 1
D. Assumed the Step 10 for each grade level targeted
I. No planned external hires as a result of VERA/VSIP restructured positions. Internal hires will be used. Have factored in Annual Payroll Costs in line A.
J. Annual WCF costs $ 4,000 per position

XV. Region 2

Business Case

Region 2 proposes to extend a maximum of 30 VERA/VSIP offers, up to 27 to employees with a New York, NY duty station and up to three to employees with an Edison, NJ duty station. These fall into three of the six major themes identified by the agency. Please see the targeted position spreadsheet for detailed information on specific positions, series, grades and locations.

- Consolidate and streamline functions/activities/reduce number of programs.
- Restructure or reduce highly-graded supervisory or non-supervisory positions.
- Consolidate or Reduce Administrative or Support Functions.

The estimated number of employees expected to take early retirement is eight to 10. This assumes that 1) a majority but not all of slots will be taken; and 2) employees eligible for regular retirement will have service computation dates that have the effect of precluding some offers to less senior VERA-eligible applicants. Region 2 intends for employees in targeted positions to be included in the offer pool regardless of whether they are eligible for VSIP and regular retirement, VERA/VSIP, or VSIP only.

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Absent a VERA/VSIP, we would anticipate no involuntary actions of an adverse nature; some employees would need to be reassigned. We do not anticipate undertaking a reorganization following the implementation of this VERA/VSIP proposal. Therefore, we are providing a single set of organization charts. The theme-based paragraphs above convey a sense of how the region would operate with certain positions eliminated and others filled at lower grades, different series, or with a different set of programmatic responsibilities. We anticipate that personnel actions as a result of VERA/VSIP implementation would include a modest number of reassignments, details, and merit promotions. We may also proceed with external hires at the entry level based on feasibility and degree of need.

Budget Information

Table A – Direct Costs for VERA/VSIP	
30 Targeted Positions for VSIP x $25,000	$ 750,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate of based on the average grade and step of the targeted pool x 240 x 30 Targeted Positions} *	$ 506,928
Total Maximum Direct Costs	**$ 1,256,928**

Notes:

* Annual leave payouts based on an average hourly rate of $52.805 and 320 hours of leave for each employee who takes the VV.

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	***FY 2019 Estimate***
A. Pre-VERA/VSIP Annual Payroll Cost	$ 121,683,000	$ 121,683,000
B. VERA/ VSIP Payout Cost	$ -	$ -
C. Leave Payout Cost	$ -	$ -
D. Post VERA/VSIP Annual Payroll Cost	$ 117,207,977	$ 117,207,977
E. Payroll for 15 New Hires	$ 577,588	$ 1,155,177
F. Payroll Savings for 30 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$ 3,897,435	$ 3,319,846
G. Pre-VERA/VSIP Annual WCF Cost	$ 3,887,000	$ 3,887,000

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H. Post VERA/VSIP Annual WCF Cost	$	3,767,000	$	3,767,000
I. WCF for 15 New Hires	$	30,000	$	60,000
J. WCF Savings for 15 VERA/VSIP Targeted Positions (J = G – H – I)	$	90,000	$	60,000
Projected Savings with VERA/VSIP (F + J)	$	3,987,435	$	3,379,846

Notes:

A. 2018 Pre-VV Annual Payroll Cost based on current FY 2017 payroll costs.
B. VV payout takes place in FY 17 and does not impact FY 18 or FY 19.
C. Leave payout takes place in FY 17 and does not impact FY 18 or FY 19.
D. Projected payroll costs based on current FY 17 salaries.
E. Payroll for New Hires assume the 15 positions identified for restructuring will be filled within 6 months for FY 2018 and will be charging the entire FY for FY 2019.
G. For WCF savings and hires, $4,000 used per position.
H. For WCF savings and hires, $4,000 used per position.
I. WCF for New Hires assume the 15 positions identified for restructuring will be filled within 6 months for FY 2018 and will be charging the entire FY for FY 2019.

XVI. Region 3

Business Case

Region 3 is requesting VERA/VSIP authority to increase its flexibility in implementing efficiency measures by eliminating positions, restructuring positions and reassigning staff to priority programs. The region is currently at FTE ceiling. The current attrition rate of 3-4% annually, would not allow the region to pursue the efficiency measures without VERA/VSIP incentives. To achieve the reductions needed to implement the efficiency measures, VERA/VSIP will be offered to employees in most job series and grades within targeted levels. The region is not proposing to reorganize as a result of VERA/VSIP however it is anticipated that reassignments and limited merit promotion actions will be required as a result of the VERA/VSIP. Future reorganizations would be based on outcomes from new initiatives and policy directions and the response to VERA/VSIP. The region is proposing the following actions to increase efficiency and effectiveness of agency programs and regional operations:

1. **Delayering.**

On average, the supervisor to staff ratio in the region is 1:8. The ratios vary widely by Divisions and there are opportunities to reorganize functions in order eliminate supervisory positions and decrease supervisory layers. In addition, an increased focus on scientific positions has reduced the need for Supervisory Environmental Protection Specialists.

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2. **Consolidate or reduce administrative functions.**

Improvements in technology and decreased dependence on paper has made many traditional administrative and clerical functions obsolete. By offering VERA/VSIP to all grades in the administrative and clerical series, these support functions can be consolidated.

3. **Restructure and reduce highly graded supervisory and non-supervisory positions.**

The region has over 85 non-supervisory GS-14/15 positions. Offering VERA/VSIP to all eligible staff in this population will help reduce the number of GS-14 and 15 employees. Remaining non-supervisory GS-14/15s can be reassigned to vacated supervisory positions where suitable.

Forty percent of the region is a GS-13. While there is a need to maintain higher graded staff to provide leadership and subject matter expertise to programs, the region is weighted heavily in higher grades. Through attrition gained by VERA/VSIP, the region will restructure functions and reassign work to the existing positions. The region has over 100 interdisciplinary scientists at the GS-07/09/11/12 level who can be reassigned to new functions to fill critical areas. These entry level staff will benefit from cross training early in their career and build the capability of the next generation of agency leaders. The region does not anticipate filling any of the positions with external candidates, though there may be opportunities for reassignments and merit promotion actions within the existing workforce.

4. **Restructure to focus on core business functions.**

Changes to program implementation including an enhanced partnership with states focusing on cooperative federalism have decreased the need for project officers, investigators, compliance officers, grants administration, and outreach. These functions are filled by staff in a range of positions, series and grades. By offering VERA/VSIP widely, staff remaining in these functions can be shifted to new program requirements.

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
159 of Targeted Positions for VSIP x $25,000	$ 3,975,000
Annual Leave Pay Out for 159 of Targeted Positions for VERA, Optional Retirement or Resignation {$51.65 based on the GS-13/6 of the targeted pool x 240 x 159 of Targeted Positions}	$ 1,970,964
Total Maximum Direct Costs	$ 5,945,964

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$112,875,000	$112,875,000
B. VERA/ VSIP Payout Cost	0	0
C. Leave Payout Cost	0	0

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D. Post VERA/VSIP Annual Payroll Cost	$95,737,344	$95,737,344
E. Payroll for 0 New Hires	0	0
F. Payroll Savings for 159 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$17,137,656	$17,137,656
G. Pre-VERA/VSIP Annual WCF Cost	$4,196,547	$4,196,547
H. Post VERA/VSIP Annual WCF Cost	$3,343,830	$3,343,830
I. WCF for 0 New Hires	0	0
J. WCF Savings for 159 VERA/VSIP Targeted Positions (J = G – H – I)	$852,717	$852,717
Projected Savings with VERA/VSIP (F + J)	$17,990,373	$17,990,373

Footnotes

1. Table A – Hourly rate ($51.65) of a GS-13/6 X 240 X 159 (# of targeted positions)
2. Table B – Row D – Yearly salary ($107,784) of a GS-13/6 x 159 = $17,137,656 subtracted from $112,625,000
3. Table B – Row G - $5,363/per person X 782.5 FTE
4. Table B- Row J - $5,363 X 159 = $852,717

XVII. Region 4

Business Case

As Region 4 continues to acquire the skills needed to perform current and emerging technical, analytical and programmatic work of the organization, we will need skill sets that are multidisciplinary, highly analytical, creative, and flexible. Building on our FY 2014 VERA/VSIP efforts in restructuring the workforce to create a higher-performing organization, we will utilize these authorities to continue to focus on optimizing our workforce in support of the agency's and region's mission critical priorities. The VERA and VSIP authorities will allow region 4 to continue to garner efficiencies and better serve customers. Region 4 will align grade levels and restructure the workforce to recruit new skills and competencies in support of evolving agency needs and mission critical core programs; and, meet technical, operational, financial, and programmatic challenges facing the organization. This will include providing training and assistance to our state counterparts and addressing critical infrastructure needs within the region, in addition to, increasing the number of employees trained and working in core program areas (i.e., biological sciences, environmental engineering, physical sciences, and project management) while reducing certain administrative/clerical series and other functions related to non-core program work.

Region 4 will reduce positions which are obsolete and/or do not provide optimum flexibility in staffing environmental programs, technical, mission support, information and operations positions. Readjusting priorities, we will have the opportunity to recruit skills to meet emerging technical and programmatic needs. In consolidating position functions into other technical positions, we will improve flexibility and increase efficiency of core mission functions. We will reshape the workforce where the demand for specific skills is no longer there, place expertise in needed areas; and, recruit at lower grades where gaps are identified.

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Region 4 has been a leader in working with state and private partners to develop tools to increase the capacity of state and local governments to adopt and implement more efficient policies, practices and incentives. In continuing cooperative federalism, we intend to take advantage of the efficiencies created by those tools, including technology, information and collaborative problem solving. Our partnership with states and tribes will allow us to focus efforts to realign resources, streamline and merge functions across the organization, reduce redundancies and subsequently strengthen our support of state and tribal functions.

Region 4 continues to evaluate opportunities for consolidation or realigning resources for compliance and enforcement activities. The region has identified opportunities to achieve near term workforce reductions to achieve a more efficient and focused enforcement and compliance program.
Region 4 will capitalize on workforce reductions to create more efficiencies by aligning with the agency's strategic direction and support efforts to manage shortfalls in extramural funding experienced over the past few years. Priorities will be realigned with personnel focusing efforts on addressing high risk sites and on economic redevelopment possibilities. The region will continue to reallocate resources to achieve completion of site clean ups through fund lead or enforcement lead work. As a result, it is anticipated that the efforts will lead to program efficiencies and further streamline program operations, including the implementation of cross discipline expertise, consolidation of organizational elements, and the introduction of entirely new competencies to better meet program goals.

As positions are vacated, Region 4 will review to determine appropriate restructuring. Decisions on job series, duties, grade and promotion potential will be made after careful evaluation of the needs and priorities of the organization, current and projected staffing levels, and VERA-VSIP rules and requirements. Restructured positions will reflect new and/or different duties and grade level(s) appropriate for the scope of work performed. In some cases, the duties of a vacated position may be reassigned to another position.

The aforementioned efforts will facilitate strategic workforce planning to ensure mission critical positions are filled and hiring priorities are adjusted to correct any anticipated significant competency gaps within the organization.

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP – Region 4	
25 of Targeted Positions for VSIP x $25,000	$ 625,000
Annual Leave Pay Out for **25** of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x **25** of Targeted Positions}	$ 284,114
Total Maximum Direct Costs	$909,114

Table B – Estimated Savings for FY 2018 through FY 2019 – Region 4		
	FY 2018 Estimate	FY 2019 Estimate

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A. Pre-VERA/VSIP Annual Payroll Cost	$130,535,000	$130,535,000
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$126,935,000	$126,935,000
E. Payroll for **15** New Hires	$1,087,500	$2,175,000
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$2,512,500	$1,425,000
G. Pre-VERA/VSIP Annual WCF Cost	$4,059,000	$4,059,000
H. Post VERA/VSIP Annual WCF Cost	$3,946,500	$3,946,500
I. WCF for **15** New Hires	$33,750	$67,500
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$78,750	$45,000
Projected Savings with VERA/VSIP (F + J)	$2,591,250	$1,470,000

Table A
Calculation based the 25 particular targeted positions' grade level @step-5 hourly rate.

Table B
Row A: Annual payroll cost (2017 Operating Plan Payroll – Pre-VERA/VSIP)
Row B: Assumes VERA/VSIP payout takes place in FY17 and no impact to FY18 or FY19.
Row C: Assumes Leave Payout takes place in FY17 and no impact FY18 or FY19.
Row D: Annual payroll cost less cost for 25 targeted positions @$144K each ($130,535,000-$3.600,000).
Row E: Assumes 15 external hires to R4 @$145k each (FY18-50% and FY19-100%).
Row G: WCF cost/regional employee. ($4500 per employee)
Row H: Assumes WCF on-board cost minus 25 targeted positions. ($4500 per position)
Row I: Assumes $4,500 @15 new hires (FY18-50% and FY19-100%).

XVIII. Region 5

Business Case

Both the VERA and VSIP opportunities will be offered to a maximum of 79 employees in targeted occupations, and grade levels located within EPA Region 5. Region 5 will target 182 positions and a maximum of 79 offers will be made. Decisions on who receives VERA and VSIP will be prioritized based upon the employee's permanent official position of record, occupational series, and grade level.

Our shifting mission requirements and need for efficiencies require the region to reduce, rebalance, and restructure our workforce in a manner not possible through current attrition rates, which have averaged about 4%, without the use of VERA/VSIP. Region 5 is seeking VERA/VSIP authority to focus on ensuring that critical positions and job series are maintained and occupied with employees with the appropriate skills to meet our mission. Opportunities to gain efficiencies through consolidation and restructuring to increase the staff to supervisory ratio while rebalancing the top-heavy specialist positions into entry-level generalist positions are described in detail below.

Information Required for VERA and VSIP Requests

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As part of our planning process, we reviewed our workforce demographics to determine the number of positions, occupations, and grade levels to be considered for workforce reshaping to accommodate shifting priorities in the agency and within the region. In addition to targeting positions that will be eliminated, we plan to use VERA and VSIP to target organizations and/or job series that could provide efficiency opportunities by moving to broader scientist/engineer series by restructuring higher graded specialist positions. This should provide for flexibility in the workforce regardless of budget constraints. We plan to reduce and restructure our workforce through a multi-pronged approach of consolidating duties, reducing branches and sections within most divisions/offices, and addressing the changing nature of workforce skill requirements.

Region 5 has a substantial number of employees eligible for optional retirement and an even higher number of VERA-eligible employees. However, given our low attrition rate and the fact that many of our optional retirement-eligible employees have continued to work years beyond retirement eligibility, we are requesting authority to offer VERA with VSIP to supplement our number in order to reach our goal of 79 voluntary separations.

Offering VERA with VSIP is more appealing than VERA alone and most likely will help us achieve the voluntary separations needed to restructure the grade levels of our workforce and gain the skillsets needed to meet current and future mission needs.

VERA Specific Information

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Region 5 employs 1,075 permanent employees. There are 244 employees currently eligible for retirement, with an additional 42 becoming eligible by the end for this calendar year. There are 278 employees eligible for VERA under the plan, with an additional 3 becoming eligible by the end of the calendar year. The estimate of the total number of employees in the agency/organization who are expected to take early retirement is nine (9).

As a result of the agency's need for VERA, Region 5 anticipates the following personnel actions may be necessary:

- Directed reassignments
- Details
- Temporary promotions
- Voluntary separations
- Abolish and/or reclassify positions

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
79 of Targeted Positions for VSIP x $25,000	$ 1,975,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average	$ 939,658

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grade and step of the targeted pool x 240 x 79 of Targeted Positions}	
Total Maximum Direct Costs	$ 2,914,658

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$145,857,958	$145,857,958
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$135,515,460	$135,515,460
E. Payroll for 71 New Hires	$2,368,330	$4,736,659
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$7,974,168	$5,605,839
G. Pre-VERA/VSIP Annual WCF Cost	$5,295,000	$5,295,000
H. Post VERA/VSIP Annual WCF Cost	$4,979,000	$4,979,000
I. WCF for 71 New Hires	$142,000	$284,000
J. WCF Savings for 79 VERA/VSIP Targeted Positions (J = G – H – I)	$174,000	$32,000
Projected Savings with VERA/VSIP (F + J)	$8,148,168	$5,637,839

Table A
Used average hourly rate of $49.56 for a GS12 step 10.

Table B
A: Base cost from latest pay period posted (2017 PP20) projected for 26 pay periods with 27% added for benefits ($4,417,261 x 26 x 127%).
B: $0 per guidance
C: $0 per guidance
D: Row A minus annual payroll cost of 79 targeted positions ($49.56 x 127% x 2080 Hours x 79).
E: New outside hires at lower pay (GS 9 step 1) for restructured positions using $26.29 per hour including 22% for benefits ($26.29 x 2080 x 122% x 71) starting at mid-year 2018. Applied half the amount to 2018 and the full amount to 2019.
G: WCF amount pulled from BAS v4.0 2017 Enacted Operating Plan
H: Row G minus annual WCF cost of 79 targeted positions ($4,000 x 79).
I: New outside hires for restructured positions using annual WCF cost of $4,000 per FTE ($4,000 x 71) starting at mid-year 2018. Applied half the amount to 2018 and the full amount to 2019.

XIX. Region 6

Business Case

Region 6 proposes a broad VERA/VSIP offering to over 200 of our current on-board employees in anticipation of a restructuring of organizational components, consolidation of functions, and delayering of management to achieve both near-term workforce reductions and to establish a more efficient organization better aligned to accomplish the agency's strategic direction. Region 6 identified 147 maximum offers that will be made under the VERA/VSIP program, and will extend those offers to

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employees in all job series and grades within targeted levels, consistent with our goal of fully utilizing the VERA/VSIP programs to reshape our organization. Region 6 is proposing the following actions to increase efficiency and effectiveness of agency core environmental programs and regional operations:

1. Delayering.

Region 6 has identified opportunities to organize our functions and organizations in order to eliminate supervisory positions and decrease supervisory layers. Organizational options to delayer our organization will be identified at the completion of the VERA/VSIP program when a better understanding of vacated positions is known. Therefore, future organizational charts will not be submitted at this time.

2. Consolidate or reduce administrative functions.

As a result of Region 6's use of technology improvements, online collaborative tools and decreased dependence on paper, many traditional administrative and clerical functions are becoming obsolete. By offering VERA/VSIP program to all grades in the administrative and clerical series, these support functions can be more efficient through consolidation and savings can be focused on priority work.

3. Restructure and reduce highly graded supervisory and non-supervisory positions.

Region 6 has identified opportunities to utilize the VERA/VSIP program to restructure and reduce many of our highly graded positions in the region. Approximately 47% percent of the region's employees are GS-13. Region 6 has 86 non-supervisory GS-14/15 positions including attorneys. Ten of these non-supervisory attorney positions have been identified as safe positions associated with priority work. Offering the VERA/VSIP program to all eligible staff in this population will help reduce the number of GS-14 and 15 employees, allow us to improve the distribution of work and reinvest savings in priority program areas.

4. Restructure to focus on core business functions.

Changes to program implementation including an enhanced partnership with states focusing on cooperative federalism have decreased the need for project officers, investigators, compliance officers, grants administration, and outreach. Region 6 has identified opportunities to utilize the VERA/VSIP program to improve our ability to align our organization and workforce with priority work. These functions are filled by staff in a range of positions, series and grades. By offering the VERA/VSIP program broadly, Region 6 will be able to both direct employees toward new program requirements and invest savings to priority program areas.

5. Restructure to focus on STEM/programmatic priorities

Region 6 has identified opportunities to utilize the VERA/VSIP program to improve our ability to focus on core scientific requirements and programmatic priorities necessary to accomplish the agency's mission. Region 6 intends to focus on STEM disciplines to better align our workforce with the agency priorities related to essential technical work and invest savings in these areas.

6. Consolidate and streamline functions/activities/reduce number of programs

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Region 6 has identified opportunities to utilize the VERA/VSIP program to generate savings through consolidation and streamlining our work. By offering the VERA/VSIP program, Region 6 will be able to realize gains in efficiencies, improve integration with state and tribal partners, and invest savings to priority program areas.

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step – this is a GS-13 step 10 for Region 6) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP (147) x $25,000	$3,675,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x # of Targeted Positions}	147x$56.96x240 = $2,009,549
Total Maximum Direct Costs	$5,684,549

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$107,218,000	$107,218,000
B. VERA/ VSIP Payout Cost	-0-	-0-
C. Leave Payout Cost	-0-	-0-
D. Post VERA/VSIP Annual Payroll Cost	$85,832,271	$85,832,271
E. Payroll for # New Hires (127 in FY 18 GS-9 step 1)	$3,356,152	$6,712,305
F. Payroll Savings for # VERA/VSIP Targeted Positions	$18,029,577	$14,673,424
G. Pre-VERA/VSIP Annual WCF Cost	$4,157,417	$4,157,417
H. Post VERA/VSIP Annual WCF Cost	$3,328,190	$3,328,190
I. WCF for # New Hires (127 in FY 18, GS-9 step 1)	$358,204	$716,407
J. WCF Savings for # VERA/VSIP Targeted Positions	$471,023	$112,820
Projected Savings with VERA/VSIP (F + J)	$18,500,600	$14,786,244

Table A:
Annual leave payout based on average GS 13 Step 10.

Table B:

A. Payroll Ceiling is based on FY 17 on-board FTE of 737 on 31 Mar 2017. No price adjustments for COLAs are included.
B. VERA/VSIP payout takes place in FY17 and does not impact FY18 or FY19.
C. Lump Sum Leave payout takes place in FY17 and does not impact FY18 or FY19.
D. Annual payroll of 590 remaining FTE after VERA/VSIP based on average annual labor cost. ($145,479 x 590 = $85,832,271).
E. New hires of 127 FTE at GS 9 Step 1, start date April 2018.
F. A-B-C-D-E = F.
G. Average WCF Cost of $5,641 per 737 FTE.
H. Average WCF Cost of $5,641 per 590 FTE.
I. Average WCF Cost of $5,641 per 127 FTE, start date April 2018.
J. G-H-I = J.

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XX. Region 7

Business Case

Region 7's low attrition rate (around 4%) will not generate enough attrition to create a sufficient number of vacancies to rebalance and reshape our workforce. In order to avoid the use of more drastic authorities, Region 7 would like to utilize VERA and VSIP to reduce the level of full time employee equivalents.

Targeting decisions were made by senior managers based on the specific mission needs required to reshape the Region 7 workforce with new skills and competencies. Through attrition gained by VERA and VSIP, we expect fewer higher graded positions and the most complex work (i.e., GS-13 level and above) will be reassigned to remaining higher graded positions in order to concentrate this work into fewer positions. In addition to creating more workforce balance between higher and lower graded positions, our restructuring is expected to introduce enhanced integration of multimedia approaches and advanced technology skills to more efficiently and effectively implement program objectives.

Region 7 will offer a total of 45 VERA/VSIP opportunities up to 168 non-SES positions which are eligible for either a regular retirement or an early retirement. The following occupational series are not the focus for VERA/VSIP in Region 7: SES, GS-510, GS-511, GS-1102, GS-1109, GS-2210 as well as Phased Retirees. Region 7 will not be offering VSIP to employees not currently eligible for regular retirement or an early retirement. As with other federal workforce restructuring authorities, the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

Region 7 will use these authorities in three focused themes to help transform the workforce:

- Restructure or reduce highly graded supervisory and non-supervisory positions at the GS-13 through GS-15 grade levels, across all divisions and geographic locations within Region 7 to meet our changing mission requirements and move to new models of work. The change in program priorities of the agency and the region has decreased the need for many specialized non-supervisory positions. The work of the non-supervisory positions can be consolidated, eliminated, or redistributed to lower-graded positions.
- Restructure to focus on core business functions in our regional programmatic support positions at the GS-9 through GS-15 grade levels, supervisory and non-supervisory positions, across all divisions within the Kansas and Missouri offices to more efficiently and effectively implement program objectives. Restructuring some of the positions performing these functions could reduce redundancies and promote greater efficiencies.
- Consolidate or reduce administrative or support functions positions at the GS-6 through GS-11 grade levels across all divisions in the Kansas offices to better align with current and projected workload needs. Region 7 may realign administrative support resources and combine functions to capitalize on efficiencies and for enhancing the positions with new skills and competencies. Region 7 will be in a position to pursue additional administrative support consolidation scenarios, or at the very least, will continue to consolidate the administrative support functions into fewer positions.

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Region 7's goal is to reduce the overall workforce from 497 permanent employees to 452 permanent employees for FY 2017. VSIP opportunities will be offered to up to 45 employees. The estimate of the total number of employees in Region 7 who are expected to take early retirement is 10.

Specific Region 7 Divisional Plans:

Superfund Division

- 3 Remedial Project Manager positions within 1301 occupational series will be safe positions.
- 1 On Scene Coordinator and 2 Remedial Project Manager (total of 3) positions within 819 occupational series will be safe positions.
- Maximum offers up to 2 RPMs and 2 OSCs.

Budget Information

Table A – Direct Costs for VERA/VSIP	
45 of Targeted Positions for VSIP x $25,000	$ 1,125,000
Annual Leave Pay Out for 45 of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step (GS-12/10) of the targeted pool $45.16 x 240 x 45 of Targeted Positions}	$ 487,728
Total Maximum Direct Costs	$ 1,612,728

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	63,413,538	63,413,538
B. VERA/ VSIP Payout Cost	0	0
C. Leave Payout Cost	0	0
D. Post VERA/VSIP Annual Payroll Cost	57,451,882	57,451,882
E. Payroll for 3 New Hires	198,722	397,444
F. Payroll Savings for 45 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	5,762,934	5,564,212
G. Pre-VERA/VSIP Annual WCF Cost	2,400,000	2,400,000
H. Post VERA/VSIP Annual WCF Cost	2,220,000	2,220,000
I. WCF for 3 New Hires	6,000	12,000
J. WCF Savings for 45 VERA/VSIP Targeted Positions (J = G – H – I)	174,000	168,000
Projected Savings with VERA/VSIP (F + J)	5,936,934	5,732,212

FOOTNOTES:

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Table B

A. Based on FY2016 total payroll expense incurred.
B. All V/V payout cost in FY 2017. No cost incurred in FY 2018 or 2019.
C. All V/V leave payout cost in FY 2017. No cost incurred in FY 2018 or 2019.
D. For 2018 and 2019, Pre-V/V annual payroll cost less 45 targeted positions x GS-12 step 10 average salary of $128,644 or [$63,791,000 – (45 x $128,644)].
E. Assumes 42 of the 45 targeted positions will be absorbed internally through restructuring at no additional payroll cost. Three (3) of the 45 targeted positions will be filled externally and assumed filled by mid-year or onboard as of April 2018 thereby incurring additional payroll cost, as follows: for 2018, 3 targeted positions filled externally (1/2 of 2019 calculation); for 2019, 3 targeted positions filled externally x GS-12 step 10 average salary of $132,481 or ($132,481 x 3).
F. n/a
G. Based on FY 2016 authority of $2,400,000 rounded up. Assume FY 2018 and 2019 WCF authority relatively constant.
H. Pre-V/V WCF cost of $2,400,000 less 45 targeted positions x average of $4,000/employee or [$2,400,000 - (45 x $4,000)]
I. Assumes 42 of the 45 targeted positions will be absorbed internally through restructuring at no additional WCF cost. Three (3) of the 45 targeted positions will be filled externally and assumed filled by mid-year or onboard as of April 2018 thereby incurring additional WCF cost as follows: for 2018, 3 targeted positions filled externally x average WCF/employee of $4,000 or (3 x $4,000 x 0.50); for 2019 3 targeted positions filled externally x average WCF/employee of $4,000 or (3 x $4,000).
J. n/a

XXI. Region 8

Business Case

As of May 1, 2017, Region 8 employed 525 full-time, permanent employees. Approximately 97 of our employees are retirement eligible and additional 127 employees are eligible for VERA. This VERA/VSIP proposal targets a total of 64 positions and sets forth a maximum total number of 8 VERA/VSIP offers in the Region 8 duty stations of Denver, CO; Laboratory in Golden, CO; Pierre, South Dakota and Butte, Helena and Libby, MT. The estimated total number of employees who will take early retirement is 6. No employees would be involuntarily separated, downgraded or transferred as a result of this proposal. The maximum number of employees who would be involuntarily reassigned is 34. Any reassignments would be the result of consolidation of units through the reduction in the number of supervisory positions. A small number of reassignments or hires could be needed in future fiscal years to fill positions which are restructured as a result of this proposal.

Reshaping since our last VERA/VSIP has resulted in an increase in GS-12 and below positions; a decrease in GS-13 and above positions; and a significant shift away from support positions. The region's intention is to build on prior reshaping efforts in order to improve our supervisory ratio, consolidate administrative functions, and ensure that higher graded work is consolidated into a limited number of higher graded positions. VERA and/or VSIP will be offered to eligible employees where opportunities exist to achieve these reshaping goals.

Region 8 will use both the VERA/VSIP authorities to make near-term workforce adjustments. The region will offer VERA and/or VSIP to all eligible employees in the following categories:

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- All non-supervisory GS-14 and GS-15s except attorneys, public affairs specialists, and toxicologists in order to restructure and consolidate highly graded non-supervisory positions. A maximum of 2 VERA or VSIP offers will be made in this category. Through attrition gained by VERA/VSIP, the region will reassign the most complex work (i.e., GS-14 level and above) to existing higher graded positions in order to concentrate the assignment of this work into fewer positions. The less complex work will be restructured into lower-graded GS-7/9/11/12/13 positions.
- All supervisory GS-14 and GS-15 supervisory environmental protection specialists in order to restructure supervisory positions. A maximum of 4 VERA or VSIP offers will be made in this category. Offers will only be accepted on a case-by-case basis. Where possible, the region will take the opportunity to consolidate units in order to improve supervisory to staff ratios. If this is not possible, due to staff size or the nature of the work of the unit, the region will restructure these positions to one of the professional series, such as physical scientist or environmental engineer. Offers will not be made in situations where neither unit nor position restructuring is possible.
- All administrative officers and environmental protection assistants in order to consolidate administrative functions. A maximum of 2 VERA or VSIP offers will be made from this category. Work will be reassigned to existing administrative staff or eliminated, as appropriate.

Please see the targeted position spreadsheet for detailed information on specific positions, series, grades and locations.

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
8 Targeted Positions for VSIP x $25,000	$ 200,000
Annual Leave Pay Out for 8 Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool (GS-14/7) x 240 x 8 positions}	$ 121,287
Total Maximum Direct Costs	$ 321,287

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$78,956,715	$78,956,715
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$77,558,164	$77,558,164
E. Payroll for 4 New Hires	$235,011	$470,022
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$1,163,540	$928,529
G. Pre-VERA/VSIP Annual WCF Cost	$2,817,558	$2,817,558

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H. Post VERA/VSIP Annual WCF Cost	$2,788,678	$2,788,094
I. WCF for 4 New Hires	$7,220	$14,732
J. WCF Savings for 4 VERA/VSIP Targeted Positions (J = G – H – I)	$21,660	$14,732
Projected Savings with VERA/VSIP (F + J)	$1,185,200	$943,261

FOOTNOTES:

Table A

1. Used an average of GS 14/7 for Region 8, locality for Denver, CO. Used the standard 240 hours, with 8 maximum, accepted offers during FY17.

Table B

A. Based on projections done by R8 through pay period 15 and March PHS.
B. VERA/VSIP payout takes place in FY17 and doesn't impact FY18 or FY19.
C. Leave payout takes place in FY17 and doesn't impact FY18 or FY19.
D. Assumes GS-14/7 annual salary x 32.54% for benefit costs x 8 positions, subtracted from A.
E. Assumes a domino effect, and 4 external hires would be at lower grades, so assumed GS-12/5 x 32.54% benefits x 4 positions x ½ year for 2018, full-year for 2019
F. A – B – C – D -E
G. Assumes WCF allocation from FY17 enacted budget for Region 8.
H. Assumes $3610 x 8 = $28,880, taken from G for FY18; for FY19, assumes a 2% increase in costs $3683 x 8 = $29,464, taken from G.
I. Assumes 4 re-structured positions filled internal to R8; the resulting vacancies assumed to be external; $3610 x 4 x ½ for FY18, and $3683 x 4 x 1 for FY19)
J. G – H - I

XXII. Region 9

Business Case

For specific organizations and designated positions located in San Francisco, CA, Region 9 will use the VERA/VSIP authorities to decrease the number of supervisory positions, reduce highly-graded non-supervisory positions, and streamline administrative support, STEM and other administrative and program operations by consolidating, reducing and restructuring positions to achieve workforce reductions in the following areas.

VERA & VSIP Categories and Specific Positions

For positions located in San Francisco, CA, the following categories and specific positions are included in Region 9's VERA/VSIP request.

Delayering (increasing supervisor-to-staff ratio): Pending the completion of a regional review of all supervisory positions, we will achieve workforce reductions in the following organizations.

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- Office of the Regional Administrator: Reduce and reshape the Public Affairs Office by one Supervisory Public Affairs Specialist position and reassign staff to rebalance and improve the organization's supervisor-to-staff ratio.
- Environmental Management Division: Reduce and reshape the Infrastructure Services Branch by one Supervisory Information Technology Specialist position and reassign staff to rebalance and improve the organization's supervisor-to-staff ratio.

Consolidate or reduce administrative or support functions: To improve administrative support functions through consolidation, we will reduce and reshape positions in the following organizations.

- Office of the Regional Administrator: Reduce and reshape administrative support positions within the Immediate Office by one Administrative Specialist position.
- Water Division: Reduce and reshape the administrative support team by three Environmental Protection Assistant positions including one position at the GS-7 level and two positions at GS-8 level.

Restructure or reduce highly-graded non-supervisory positions: Reduce and reshape highly-graded non-supervisory positions in the following organizations.

- Enforcement Division. Reduce and reshape two non-supervisory Environmental Protection Specialist positions including one GS-14 position and one GS-15 position. These positions will be restructured to lower-graded positions aligned to the agency's program priorities.
- Superfund Division. Reduce and restructure one non-supervisory Environmental Scientist (On-Scene Coordinator) position in the Emergency Response Section with promotion potential limited to the GS-13 level.

Restructure to focus on STEM/programmatic priorities: Reduce and reshape STEM and program specialist positions to align with new environmental program priorities in the following organizations.

- Enforcement Division. Reduce and reshape positions to establish a more efficient and effective Federal enforcement and compliance program aligned with the agency's strategic direction across all program job series including:
    - Environmental Protection Specialist positions including one GS-12 and four GS-13 graded positions. The reductions will be used to reassign staff to new program priorities. STEM positions including two Environmental Engineer positions and two Environmental Scientist positions. The reductions will be used to reassign staff to new program priorities.
- Superfund Division. Reduce and reshape positions to establish a more efficient and effective emergency and remedial response programs to meet new program directions including:
    - Restructuring one On-Scene Coordinator position from any of the interdisciplinary occupations including Life Scientist, Environmental/Physical Scientists, or Environmental Engineer. The reduction will allow us to reassign staff to align with program activities. Restructuring one Remedial Project Manager position from any of the interdisciplinary occupations including Life Scientist, Environmental/Physical Scientists, or Environmental Engineer. The reductions will be used to reassign staff to align with program activities.

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- Environmental Management Division. Reduce and reshape the environmental management system program within the Infrastructure Branch by one Environmental Scientist, GS-13 position. The reduction will be used to reshape and realign program activities within the region.

Consolidate and streamline functions/activities

- Office of Regional Counsel: Reduce two non-supervisory Attorney-Advisor positions including one position at the GS-14 level and one position at the GS-15 level to realign staffing with program activities.

Please see the targeted position spreadsheet for detailed information on specific positions, series, grades and locations.

Post-VERA/VSIP Operations

The VERA/VSIP plan includes a plan to reorganize the Public Affairs Office located within the Immediate Office of the Regional Administrator and the Infrastructure Services Branch within the Environmental Management Division. Using VERA/VSIP, we have identified two supervisory positions and twenty-two non-supervisory positions across the region. The number of positions scheduled for voluntary separation represents a 3% reduction of the region's workforce. The VERA/VSIP plan identifies the minimum number of positions needed to achieve near term workforce reductions without compromising program commitments.

Following the conclusion of the VERA/VSIP separations, a reorganization plan to restructure the Public Affairs Office located within the Immediate Office of the Regional Administrator and the Infrastructure Services Branch within the Environmental Management Division will be finalized for implementation. Additionally, the region will assess the workforce separations and implement streamlining plans to consolidate administrative support services, reduce work in non-priority areas, and reassign personnel, as necessary, to perform agency program objectives.

We anticipate processing the following personnel actions to implement restructuring plans:

- Directed Reassignments to balance supervisor-to-staff ratios among remaining supervisors
- Directed Reassignments to realign position assignments to program priorities
- Details
- Abolish no longer needed supervisory or higher-graded positions

Use of VERA and VSIP

The two programs will be used to gain voluntary separations from positions that have been identified for reshaping to gain program efficiencies in the following workforce areas:

- Improving the supervisor-to-staff ratio in designated organizations;
- Consolidating and restructuring of administrative support positions; and
- Restructuring STEM and non-STEM administrative and program positions to align with the agency's program priorities.

VERA Information

Region 9 employs 736 permanent employees of whom 208 are eligible for VERA.

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The FY17 Region 9 workforce reduction plan targets 23 positions, which includes 167 permanent employees of whom 45 are eligible for VERA.

The total number of employees in the agency/organization who are expected to take early retirement is estimated to be 6.

Budget Information

Table A – Direct Costs for VERA/VSIP	
23 of Targeted Positions for VSIP x $25,000	$ 575,000
Annual Leave Pay Out for 23 of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x 23 of Targeted Positions}	$ 300,271
Total Maximum Direct Costs	$ 875,271

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$113,007,397	$113,007,397
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$110,396,289	$110,396,289
E. Payroll for 15 New Hires	$507,975	$1,015,950
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$2,103,133	$1,595,158
G. Pre-VERA/VSIP Annual WCF Cost	$4,355,646	$4,355,646
H. Post VERA/VSIP Annual WCF Cost	$4,244,096	$4,244,096
I. WCF for 15 New Hires	$36,375	$72,750
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$75,175	$38,800
Projected Savings with VERA/VSIP (F + J)	2,178,308	$1,633,958

A. Assumes payroll allocation from FY17 Enacted budget for Region 9.
B. VERA/VSIP payout takes place in FY17 and does not impact FY18 or FY19.
C. Leave payout takes place in FY17 and does not impact FY18 or FY19.
D. Assumes annual payroll costs of average salary of eligible positions, $113,526, x 23 positions = $2,661,108.
E. Assumes hiring 15 GS-09 step 5 positions in San Francisco. Start date: April 2018.
F. A-B-C-D-E.
G. Assumes working capital fund allocation from FY17 Enacted budget for Region 9.
H. Assumes $4,850 WCF per person x 23 positions = $111,550.
I. Assumes $4,850 WCF per person.
J. G-H-I.

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XXIII. Region 10

Business Case

Region 10 is requesting approval authority for the use of VERA and VSIP to further accelerate workforce planning efforts in four areas:

- Restructure to focus on STEM/programmatic priorities;
- Consolidate and streamline functions/activities/reduce the number of programs;
- Restructure or reduce highly-graded supervisory or non-supervisory positions; and
- Consolidate or reduce administrative or support functions.

Region 10 employs 544 non-term employees (including part-time employees). Currently, 118 (22%) of Region 10's workforce is eligible for a Regular Retirement, and 125 (23%) are eligible for an Early Retirement. Region 10 estimates this proposal will achieve greater results and accelerate efficiencies by building on the successful VERA/VSIP processes in FY14 and FY15 in which 53 people (nearly 10% of the workforce) separated. Using a strategic focused approach to identify eligible positions in each Office, the region believes that VERA/VSIP can accelerate its continuing progress on workforce restructuring goals. Region 10 estimates that offering VSIP in conjunction with VERA will increase the region's ability to meet these goals. Region 10 does not plan to offer VSIP to employees not currently eligible for Regular Retirement or Early Retirement, as management has determined that approach will not enable the organization to preserve key skill sets and positions supporting mission objectives.
The estimate of the total number of employees in Region 10 who are expected to take early retirement is 10.

Absent a VERA/VSIP, Region 10 anticipates no involuntary actions of an adverse nature, although some employees may need to be reassigned. Region 10's implemented of a significant reorganization in 2016 and does not anticipate undertaking additional reorganization following the implementation of this VERA/VSIP proposal. The theme-based paragraphs below convey a sense of how the region would operate with certain positions restructured, eliminated, or reclassified with a different set of programmatic responsibilities and technical skill sets.

All of the region's offers would be made to individuals holding positions targeted for restructuring or elimination. The region would need to undertake a small number of personnel actions (such as reassignments and/or merit promotions) once those accepting offers have departed to fully implement this plan.

Region 10 proposes to extend a maximum of 19 VERA/VSIP offers among incumbents of 44 targeted positions which are eligible for either regular or early retirement. Duty stations are primarily in Seattle, but also in Richland, WA and Portland, OR. These nineteen planned offers fall into four of the six major themes identified by the agency. Assuming the offers are accepted and positions vacated, the region plans to restructure or eliminate these positions as described in the targeted position spreadsheet.

Budget Information

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Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x $25,000	$ 475,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x # of Targeted Positions}	$ 224,640
Total Maximum Direct Costs	$ 699,640

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	75,360,000	75,360,000
B. VERA/ VSIP Payout Cost	0	0
C. Leave Payout Cost	0	0
D. Post VERA/VSIP Annual Payroll Cost	72,517,928	72,517,928
E. Payroll for # New Hires	1,259,487	2,518,974
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	1,582,585	323,098
G. Pre-VERA/VSIP Annual WCF Cost	2,168,900	2,168,900
H. Post VERA/VSIP Annual WCF Cost	2,091,000	2,091,000
I. WCF for # New Hires	34,850	69,700
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	43,050	8,200
Projected Savings with VERA/VSIP (F + J)	**1,625,635**	**331,298**

A. Includes benefits approximated at 35% of salary.
D. FY17 estimated annual payroll (line A) less 19 FTEs average cost.
E. Assumes 17 FTEs external to Region 10 at mid-year in FY18.
G Uses estimate of $4100 per FTE.
H. FY17 estimated WCF (line G) less ($4100*19).
I. Assumes half of WCF costs mid-year in FY18 ($2050*17) and full costs in FY19 ($4100*17).

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Request for Voluntary Early Retirement Authority (VERA)

Agency: U.S. Environmental Protection Agency

Covered Component(s): Twenty-two program and regional offices

1. State the reason(s) why the authority is needed. (Describe the situation that will result in an excess of personnel because of substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.) Briefly explain in 250 words or less.

As part of the agency's ongoing efforts to improve overall efficiency and effectiveness, the EPA is seeking to reduce, restructure and reshape its various program and regional offices. The agency's drive for greater efficacy focused on the following themes: delayering to increase our staff to supervisor ratio; consolidation/reduction of administrative or support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; restructuring to focus on core business functions (administrative support); restructuring to focus on STEM/programmatic priorities; and consolidating and streamlining functions, activities, and/or reducing the number of our current programs. VERA will be offered to all regional offices and program offices except the Office of Inspector General (22 total offices). Please see attachments for each office's business case, budget information and specific information on targeted positions for offices based on location, series and grade. All offers are subject to funding availability.

2. Provide the anticipated effective date of the delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping described above in item #1..... 11/01/2017

3. Identify the time period during which the agency plans to offer VERA (end date)..... 10/31/2017

For the following items, if you are requesting VERA for only a part of your organization, provide the data for that portion of the organization only. Do not provide numbers for the entire organization.

4. Provide the total number of permanent employees in the agency or covered component(s)..... 14,524

5. Provide the total number of permanent employees in the agency or covered component(s) that are expected to be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation described above in item #1..... 405

6. Provide the total number of employees in the agency or covered component(s) who are eligible for voluntary early retirement. (*Do not include employees eligible for optional retirement.*)..... 3,654

7. Provide an estimate of the number of employees in the agency or covered component(s) who are expected to take voluntary early retirement..... 195

8. Select the types of personnel actions that are anticipated to be necessary without VERA (based on the reason(s) described above in item #1.) (*Check all that apply*)

- [x] Downgrades
- [x] Attrition to mitigate the need for involuntary actions
- [x] Transfers
- [x] Reassignment of staff to other organizations/functions
- [ ] Reduction in Force
- [x] Other Details

Agency: U.S. Environmental Protection Agency

Agency Contact Information & Signature of Requesting Official (Agency Head or Designee)

Name: Loretta Hunt Email: hunt.loretta@epa.gov Phone: (202) 564-6963

Requesting Official's Name: Donna J. Vizian Requesting Official's Title: Acting Assistant Administrator, OARM

Requesting Official's Signature (or attach signed cover memo): _____ Date: 07/07/2017

OPM Decision (OPM Use Only)

☐ Approved ☐ Disapproved

VERA Authorization #: _____ Approval Period: _____ to _____

Approving Official's Name: _____ Approving Official's Title: _____

Approving Official's Signature: _____ Date: _____

Please submit to:

Mailing Address: Deputy Associate Director
Recruitment and Hiring
U.S. Office of Personnel Management
1900 E Street, NW
Room 6500
Washington, DC 20415

Email: employ@opm.gov

FAX: 202-606-4430

Request for Voluntary Separation Incentive Payments (VSIP)

Agency: U.S. Environmental Protection Agency

Covered Component(s): Twenty-two program and regional offices

1. Identify the time period during which VSIPs may be paid (end date)..... 10/31/2017
2. Identify the maximum number of VSIPs to be paid..... 1,227
3. Identify the maximum amount to be offered (up to $25,000)..... $ 25,000
4. Describe how the organization will operate without the eliminated/restructured positions and functions. Briefly explain in 250 words or less.

The EPA conducted a thorough examination of each of its program and regional offices through the lens of improving the overall efficiency and effectiveness of its programs. Through use of the VSIP authority, the EPA is seeking to reduce, restructure and reshape its various program and regional offices according to the following themes: delayering to increase our staff to supervisor ratio; consolidation/reduction of administrative or support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; restructuring to focus on core business functions (administrative support); restructuring to focus on STEM/programmatic priorities; and consolidating and streamlining functions, activities, and/or reducing the number of our current programs. VSIP will be offered to all regional offices and program offices except the Office of Inspector General (22 total offices). The agency will: reassign higher graded work to remaining higher graded staff; consolidate functions to achieve efficiency and reduce redundancy; restructure positions so that people with the necessary skills can be hired to meet its current needs, mission and goals (often at lower full performance levels); and better utilize technology which will allow for streamlining of various functions and activities. Please see attachments for each office's business case, budget information and specific information on targeted positions for offices based on location, series and grade. All buyout offers are subject to funding availability.

5. Provide a current and proposed organizational chart showing the expected changes to the organization's structure after completing the VSIP plan..... ☑ Attached
6. If the agency is requesting, or will request, VERA, briefly describe how that authority will be used in conjunction with VSIP.

Offering VERA is more appealing than VSIP alone and most likely will help the agency achieve the voluntary separations needed to reduce, restructure and reshape its workforce.

7. If also offering VSIPs under another statutory authority, briefly describe how VSIPs are being used under that authority.

Not applicable.

8. In Columns 1 to 3, identify the specific positions that will be eliminated/restructured by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills and knowledge gaps you are seeking to address. In Column 5, identify the positions or categories of employees to whom the VSIP will be offered in order to achieve the reductions/reshaping specified in columns 1 to 3. [**NOTE**: Column 5 may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)] **(Attach additional pages as needed)**

Positions to be Eliminated/Restructured				**Positions to be Included in the VSIP Offering**
(1) Organizational Unit(s)	**(2) Geographic Location(s)**	**(3) Occupational Category (i.e., title, series, grade, and any other position-related factors such as skills or functions)**	**(4) Indicate whether position(s) will be eliminated or restructured**	**(5) Scope/Category of employees who will be offered VSIP**
Human Resources Department	*Washington, DC Dallas, TX*	*Human Resources Assistant, GS-203-4 (limited to positions performing transactional processing work)*	*Eliminated*	*Offer will include all positions identified in columns1-3. In addition, the offer will include the following positions: GS-203-4 positions in the Services Division, limited to positions that perform transactional processing work, and further limited to those who are currently eligible for early or regular optional retirement.*
Please see attached targeted positions chart.				

Agency: U.S. Environmental Protection Agency

Agency Contact Information & Signature of Requesting Official

Name: Loretta Hunt Email: hunt.loretta@epa.gov Phone: (202) 564-6963

Name of Requesting Official: Donna J. Vizian Title of Requesting Official: Acting Assistant Administrator, OARM

Signature of Requesting Official (or attach signed cover memo): _____ Date: 07/07/2017

OMB Concurrence (OMB Use Only)

☐ Concur ☐ Do Not Concur

OMB Official's Name: _____ OMB Official's Title: _____

OMB Official's Signature: _____ Date: _____

OPM Decision (OPM Use Only)

☐ Approved ☐ Disapproved

VSIP Authorization #: _____ Approval Period: _____ to _____

Approving Official's Name: _____ Approving Official's Title: _____

Approving Official's Signature: _____ Date: _____

Please submit to:

Mailing Address: Deputy Associate Director
Recruitment and Hiring
U.S. Office of Personnel Management
1900 E Street, NW
Room 6500
Washington, DC 20415

Email: employ@opm.gov

FAX: 202-606-4430

MEMORANDUM

SUBJECT: FY 2017 Federal Managers' Financial Integrity Act Assurance Letter

FROM: Linda R. Gray, Director
Office of Human Resources

TO: Donna J. Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

PURPOSE

In accordance with the Federal Managers' Financial Integrity Act and agency guidance, I am submitting my FY 2017 annual assurance letter attesting to the soundness of internal controls for the Office of Human Resources.

STATEMENT OF ASSURANCE

Under my leadership, the OHR conducted an evaluation on the effectiveness of internal controls based on the five standards for internal controls contained in the Government Accountability Office's Green Book. For the strategic goals and objectives under the 2014-2018 Strategic Plan, for which my office is responsible, I have assessed whether each of the GAO components is designed, implemented and operating effectively. Please refer to Attachment 4, GAO Standards for Internal Control, for a summary of the evaluation.

Based on OHR's evaluation, I can provide reasonable assurance that internal controls are designed, implemented and operating effectively. In my judgment, OHR complies with the requirements set forth in the Federal Managers' Financial Integrity Act and Office of Management and Budget Circular A-123, Management's Responsibility for Enterprise Risk Management and Internal Control.

Additionally, my office has reviewed its efforts to ensure scientific integrity in FY 2017, and I have electronically submitted the scientific integrity questionnaire that assesses my office's compliance with the U.S. Environmental Protection Agency's Scientific Integrity Policy.

RESULTS OF INTERNAL CONTROL REVIEWS

Reviews over Programmatic/Administrative Operations

In FY 2017, OHR conducted an internal review of its 10 programmatic/administrative areas. As a result of this analysis, key results revealed OHR is in compliance with GAO's five standards and 17 principles for internal controls; in addition there are no present vulnerabilities of concern requiring oversight at EPA's Administrator level. For all programmatic/administrative areas we identified control environments and associated activity risks that could possibly prevent achievement of sound objectives, information and communications to ensure appropriate and timely information dissemination needed and varied levels of monitoring implemented to ensure we checkpoint our planned processes from beginning to end. The completion of our program reviews. Attached are the list of program review areas and multiyear plans reported on as part of the GAO certification reporting requirements:

- OHR Continuity of Operations Planning/Occupant Emergency Planning
- EPA Voluntary Leave Bank Program
- EPA Drug Free Workplace Program
- EPA Office of Worker's Compensation Pathways Program
- Use Technology to Improve Reporting Processes in the Executive Resources Division
- EPA Workforce Planning Tool
- Learning Management System/SkillPort Accountability
- EPA Human Capital/Human Resources Accountability
- Implementing EPA Order 4711, Procedures for Addressing Allegations of Workplace Harassment
- LERD Processes and Standard Operating Procedures

Reviews over Financial Reporting (OMB Circular A-123, Appendix A):

The OHR has completed a review of the following financial reporting areas and have provided as an attachment to this letter, the required FY 2017 certification forms:

- Sensitive Payment Follow-up Agencywide – OHR completed a review of any potential sensitive payment areas involving high dollar travel, premium class and international travel and do not have issues to report at this time. For EPA incentives (recruitment and retention) and Statutory Pay Limits—for both, OHR had none in FY 2017 and is compliance with the agency's policies and procedures.
- Unimplemented OIG and GAO Recommendations – OHR has completed a review of the unimplemented OIG and GAO audits in FY 2016 and prior and do not have any outstanding audits to report.
- Unliquidated Obligations - OHR has completed a review of the unliquidated obligations and have no outstanding information to report.
- Above Per Diem Lodging – OHR has not for the period of 4/1/16 through 3/31/17, ever had travel conducted with greater than 150% above per diem without a justification required by the agency's senior level official.
- Travel Approval List – OHR's travel coordinator have worked closely with the agency's Cincinnati Finance Center travel helpdesk to address any reported travel cardholder concerns and frequently utilizes the agency's travel policies and procedures for communicating with personnel regarding appropriate standard operating procedures for assorted travel inquiries.
- Executive Approval Framework for Time and Attendance – In OHR on a quarterly basis reports are generated and shared with the respective managers (i.e., anomalies report). These reports help to ensure appropriate time and attendance reporting and verification for appropriate supervisory approvals for the period of 4/1/16 through 3/31/17.

CURRENT WEAKNESSES AND SIGNIFICANT DEFICIENCIES

The Office of Human Resources does not have any current weaknesses or significant deficiencies.

MANAGEMENT CHALLENGES AND POTENTIAL WEAKNESSES IDENTIFIED BY OIG, GAO, AND OMB

The OHR does not have management challenges or potential weaknesses identified by the OIG, GAO and OMB.

LEAD REGION INPUT

OHR has reviewed the lead region management's consolidated regional perspective on OARM's internal controls and management integrity processes listed below, followed by OHR's response. OHR does not believe the issue(s) listed below rises to the level of a material or agency-level weakness. They are as follows:

1. Leave Bank Program Administration: OARM & OCFO

As identified in OCFO's FY16 Assurance Memo, Leave Bank/Transfer (LB/T) continues to be a major issue for the regions:

- No system in place to track performance in the administration of LB/T requests from cradle to grave and ensure customer service standards are met (i.e., receipt acknowledgments of all LB/T processing requests such as: new LB/T requests, reconsideration requests, processing of new member or withdrawal requests, leave audits, and other inquiries).
- Many cases are not submitted to the LB Board in a timely manner.
- There is no plan for submitting new enrollment/withdrawal requests once Lotus Notes retires in December 2017.
- Request for Leave Audits (OARM & IBC) take too long to complete: Leave B/T Coordinators do not know who is responsible for completing these audits and there is no communications or customer service standards. It is inappropriate for OARM to respond to this. Leave Audits are conducted by IBC and OARM has no control over how long it takes.

Resolution of these issues is needed to ensure the agency has an effective and well-managed Leave Bank/Transfer program.

OHR RESPONSE:

- OHR is committed to effectively managing the EPA Voluntary Leave Bank Program in accordance with applicable federal regulations and agency policies. OHR is also committed to ensuring that EPA employees receive timely review and response to their applications to use the Leave Bank for medical emergencies. OHR is committed to establishing a mechanism to ensure that once employees' medical emergencies are over, their cases are timely closed in applicable Human Resources Information Systems, and unused leave is timely returned to the Leave Bank for use by other EPA employees. OHR is committed to establishing mechanisms to ensure that the EPA Leave Bank Board has internal decision-making procedures; monitors the amount of leave in the leave bank and the number of applications to become a leave recipient; and maintains an adequate amount of annual leave in the leave bank.

- The DRESD Division Director receives weekly reports on the number of open and closed Leave Bank remedy tickets and meets with the Leave Bank Program team each week to obtain the status of new initiatives designed to re-invigorate the program. Additionally, in April 2017, the DRESD Division Director created customer service standards and placed them in the Performance Appraisal Records of the Leave Bank Team.

- Effective February 2017, the Leave Bank Program initiated a centralized mailbox to receive and respond to questions from employees, Leave Bank Coordinators, and People Plus Coordinators.

- Effective April 2017, the Leave Bank Program initiated a customer concerns log. Each Leave Bank member is required to log all incoming customer concerns (received telephonically and via email) and identify the date received and the date resolved.

- Effective May 2017, OHR and OCFO participated in testing for People Plus 8.9 to enable revisions to the system that will eliminate the need for paper time cards. People Plus 8.9 became effective June 18, 2017.

- The EPA OIG audited the Voluntary Leave Bank Program and issue recommendations during the 2nd quarter of fiscal year 2017. In response to the OIG's recommendations, DRESD added two additional employees to the Leave Bank team to assist with processing Leave Bank applications and hours and to assist with responding to remedy tickets. The OHR Director also issued a memorandum to the Leave Bank staff reminding them about appropriate records retention and destruction requirements, and OHR obtained the assistance of a contractor to conduct benchmarking with other federal agencies; create a risk assessment; draft revised policies and procedures; create revised Operating Guidelines for the Leave Bank Board; and revise and automate forms the VLBP. The aforementioned revised Internal Operating Procedures for the VLBP will be revised to include a system to track performance in the administration of requests from cradle to grave and ensure customer service standards are met. It is anticipated that the aforementioned actions will be finalized by the end of calendar year 2017.

2. Support the Workforce through Training, Strategic Hiring & Succession ~~Planning~~ Management: OARM

As OARM identified in the FY16 Assurance Memo, supporting our workforce continues to be a growing challenge. Given the recent restructuring, reshaping, and VERA/VSIP efforts, training for existing staff and for those that may be in new/reshaped areas is a growing priority. New initiatives such as the Remedial Acquisition Framework (RAF) and IT tools, and the ongoing requirements to effectively manage resources/funds through budget execution, further illustrate a continued need to ensure staff receive quality and regular training to effectively meet the agency mission.

In addition to training, the agency should re-evaluate our hiring and succession planning strategy to ensure that we are well positioned to fill critical positions (such as in the IT series), which could include offering competitive salaries to attract highly qualified candidates. Without this, our agency will risk having mission critical positions go unfilled or at minimum, lengthy periods of position vacancy.

<u>OHR RESPONSE:</u>
Because the agency is currently under a hiring freeze and anticipates limited hiring in the near and mid-term, only critical positions that are approved by senior leadership will be filled. The agency has a number of hiring/pay flexibilities available to support recruitment of well qualified candidates—direct hire authority for IT security specialists being one of them. Selecting officials should consult with their HR Shared Service Center representatives to identify appropriate strategies and flexibilities for hiring top candidates. With respect to the agency's succession management strategy, the process focuses first on identifying critical positions then evaluating the skillsets of the talent pool available to fill the critical position.

NEW OR EMERGING ISSUES

OHR has no new or emerging issues to report at this time.

TRAINING CERTIFICATIONS

Management Integrity – New OHR GS-15 managers have completed the appropriate management integrity Skillport online training.

Travel Card – Required OHR personnel has completed the necessary General Services Administration travel cardholder training requirements, as appropriate.

CLOSING

The OHR has sound internal controls in place. We are confident that every effort is being made to ensure that programs and resources supporting the agency's mission are protected from fraud, waste, abuse and mismanagement. If you have any questions, please contact Cheri' M. Hembrey of my staff. She can be reached at (202) 564-6223.

ATTACHMENTS

1. Program Review Strategies
2. Multiyear Plans
3. Sensitive Payment Follow-up Agencywide
4. GAO Standards for Internal Control Standards and Principles
5. Unimplemented OIG and GAO Recommendations
6. Unliquidated Obligations

cc: Patrick Gilbride, OIG
John Showman, III
Saundra Womack
Wesley Carpenter
Cheri' Hembrey
Tracye Smith-Starckey

PROGRAM REVIEW STRATEGY

PROGRAM NAME: OHR Continuity of Operations Planning/Occupant Emergency Planning **DATE COMPLETED:** June 2017 **COMPLETED BY:** Cheri' M. Hembrey

RESPONSIBLE OFFICE: OARM/OHR/PMS

STRATEGIC GOAL/OBJECTIVE: Enhance OHR COOP/OEP Program for strengthening the importance and awareness of emergency preparedness at the workplace and home.

CONTROL ENVIRONMENT: *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

The Office of Human Resources management has identified emphasis on the importance of ensuring all personnel are successfully trained to react to any given emergency situation whether it be continuity of operations planning supporting organizational disaster recovery or occupant emergency planning supporting emergency response planning procedures to safeguard personnel during emergencies. Implementing a year-around OHR COOP/OEP Program will strengthen the awareness of emergency preparedness importance and will help to ensure our personnel are continuously trained to handle as second nature, any emergency drill or catastrophic event at the workplace or home.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Ensure OHR personnel are educated and trained, continuously ready to react to any given emergency scenario in the workplace or at home.	Lack of emergency preparedness in the workplace and home can lead to unnecessary occurrences involving multiple casualties and possible financial collapse of an organization, leaving families and the workplace struggling to sustain and resume normal operations and state of being.	High	Provide agency policies, standard operating procedures, host evacuation drills/ personnel accountability checks; in addition to continuous information awareness forums/simulations will help to mitigate risk associated with the lack of unforeseen emergency preparedness obstacles that are preventative based on education and hands-on training.	OHR personnel are encouraged to independently complete the agency's annual COOP/OEP training; in addition, OHR's established OEP workgroup consisting of designated and management assist with information dissemination, evacuation drills and personnel accountability exercises in the event of real-life emergency or catastrophic event.	Periodic COOP/OEP meetings with designated POCs/management; quarterly All Hands meetings; biannual information awareness forums; evacuation drills, personnel accountability checks and simulations will occur to ensure sound emergency preparedness practices. The COOP/OEP SharePoint database will be updated frequently throughout the year to ensure all OHR documentation for our ERG members remain relevant.

INTERNAL CONTROL REVIEW
MULTIYEAR PLAN

FY 2017 **ORGANIZATION: OARM/OHR/PMS**

	Reviews Conducted	Risk Level L/M/H	Scope of the Review			
			FY 17	FY 18	FY 19	*(In a few words, generally describe the approach, extent, or method of the review. (Note: this is not the place to present review findings; findings are to be summarized in assurance letters.)*
Program Name: OHR Continuity of Operations Planning/Occupant Emergency Planning						
1	***Control objective:*** Ensure OHR personnel are educated and trained for emergency preparedness continuously and ready to react to any given emergency scenario in the workplace or at home.	H	X	X	X	Agency policies, SOPs, evacuation safety drills/personnel accountability checks, information awareness forums, and ongoing communications with OHR's COOP/OEP designated point of contacts and management will help to ensure personnel are equipped and trained to handle multiple emergencies in the workplace and home.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: EPA Voluntary Leave Bank Program **DATE COMPLETED:** May 1, 2017 **COMPLETED BY:** Bisa Cunningham

RESPONSIBLE OFFICE: OARM/OHR/DRESD

STRATEGIC GOAL/OBJECTIVE: Enhance efficiency of EPA's Voluntary Leave Bank Program.

CONTROL ENVIRONMENT: *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Effectively manage the EPA Voluntary Leave Bank Program in accordance with applicable federal regulations and agency policies. Ensure that EPA employees receive timely review and response to their applications to use the leave bank for medical emergencies. Establish a mechanism to ensure that once employees' medical emergencies are over, their cases are timely closed in applicable Human Resources Information Systems, and unused leave is timely returned to the leave bank for use by other EPA employees. Establish mechanisms to ensure that the EPA Leave Bank Board establishes internal decision-making procedures; monitors the amount of leave in the leave bank and the number of applications to become a leave recipient; and maintains an adequate amount of annual leave in the leave bank.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Establish and/or revise applicable EPA policies; standard operating procedures; communications; and training for leave bank coordinators and members of the Leave Bank Board to ensure the effective implementation of the Leave Bank Program.	Ineffective processes can lead to employees not receiving timely access to annual leave hours from the eave bank for medical emergencies; inconsistent approval or denial of employees' requests for leave by the leave board; an inability to maintain sufficient hours in the leave bank for use by EPA employees or maintaining too many hours in the leave bank given the size of the EPA's population; and the potential for fraud, waste and abuse of the leave bank by participants in the program.	High	The DRESD director receives weekly reports on the number of open and closed leave bank remedy tickets and meets with the leave bank program team each week to obtain the status of new initiatives designed to re-invigorate the program. Effective February 2017, the Leave Bank Program initiated a centralized mailbox to receive and respond to questions from employees, leave bank coordinators, and People Plus coordinators. Effective April 2017, the Leave Bank Program initiated a customer concerns log. Each	Effective December 7, 2016, OHR/DRESD began bi-weekly meetings with the leave bank coordinators to provide updates regarding the Leave Bank Program; and address coordinator questions and concerns. In December 2016, OHR/DRESD and ITD developed and finalized a process flow map of the voluntary leave bank application review process and shared it with the leave bank coordinators. The Leave Bank Intranet Site will be updated by the fourth quarter of fiscal year 2017 with new Frequently Asked Questions	The DRESD director receives weekly reports on the number of open and closed leave bank remedy tickets and meets with the leave bank program team each week to obtain the status of new initiatives designed to re-invigorate the program. The EPA OIG audited the Voluntary Leave Bank Program and issued recommendations during the 2nd quarter of fiscal year 2017. In response to the OIG's recommendations, DRESD added two additional employees to the Leave Bank

PROGRAM NAME: EPA Voluntary Leave Bank Program **DATE COMPLETED:** May 1, 2017 **COMPLETED BY:** Bisa Cunningham

RESPONSIBLE OFFICE: OARM/OHR/DRESD

STRATEGIC GOAL/OBJECTIVE: Enhance efficiency of EPA's Voluntary Leave Bank Program.

CONTROL ENVIRONMENT: *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Effectively manage the EPA Voluntary Leave Bank Program in accordance with applicable federal regulations and agency policies. Ensure that EPA employees receive timely review and response to their applications to use the leave bank for medical emergencies. Establish a mechanism to ensure that once employees' medical emergencies are over, their cases are timely closed in applicable Human Resources Information Systems, and unused leave is timely returned to the leave bank for use by other EPA employees. Establish mechanisms to ensure that the EPA Leave Bank Board establishes internal decision-making procedures; monitors the amount of leave in the leave bank and the number of applications to become a leave recipient; and maintains an adequate amount of annual leave in the leave bank.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
			leave bank member is required to log all incoming customer concerns (received telephonically and via email) and identify the date received and the date resolved. Effective May 2017, OHR and OCFO began testing for People Plus 8.9 to enable revisions to the system that will eliminate the need for paper time cards. The EPA OIG audited the Voluntary Leave Bank Program and issued recommendations during the 2nd quarter of fiscal year 2017. In response to the OIG's recommendations, DRESD added two additional employees to the leave bank team to assist with processing leave bank applications and hours and to assist with	and clearer information about the process. By June 2017, updated leave approval letters will be disseminated to approved leave bank recipients informing them of the correct time and reporting codes to use for leave bank.	team to assist with processing Leave Bank applications and hours and to assist with responding to remedy tickets. The OHR director also issued a memorandum to the leave bank staff reminding them about appropriate records retention and destruction requirements, and OHR obtained the assistance of a contractor to conduct benchmarking with other federal agencies; create a risk assessment; draft revised policies and procedures; and create revised Operating Guidelines for the Leave Bank Board. It is anticipated that the aforementioned actions will be finalized by

PROGRAM NAME: EPA Voluntary Leave Bank Program **DATE COMPLETED:** May 1, 2017 **COMPLETED BY:** Bisa Cunningham

RESPONSIBLE OFFICE: OARM/OHR/DRESD

STRATEGIC GOAL/OBJECTIVE: Enhance efficiency of EPA's Voluntary Leave Bank Program.

CONTROL ENVIRONMENT: *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Effectively manage the EPA Voluntary Leave Bank Program in accordance with applicable federal regulations and agency policies. Ensure that EPA employees receive timely review and response to their applications to use the leave bank for medical emergencies. Establish a mechanism to ensure that once employees' medical emergencies are over, their cases are timely closed in applicable Human Resources Information Systems, and unused leave is timely returned to the leave bank for use by other EPA employees. Establish mechanisms to ensure that the EPA Leave Bank Board establishes internal decision-making procedures; monitors the amount of leave in the leave bank and the number of applications to become a leave recipient; and maintains an adequate amount of annual leave in the leave bank.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
			responding to remedy tickets. The OHR director also issued a memorandum to the leave bank staff reminding them about appropriate records retention and destruction requirements, and OHR obtained the assistance of a contractor to conduct benchmarking with other federal agencies; create a risk assessment; draft revised policies and procedures; and create revised Operating Guidelines for the Leave Bank Board. It is anticipated that the aforementioned actions will be finalized by the end of calendar year 2017.		the end of calendar year 2017.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: EPA Drug Free Workplace Program **DATE COMPLETED:** May 1, 2017 **COMPLETED BY:** Bisa Cunningham

RESPONSIBLE OFFICE: OARM/OHR/DRESD

STRATEGIC GOAL/OBJECTIVE: Ensure EPA's Drug Free Workplace Program is administered in accordance with the EPA's Drug Free Workplace Plan.

CONTROL ENVIRONMENT: *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Under Executive Order 12564, "Drug-free Federal Workplace," (September 15, 1986), all federal employees are required to refrain from the use of illegal drugs, whether on or off duty. The Executive Order also directed agencies to implement plans for achieving the objective of a drug-free workplace. OARM/OHR is responsible for effectively administering the EPA Drug-Free Workplace Plan (DFWP), which sets forth objectives, policies, procedures, and implementation guidelines to achieve a drug-free Federal workplace, consistent with the Executive Order and §503 of the Act.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Conduct random drug testing of employees who encumber certain sensitive positions known as testing designated positions at least annually; ensure that communication nodes are in place to consistently notify employees when they enter and exit a TDP; ensure that each program office and regional office maintains local Drug Program	The use, by any EPA employee, of any Schedule I drug violates Federal law and EPA's Drug-Free Workplace Program. The use of illegal drugs by EPA employees would undermine public confidence in the credibility and validity of the agency's decisions. Those decisions can involve situations where immediate action is necessary. The wrong decision could cause the loss of human life and property. The use of illegal drugs seriously impairs judgment and at a minimum, would create unnecessary risk in such situations.	High	The EPA has a 1998 Drug Free Workplace Plan certified by HHS. To date, every program and regional office have one or more assigned local DPCs. All DPCs have been trained by HHS and Pembrooke, and all DPCs have access to eDrug Screen. Standard Operating Procedures for local DPCs and supervisors have been created and a new Intranet site containing FAQs and guidance documents on the program was finalized. OHR plans to conduct random testing by the end of fiscal year 2017.	To date, all EPA supervisors and managers have been offered Drug Free Workplace training by HHS and OHR. The EPA also recently offered a Free Webinar on Opioid use in the Workplace to all EPA employees and provided reminders via flyers and news articles on the availability of ECAP to the workforce. Standard Operating Procedures for local DPCs and supervisors have been created and a new Intranet site containing FAQs and guidance documents on the program was finalized.	By the end of FY 2017, OHR will conduct random testing and each year thereafter. OHR will complete an annual report summarizing the results of the annual testing. During FY 2018, OHR will work with PPTD to draft a new Drug Free Workplace Plan and Policy for the agency. OHR will also review the TDP designations.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Coordinators for their office; ensure that local DPCs are regularly trained and have access to eDrug Screen; ensure that employees are notified of the hazards of drug use and are aware of available assistance with their drug problems; and ensure that supervisors are regularly trained.	Additionally, public acceptance of EPA's decisions is highly dependent on the integrity of its representatives. Illegal drug use would damage that integrity and bring the validity of those decisions into question. EPA has not conducted random testing since approximately 2010. The EPA also had a large cadre of untrained local coordinators. Additionally, supervisors had not been trained; the EPA workforce is not regularly educated on the hazards of drug use; the data associated with TDPs is incorrect and needs to be reconciled; the agency does not have current policies or procedures in place; and there is no consistent applicability of policies and procedures for the Shared Service Centers to be notified by the Personnel Security Branch when employees gain or lose security clearances.				

PROGRAM REVIEW STRATEGY

PROGRAM NAME: Office of Worker's Compensation Program **DATE COMPLETED:** May 1, 2017 **COMPLETED BY:** Bisa Cunningham

RESPONSIBLE OFFICE: OARM/OHR/DRESD

STRATEGIC GOAL/OBJECTIVE: Enhance Workers Compensation Programs.

CONTROL ENVIRONMENT *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Implement policies and standard operating procedures for administering the EPA WC Program. Provide oversight of the claim management process and the chargeback report review process to ensure effective management of the program to limit costs, and identify and remove opportunities for fraud, waste and abuse.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Create and implement EPA policies and SOPs for the Office of Workers' Compensation Program. Establish quality control process for overseeing the claims management process and the chargeback review process for the EPA WC Program.	The EPA currently does not have a policy or established SOPs for Workers' Compensation, including a mechanism to reviewing and reconciling the required OWCP chargeback list, quarterly. Not having policies and procedures in place, including training and communicating with employees and their supervisors, leaves open the potential for fraud, waste and abuse of Workers' Compensation benefits.	High	OHR/DRESD currently conducts an annual reconciliation of the Chargeback report, in compliance with regulatory requirements of the Federal Employees Compensation Act. During the 3rd and 4th quarters, FY 2017, OHR/DRESD plans to issue an Interim Bulletin; update the Intranet site; develop training for supervisors and employees; and establish SOPs - including quality assurance procedures for conducting quarterly reconciliation of the chargeback listing in accordance with FECA.	OHR/DRESD currently conducts annual reconciliation of the Chargeback Report with the Office of Workers' Compensation Program, Department of Labor.	Beginning the 3rd quarter, FY 2017. OHR/DRESD plans to conduct quarterly, as well as annual, reconciliation of the Chargeback Report with the Office of Workers' Compensation Program, Department of Labor. OHR/DRESD will request that OHR/PPTD conduct an annual internal controls audit of the EPA WC Program. The audit will assess the program and related policy for efficiency and effectiveness as it relates to the Workers' Compensation program, and provide detailed results and recommendations to OHR/DRESD.

INTERNAL CONTROL REVIEW
MULTIYEAR PLAN

FY: 2017 **ORGANIZATION: OARM/OHR/DRESD**

	Reviews Conducted	Risk Level L/M/H	Scope of the Review			
			FY 17	FY 18	FY 19	*(In a few words, generally describe the approach, extent, or method of the review. (Note: this is not the place to present review findings; findings are to be summarized in assurance letters.)*
Program Name: EPA Voluntary Leave Bank Program						
1	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Establish and/or revise applicable EPA policies; standard operating procedures; communications; and training for leave bank coordinators and members of the Leave Bank Board to ensure the effective implementation of the leave bank.	H	X	X	X	The DRESD Director receives weekly reports on the number of open and closed leave bank remedy tickets and meets with the leave bank program team each week to obtain the status of new initiatives designed to re-invigorate the program. The EPA OIG audited the Voluntary Leave Bank Program and issued recommendations during the 2nd quarter of fiscal year 2017. In response to the OIG's recommendations, DRESD added two additional employees to the Leave Bank team to assist with processing Leave Bank applications and hours and to assist with responding to remedy tickets. The OHR director also issued a memorandum to the Leave Bank staff reminding them about appropriate records retention and destruction requirements, and OHR obtained the assistance of a contractor to conduct benchmarking with other federal agencies; conduct a risk assessment; draft revised policies and procedures; and create revised Operating Guidelines for the Leave Bank Board. It is anticipated that the aforementioned actions will be finalized by the end of calendar year 2017.
2	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Ensure that MOUs remain current and are adhered to; and ensure OPM data call is timely responded to; ensure program successfully completes internal auditing processes administered by PPTD.	L	X	X	X	The EPA timely responds to OPM's annual data calls for information about the program. OHR PPTD has implemented a robust internal auditing/review of the program as required by OPM which includes the completion of checklists cross referenced to OPM's regulations.
Program Name: EPA Drug-Free Workplace Program						
1	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Conduct random drug testing of employees who encumber certain sensitive positions known as testing designated positions at least annually; ensure that communications nodes are in place to consistently notify employees when they enter and exit a TDP; ensure that	H	X	X	X	By the end of FY 2017, OHR will conduct random testing and each year thereafter. OHR will complete an annual report summarizing the results of the annual testing. During FY 2018, OHR will work with PPTD to draft a new Drug Free Workplace Plan and Policy for the agency. OHR will also review the TDP designations.

	Reviews Conducted	Risk Level L/M/H	Scope of the Review			
			FY 17	FY 18	FY 19	*(In a few words, generally describe the approach, extent, or method of the review. (Note: this is not the place to present review findings, findings are to be summarized in assurance letters.)*
	each program office and regional office maintains local Drug Program Coordinators for their office; ensure that local DPCs are regularly trained and have access to eDrug Screen; ensure that employees are notified of the hazards of drug use and are aware of available assistance with their drug problems; and ensure that supervisors are regularly trained.					
Program Name: Office of Workers' Compensation Program						
1	Create EPA policies and SOPs for the workers' compensation program. Establish quality control process for overseeing the claims management process and the chargeback review process for the EPA WC Program.	H	X	X	X	Beginning the 3rd quarter, FY 2017. OHR/DRESD plans to conduct quarterly, as well as annual, reconciliation of the Chargeback Report with the Office of Workers' Compensation Program, Department of Labor. OHR/DRESD will request that OHR/PPTD conduct an annual internal controls audit of the EPA WC Program. The audit will assess the program and related policy for efficiency and effectiveness as it relates to the Workers' Compensation program, and provide detailed results and recommendations to OHR/DRESD.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: Use Technology to Improve Reporting Processes in ERD **DATE COMPLETED:** March 2017 **COMPLETED BY:** Suzanne Roberts

RESPONSIBLE OFFICE: OARM/OHR/Executive Resources Division

STRATEGIC GOAL/OBJECTIVE: Enhance the efficiency and effectiveness of Executive Resources Division's processing of personnel actions and reporting on allocations and staffing of executive resources, including Senior Executive Service, Senior Professionals, and Administratively Determined positions across the agency.

CONTROL ENVIRONMENT: *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

OHR management has put an emphasis on using information technology to improve efficiency and effectiveness in processing personnel actions and in reporting on the allocation and staffing of executives in the agency. By encouraging the use of technology and by possessing a positive attitude toward innovation, OHR management creates a culture that sustains support for implementing these improvements.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Implementation of the Federal Personnel and Payroll System, Workforce Transformation and Tracking System, and Entrance on Duty System.	Internal risk is needing to ensure that staff is sufficiently trained on the use of the new systems. External risks include the need to develop standardized processes to ensure the actions for SES, SL, ST, and AD employees have gone through the necessary approvals.	High	Use of FPPS, WTTS, and EODS has already been implemented by the other Human Resources Shared Service Centers so basic policies and procedures are in place to guide implementation for ERD's customers.	Regular reports to be provided to the OHR director and deputy Director on the status of implementation. Reports to be provided to HROs and PMOs on progress.	The ERD director will conduct weekly assessments of the status of implementation of the systems.
Implement a SharePoint site for tracking and reporting the allocation of executive slots on a weekly basis and for reporting on the staffing of those slots on a monthly basis	Internal risk is needing to ensure that staff is sufficiently trained on the use of the SharePoint site.	Medium	Staff will continue using the manual process to update and issue the reports while the SharePoint site is being finalized for use.	Regular reports to be provided to the OHR director and deputy director.	The ERD director will conduct weekly assessments to track the status of implementation.

INTERNAL CONTROL REVIEW
MULTIYEAR PLAN

FY: 2017 **ORGANIZATION: OARM-OHR-ERD**

	Reviews Conducted	Risk Level L/M/H	Scope of the Review			
			FY 17	FY 18	FY 19	*(In a few words, generally describe the approach, extent, or method of the review. (Note: this is not the place to present review findings; findings are to be summarized in assurance letters.)*
Program Name: Use technology to improve reporting processes in the ERD						
1	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Implementation of the Federal Personnel and Payroll System (FPPS), Workforce Transformation and Tracking System (WTTS), and Entrance on Duty System (EODS)	H		X		The automated systems available for the Human Resources Shared Service Centers (SSCs) are not currently in use by the Executive Resources Division (ERD). In order to have a consistent approach across SSCs, ERD will implement use of these systems in FY17.
2	Implement a SharePoint site for tracking and reporting the allocation of executive slots on a weekly basis and for reporting on the staffing of those slots on a monthly basis	M		X		The SharePoint site has been developed and needs to be finalized in order to implement its use for tracking and reporting.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: Enhancements to HR Systems **DATE COMPLETED:** April 2017 **COMPLETED BY:** Bobby Moore

RESPONSIBLE OFFICE: OARM/OHR/ITD

STRATEGIC GOAL/OBJECTIVE: Strengthening EPA's security posture by leveraging the use of the TRAC command

CONTROL ENVIRONMENT *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Remove full access to the TRAC command by EPA HR Liaisons to address vulnerabilities with privacy except on an as-needed basis. The Command shows workflow status for Requesting Office employees. For the SPO office, it shows personnel transactions and employee information with privacy.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Remove full access to the TRAC command to address vulnerabilities privacy	Supervisors, managers, admin support and concur personnel (HR Liaisons) had access to privacy data such as SSN, DOB, and banking institution.	High	Remove access to the "V", view option for all users. This block access to see anymore personnel and employee information. The SPO HR specialists still possess full access. All requesting office sees workflow status.	This change was communicated in the HRLoB users group meetings and PMO/RHRO call. It was also elevated to the ARAs.	The TRAC Command is being re-evaluated and a recommendation was made to grant limited access back to HR Liaisons to perform their duties.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: Enhancement to HR Systems **DATE COMPLETED:** April 2017 **COMPLETED BY:** Bobby Moore

RESPONSIBLE OFFICE: OARM/OHR/ITD

STRATEGIC GOAL/OBJECTIVE: Ensure the inclusion of HR Policy in enhancements and regulatory changes to FPPS and PeoplePlus.

CONTROL ENVIRONMENT *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Include HR Policy with creation of Change Request that are enhancements and regulatory, included them in the FPPS User group and PeoplePlus FRB Governance for Time Reporting Coding.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
HR Policy needs to be integrated into FPPS User Group meetings and FRB Governance for policy driven CRs so that time reporting codes are accurate and current.	FPPS regulatory and legal changes need to be reflected in updated to PPL time reporting codes.	High	Participate in OCFO's FRB Governance. Then it's to address FPPS Change Requests, as well as OCFO's Change Control Board (CCB) for TRCs setup in PPL	Obtain updates during DOI FPPS User group meetings. Collaborate with OCFO and HR Policy on impacts to PPL TRC, and actions needed to address approve CRs.	Continually monitor PPL and work with OCFO until PPL changes are implemented.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: Enhancements to HR Systems **DATE COMPLETED:** April 2017 **COMPLETED BY:** Bobby Moore

RESPONSIBLE OFFICE: OARM/OHR/ITD

STRATEGIC GOAL/OBJECTIVE: Enhance customers experience in various HR systems with innovation and turning on features.

CONTROL ENVIRONMENT *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Creating CRs to enhance FPPS, WTTS, EZHire and EEX to enhance customer experience and improve efficiencies.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Enhance customer experience by creating CRs for FPPS, establishing new look for WTTS for Supv/Mgrs, enabling new EZHire features for Supv/Mgrs, providing the option of PIV login for EEX and implementing Performance Management using FedTalent.	System security and insider threats are becoming more prevalent, so maintaining a high security posture on our HR systems is critical.	Medium	Increase usability and security, more accountability for Supv/Mgrs for access, and streamline and improve processes.	Provide monthly updates on PMO/RHRO calls and to HR SSC Directors. Convey messages using Admin Updates and EPA Weekly Newsletter.	Participate in bi-weekly HR LoB RO and SPO meetings to check the pulse of our user base in regards to enhancements.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: Enhancements to HR Systems **DATE COMPLETED:** April 2017 **COMPLETED BY:** Bobby Moore

RESPONSIBLE OFFICE: OARM/OHR/ITD

STRATEGIC GOAL/OBJECTIVE: Improve OHR business processes and workflows using IT/IM development in SharePoint and OEI's Business Automation Platform (BAP) Salesforce.

CONTROL ENVIRONMENT: *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Develop IT/IM systems in SharePoint or Salesforce to improve OHR business processes and workflows for efficiency

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Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Develop IT/IM databases using SharePoint or Salesforce to improve OHR business processes.	OHR has various paper based business processes resulting in increased workloads with reporting statistical data and numerous errors with manual input.	Low	Report statistical data in a timely manner through automation.	Meet with customers, partners and stakeholders as well as subject matter experts on requirements and enhancements as needed.	Meet regularly with customers, partners, stakeholders as well as SMEs as part of quality control and operability.

INTERNAL CONTROL REVIEW
MULTIYEAR PLAN

FY: 2017 **ORGANIZATION: OARM/OHR/ITD**

	Reviews Conducted	Risk Level L/M/H	Scope of the Review			
			FY 17	FY 18	FY 19	*(In a few words, generally describe the approach, extent, or method of the review. (Note: this is not the place to present review findings; findings are to be summarized in assurance letters.)*
Program Name: Enhancements to HR Systems						
1	*Control objective: (list the control objectives associated with this review from the program review strategy)*: Strengthening EPA's security posture by leveraging the use of the TRAC command.	H	X	X		IBC removed the full access to the TRAC command to address a vulnerability with privacy. The Command shows workflow status for Requesting Office employees. For the SPO office it shows personnel transaction and employee information with privacy.
2	*Control objective: (list the control objectives associated with this review from the program review strategy)*: Ensure the inclusion of HR Policy in enhancements and regulatory changes to FPPS and PeoplePlus.	H	X	X		Ensure HR Policy is engaged on FPPS Change Requests (CR) that are enhancements and regulatory through participation in the FPPS User group and PeoplePlus FRB Governance for Time Reporting Coding (TRCs).
3	*Control objective: (list the control objectives associated with this review from the program review strategy)*: Enhance customers experience in various HR systems with innovation and turning on features.	M	X	X		Create CRs for FPPS, WTTS, EZHire and EEX to enhance customer experience and improve overall systems' efficiencies.
4	*Control objective: (list the control objectives associated with this review from the program review strategy)*: Improve OHR business processes and workflows using IT/IM development in SharePoint and OEI's Business Automation Platform Salesforce.	L	X	X		Develop IT/IM systems in SharePoint or Salesforce to improve OHR business processes and workflows for efficiency.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: EPA Order 4711, Procedures for Addressing Allegations of Workplace **DATE COMPLETED:** 5/2/2017 **COMPLETED BY:** Krysti Corbett

RESPONSIBLE OFFICE: OARM/OHR/LERD

STRATEGIC GOAL/OBJECTIVE: Implement EPA Order 4711, Procedures for Addressing Allegations of Workplace Harassment

CONTROL ENVIRONMENT: *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Commitment to provide timely and appropriate follow through regarding claims of harassment from EPA employees. Increase timeliness of case intake process, reduce vulnerabilities in quality/training of fact-finders, and establish a mechanism for the tracking of cases through LERD's case tracking system, LERIS.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Prepare templates for case intake, notifications to alleged harasser and affected person, fact-finding report template, and decision memorandums.	Inconsistent quality of notifications, documents and reports; could result in costly litigation decisions adverse to the agency.	Medium	Timelines have been set for the development of all templates within FY2017.	Quarterly reports are being sent to OHR director regarding status.	The LERD director conducts biweekly meetings with two staff members developing tools/resources.
Conduct proper and thorough investigations, and prepare supported high-quality fact-finding reports.	Inconsistent training of fact-finders has resulted in inconsistent fact-finding results and quality of reports. This could result in costly litigation decisions adverse to the agency and decision makers not rendering proper decisions on allegations of harassment.	High	EPA has outsourced fact-finding, specifying the competencies necessary for all contract fact-finders. The contract statement of work also dictates the quality of reports required.	LERD has hired an EPA Order 4711 program manager; this staff member has weekly calls with contractor to review current cases, and will review all work submitted by contractor.	The LERD director has biweekly meetings with the EPA Order 4711 program manager to discuss the quality of reports and review/edit work submitted by the contractor.
Develop an EPA Order 4711 tracking system through the agency's LER tracking system, LERIS.	Currently, there is inconsistent data on EPA Order 4711 allegations. This could result in the agency not evaluating trends, impact of the 4711 program, or analyzing	Medium	Configuration to EPA specifics are complete and contractor has submitted test 4711 tracking section in LERIS.	LERD's EPA 4711 Order program manager has developed a paper analyzing the final issue prior to implementation of tracking system. Must review	Once implemented, the 4711 program manager will review field input on a biweekly basis to determine effectiveness of tracking,

PROGRAM NAME: EPA Order 4711, Procedures for Addressing Allegations of Workplace **DATE COMPLETED:** 5/2/2017 **COMPLETED BY:** Krysti Corbett

RESPONSIBLE OFFICE: OARM/OHR/LERD

STRATEGIC GOAL/OBJECTIVE: Implement EPA Order 4711, Procedures for Addressing Allegations of Workplace Harassment

CONTROL ENVIRONMENT: *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Commitment to provide timely and appropriate follow through regarding claims of harassment from EPA employees. Increase timeliness of case intake process, reduce vulnerabilities in quality/training of fact-finders, and establish a mechanism for the tracking of cases through LERD's case tracking system, LERIS.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
	appropriate staffing levels for 4711 activities.		Need to review with senior management prior to implementing.	with senior management prior to final implementation.	trends, and quality control of data.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: LERD Processes and Standard Operating Procedures **DATE COMPLETED:** 5/2/2017 **COMPLETED BY:** Krysti Corbett

RESPONSIBLE OFFICE: OARM/OHR/LERD

STRATEGIC GOAL/OBJECTIVE: Review LERD Processes and Standard Operating Procedures.

CONTROL ENVIRONMENT *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

LERD does not have processes/SOPs in place to establish consistency among LERD staff or across the LER community agencywide.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Develop SOPs for LERD – locally focused.	LERD does not have current SOPs on internal review of documents/quality control, development of files, memorialization of MOUs/union agreements, etc. This has resulted in inconsistent file system and large inefficiencies during periods of staff turnover.	Medium	LERD has developed a plan to implement several SOPs during FY 17: 1. Internal review of documents 2. Development of materials relied upon file for disciplinary action 3. Selecting and contracting arbitrators	All SOPs have been assigned to staff members for development, with the final work product to be implemented no later than September 30, 2017.	The LERD director will review all internal SOPs and update as necessary.
Develop SOPs for the LER Community – nationally focused.	The LER community does not have any standards for communicating with agency national LERD office, memorialization of records, agency-head review process, LERIS tracking, etc.	Medium	LERD has developed a plan to implement several SOPs during FY 17: 1. Agency-head review process 2. Information sharing with Personnel Security Branch	All SOPs have been assigned to staff members for development, with the final work product to be implemented no later than September 30, 2017.	The LERD director will review all internal SOPs and update as necessary.

INTERNAL CONTROL REVIEW
MULTIYEAR PLAN

FY: 2017 **ORGANIZATION: OARM/OHR/LERD**

	Reviews Conducted	Risk Level L/M/H	Scope of the Review			
			FY 17	FY18	FY19	*(In a few words, generally describe the approach, extent, or method of the review. (Note: this is not the place to present review findings; findings are to be summarized in assurance letters.)*
Program Name: Implementing EPA Order 4711, Procedures for Addressing Allegations of Workplace Harassment						
1	*Control objective: (list the control objectives associated with this review from the program review strategy)*: Prepare templates for case intake, notifications to alleged harasser and affected person, fact-finding report template, and decision memorandums.	M				Timelines have been established for the development, review and publishing of all relevant templates within FY 2017. The LERD director conducts biweekly meetings with two staff members developing tools/resources.
2	*Control objective: (list the control objectives associated with this review from the program review strategy)*: Conduct proper and thorough investigations, and prepare supported high-quality fact-finding reports.	H				EPA has outsourced fact-finding, specifying the competencies necessary for all contract fact-finders. The contract statement of work also dictates the quality of reports required. EPA Order 4711 program manager regularly review work products and does quality control on fact-findings.
3	*Control objective: (list the control objectives associated with this review from the program review strategy)*: Develop an EPA Order 4711 tracking system through the agency's LER tracking system, LERIS.	M				LERD has developed the 4711 tracking mechanism in LERIS. This tracking mechanism is currently under review, and is scheduled to be implemented in 3rd quarter FY 2017.
Program Name: Review LERD Processes and SOPs						
1	*Control objective: (list the control objectives associated with this review from the program review strategy)*: Develop SOPs for LERD – locally focused.	M				LERD will implement 3 internal SOPs within FY 2017 concerning internal review processes, development of supporting files, and selection and contracting of arbitrators.
2	*Control objective: (list the control objectives associated with this review from the program review strategy)*: Develop SOPs for the LER Community – nationally focused.	M				LERD will develop 2 SOPs to be reviewed by national LER community during FY 2017. SOPs include agency-head review process and information sharing with the Personnel Security Branch.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: Workforce Planning Tool **DATE COMPLETED:** September 2017 **COMPLETED BY:** Gary Parker

RESPONSIBLE OFFICE: OARM/OHR/PPTD

STRATEGIC GOAL/OBJECTIVE: Align skills and competencies to positions and hiring.

CONTROL ENVIRONMENT:

Establish and maintain a collaborative working relationship between PPTD and ITD to ensure that EPA HR policy and procedures are relevant, legal, and support the efficient implementation and operation of the HR Line of Business initiative.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Align skills and competencies to positions and hiring, so that data from the workforce planing tool becomes the foundation for decisions on the full talent management scale (outreach, recruiting, hiring and onboarding, training and development, and retirement).	PPTD believes the policy risks are moderate. Various models exist that cross a wide spectrum of results. Very limited budget to create and/or automate, so the tool will need to be limited in technology (i.e., MS Excel). Training and education on tool use is an identified risk as well. Integration of the tool agencywide is a risk due to various maturity levels of Program/Regional Offices.	Medium	A plan of action and milestones have been created to provide a picture of earned value and schedule variance. The objective is identified as a high priority goal for OARM. The project has a phased approach. A test pilot phase, followed by an accelerated execution, then agencywide execution.	Information is communicated in monthly meetings with the test pilot group. Status updates on the effort is provided through the OHR/OARM leadership chain.	The program will follow the POA&M schedule to determine earned value and schedule variance.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: Learning Management System / SkillPort Accountability **DATE COMPLETED:** September 2017 **COMPLETED BY:** Steven B. Dean

RESPONSIBLE OFFICE: OARM/OHR/PPTD

STRATEGIC GOAL/OBJECTIVE: Establish and implement an agencywide Learning Management System, so all agency employees have access to centralized learning and a simplified learning process. (outreach, recruiting, hiring and onboarding, training and development, and retirement).

CONTROL ENVIRONMENT: *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

Establish and maintain a collaborative working relationship between PPTD and ITD to ensure that EPA HR policy and procedures are relevant, legal, and support the efficient implementation and operation of the HR Line of Business initiative.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Establish and implement an agencywide Learning Management System, so all agency employees have access to centralized learning and a simplified learning process. (Outreach, recruiting, hiring and onboarding, training and development, and retirement).	PPTD believes the implementation risks are moderate. Some known risks are wrong system expectations, avoiding choosing a complicated system, hidden and reoccurring costs, limited customization options, not managing change with users, and inadequate IT support.	Medium	Technology User Group will be established to ensure most agency requirements and expectations are identified and met during implementation year. A concise proposal will be agreed upon, defining costs and other identified internal and external risks.	Weekly meetings and various activities/deliverables will be accomplished to ensure all necessary parties remain current on overall project timelines and any outstanding issues.	Activity/deliverables will include initial planning, project charter development and project team orientation meetings, configuration workshop and weekly status reports.

PROGRAM REVIEW STRATEGY

PROGRAM NAME: EPA Human Capital/Human Resources Accountability **DATE COMPLETED:** December 2016 **COMPLETED BY:** Loretta Hunt

RESPONSIBLE OFFICE: OARM/OHR/PPTD/PAB

STRATEGIC GOAL/OBJECTIVE: OPM currently considers EPA's accountability program as ineffective. PAB will restructure the program to meet the requirements of 5 CFR 250.

CONTROL ENVIRONMENT *(The structure and culture created by management and employees to sustain organizational support for internal controls.)*

There must be sufficient resources (including competent staff who are proficient in conducting evaluations, understand HC and HR management and can communicate effectively with agency stakeholders and OPM) allocated to this program. In the past, there were skill gaps and insufficient staff to conduct regular evaluations.

Control Objective *(Desired result or purpose achieved)*	**Risk Assessment** *(Internal and external risks that prevent achievement of objectives)*	**Risk Level** *(Low, Medium, High)*	**Control Activities** *(Policies, procedures, mechanisms and performance measures in place to mitigate risk and ensure that control objective is met)*	**Information/Communication** *(Ensure relevant, reliable, and timely information internally and externally)*	**Monitoring** *(Periodic reviews, reconciliation, or comparison of detective and preventative data)*
Establish standard operating procedures to guide how PAB conducts assessments. This will ensure consistent and correct practices. Establish a HC Accountability policy that will update the agency's policy on fulfilling the regular evaluation requirements of 5 CFR 250.	The federal government and the agency must adhere to the President's requirements for decreasing the federal workforce. This effort may impact PAB's ability to retain and attract competent evaluators and HR/HC SMEs. PAB's staff may be tasked with other major agency projects which can impact its ability to carry out the evaluation function required by 5 CFR 250.	Low	The policy and SOP deliverables are captured in PAB's policy tracker, which is shared with senior management on a regular basis. OPM also regularly evaluates the agency's HC management programs, including the agency's evaluation function.	The SOP and policy will be vetted through appropriate agency stakeholders and OPM prior to issuance.	PAB branch chief meets monthly with an OPM liaison to discuss evaluation activities and to address open corrective actions for the agency. The agency's delegated examining agreement with OPM requires an annual evaluation of DE transactions.

INTERNAL CONTROL REVIEW
MULTIYEAR PLAN

FY: 2017 **ORGANIZATION: OARM/OHR/PPTD**

	Reviews Conducted	Risk Level L/M/H	Scope of the Review			
			FY 17	FY 18	FY 19	*(In a few words, generally describe the approach, extent, or method of the review. (Note, this is not the place to present review findings; findings are to be summarized in assurance letters.)*
Program Name: Workforce Planning Tool						
1	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Complete successful test pilot	M	x			OHR/PPTD to lead effort through the test pilot phase. Test user group validation on success of test pilot.
2	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Implementation Decision	M	x			OARM decision on implementation strategy and short term use of tool.
3	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Mature tool (automation)	M		x		Enhance user capability by way of automation.
Program Name: Learning Management System/Skillport Accountability						
1	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Complete and sign Project Charter	L	X			OHR/PPTD/TB and LMS system owner will work together to complete, with Senior Management sign-off, the LMS Project Charter.
2	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Complete Project Team Orientation	L		X		OHR/PPTD/TB and LMS system owner will work together to complete the LMS Project Team Orientation.
3	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Complete LMS training	L		X		OHR/PPTD/TB and LMS system owner will work together to complete Instructor Led Training (ILT) for system administrators.
Program Name: EPA Human Capital/Human Resources Accountability						
1	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Develop Accountability SOP	L	X			PAB will develop an accountability SOP to ensure consistent and correct evaluation practices.
2	***Control objective:*** *(list the control objectives associated with this review from the program review strategy)*: Develop HC Accountability Policy	L		X		PAB will develop a HC accountability policy to establish and govern the regular evaluation requirements of 5 CFR 250.

Attachment 4

ENVIRONMENTAL PROTECTION AGENCY
FY 2017 INTERNAL CONTROL PROGRAM
GAO Standards for Internal Control
Standards and Principles -- Assessment of Internal Control System

Goal: _____ **Objective:** _____

Instructions: *Use this form to document the effectiveness of internal controls for the goals and objectives in the FY 2014-2018 Strategic Plan. If one principle within a component is ineffective, a summary of the internal control deficiency must be provided. Offices must indicate the level of the deficiency and complete template, Newly Proposed Weaknesses and Significant Deficiencies, to describe the scope of the weakness and the corrective actions to be taken to address the weakness.*

Standards	Principles	Designed and Implemented (Yes/No)	Operating Effectively (Effective/Ineffective)	Internal Control Deficiency Summary (if operating ineffectively)		
				Material	Significant Deficiency	Agency-level
Control Environment	1. Demonstrate Commitment to Integrity and Ethical Values	Yes	Effective			
	2. Exercise Oversight Responsibility					
	3. Establish Structure, Responsibility and Authority					
	4. Demonstrate Commitment to Competence					
	5. Enforce Accountability					
Risk Assessment	6. Define Objectives and Risk Tolerances	Yes	Effective			
	7. Identify, Analyze, and Respond to Risk					
	8. Assess Fraud Risk					
	9. Analyze and Respond to Change					
Control Activities	10. Design Control Activities	Yes	Effective			
	11. Design Activities for Information Systems					
	12. Implement Control Activities					
Information and Communication	13. Use Quality Information	Yes	Effective			
	14. Communicate Internally					
	15. Communicate Externally					
Monitoring	16. Perform Monitoring Activities	Yes	Effective			
	17. Remediate Deficiencies					
Are all components operating together in an integrated manner?		Yes	Effective			

Assistant/Regional Administrator:

_____ _____ _____

Name Telephone No. Date

Attachment 5

ENVIRONMENTAL PROTECTION AGENCY
FY 2017 Internal Controls Over Financial Activities (OMB Circular A-123)

Sensitive Payment Follow-up Agencywide Certification

I certify that all corrective actions are in place and are adequate for the following sensitive payment areas where compliance with existing internal controls needed improvement with regards to sensitive payments.

- Travel approval lists
  - All travel approval lists are up to date. My organization has completed a review of the travel lists and/or recent trips to ensure compliance. Any exceptions are attached to the certification.
- High cost travel documentation
  - My organization has implemented the agency controls into any local policies, procedures and/or guidance.
- International travel reports.
  - My organization has conducted a review of international trips to assure that international trip reports were filed in FIAT for the Office of International Tribal Affairs. Any exceptions are attached to this certification.
- Reasonable accommodations for travel review
  - My organization has implemented the agency controls into any local policies, procedures and/or guidance.
- Above per diem lodging
  - My organization has implemented the agency controls into any local policies, procedures and/or guidance.
- Executive approval framework for time & attendance
  - My organization utilizes the executive approval framework for approval of time & attendance for executive level employees. My organizations conducted a review of these approvals to ensure compliance. Any exceptions are attached to the certification.
- EPA retention incentives
  - My organization has implemented the agency controls into any local policies, procedures and/or guidance.
  - If applicable, my organization conducted a review of any employees receiving retention incentives. Any exceptions are attached to this certification.
- Statutory pay limits
  - My organization did not have any employees exceed the pay for an unallowable reason. All employees that exceeded the base pay cap were below the applicable aggregate pay cap. A review of all employees exceeding the pay cap was completed to ensure that it was for an allowable reason and below the aggregate pay cap. Any exceptions are attached to this certification.

Senior Resource Official: (This signature constitutes the support for the AA/RA certification. This signed attachment must be attached to the AA/RA assurance letter.)

_____

Linda R. Gray, Director, OHR 202-564-4606 June 21, 2017

Attachment 6

ENVIRONMENTAL PROTECTION AGENCY
FY 2017 Internal Controls Over Financial Activities (OMB Circular A-123)

UNIMPLEMENTED OIG and GAO ACTIONS IN FY 2016 AND PRIOR
Agencywide Certification

I certify that I am aware of all prior year unimplemented OIG and/or GAO actions for which my office is responsible. These actions have been reviewed and actions have been taken to complete and close all outstanding corrective actions dating from FY 2016 and prior.

For OIG audits, exceptions are tracked and maintained in MATS with planned completion dates and justifications why corrective actions have not been completed as of the close of the 3rd Quarter of FY17 (June 30, 2017). MATS has been updated to reflect the current status of all corrective actions.

For GAO audits, current and four previous fiscal year recommendations are tracked and maintained by responsible program and regional office with planned completion dates and justification why corrective actions have not completed as of the close of 3rd Quarter of FY17.

OHR HAS NO UNIMPLEMENTED OIG and GAO ACTIONS IN FY 2016 AND PRIOR

Exceptions noted: **Senior Resource Official**: (This signature constitutes the support for the AA/RA certification. This signed attachment must be attached to the AA/RA assurance letter.)

Linda R. Gray, Director, OHR 202-564-4606 June 21, 2017

Attachment 7

ENVIRONMENTAL PROTECTION AGENCY
FY 2017 Internal Controls Over Financial Activities (OMB Circular A-123)
OFFICE OF HUMAN RESOURCES

UNLIQUIDATED OBLIGATIONS CERTIFICATION

I certify that an independent reviewer has tested a random sample of unliquidated obligations identified in the ULO Desktop Certification Tool. I also certify that sufficient internal controls are in place and functioning adequately to ensure funds are being deobligated in a timely manner. Any deficiencies and/or weaknesses identified during the review are described below:

All organizations will be expected to certify that obligations marked for deobligation were deobligated as a part of the year end closing process in early October 2017 (the official date will be included in the year end closing instructions when issued).

Exceptions noted: **Senior Resource Official**: (This signature constitutes the support for the AA/RA certification. This signed attachment must be attached to the AA/RA assurance letter.)

Linda R. Gray, Director, OHR	202-564-4606	June 21, 2017

MEMORANDUM

SUBJECT: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

FROM: Insert Name
Insert Title (Assistant or Regional Administrator)

TO: All Insert Region or AAship Employees

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VERA/VSIP opportunities to a limited number of EPA employees.

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me. The letter will provide specifics on the application process; please be aware the application period opens on July 12, 2017 and closes at 11:59 p.m. Eastern time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to apply and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact {Insert RHRO or PMO} with any questions you may have about VERA/VSIP.

Insert Date

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Insert Name
Insert Title (Assistant or Regional Administrator)

TO: All Insert Region or AAship Employees

This is an update regarding the agency's request for Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out.). Senior management at the U.S. Environmental Protection Agency is doing everything possible to ensure the EPA continues to be a high performing organization. Part of that effort involved working with program and regional offices to develop VSIP and VERA requests. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VSIP and VERA opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The total number of VSIPs offered will be INSERT #. If the number of applications received exceeds the total number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service.) If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of applications that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The {INSERT servicing SSC: Research Triangle Park, Las Vegas, Cincinnati or Executive Resources Division} Human Resources Shared Service Center can provide you with more information about VSIPs and VERAs, as well as benefits and retirements, and can assist you with retirement annuity estimates. Attachment C provides a list of your {INSERT servicing SSC or ERD} contacts.

If you decide to apply, you should do so early in the application period, which opens on July 12, 2017 and closes at 11:59 p.m. Eastern time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 12, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first service basis if there are not more applications than available VERA/VSIP offers.

Applications will be accepted during this period using the {insert hyperlink to application form}. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA or VSIP, you must depart during the separation window which ends on September 2, 2017.

Commented [HL1]: Need link from SSCs

The decision to take advantage of a VERA or VSIP is **entirely voluntary**. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help INSERT NAME OF REGION OR AAship most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

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Attachment A

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

PLEASE INSERT YOUR PROGRAM/REGION'S TARGETED POSITION DATA PROVIDED TO OPM. THE DATA SHOULD INCLUDE THE FOLLOWING AS APPROPRIATE: ORGANIZATION, TITLE, SERIES, GRADE, GEOGRAPHIC LOCATION, AND MAXIMUM NUMBER OF VSIP OFFERS BY ORGANIZATION/SERIES/GRADE/LOCATION.

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Attachment B

VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP) AND VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) ELIGIBILITY

NOTE: This chart is intended to provide information about general eligibility. If you have any questions about whether or not you meet any of the criteria, you should apply, so the Human Resources Shared Service Center can make an official determination.

You ARE eligible for a VSIP if you:	**You ARE eligible for VERA if you:**	**You are NOT eligible for VSIP if you:**
are serving under an appointment without time limitation	meet the minimum age and service requirements: - at least age 50 with at least 20 years of credible federal service OR - any age with at least 25 years of creditable federal service	are a reemployed annuitant
have been currently employed by the federal government for a continuous period of at least three years	have been continuously employed by the Agency for at least 31 days before the date your region or program office initially requested OPM approval for VERA	have a disability such that you are or would be eligible for disability retirement
are serving in a position covered by your region or program office's VSIP offer	are serving under an appointment without time limitation	have received a decision notice of involuntary separation for misconduct or unacceptable performance
apply for and receive approval for a VSIP from the Agency	have not received a final removal decision based on misconduct or unacceptable performance	have previously received a VSIP from the federal government
separate by September 2, 2017	are serving in a position covered by your region or program office's VERA offer	performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid
	retire under the VERA option during your program or region's VERA window	performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid
		performed service during the 12-month period preceding the date of separation for which a

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		retention bonus was paid or is to be paid

Attachment C

POINTS OF CONTACT

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the {Servicing SSC or ERD} as shown below. You may also contact the {servicing SSC or ERD} if you have questions about FHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

Email: {[POC Email(s)} with "VERA/VSIP Related Request" in your email subject line.

Telephone: {Number(s)}

If you have specific questions about **INSERT REGION OR AASHIP'S NAME** VERA or VSIP package, please contact **INSERT NAME, TELEPHONE NUMBER, AND EMAIL FOR THE POINT OF CONTACT FOR REGION OR AASHIP**.

Attachment D

HOW AND WHEN TO APPLY FOR VERA AND VSIP

Before You Apply	Read the memorandum from your region or program office announcing the VERA and VSIP. You should ensure that you are in an approved employee category by reviewing Attachment A. **If you are interested in the VERA or VSIP but are unsure about your eligibility, you should apply during the application window, so the Human Resources Shared Service Center (HR SSC) can make an official determination.**
Where to Find Additional Information	The Office of Personnel Management has information on its website regarding **[HYPERLINK "https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/"]** and **[HYPERLINK "https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/"]** You may also view additional information on the agency's VERA/VSIP **[HYPERLINK "http://intranet.epa.gov/policy/buyouts/index.htm"]** site. If you need additional information, please call or email the {servicing SSC or ERD} points of contact identified in Attachment C.
Estimating Retirement Pay	The **[HYPERLINK "https://fhrnavigator.com/frbweb/logon.do?operation=index&client=EPA&redir=1"]** allows you to estimate your basic annuity. Instructions on how to use the FHR Navigator can be found at **[HYPERLINK "http://intranet.epa.gov/policy/buyouts/pdfs/FHR-Navigator-Webinar.pdf"]**. If you would like to discuss your estimated annuity or other benefits or if you would like to have the {servicing SSC or ERD} run an estimate for you, please call or email the points of contact identified in Attachment C.
Application Window	The application window (the time during which you must apply for a VERA or VSIP) opens July 12, 2017 and closes at 11:59 pm Eastern Time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 12, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first service basis. Applications submitted after 11:59 p.m. EST, July 26, 2017, will not be considered.
Application Process	**Step 1:** Go to the electronic application form at {insert link} **Step 2:** Complete your application form and press submit when you have fully completed all of the blocks. If you need assistance completing this form and or you require an alternative text format, please contact your HR SSC identified in Attachment C for assistance in submitting an application. **You should apply early in the application window in case you experience any problems or issues in applying.** **Step 3:** You will receive an email notification when your application has been received by the HR SSC and your region or program office. **Step 4:** If you haven't already run your retirement estimate or haven't had the HR SSC complete an estimate for you, please follow the instructions in the box above on Estimating Retirement Pay to obtain an estimate.
After You Apply	The {servicing SSC or ERD} will review your application and notify you of your eligibility. You should receive a notification no later than August 2, 2017. If you are eligible and your application is approved, the {servicing SSC or ERD} will ask you to complete the necessary paperwork to process your separation.

Commented [HL2]: Need link from SSCs

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U.S. ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF INSPECTOR GENERAL

Spending Taxpayer Dollars

EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved

Project No. OPE-FY14-0049 **May 25, 2016**

DRAFT

NOT TO BE RELEASED OUTSIDE EPA
(FOR REVIEW AND COMMENT PURPOSES ONLY)

Report Contributors:

Ben Beeson
Eric Lewis
Rodney Rice
Tim Roach

Abbreviations

CFR	Code of Federal Regulations
EPA	U.S. Environmental Protection Agency
FTE	Full-Time Equivalent
FY	Fiscal Year
OARM	Office of Administration and Resources Management
OECA	Office of Enforcement and Compliance Assurance
OIG	Office of Inspector General
OPM	U.S. Office of Personnel Management
U.S.C.	United States Code
VERA	Voluntary Early Retirement Authority
VSIP	Voluntary Separation Incentive Payment

Cover image: An illustration of early-out/buyout incentives and related annual leave paid in 2014 as a result of VERA-VSIP activities. (EPA OIG image)

Are you aware of fraud, waste or abuse in an EPA program?

EPA Inspector General Hotline
1200 Pennsylvania Avenue, NW (2431T)
Washington, DC 20460
(888) 546-8740
(202) 566-2599 (fax)
OIG_Hotline@epa.gov

Learn more about our OIG Hotline.

EPA Office of Inspector General
1200 Pennsylvania Avenue, NW (2410T)
Washington, DC 20460
(202) 566-2391
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U.S. Environmental Protection Agency
Office of Inspector General

Project No. OPE-FY14-0049
May 25, 2016

At a Glance

Why We Did This Review

This report addresses the U.S. Environmental Protection Agency's (EPA's) progress toward workforce restructuring goals after EPA employees accepted payments of up to $25,000 to separate from federal employment. The U.S. Office of Personnel Management gave the EPA buyout authority through Voluntary Early Retirement Authority (VERA, or "early out") and Voluntary Separation Incentive Payment Authority (VSIP, or "buyout") so it could downsize or restructure its workforce. The EPA paid $11.9 million in incentives to get 479 employees to voluntarily leave the EPA in 2014. Other VERA-VSIP goals for the EPA included reducing the number of surplus positions, decreasing the ratio of managers to staff, and reducing the pay grades of targeted positions.

This report addresses the following EPA goal or cross-agency strategy:

- *Embracing EPA as a high-performing organization*

Send all inquiries to our public affairs office at (202) 566-2391 or visit www.epa.gov/oig.

Listing of OIG reports.

EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved

What We Found

EPA needs to monitor workforce restructuring activities to determine the overall impact, cost-effectiveness and value of its VERA-VSIP activities.

The EPA effectively used its VERA-VSIP authority to achieve employee departures in certain targeted positions to: reduce the size of the region or program offices, reduce the number of highly-graded positions, and eliminate surplus positions. However, goals to restructure the workforce have not been achieved. Only one of five organizations we sampled completed its VERA-VSIP restructuring of positions vacated. The remaining four organizations have only filled 9 percent of the positions they were authorized to restructure, leaving 91 percent open.

Other VERA-VSIP goals—such as increasing the number of staff per supervisor and obtaining staff with new skill sets—are not completed. When officials in EPA program offices and regions obtained VERA-VSIP authority to improve efficiency and overall operations, they committed to fulfill all of the restructuring goals listed to obtain VERA-VSIP authority. While all EPA organizations complied with the Office of Personnel Management's reporting requirements during and immediately after the completion of the early-outs and buyouts, the EPA does not have a tracking system to monitor its progress in achieving all of the remaining VERA-VSIP goals. As a result, the agency cannot assess the overall impact, effectiveness, and value of VERA-VSIP as a workforce management tool.

Recommendations

We recommend that the Assistant Administrator for Administration and Resources Management, on a quarterly basis, collect information from program offices and regions on VERA-VSIP restructuring activities, and analyze the information obtained to determine the value of VERA-VSIP as a workforce restructuring tool.

DRAFT – NOT TO BE RELEASED OUTSIDE EPA

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

May 25, 2016

MEMORANDUM

SUBJECT: Draft Report:
EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved
Project No. OPE-FY14-0049

FROM: Carolyn Copper, Assistant Inspector General
Office of Program Evaluation

TO: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

This is a draft report on the subject review conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). This draft report is subject to revision by the OIG and, therefore, does not represent the final position of the OIG on the subjects reported. It is provided to you solely for the purpose of obtaining your review and comments. You are not authorized to distribute or disclose this draft or its contents, except that you may distribute it to other persons in your organization to obtain their review and comments on the subjects reported.

The EPA's Office of Human Resources, within the Office of Administration and Resources Management, is responsible for the recommendations in this report.

Action Required

In accordance with EPA Manual 2750, you are required to provide a written response to the findings and recommendations in this draft report within 30 days of the draft report date. The response should address the factual accuracy of the draft report and indicate whether you concur or do not concur with each finding and proposed recommendation. The response should also indicate planned completion dates for all recommendations. If you do not concur with a proposed recommendation, please provide any alternative actions you wish to be considered for the final report. Your response should identify any corrective actions already initiated or planned. The final report will include an assessment of your response, and we reserve the right to modify our report in light of your response. Please email a Microsoft Word version to lewis.eric@epa.gov.

If you or your staff have any questions regarding this report, please contact me at (202) 566-0829 or copper.carolyn@epa.gov; or Eric Lewis, Director, at (202) 566-2664 or lewis.eric@epa.gov.

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Chapter 1
Introduction

Purpose

We reviewed actions taken by the U.S. Environmental Protection Agency (EPA) for its fiscal year (FY) 2014 Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Program (VSIP) activities to assess agency workforce restructuring progress. We addressed four questions:

1. What workforce restructuring goals were identified by program and regional offices?
2. How consistent were these goals across the agency?
3. What progress have the offices made in executing their restructuring plans?
4. Did the major offices achieve their goals in restructuring the organization?

Background

On December 12, 2013, the Deputy Administrator announced that EPA offices were planning to use early-outs (under VERA) and buyouts (under VSIP) to realign their workforces to meet changing mission requirements and move toward new models of work. According to the announcement, over the prior year, due to resource constraints, the EPA had been operating under a series of temporary hiring policies to carefully manage its workforce and payroll by not filling all positions vacated when people left the agency. The December 2013 announcement noted this approach was difficult to manage because of the unpredictable nature of attrition. Further, it challenged the EPA's ability to acquire new talent, build diversity in its staff, develop new skills, and provide all of the necessary tools to do the job of protecting human health and the environment.

VERA and VSIP are options for increasing voluntary attrition in agencies that are downsizing or restructuring. With U.S. Office of Personnel Management (OPM) approval, federal agencies can grant early-outs to temporarily lower the age and service requirements to increase the number of employees eligible for retirement from the federal government. Similarly, with OPM approval, agencies can grant buyouts—lump-sum payments of up to $25,000 to each employee as an incentive to voluntarily leave the federal government. Section 1313(b) of the Chief Human Capital Officers Act of 2002 authorized VERA and VISP options as regulated by OPM and codified in Title 5 of the United States Code (U.S.C.). (For VERA, see 5 U.S.C. §§ 8336(d)(2) and 8414(b)(1)(B); for VSIP, see 5 U.S.C. §§ 3521 and 3525.)

According to 5 CFR 576.102(a)(1), a plan submitted to OPM by the head of an agency, or his or her specific designee, must include identification of the specific positions and functions to be reduced or eliminated, identified by organizational unit, geographic location, occupational series, grade level and any other factors related to the position. OPM human resources specialist we interviewed stated that only restructured positions under the approved plan can be refilled. Further, once an agency's VERA-VSIP plan gets approved, the agency is required to administer the VERA-VSIP authority as approved. Only OPM can approve amendments that revise the authority dates and targeted positions listed in the original approved plan after consultation with the Office of Management and Budget.

Besides eliminating positions, OPM interprets the VERA-VSIP to allow positions to be restructured. This includes filling the vacated position with a position:

- Having a different job series and/or grade.
- Using the same job series and grade but substantively different duties and responsibilities.
- Having a different full-performance level.
- That is no longer supervisory.

Even though OPM does not monitor after VERA-VSIP to verify compliance and progress achieving restructuring goals, agencies must follow through and execute all of the restructuring activities identified in the plan approved by OPM. An organization's progress in completing its approved restructuring activities is relevant for assessing whether the VERA-VSIP authority was properly used, and for assessing the overall cost effectiveness of VERA-VSIP to meet workforce goals.

In 2014, 20 of the EPA's 23 program and regional offices participated in VERA-VSIP activities. A total of 479 employees separated from the EPA through these activities. The EPA paid early-out/buyout incentives of about $11.9 million and annual leave payments of $5.2 million, for a total of $17.1 million, as shown in Figure 1. These costs represent the direct costs associated with the VERA-VSIP early-outs/buyouts.

Figure 1: EPA direct costs for VERA-VSIP early-outs and buyouts in 2014

Source: EPA Office of Inspector General (OIG) research.

Other indirect costs not captured include the costs to develop and administer each of the 20 program and regional office plans.

Responsible Office

The Office of Human Resources, within Office of Administration and Resources Management (OARM), oversees the agency human capital program and coordinated the agency VERA-VSIP program.

Scope and Methodology

We conducted our work from November 2014 to May 2016. We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

For the 15 program and regional offices ("organizations") in Table 1, we collected and reviewed such information as:

- The requests to OPM for VERA-VSIP authority.
- OPM's approvals.
- EPA organizations' quarterly and final progress reports to OPM.

Table 1: Organizations reviewed

Organization
Office of the Administrator
Office of the Chief Financial Officer
Office of Enforcement and Compliance Assurance
Office of Environmental Information
Office of Research and Development
Office of Land and Emergency Management
Office of Water
Region 1
Region 3
Region 4
Region 6
Region 7
Region 8
Region 9
Region 10

Source: OIG analysis.

To answer objectives 1 and 2, we obtained detailed information from four of these 15 organizations: the Office of Environmental Information, the Office of Land and Emergency Management, Region 1, and Region 8. In addition to interviewing personnel from these four EPA organizations, we interviewed staff from OARM and OPM. We also obtained and reviewed information on payments to employees who left the EPA under VERA-VSIP. We reviewed laws, regulations and guidance documents related to VERA-VSIP.

To answer objectives 3 and 4, we obtained detailed information for program offices and regions that had at least a 50-percent acceptance rate of authorized VERA-VSIP actions.[1] These offices were the Office of Water; Office of Enforcement and Compliance Assurance (OECA); and Regions 1, 4 and 7. We obtained information about hiring and activities to achieve restructuring goals after the conclusion of VERA-VSIP early-outs and buyouts through document reviews and interviews with managers and staff in these organizations. Hiring data provided by the agency was current through September 2015.

Each of the EPA program and regional offices participating in VERA-VSIP independently applied to OPM for early-out/buyout authority. There are limits to assessing progress because of the manner in which these organizations described their goals and objectives in their applications. Some provided specific numeric targets for VERA-VSIP goals, such as specifying a desired supervisor-to-staff ratio of 1:9. In other cases, offices simply described their goals as a reduction or change with no accompanying target, date for completion, or other specific way to assess whether goals are achieved. The regulations that address VERA-VSIP—the Code of Federal Regulations (CFR), in 5 CFR 842.213 for VERA and 5 CFR 576.102 for VSIP—do not require agencies to provide measures for completing goals after the early-outs and buyouts are completed.

Prior Report

On July 14, 2015, we issued Report No. 15-P-0184, *Quick Reaction Report: EPA Should Ensure Positions Vacated Under Buyouts Are Eliminated or Properly Filled*, which made a time-sensitive recommendation for improvements to how the EPA was filling positions vacated under VERA-VSIP authorities. OARM distributed "hiring templates" to program offices and regions as a corrective action to the OIG recommendation. These hiring templates were designed to track the status of positions vacated through the buyouts, so that positions targeted for elimination were not refilled and positions targeted for restructuring were filled using different position descriptions.

[1] We excluded Region 8 due to other OIG reviews in the region at the time.

Chapter 2
VERA-VSIP Helped Achieve Some But Not All Restructuring Goals

VERA-VSIP authority helped the EPA organizations in our sample achieve goals related to reducing size and reducing grades. Other organizational goals such as de-layering (increasing staff-to-supervisor ratio) and adding staff with new skill sets, have not yet been achieved; and not all of the VERA-VSIP positions targeted for restructuring have been filled. In order to obtain buyout authority from the Office of Personnel Management, EPA program offices and regions identified/proposed a variety of restructuring activities in their VERA-VSIP applications. Once OPM approved VERA-VSIP plans, organizations are obligated to administer their VERA-VSIP authority as approved. The Agency monitored its buyout and subsequent hiring activities to ensure positions vacated under VERA-VSIP were properly filled. However, the agency remains limited in determining whether it achieved its VERA-VSIP goals for reducing the supervisor-to-employee ratio and changing organizational structure because some organizations did not specify measurements for their goals or an identifiable end point for restructuring. As a result, the agency cannot assess the overall impact, effectiveness, and value of VERA-VSIP as a workforce management tool

Agency Restructuring Goals Were Generally Consistent

The EPA program offices and regions requested VERA-VSIP authority consistent with OPM guidance, justifying early-outs and buyouts for restructuring goals. Table 2 lists the goals we identified in applications that EPA organizations submitted to OPM. These goals included items such as de-layering, reorganization, transfer of function, or other workforce restructuring or reshaping. This includes replacing obsolete or surplus skills with skills needed by the agency. While the organizations in our review requested VERA-VSIP for a variety of reasons, those reasons were generally consistent. Staff from OARM described the three cross-cutting themes that EPA senior leadership suggested to help the program and regional offices identify goals and make a business case for VERA-VSIP:

- Reduce the number of staff performing administrative functions (surplus).
- Replace higher-graded technical staff with lower-graded technical staff (reduce grade).
- Increase the staff-to-supervisor ratio (de-layering).

As shown in Table 2, these themes were reflected in most of the EPA VERA-VSIP requests we reviewed.

Table 2: VERA-VSIP goals by organization

Organization	Goals (i.e., reasons for restructuring)						
	Separating employees				Hiring Employees		Other
	De-layer	Surplus	Reduce grade	Reduce size	New skill	Grade gap	
Office of the Administrator		X	X	X	X		
Office of the Chief Financial Officer	X	X	X	X	X		
Office of Enforcement and Compliance Assurance		X		X	X		X
Office of Environmental Information	X	X	X		X	X	X
Office of Research and Development		X			X		
Office of Land and Emergency Management		X	X		X	X	
Office of Water		X		X	X		X
Region 1	X		X	X	X		
Region 3		X	X	X	X		
Region 4	X	X					
Region 6		X	X	X	X		
Region 7	X		X	X	X		
Region 8			X	X	X		X
Region 9	X	X					X
Region 10	X	X		X	X		
Total	**7**	**12**	**9**	**10**	**13**	**2**	**5**

De-layer: Reduce number of supervisory positions and/or combine organizational units to change staff-to-supervisor ratio.

Surplus: Reduce number of positions in job series because the workload does not warrant number onboard; the skills needed for the position are no longer needed; or the work is being performed by others because of automation, work transfers, etc.

Reduce grade: Consolidate work requiring a higher-graded position into fewer positions and (in some cases) shift lesser work to lower-graded positions.

Reduce size: Reducing the number of positions.

New skill: Address when the work requires a position with skills different than those in the existing workforce, even (sometimes) when the position is in the same job series as separating positions.

Grade Cap: New staff are being hired who will be on a career ladder with a lower grade cap.

Other: A goal was identified that didn't specify either separating or hiring employees.

OECA: Preserving extramural fund to implement Next Gen and increase compliance with the nation's environmental laws.

OEI: Realign information technology security functions with the Senior Agency Information Security Officer to increase the SAISO's independence.

OW: Redirect or refocus resources in the OW.

Region 8: Merging offices and centralizing administrative functions.

Region 9: Consolidate all attorney-advisor positions into the San Francisco office.

Source: OIG analysis of EPA VERA-VSIP applications.

The most common reason (goal) in the EPA program office and regional requests was the acquisition of new skills, and the second most popular goal was to target surplus positions. According to some of the EPA requests, surplus positions—such as clerical and administrative support—are no longer essential to operations. Fifteen organizations planned new hires after VERA-VSIP buy-outs. Also, 13 of the 15 organizations identified that new or different skills were needed in their workforce. Three organizations indicated that some positions would have a lower full-performance level for the newly hired staff. Further, the goals described by the 15 organizations reviewed were consistent with the purposes of an early-out or a buyout.

The EPA organizations we reviewed described in general terms the workforce analysis they performed in support of their VERA-VSIP requests. For example:

- The Office of Research and Development performed a modified gap analysis to identify its scientific workforce supply, demand and gaps, and how VERA-VSIP could be used to address the gaps.

- Region 1 reviewed its workforce demographics to determine the number of positions, occupations and grade levels that would be considered for workforce reshaping.

- Region 10 relied on a comprehensive workload assessment that it conducted in FY 2013 using specially designed assessment guidelines to determine what workload or priority adjustments were warranted.

Staff and managers we interviewed in the Office of Human Resources (within OARM) reported assisting regions and program offices through a variety of activities. The OHR reported preparing business cases for VERA-VSIP, created two teams to help regions and program offices implement VERA-VSIP, developed and shared workforce planning data, rosters of staff eligible for retirement, examples of VERA-VSIP requests, templates, VERA and VSIP Guides, checklists, and other items with all of the EPA organizations participating in VERA-VSIP. The OHR reviewed program office and regional VERA-VSIP applications and advised changes before those organizations sent the applications to OPM.

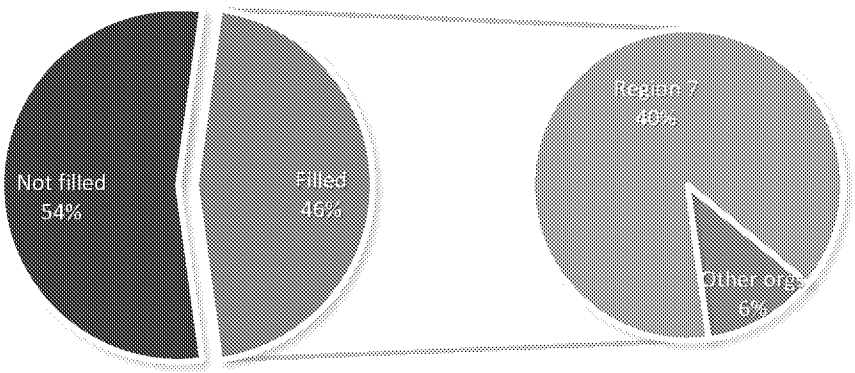
Some Offices Made Progress Toward Achieving Restructuring Goals

The EPA organizations we reviewed have made progress executing restructuring plans and achieving some of the goals identified in the agency's VERA-VSIP requests to OPM. The VERA-VSIP early-out/buyout initiative was successful in helping these organizations vacate 479 positions in the program offices and regions.

The voluntary nature of the VERA-VSIP incentive means that the agency cannot control which employees—or how many employees—will accept an offer to separate from the agency. However, the agency retains control of hiring into restructured positions. While VERA-VSIP early-outs/buyouts helped the regions and program offices in our sample achieve goals linked to reducing the size and changing the shape of the workforce, some goals used to justify the early-out/buyout authority from OPM—such as hire workers with new skills, restructure work, or redirect resources—are not complete.

Specifically, organizations in our sample (OECA; Office of Water; and Regions 1, 4 and 7) have not filled 50 of 92 positions (54 percent) that were intended for restructuring. Further, 37 of the 42 positions filled were by a single region (Region 7), as shown in Figure 2.

Figure 2: Positions intended for restructuring



Source: OIG analysis of EPA hiring data.

The remaining organizations in our sample have only filled five restructured positions as of September 2015. As a result, all organizations in our sample but one have not fully used the restructuring opportunity made available by paying employees to voluntarily vacate positions.

VERA-VSIP Helped Achieve Some Goals Associated With Reducing Number of Positions

We evaluated success achieving the goals listed in VERA-VSIP applications for the organizations shown in Table 3. Highlighted cells show our assessment of progress toward goal accomplishment: green for goal accomplished, yellow for some progress made, and red for goal not accomplished. Each of the five organizations we reviewed achieved at least one of the VERA-VSIP goals associated with reducing size, de-layering, reducing grade and removing surplus positions. Regional and program managers we interviewed described various workforce planning efforts that led to targeting specific positions for the voluntary buyouts,

and to employees separating from the agency due to concerns about future furloughs or layoffs. The program offices and regions measured the success of VERA-VSIP early-outs/buyouts by whether employees separated from targeted positions.

Table 3. Achieving VERA-VSIP goals through early-outs and buyouts

Organization	VERA-VSIP goals			
	De-layer	Surplus	Reduce grade	Reduce size
OECA	NA	*Yes*	NA	*Yes*
Office of Water	NA	*Yes*	NA	*Yes*
Region 1	*No*	NA	*Yes*	*Yes*
Region 4	*Partial*	*Yes*	NA	NA
Region 7	*Yes*	NA	*Yes*	*Yes*

Source: OIG analysis.

Examples for each of the goals follow.

- **De-layer:** Regions 1, 4 and 7 sought to reduce the number of supervisory positions consistent with a smaller workforce. Region 1's ratio was nearly unchanged (1:7.4 to 1:7.8) but the VERA/VSIP application stated it would more effectively operate with a supervisor to staff ratio in the range 1:8 to 1:10. Region 4 moved from 1:6.6 to 1:7.4, with a goal of 1:9. While Region 7 did not identify a ratio, the supervisor-to-staff ratio increased from 1:6.9 in 2013 to 1:8.4 as of September 2015.

- **Surplus:** Three of five organizations sought to reduce the number of positions in targeted areas. Examples from these organizations include: the Office of Water eliminated 15 administrative positions of an authorized 28. Region 4 eliminated one of the five highly-graded non-supervisory positions targeted under VERA-VSIP. Region 4 expects attrition to take care of the rest, along with shifting some work to lower-graded staff. OECA stated that their office work has changed significantly with the evolution of technology. OECA achieved their target of 8 management and program analysts.

- **Reduce Grade:** Regions 1 and 7 reduced the number of highly-graded employees at the GS-13 through GS-15 level, and transferred duties to other employees or to lower-graded staff. Region 1 capped new hire positions for entry-level environmental engineers, environmental scientists and environmental protection specialists at the GS-12 level.

- **Reduce Size:** Four of the five organizations sought to reduce the size of the organization, and all four successfully lowered the full-time equivalent (FTE) level below the number listed in the VERA-VSIP proposal to OPM.

Restructuring After VERA-VSIP Not Complete

Based on the data we obtained in September 2015, four organizations we reviewed had not filled all of the VERA-VSIP positions intended for restructuring. EPA regional and program office managers stated these activities have not been completed for various reasons, such as the risk of future budget reductions or difficulties with the hiring process. The status of restructuring efforts for new skill, grade cap and other organization goals in our sample is summarized below.

- **New Skill:** This goal was partially met. OECA added some staff with new skills to meet about 25 percent of its requirement, and has job offers out that would raise the fill rate to about 50 percent if those offers are accepted. OECA managers also stated that they conduct regular meetings to evaluate progress. Regions 4 and 7, and OW hired into restructured positions at the conclusion of VERA-VSIP.

- **Grade Cap:** Region 1 hired only into GS-7 through GS-12 positions after the VERA-VSIP buyouts were completed. Region 1 capped new-hire positions for entry-level environmental engineers, environmental scientists and environmental protection specialists at the GS-12 level.

- **Consolidation:** Consolidation was an OECA VERA-VSIP goal. At the time of our interviews in October 2015, OECA's consolidation effort was not complete. Specifically, OECA sought VERA-VSIP authority to redirect and refocus resources to support the *Next Gen*[2] compliance assistance system and other consolidation efforts that reduce administrative and program support through efficiencies and eliminate obsolete skills. OECA managers reported recruiting for scientific and professional talent was underway.

- **Realign Activities:** The Office of Water realignment was not complete during our October 2015 discussions. The Office of Water sought to use VERA-VSIP buyouts to help restructure how administrative support is provided by pooling resources to achieve efficiencies. OECA's realignment effort was to realize efficiencies by combining functions to reduce the overall FTE level. While OECA achieved its FTE reduction goal, we found that unresolved differences over FTE positions once work consolidation is completed has hindered completing workforce reshaping. An OECA Director stated loss of FTE is non-negotiable because other directors want to consolidate functions but are reluctant to relinquish the FTE as part of that consolidation.

The five EPA program offices and regions we reviewed have not achieved all of the goals outlined in their VERA-VSIP applications. All five reported progress

[2] The *Next Generation Compliance (Next Gen)* approach increases the use of technology and innovative compliance strategies to yield more effective compliance with the nation's environmental laws.

achieving the restructuring goals outlined in the VERA-VSIP applications approved by OPM. As part of the obtaining approval for the VERA-VSIP early-out and buyouts, these organizations committed to achieving all of the goals in those applications.

Some Positions Vacated Under VERA-VSIP Remain Open

One justification for the EPA's VERA-VSIP authority was to provide an incentive for staff in targeted positions to vacate those positions, which would then be restructured to accommodate new skillsets. This would enable the agency to accomplish its human health and environmental protection goals with a different workforce. While hiring has occurred since VERA-VSIP, the organizations we reviewed have not filled all the positions that were targeted for restructuring. Table 4 shows the positions vacated through VERA-VSIP that were targeted for restructuring and how many of those have been filled. Region 7 is the only organization in Table 4 to fill all of its positions targeted for restructuring (highlighted in green). The other program offices and regions reviewed filled approximately 9 percent of their restructured positions (5 of 55), highlighted in red.

Table 4: Vacated positions and hiring activities

Region/office	Positions available for restructuring	Positions restructured and filled
Region 1	11	0
Region 4	7	1
Region 7	37	37
OECA	11	0
Office of Water	26	4
Totals	92	42

Source: OIG analysis of agency's September 2015 hiring data

EPA Needs to Continue Monitoring Progress to Achieving All VERA-VSIP Goals

All of the EPA organizations that we sampled submitted quarterly reports to OPM during the VERA-VSIP early-out/buyout period (FY 2014). These reports document progress in completing authorized buyouts. At the conclusion of the early-outs/buyouts in April 2014, these organizations submitted a final report detailing compliance with VERA-VSIP requirements and the results of the initiative. This reporting requirement was an OPM oversight function to monitor the agency's use of VERA-VSIP authority. OPM does not require reporting after the conclusion of the early-out/buyout period.

After the final reports were submitted to OPM, EPA organizations monitored hiring activities to verify that positions vacated after VERA-VSIP were either eliminated or restructured before being refilled. This monitoring occurred through

the "hiring templates" distributed by OARM. The OARM has also summarized results of VERA-VSIP buyouts across the agency in its April 2015 and May 2016 EPA VERA-VSIP Impact Reports. The information presented in the April 2015 report helped OARM conclude that VERA-VSIP created an opportunity for the EPA "… to significantly reshape its workforce to align with evolving mission needs and current budgetary limitations." The report from May 2016 summarized the results of VERA-VSIP buyout activities, discussed subsequent hiring to fill skill-gaps, and states that organizations are following their respective business cases to reshape their workforce for better alignment with mission goals and objectives.

The monitoring that occurred during the buyout activities was used to comply with OPM's VERA-VSIP reporting requirements, and later provided OARM with data to assess the impact of VERA-VSIP. These monitoring activities can continue tracking progress towards achieving the VERA-VSIP restructuring or other goals not completed during the buyout period. With this additional monitoring and reporting to OARM, we believe the agency can identify barriers to success, know when the longer-term restructuring goals are achieved, and determine if the VERA-VSIP early-outs/buyouts were a cost-effective way to achieve the agency's restructuring goals.

Conclusion

VERA-VSIP helped the program offices and regions in our sample achieve goals related to reducing size, grade reductions and de-layering. Other goals for the organizations we reviewed—such as delayering and adding staff with new skill sets—have not been achieved. EPA sought VERA-VSIP authority to realign its workforce to meet changing mission requirements and move toward new models of work. While EPA organizations must fulfill all of the OPM-approved restructuring commitments made to obtain early-out/buyout authority, not all of the VERA-VSIP positions targeted for restructuring have been filled. Even though all EPA organizations we reviewed complied with OPM's reporting requirements and continued monitoring after the completion of the early-outs and buyouts through its hiring templates, the templates cannot help the agency monitor progress in achieving all of the VERA-VSIP restructuring goals. Not having a monitoring and reporting system to track progress achieving all of the VERA-VSIP goals hinders the agency's ability to efficiently manage its workforce and assess the cost-effectiveness of using VERA-VSIP to achieve restructuring goals

Recommendations

We recommend that the Assistant Administrator for Administration and Resources Management:

1. On a quarterly basis, collect information from program offices and regions on:

    a. Progress toward achievement of VERA-VSIP restructuring goals.
    b. When VERA-VSIP restructuring goals are accomplished.
    c. When positions vacated under VERA-VSIP are filled.

2. Analyze the information obtained to determine the value of VERA-VSIP as a workforce restructuring tool.

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Status of Recommendations and Potential Monetary Benefits

RECOMMENDATIONS						POTENTIAL MONETARY BENEFITS (in $000s)	
Rec. No.	Page No.	Subject	Status[1]	Action Official	Planned Completion Date	Claimed Amount	Agreed-To Amount
1	13	On a quarterly basis, collect information from program offices and regions on: a. Progress toward achievement of VERA-VSIP restructuring goals. b. When VERA-VSIP restructuring goals are accomplished. c. When positions vacated under VERA-VSIP are filled.		Assistant Administrator for Administration and Resources Management			
2	13	Analyze the information obtained to determine the value of VERA-VSIP as a workforce restructuring tool.		Assistant Administrator for Administration and Resources Management			

[1] O = Recommendation is open with agreed-to corrective actions pending.
C = Recommendation is closed with all agreed-to actions completed.
U = Recommendation is unresolved with resolution efforts in progress.

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U.S. ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF INSPECTOR GENERAL

Spending Taxpayer Dollars

EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring

Report No. 17-P-xxxx **February xx, 2017**

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CFR	Code of Federal Regulations
EPA	U.S. Environmental Protection Agency
FTE	Full-Time Equivalent
FY	Fiscal Year
OARM	Office of Administration and Resources Management
OECA	Office of Enforcement and Compliance Assurance
OHR	Office of Human Resources
OIG	Office of Inspector General
OPM	U.S. Office of Personnel Management
U.S.C.	U.S. Code
VERA	Voluntary Early Retirement Authority
VSIP	Voluntary Separation Incentive Payment

Cover image: An illustration of early-out/buyout incentives and related annual leave paid in 2014 as a result of VERA-VSIP activities. (EPA OIG image)

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U.S. Environmental Protection Agency
Office of Inspector General

17-P-xxxx
February xx, 2017

[SEQ CHAPTER \

At a Glance

Why We Did This Review

This report addresses the U.S. Environmental Protection Agency's (EPA's) progress toward workforce restructuring goals after EPA employees accepted payments of up to $25,000 in 2014 to separate from federal employment. The U.S. Office of Personnel Management (OPM) gave the EPA buyout authority through Voluntary Early Retirement Authority (VERA, or "early out") and Voluntary Separation Incentive Payment Authority (VSIP, or "buyout") so it could downsize and restructure its workforce. Once an agency's VERA-VSIP plan gets approved, the agency should administer the VERA-VSIP plan as approved by OPM.

The EPA paid $11.9 million in incentives in 2014 to get 479 employees to voluntarily leave the EPA. Other EPA VERA-VSIP goals included reducing surplus positions, decreasing the staff-per-supervisor ratio, and reducing the pay grades of targeted positions.

This report addresses the following EPA goal or cross-agency strategy:

- *Embracing EPA as a high-performing organization*

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Listing of [HYPERLINK "http://www2.epa.gov/office-inspector-general/oig-reports"].

EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring

What We Found

Monitoring results of workforce restructuring activities informs decisions about the value and benefits of employee buyout incentives.

The EPA effectively used its VERA-VSIP authority to buy out employees in certain targeted positions. This helped the agency accomplish certain restructuring goals, including reducing the size of regional and program offices, reducing the number of highly-graded positions, and eliminating surplus positions. However, not all workforce restructuring goals had been achieved at the time we concluded our review. Only two of five EPA organizations we reviewed reported that all the VERA-VSIP-vacated positions planned for restructuring had been filled—approximately half of the positions (48 of 92) in our sample targeted for restructuring.

Other VERA-VSIP goals—such as increasing the number of staff per supervisor and obtaining staff with new skill sets—were also not complete at the time we concluded our review. Further, there are limitations in determining whether goals for increasing the staff-per-supervisor ratio and changing organizational structure were met, because some EPA organizations did not specify a metric for their goals or an identifiable end point for restructuring. Specific metrics were not required by OPM.

While all EPA organizations complied with OPM's reporting requirements during and immediately after the completion of the early-outs and buyouts, the EPA did not have a system to monitor its progress in achieving all of the remaining VERA-VSIP goals. As a result, the agency could not assess the overall impact, effectiveness and value of VERA-VSIP as a workforce restructuring tool.

Recommendations and Agency Corrective Actions

We made two recommendations to the Assistant Administrator for Administration and Resources Management to monitor the remaining VERA-VSIP activities and determine the value of VERA-VSIP as a workforce tool. The office of Administration and Resources Management concurred with both recommendations and provided sufficient corrective actions.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

THE INSPECTOR GENERAL

February xx, 2017

MEMORANDUM

SUBJECT: EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring
Report No. 17-P-xxxx

FROM: Arthur A. Elkins Jr.

TO: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

This is our report on the review conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). The project number for this review was OPE-FY14-0049. This report contains findings that describe the problems the OIG has identified and corrective actions the OIG recommends. This report represents the opinion of the OIG and does not necessarily represent the final EPA position. Final determinations on matters in this report will be made by EPA managers in accordance with established audit resolution procedures.

Action Required

In accordance with EPA Manual 2750, you provided acceptable corrective actions and milestone dates for Recommendations 1 and 2. Both recommendations are considered resolved and closed. You are not required to provide a written response to this final report. Should you choose to provide a final response, we will post your response on the OIG's public website, along with our memorandum commenting on your response. Your response should be provided as an Adobe PDF file that complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The final response should not contain data that you do not want to be released to the public; if your response contains such data, you should identify the data for redaction or removal along with corresponding justification.

We will post this report to our website at [HYPERLINK "http://www.epa.gov/oig"].

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Chapter 1
Introduction

Purpose

We reviewed actions taken by the U.S. Environmental Protection Agency (EPA) for its fiscal year (FY) 2014 Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Program (VSIP) activities to assess agency workforce restructuring progress. We addressed four questions:

1. What workforce restructuring goals were identified by program and regional offices?
2. How consistent were these goals across the agency?
3. What progress have the offices made in executing their restructuring plans?
4. Did the major offices achieve their goals in restructuring the organization?

Background

On December 12, 2013, the Deputy Administrator announced that EPA offices were planning to use early-outs (under VERA) and buyouts (under VSIP) to realign their workforces to meet changing mission requirements and move toward new models of work. According to the announcement, over the prior year, due to resource constraints, the EPA had been operating under a series of temporary hiring policies to carefully manage its workforce and payroll by not filling all positions vacated when people left the agency. The December 2013 announcement noted this approach was difficult to manage because of the unpredictable nature of attrition. Further, it challenged the EPA's ability to acquire new talent, build diversity in its staff, develop new skills, and provide all of the necessary tools to do the job of protecting human health and the environment.

VERA and VSIP are options for increasing voluntary attrition in agencies that are downsizing or restructuring. With U.S. Office of Personnel Management (OPM) approval, federal agencies can grant early-outs to temporarily lower the age and service requirements to increase the number of employees eligible for retirement from the federal government. Similarly, with OPM approval, agencies can grant buyouts—lump-sum payments of up to $25,000 to each employee—as an incentive to voluntarily leave the federal government. Section 1313(b) of the Chief Human Capital Officers Act of 2002 authorized VERA and VISP options as regulated by OPM and codified in Title 5 of the U.S. Code (U.S.C.). (For VERA, see 5 U.S.C. §§ 8336(d)(2) and 8414(b)(1)(B); for VSIP, see 5 U.S.C. §§ 3521 and 3525.)

According to the Code of Federal Regulations (CFR) in 5 CFR 576.102(a)(1), a plan submitted to OPM by the head of an agency, or his or her specific designee,

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must include identification of the specific positions and functions to be reduced or eliminated, identified by organizational unit, geographic location, occupational series, grade level, and any other factors related to the position. OPM human resources specialist we interviewed stated that only restructured positions under the approved plan can be refilled. Further, once an agency's VERA-VSIP plan gets approved, the agency is required to administer the VERA-VSIP plan as approved. Only OPM can approve amendments that revise the dates and targeted positions listed in the original approved plan after consultation with the Office of Management and Budget.

A VERA-VSIP plan:

1. Includes identification of the specific positions to be reduced or eliminated by organizational unit, geographic location, occupational series, grade level, and any other factors related to the position.
2. Only positions to be restructured in the approved plan may be refilled.
3. Agencies are required to administer the plan as approved
4. Only OPM can approve amendments.

Besides eliminating positions, OPM interprets the VERA-VSIP to allow positions to be restructured. This includes filling the vacated position with a position:

- Having a different job series and/or grade.
- Using the same job series and grade but with substantively different duties and responsibilities.
- Having a different full-performance level.
- That is no longer supervisory.

OPM does not monitor organizations after the conclusion of the buyout authority to verify compliance and restructuring progress. Once OPM approves an agency's VERA-VSIP plan, each agency should administer its plan as approved. This includes completing the restructuring or elimination of positions vacated through the buyouts. An organization's progress in completing its approved restructuring activities is relevant for assessing whether the VERA-VSIP authority was properly used, and for assessing the overall cost effectiveness of VERA-VSIP to meet agency workforce goals.

In 2014, 20 of the EPA's 23 program and regional offices participated in VERA-VSIP activities. A total of 479 employees separated from the EPA through these activities. The EPA paid early-out/buyout incentives of about $11.9 million and annual leave payments of $5.2 million, for a total of $17.1 million, as shown in Figure 1. These costs represent the direct costs associated with the VERA-VSIP early-outs/buyouts. Other indirect costs not captured include the costs to develop and administer each of the 20 program and regional office plans.

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Figure [SEQ Figure * ARABIC]: EPA direct costs for VERA-VSIP early-outs and buyouts in 2014

Source: Office of Inspector General (OIG) analysis.

Responsible Office

The Office of Human Resources, within the Office of Administration and Resources Management (OARM), oversees the agency human capital program, and coordinated the agency's 2014 VERA-VSIP program.

Scope and Methodology

We conducted our work from November 2014 to May 2016. We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Each of the EPA program and regional offices participating in VERA-VSIP independently applied to OPM for early-out/buyout authority. This independent approach resulted in some differences in how the participating EPA offices described their goals and objectives in their applications. Some EPA offices provided specific numeric targets for VERA-VSIP goals, such as specifying a desired supervisor-to-staff ratio of 1:9. In other cases, offices simply described their goals as a reduction or change with no accompanying target, date for completion, or other specific way to assess whether goals are achieved. The regulations that address VERA-VSIP—5 CFR 842.213 for VERA and 5 CFR 576.102 for VSIP—do not require or prescribe to agencies specific measures for assessing VERA-VSIP goals after the early-outs and buyouts are completed.

For the 15 program and regional offices ("organizations") in Table 1, we collected and reviewed such information as:

- The requests to OPM for VERA-VSIP authority.
- OPM's approvals.

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- EPA organizations' quarterly and final progress reports to OPM.

Table 1: Organizations reviewed

Organization
Office of the Administrator
Office of the Chief Financial Officer
Office of Enforcement and Compliance Assurance
Office of Environmental Information
Office of Research and Development
Office of Land and Emergency Management
Office of Water
Region 1
Region 3
Region 4
Region 6
Region 7
Region 8
Region 9
Region 10

Source: OIG analysis.

To answer objectives 1 and 2, we obtained detailed information from four of the 15 organizations: the Office of Environmental Information, the Office of Land and Emergency Management, and Regions 1 and 8. In addition to interviewing personnel from these four EPA organizations, we interviewed staff from OARM and OPM. We also obtained and reviewed information on payments to employees who left the EPA under VERA-VSIP. We reviewed laws, regulations and guidance documents related to VERA-VSIP.

To answer objectives 3 and 4, we obtained detailed information for program offices and regions that had at least a 50-percent acceptance rate of authorized VERA-VSIP actions.[1] These offices were the Office of Water; Office of Enforcement and Compliance Assurance (OECA); and Regions 1, 4 and 7. We obtained information about hiring and activities to achieve restructuring goals through document reviews and interviews with managers and staff in these organizations. Hiring data at the time we conducted our analysis was current through September 2015.

This report contains our analysis of the agency buyout and restructuring activities. A separate report will address the EPA OIG's buyout and restructuring activities.

Prior Report

On July 14, 2015, we issued Report No. [HYPERLINK "https://www.epa.gov/sites/production/files/2015-09/documents/20150714-15-p-

[1] We excluded Region 8 from selection for this analysis due to other OIG reviews occurring in the region at the time.

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0184.pdf"], *Quick Reaction Report: EPA Should Ensure Positions Vacated Under Buyouts Are Eliminated or Properly Filled*, which made a time-sensitive recommendation for improvements to how the EPA was filling positions vacated under VERA-VSIP authorities. OARM distributed "hiring templates" to program offices and regions as a corrective action to the OIG recommendation. These hiring templates were designed to track the status of positions vacated through the buyouts, so that positions targeted for elimination were not refilled and positions targeted for restructuring were filled using different position descriptions.

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Chapter 2
VERA-VSIP Helped Achieve Some But Not All Restructuring Goals

VERA-VSIP authority helped the EPA organizations in our sample achieve goals related to reducing size and grades. At the time we concluded our review, other organizational goals—such as de-layering (increasing supervisor-to-staff ratio) and adding staff with new skill sets—had not been achieved, and not all of the VERA-VSIP positions targeted for restructuring had been filled. To obtain buyout authority from OPM, EPA program offices and regions identified and proposed a variety of restructuring activities in their VERA-VSIP applications (plans). Once OPM approved VERA-VSIP plans, organizations were required to administer their VERA-VSIP plan as approved. The agency monitored its buyout and subsequent hiring activities to ensure positions vacated under VERA-VSIP were properly filled. However, the agency was limited in determining whether it achieved its VERA-VSIP goals for reducing the supervisor-to-employee ratio and changing organizational structure, because some organizations did not specify measurements for their goals or an identifiable end point for restructuring. As a result, the agency could not assess the overall impact, effectiveness and value of VERA-VSIP as a workforce management tool.

Agency Restructuring Goals Were Generally Consistent

The EPA program offices and regions requested VERA-VSIP authority consistent with OPM guidance, justifying early-outs and buyouts for restructuring goals. Table 2 lists the goals in applications that EPA organizations submitted to OPM. These goals included de-layering, reorganization, transfer of function, or other workforce restructuring or reshaping. The organizations in our review requested VERA-VSIP for a variety of reasons, and those reasons were generally consistent. Staff from OARM described three cross-cutting goals that EPA senior leadership suggested to program and regional offices:

- Reduce the number of staff performing administrative functions.
- Replace higher-graded technical staff with lower-graded technical staff (reduce grade).
- Increase the staff-to-supervisor ratio (de-layering).

As shown in Table 2, these goals were reflected in most of the EPA VERA-VSIP requests we reviewed.

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Table 2: VERA-VSIP goals by organization

Organization	Goals (i.e., reasons for restructuring)						
	Separating employees				Hiring Employees		Other
	De-layer	Surplus	Reduce grade	Reduce size	New skill	Grade cap	
Office of the Administrator		X	X	X	X		
Office of the Chief Financial Officer	X	X	X	X	X		
Office of Enforcement and Compliance Assurance		X		X	X		X
Office of Environmental Information	X	X	X		X	X	X
Office of Research and Development		X			X		
Office of Land and Emergency Management		X	X		X	X	
Office of Water		X		X	X		X
Region 1	X		X	X	X	X	
Region 3		X	X	X	X		
Region 4	X	X					
Region 6		X	X	X	X		
Region 7	X		X	X	X		
Region 8			X	X	X		X
Region 9	X	X					X
Region 10	X	X		X	X		
Total	**7**	**12**	**9**	**10**	**13**	**3**	**5**

De-layer: Reduce number of supervisory positions and/or combine organizational units to change staff-to-supervisor ratio.

Surplus: Reduce number of positions in job series because the workload does not warrant number onboard; the skills needed for the position are no longer needed; or the work is being performed by others because of automation, work transfers, etc.

Reduce grade: Consolidate work requiring a higher-graded position into fewer positions and (in some cases) shift lesser work to lower-graded positions.

Reduce size: Reduce the number of positions.

New skill: Address when the work requires a position with skills different than those in the existing workforce, even (sometimes) when the position is in the same job series as separating positions.

Grade Cap: New staff are being hired who will be on a career ladder with a lower grade cap.

Other: A goal was identified that did not specify either separating or hiring employees.

Office of Enforcement and Compliance Assurance: Preserve extramural funds to implement future compliance programs and consolidate administrative functions.

Office of Environmental Information: Realign information technology security functions with the Senior Agency Information Security Officer to increase the officer's independence.

Office of Water: Redirect or refocus resources in the Office of Water.

Region 8: Merging offices and centralizing administrative functions.

Region 9: Consolidate all attorney-advisor positions into the San Francisco office.

Source: OIG analysis of EPA VERA-VSIP applications.

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The most common goal in the EPA program office and regional requests was the acquisition of new skills, and the second most frequent goal was to target nonessential positions. According to some of the EPA requests, the agency had positions which were considered no longer essential to operations. Fifteen organizations planned new hires after VERA-VSIP buy-outs. Also, 13 of the 15 organizations identified that new or different skills were needed in their workforce. Three organizations indicated that some positions would have a lower full-performance level for the newly hired staff. Further, the goals described by the 15 organizations were consistent with the purposes of an early-out or buyout.

The EPA organizations we reviewed described in general terms the workforce analysis they performed in support of their VERA-VSIP requests. For example:

- The Office of Research and Development performed a modified gap analysis to identify its scientific workforce supply, demand and gaps, and how VERA-VSIP could be used to address the gaps.

- Region 1 reviewed its workforce demographics to determine the number of positions, occupations and grade levels that would be considered for workforce reshaping.

- Region 10 relied on a comprehensive workload assessment that it conducted in FY 2013 using specially designed assessment guidelines to determine what workload or priority adjustments were warranted.

Staff and managers we interviewed in the Office of Human Resources (OHR), within OARM, reported assisting regions and program offices through a variety of activities. OHR reported preparing business cases for VERA-VSIP. OHR also created two teams to help regions and program offices implement VERA-VSIP. OHR developed and shared with all of the EPA organizations participating in VERA-VSIP its workforce planning data, rosters of staff eligible for retirement, examples of VERA-VSIP requests, templates, VERA and VSIP Guides, checklists, and other items. OHR reviewed program office and regional VERA-VSIP applications, and advised changes, before EPA organizations sent the applications to OPM.

Buyouts Helped Vacate Positions

The EPA organizations we reviewed made progress executing restructuring plans and achieving some of the goals identified in their OPM-approved VERA-VSIP plans. The VERA-VSIP early-out/buyout initiative was successful in helping the organizations we reviewed vacate 479 positions across the agency.

The voluntary nature of the VERA-VSIP incentive means that the agency cannot control which employees—or how many employees—will accept an offer to separate from the agency. However, the agency retains control of hiring into

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restructured positions, and should complete restructuring those positions as part of administering their plans as approved by OPM. While VERA-VSIP early-outs/ buyouts helped the regions and program offices reviewed achieve goals for reducing the size and changing the shape of the workforce, some goals used to justify the early-out/buyout authority from OPM—such as hire workers with new skills, restructure work, or redirect resources—were not complete at the time we concluded our review.

VERA-VSIP Helped Achieve Some Goals Associated With Reducing Number of Positions

We evaluated success achieving the goals listed in VERA-VSIP applications for the sample organizations in Table 3. At the time we concluded our review, each organization achieved at least one of the VERA-VSIP goals associated with de-layering, removing surplus positions, reducing grade and reducing size.

Table 3. Progress on VERA-VSIP goals for reducing positions

Organization	Goals			
	De-layer	Surplus	Reduce grade	Reduce size
OECA	NA		NA	
Office of Water	NA		NA	
Region 1		NA		
Region 4			NA	NA
Region 7		NA		

Source: OIG analysis.

Green = goal accomplished; yellow = some progress made.

Examples for each of the goals follow.

- **De-layer:** Regions 1, 4 and 7 sought to reduce the number of supervisory positions consistent with a smaller workforce. Region 1 made slight progress; its pre-VERA-VSIP ratio was 1:7.4 and post-VERA-VSIP ratio was 1:7.8. Region 1 reported to us that it believed its continued restructuring will move it to a ratio between 1:8 and 1:10, which is the region's goal in its VERA-VSIP plan. Region 4 made some progress as well, moving from 1:6.6 to 1:7.4, with a goal of 1:9. While Region 7 did not identify a target ratio in its VERA-VSIP plan, its supervisor-to-staff ratio increased from 1:6.9 in 2013 to 1:8.4 as of September 2015.

- **Surplus:** Three of five organizations sought to reduce the number of positions in targeted areas and made progress. For example, the Office of Water eliminated 15 positions and Region 4 eliminated 11 positions from targeted job series. OECA eliminated 5 positions and restructured 6 others to lower full performance grade levels.

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- **Reduce Grade:** Regions 1 and 7 reduced the number of highly-graded employees at the GS-13 through GS-15 level, and transferred duties to other employees or to lower-graded staff. The Region 1 VERA-VSIP plan stated its goal was to reduce the number of high-graded technical experts and senior policy advisors, and bring greater balance across the region's grade structure in both technical and legal series. As of September 2015, Region 1 capped new-hire positions for entry-level environmental engineers, environmental scientists and environmental protection specialists at the GS-12 level, and has only hired for GS-7 through GS-12 positions. Region 7's stated goals were to consolidate some higher-graded duties or restructure grade levels. According to an April 2015 Region 7 report, 73 percent of its VERA-VSIP departures were at GS-13 or above. The region spread staff work from those that left so some could be performed by lower-graded staff. Region 7 reduced the grade of one GS-14, three GS-13 and one GS-12 positions. Four OECA attorney and criminal investigator positons were also restructured to lower full performance level or by changing the supervisory status of the positons.

- **Reduce Size:** Four of the five organizations sought to reduce the size of the organization, and all four lowered the full-time equivalent (FTE) level below the number listed in their OPM-approved VERA-VSIP plan:

    - OECA reduced its FTEs to 726; its goal was to reduce to 767 FTEs.
    - The Office of Water reduced its FTEs to 558; its goal was to reduce to 563 FTEs.
    - Region 1 reduced its FTEs to 556; its goal was to reduce to approximately 590 FTEs.
    - Region 7 reduced its FTEs to 488; its goal was to reduce to 488 FTEs.

Some Progress Made on VERA-VSIP Restructuring Goals

One justification for the EPA's VERA-VSIP authority was to provide an incentive for staff in targeted positions to vacate those positions, which would then be restructured to accommodate new skillsets. This would enable the agency to accomplish its human health and environmental protection goals with a different workforce.

While hiring has occurred since VERA-VSIP, not all the organizations we reviewed had filled all the positions that were targeted for restructuring at the time we concluded our review. Table 4 shows the positions vacated through VERA-VSIP targeted for restructuring, and how many of those had been filled. Regions 1 and 7 are the only organizations to have filled all positions targeted for restructuring.

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Table 4: Progress on restructuring through new positions

Region/office	Positions available for restructuring	Positions restructured and filled
Region 1	11	11
Region 4	7	1
Region 7	37	37
OECA	11	0
Office of Water	26	4
Totals	**92**	**53**

Source: OIG analysis of agency's September 2015 hiring data.

Green = goal accomplished; yellow = some progress made; red = goal not accomplished.

EPA regional and program office managers stated that restructuring activities had not been completed for various reasons. For example:

- Region 4 cited the theft of security-related information (OPM breach) leading to the slowing and stopping of background checks as impeding its ability to hire new staff.
- OECA stated its overall number of staff was reduced due to congressional budget cuts, and it did not want to hire and then have to lay off staff.
- Office of Water managers had not filled more positions because of uncertainty about budgets being large enough to support new staff.

The status of restructuring efforts for new skill, grade cap and other organization goals in our sample is summarized in Table 5.

Table 5: Progress achieving restructuring goals

EPA region or office	Restructuring Goals			
	New skill	Grade cap	Consolidation	Realign activities
Region 1			N/A	N/A
Region 4	N/A	N/A	N/A	N/A
Region 7		N/A	N/A	N/A
OECA		N/A		N/A
OW		N/A	N/A	

Source: OIG analysis.

Green = goal accomplished; yellow = some progress made; red = goal not accomplished.

- **New Skill:** We concluded that Regions 1 and 7 completed their new skill-hiring goals because they filled all of their restructured positions. Region 1 identified four positions needing new skills and reported filling each of those positions. Region 7 changed the job series of 12 positions and filled those positions with new staff. OECA stated that it added some staff with new skills to meet about 25 percent of its requirement and, at the time of our review, stated it had made job offers that would raise the fill rate to about 50 percent if those offers were accepted. At the time of our review, the Office of Water had identified nine positions requiring different skills and had hired staff into four of those positions.

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- **Grade Cap:** Region 1 reduced the grade of the four positions targeted for restructure so the full performance level was capped at a lower grade. Those changes included two environmental engineer positions reduced from a GS-13 to GS-12 full performance level; one GS-13 Information Specialist replaced with a GS-9 Correspondence Control Analyst; and one GS-13 Management Analyst position downgraded to a GS-12.

- **Consolidation:** Consolidation was an OECA VERA-VSIP goal. At the time of our review, OECA's consolidation effort was not complete. Specifically, OECA sought VERA-VSIP authority to redirect and refocus resources to support the *Next Gen*[2] compliance assistance system and other consolidation efforts that reduce administrative and program support through efficiencies and eliminating obsolete skills. At the time of our review, OECA achieved its FTE reduction goal but could not decide how to reallocate staff.

- **Realign Activities:** The Office of Water realignment of administrative functions was not complete at the time of our review. The office attempted to realign administrative processes after losing 15 administrative staff. The office has tried alternatives, such as having other staff serve as backups and using Senior Environmental Employees. However, the Office of Water stated that realignment is still a work in progress.

EPA Should Continue Monitoring Its Progress on VERA-VSIP Goals

All of the EPA organizations we reviewed submitted quarterly reports to OPM during the VERA-VSIP early-out/buyout period. These reports document progress in completing authorized buyouts. At the conclusion of the early-outs/ buyouts in April 2014, these organizations submitted a final report detailing compliance with VERA-VSIP requirements and the results of the initiative. This reporting requirement was an OPM oversight function to monitor the agency's use of VERA-VSIP authority. OPM does not require reporting after the conclusion of the early-out/buyout period.

After the final reports were submitted to OPM, EPA organizations monitored hiring activities to verify that positions vacated after VERA-VSIP were either eliminated or restructured before being refilled. This monitoring occurred through "hiring templates" distributed by OARM. OARM has also summarized results of VERA-VSIP buyouts across the agency in its April 2015 and May 2016 EPA VERA-VSIP Impact Reports. The information presented in the April 2015 report helped OARM conclude that VERA-VSIP created an opportunity for the EPA "… to significantly reshape its workforce to align with evolving mission needs and current budgetary limitations." The report from May 2016 summarized the results of VERA-VSIP buyout activities, discussed subsequent hiring to fill skill

[2] The *Next Generation Compliance (Next Gen)* approach increases the use of technology and innovative compliance strategies to yield more effective compliance with the nation's environmental laws.

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gaps, and stated that organizations were following their respective business cases to reshape their workforce for better alignment with mission goals and objectives.

The agency monitoring that occurred during the buyout activities was used to comply with OPM's VERA-VSIP reporting requirements, and later provided OARM with data to assess the impact of VERA-VSIP. With this monitoring and reporting, we believe the agency can identify barriers to success, be positioned to detect when the longer-term restructuring goals are achieved, and have information to determine whether the 2014 VERA-VSIP program was a cost-effective approach to achieve EPA workforce restructuring needs.

Conclusion

Under its VERA-VSIP authority, the EPA paid incentives of about $11.9 million for federal workers to leave their positions, plus accumulated annual leave payments of $5.2 million, for a total of $17.1 million. VERA-VSIP helped the program offices and regions in our sample achieve goals related to reducing size, grades and surplus positions. Other goals—such as de-layering and adding staff with new skill sets—had not been fully achieved at the time we concluded our review. All EPA organizations we reviewed complied with OPM's reporting requirements, and continued monitoring after the completion of the early-outs. In response to an earlier OIG report, the agency implemented "hiring templates" to ensure it filled new EPA positions in a manner consistent with its VERA-VSIP goals and authority. The agency can take further action to monitor its progress in achieving its VERA-VSIP restructuring goals while also providing a foundation for assessing the cost effectiveness of VERA-VSIP as a broad workforce restructuring tool.

Recommendations

We recommend that the Assistant Administrator for Administration and Resources Management:

1. On a quarterly basis, collect information from program offices and regions on:
    a. Progress toward achievement of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals.
    b. When Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals are accomplished.
    c. When positions vacated under Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment are filled.
2. Analyze the information obtained to determine the value of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment as a workforce restructuring tool.

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Agency Response and OIG Evaluation

In response to the draft report, OARM agreed with the findings and recommendations. OIG and OARM representatives met to discuss the recommendations and agency response in June 2016. As a result of discussions, Recommendations 1 and 2 are resolved and closed. In June 2016, Region 1 separately provided updated information on the status of progress for Region 1's goals for de-layering and restructuring. We incorporated the updated information provided by Region 1 and revised the report to show Region 1 had completed restructuring and made further progress in de-layering the organization.

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Status of Recommendations and Potential Monetary Benefits

RECOMMENDATIONS

Rec. No.	Page No.	Subject	Status[1]	Action Official	Planned Completion Date	Potential Monetary Benefits (in $000s)
1	13	On a quarterly basis, collect information from program offices and regions on: a. Progress toward achievement of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals. b. When Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals are accomplished. c. When positions vacated under Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment are filled.	C	Assistant Administrator for Administration and Resources Management	7/16/15	
2	13	Analyze the information obtained to determine the value of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment as a workforce restructuring tool.	C	Assistant Administrator for Administration and Resources Management	9/30/16	

[1] C = Corrective action completed.
R = Recommendation resolved with corrective action pending.
U = Recommendation unresolved with resolution efforts in progress.

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Agency Response to Draft Report

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 2 4 2016

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: EPA Response to the Office of Inspector General Draft Report, *EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved*, Project No. OPE-FY14-0049, dated May 25, 2016

FROM: Donna J. Vizian, Acting Assistant Administrator

TO: Carolyn Copper, Assistant Inspector General
Office of Program Evaluation
Office of Inspector General

Thank you for the opportunity to review the draft report. Below is the agency's response to the report recommendations.

BACKGROUND:

On December 12, 2013, the Deputy Administrator announced that EPA offices were planning to use early-outs under Voluntary Early Retirement Authority (VERA) and buyouts under Voluntary Separation Incentive Program (VSIP) to realign their workforces to meet changing mission requirements and move toward new models of work. According to the announcement, over the prior year, due to resource constraints, the EPA had been operating under a series of temporary hiring policies to carefully manage its workforce and payroll by not filling all positions vacated when people left the agency. The December 2013 announcement noted this approach was difficult to manage because of the unpredictable nature of attrition. Furthermore, it challenged the EPA's ability to acquire new talent, build diversity in its staff, develop new skills, and provide all of the necessary tools to achieve the agency's mission of protecting human health and the environment.

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AGENCY RESPONSE TO RECOMMENDATIONS:

The agency concurs with the draft report recommendation and provides the following corrective actions and the completion dates.

No.	Recommendation	High-Level Intended Corrective Action(s)	Estimated Completion Date by Quarter and FY
1	On a quarterly basis, collect information from program offices and regions on: a) Progress toward achievement of VERA-VSIP restructuring goals. b) When VERA-VSIP restructuring goals are accomplished. c) When positions vacated under VERA-VSIP are filled.	• The Office of Human Resources developed Strategic Hiring Templates to monitor progress following VERA-VSIP. On a quarterly basis, program and regional offices update the templates with the status of VERA-VSIP vacated positions. This ensures offices are complying with the goals outlined in their respective business cases.	7/16/15
2	Analyze the information obtained to determine the value of VERA-VSIP as a workforce restructuring tool.	• Following VERA-VSIP, the EPA began using OPM's HRStat initiative to analyze and monitor restructuring of the workforce. This provides an opportunity to show senior leaders how hiring compares to the goals stated through VERA-VSIP. • The Office of Human Resources published a VERA-VSIP Impact Report, which details the effects of VERA-VSIP on the agency and provides information on subsequent hiring.	10/29/14 Q4 FY2016

Once the remaining corrective action is implemented, OARM believes the agency has met the intent of the OIG recommendations and no additional follow-up actions are required. Additionally, due to the sensitive nature, OARM recommends eliminating the reference to clerical and administrative support when describing surplus positions on page seven of the report.

Should you or your staff have any questions regarding this response, please have them contact Linda Gray, Director, Office of Human Resources, OARM at (202) 564-4606.

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cc: John Showman
Linda Gray
Lynnann Hitchens
Wesley Carpenter
Michael Hardy
Ming Chang
Debbi Hart
Cheri Hembrey
Tracye Smith-Starckey
Brandon McDowell
Jason Kuhns

Appendix B

Region 1 Response to Draft Report

MEMORANDUM

FROM: Michael Kenyon, Senior Resource Official
Assistant Regional Administrator, EPA Region 1

TO: Timothy Roach, Project Manager, Office of Inspector General
Eric Lewis, Director, Special Program Reviews

cc: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

SUBJECT: Draft Report: Workforce Restructuring Under VERA-VSIP
Project No. OPE-FY14-0049

EPA Region 1 appreciates the opportunity to respond to the draft report on the above subject audit conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). Our comments pertain to the portions of the report specific to Region 1.

At the onset of the review, the OIG identified their objectives were to determine:

1. What workforce restructuring goals were identified by program and regional offices?
2. How consistent were these goals across the agency?
3. What progress have the offices made in executing their restructuring plan?
4. Did the major offices achieve their goals in restructuring the organization?

We believe that our region was successful in achieving most of our workforce restructuring goals. On December 20, 2013, EPA Region 1, thru the Office of Administration and Resource Management (OARM) at EPA headquarters, submitted a VERA/VSIP plan to OPM. This plan was subsequently approved on January 31, 2014. Region 1 identified its overarching goal was to reshape the workforce by consolidating higher graded positions into a smaller proportion of higher graded staff, reduce the number of supervisory positions in line with a smaller overall workforce, and address the changing nature of the workforce skill requirements due to advances in technology and changing Agency priorities.

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Region 1's plan identified that it would allow 20 people to leave and use the VERA/VSIP authority in three areas.

- Administrative Support – reduce the number of staff performing administrative functions (new skill)
- GS14/14 Supervisory - delayer
- GS 14/15 Non-Supervisory – replace higher graded technical staff with lower graded technical staff and introduce new skills (reduce grade; new skill)

While we have only made incremental progress on the delayering goal, we believe otherwise we largely met our goals. We do not believe this is accurately reflected in the report. We provide specific comments below.

Restructuring of Positions: Table 4 in the draft report has identified that Region 1 had 11 positions available for restructuring. It further indicates that Region 1 has "0" positions restructured and filled. As discussed in our conversation with the IG team in March, this is not the case. Attached to this report please find a detailed report of all of the positions vacated in Region 1 as a result of the VERA/VSIP activities.

Region 1 met the target to restructure and fill 11 positions:

> 9 positions were restructured and filled prior to 09/30/15. 2 more positions were restructured and filled by 11/15/15.

The remaining 9 positions vacated during VERA/VSIP were addressed as follows:

> 7 positions were eliminated and the resources reallocated to other key areas. 1 GS 15 position was abolished.
> 1 GS 5 position was abolished.

The reallocation of resources allowed us the opportunity to hire into 15 entry level positions, addressing critical mission work and introducing needed new skills into the organization.

Delayering: The draft report, in Table 3 indicates that Region 1 has not yet achieved its de-layering goal. The shift to date has moved Region 1 from 1.7 to 1.8. Our hiring activity and attrition impacted our results in this area. However, we continue to pursue the development of organizational restructures that we feel will result in our ratio of supervisors to employees moving above 1.8 ratio.

Comment: The Draft Report does not mention how data was captured to calculate the supervisor to employee ratio. For example, we do not know if vacant supervisory positions were used. We would recommend a footnote be added to include the time frame and method used to calculate this ratio.

Thank you for the opportunity to comment on this draft report.

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Distribution

The Administrator
Assistant Administrator for Administration and Resources Management
Assistant Administrator for Enforcement and Compliance Assurance
Assistant Administrator for Water
Agency Follow-Up Official (the CFO)
Agency Follow-Up Coordinator
General Counsel
Associate Administrator for Congressional and Intergovernmental Relations
Associate Administrator for Public Affairs
Regional Administrator, Region 1
Regional Administrator, Region 4
Regional Administrator, Region 7
Principal Deputy Assistant Administrator for Administration and Resources Management
Director, Office of Resources, Operations, and Management, Office of Administration and Resources Management
Deputy Director, Office of Resources, Operations, and Management, Office of Administration and Resources Management
Audit Follow-Up Coordinator, Office of the Administrator
Audit Follow-Up Coordinator, Office of Administration and Resources Management
Audit Follow-Up Coordinator, Office of Enforcement and Compliance Assurance
Audit Follow-Up Coordinator, Office of Water
Audit Follow-Up Coordinator, Region 1
Audit Follow-Up Coordinator, Region 4
Audit Follow-Up Coordinator, Region 7

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OARM VERA/VSIP Business Case
One Page Proposal
DRAFT – 5/4/2017

The Office of Administration and Resources Management is requesting approval authority for the use of Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA) to transform its workforce by placing a renewed focus on core business services, eliminating business services with low demand, centralizing internal support in select administrative areas, and reshaping the workforce to optimize~~improve~~ support to the agency.

OARM will focus on the following themes:

- **Restructure highly graded, non-supervisory staff positions** (GS 14 and 15) into lower graded positions that support the skills and competencies needed to meet current and emerging mission and program requirements~~in the future~~.
  - Use vacancies that become available as a result of VSIP/VERA employee separations as placement opportunities for any employees in surplus positions.
  - Rebalance the current structure and recruit at lower grade and career ladder levels.

- **Restructure positions in lower priority business areas** where needs can be met more economically, by leveraging technology, or utilizing other resources, includes the on-site print shop, printing officers, eliminate support of paper based training approval processes, and elimination of embedded attorney services in favor of OGC expertise. These position will be restructured into positions that support core business functions.

- **Restructure general support positions in order to increase emphasis on positions and series directly supporting our core business functions – facility, engineering, contract, grant and human resources management.**
  - Reduce the number of employees in specific occupational series (e.g., a~~A~~utomation clerks, secretaries, procurement analysts, program and management analyst positions).
  - Realign current a~~A~~dministrative specialists and program analysts in order to consolidate internal HR support and budget execution in OARM to achieve efficiency.
  - Restructure positions to recruit candidates having skills required to close current competency gaps.

OARM VERA/VSIP Discussion Take-away

OROM

Division	Series	Grade	#	Outcome
FACMD	0905	14	1	Attorney services duplicative with OGC
FACMD RAPD	0343	12 13	1 1	Work is less transactional - Repurpose position to ensure the right technical and analytical skills are part of the position
FACMD AOSD	0343	14 15	1 3	Restructure positions to lower grades
AOSD RAPD	0301	9 13	1 1	Repurpose position to ensure the right technical and analytical skills are part of the position
IO	1001	15	1	Restructured position to a lower grade

OAM

Series	Grade	#	Outcome
0301	9/12	2	
0306		1	
FOIA Specialists		3	Consolidation of FOIA Efforts
0318		2	
0343 (Management Analyst)		1	
0343 (Program Analyst)		3	
Accountant		4	Accounting work would become embedded in the organization
Auditor		6	Audit work would become embedded in the organization
2210		9	
1102 (Procurement Analyst)	13/14/15	25	Focus on Contracts Specialists
Procurement Technician		1	

OGD

- Discontinue the current recruitment for the GIAMD Division Chief.
- Move forward with the current recruitment for the FISB Division Chief, making the selection under 'special circumstances.' There is an open certificate to make a selection.
- Retain the IT team of RMS because of ongoing development of NGGS and the other functional databases and IT needs requiring dedicated IT support (i.e., NGGS, DataMart, CADS)
- Reassign GS-14 Program Analyst from RMS to Immediate Office of OGD. The functions of the position would remain the same - performance audits (OIG, GAO) and OGD special projects.
- The Compliance Team within the National Policy, Training and Compliance Division (NPTCD) would be dedicated to policy formulation and financial audit resolution activities, rather than compliance monitoring activities.
- Staff from the Competition Advocate's office will be consolidated into NPTCD. A comprehensive analysis of workload and combining part time positions into full time equivalents on the policy and training teams.
- The current incumbent for the Competition Advocate would be reassigned as Sr. Advisor to the IO.
- Realigning budget execution and human resources functions to OROM.

Series	Grade	#	Outcome
1109	12 14 14 15	4	Positions are no longer functioning at the high GS level (e.g., GS-13 or GS-14) or no longer functioning as Grants Specialists (FOIA, Policy Specialist, etc.) Restructure to lower grades.
1712 (Training)	13	1	Work can be absorbed within the organization. Current incumbent would be reassigned to a 0343 Management and Program Analyst Position.
Administrative Assistants: 0301	 12 8	 1 1	Utilize SEE grantees for stop-gap administrative needs.
0343	15	1	

OHR

- Reduce the number of non-supervisory positions for specific occupational series and grade levels (e.g., 78 non-supervisory GS-15s).
- Reduce the number of employees in specific occupational series.
- Consolidate skills and realign employees to meet current and emerging mission and program requirements.
- Restructure positions to address skill/competency gaps and achieve greater workforce balance (grade levels) in the 0201 series (HR Specialist).
- Evaluate positions in training that are form processing centered. (These positions are actually 201's. We could repurpose those positions into other parts of OHR)

Series	Grade	#	Outcome
0343 (Management and Program Analyst~~s~~)	14 15	13 ~~5~~3	Reduce the number of higher graded, non-supervisory positions; reshape the workforce to rebalance occupational series and grade levels.
2210 IT Specialist	13 14 15	2 1 1	Reduce the number of surplus positions resulting from change in mission requirements.
0303 General Clerk	06	1	Eliminate obsolete position and restructure/realign work.
0326 Office Automation Clerk	04	1	Eliminate obsolete position and restructure/realign work.
0301 Conflict Management Specialist and Information Management Specialist	13 14 15	2 2 1	Reduce the number of higher graded, non-supervisory positions; reshape the workforce to meet mission and program requirements.

OA

- Outsourcing of in-house printing (currently large contracts on the printing equipment).
- Restructuring of 2210 positions.
- Not targeting professional series or managers.

Series	Grade	#	Outcome
0342 – Support Services Specialist	12 13 14	1 8 1	Reshape the workforce and consolidate skills under the GS-1176 Building Manager Series at lower grades (GS-09/GS-12).
0343	12 13 14 15	10	Reshape current workforce to address competency gaps. Recruit new staff with critical knowledge, skills and abilities in current and new job series to create a higher performing organization.

RTP

Series	Grade	#	Outcome
0801 – General Engineer	14	1	The position will be eliminated and the work absorbed by lower graded engineers. The engineering needs of the organization have changed and there is not sufficient engineering work at this level to sustain the position into the future. The engineering staff will be reshaped and any remaining duties of this position will be absorbed by a lower graded specialist or the Engineering Chief
0201	12	1	This position will be eliminated and the work absorbed by other HR specialists in the organization. The services provided by this position relative to training no longer constitute a full time function at the GS-12 level. The training functions will be absorbed by existing lower graded specialists in the Employee Services Section. Peripheral functions of Worker's Compensation and leave bank/administration will be moved to existing staff in the Management Services Section.

Cincinnati

Series	Grade	#	Outcome
0343 (Records Management Position)	13	1	Position will be restructured to a lower grade and any remaining duties of the original position would be absorbed by existing IRMD staff.
0318	9	1	Position to be restructured in the FMSD Division.
1654 (Printing)	13	1	Position will be restructured to a GS-11/12. The primary role of this position would be restructured/ reinvested with duties relevant to the core mission functions.

OALJ

(1) Information Management Specialist – work could be performed at a lower level, but position is needed.

EAB

Upon review, the Board's assessment is that the current Board organization, structure, and staffing are necessary to meet applicable legal requirements. The Board's functions and positions are not duplicative or interchangeable with other organizations or functions within the Agency.

OARM VERA/VSIP Business Case
One Page Proposal
DRAFT – 5/4/2017

The Office of Administration and Resources Management is requesting approval authority for the use of Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA) to transform its workforce by placing a renewed focus on core business services, eliminating business services with low demand, centralizing internal support in select administrative areas, and reshaping the workforce to improve support to the agency.

OARM will focus on the following themes:

- **Restructure highly graded, non-supervisory staff positions** (GS 14 and 15) into lower graded positions that support the skills and competencies needed in the future.

- **Restructure positions in lower priority business areas** where needs can be met more economically, by leveraging technology, or utilizing other resources, includes the on-site print shop, printing officers, eliminate support of paper based training approval processes, and elimination of embedded attorney services in favor of OGC expertise. These position will be restructured into positions that support core business functions.

- **Restructure general support positions in order to increase emphasis on positions and series directly supporting our core business functions – facility, engineering, contract, grant and human resources management.**
    - Automation clerks, secretaries, procurement analysts, program and management analyst positions.
    - Administrative specialists and program analysts in order to consolidate internal HR support and budget execution in OARM to achieve efficiency.

Questions from OMB on EPA's 2017 VERA/VSIP Proposal

- Please revise tables for consistency for costs/benefits related to the following areas. See specific inconsistency examples in Appendix A.

    - What fiscal year VERA/VSIP Payout Costs and Leave Payout Costs appear (FY18, FY17, or not at all in the table)
    - Whether restructured positions are accounted for in the estimated savings table as "payroll for new hires"
    - Whether the maximum number of offers is used to calculate costs/benefits or the expected number of acceptances (ORD is the only office to use the latter)

  The EPA updated all cost tables according to OMB's request and provided a Summary of Agency-wide Costs and Savings in the introduction to its updated business case.

- Where the business case proposes reassigning non-supervisory GS14/15s that remain after the buyouts into vacated supervisory positions, what plans does EPA have for equipping these individuals with the appropriate supervisory skills and experiences?

  The EPA has a mandatory training curriculum for all new supervisors—the Successful Leaders Program. The SLP is a robust program recognized by OPM. It includes over 50 hours of classroom training, multiple online classes, coaching sessions and individualized assessments, all of which must be completed within the first year. Any employee reassigned into supervisory positions following our VERA/VSIP efforts would be required to enroll in the SLP.

- What is unique about the workforce composition in regions with multiple 100s of proposed buyouts versus those with under 50—shouldn't regional offices consist of roughly similar workforce configurations?

  While each regional office performs similar work, some have unique programs that require additional resources (e.g., Region 5 manages the Great Lakes National Program Office). Thus some regional offices are larger than others and have greater capacity in terms of reaching their optimal efficiency/effectiveness. In addition, several regional offices realized significant efficiencies in previous VERA/VSIP efforts, resulting in fewer offers for the current effort.

U.S. ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF INSPECTOR GENERAL

Spending Taxpayer Dollars

EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring

Report No. 17-P-xxxx **February xx, 2017**

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CFR	Code of Federal Regulations
EPA	U.S. Environmental Protection Agency
FTE	Full-Time Equivalent
FY	Fiscal Year
OARM	Office of Administration and Resources Management
OECA	Office of Enforcement and Compliance Assurance
OHR	Office of Human Resources
OIG	Office of Inspector General
OPM	U.S. Office of Personnel Management
U.S.C.	U.S. Code
VERA	Voluntary Early Retirement Authority
VSIP	Voluntary Separation Incentive Payment

Cover image: An illustration of early-out/buyout incentives and related annual leave paid in 2014 as a result of VERA-VSIP activities. (EPA OIG image)

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U.S. Environmental Protection Agency
Office of Inspector General

17-P-xxxx
February xx, 2017

At a Glance

Why We Did This Review

This report addresses the U.S. Environmental Protection Agency's (EPA's) progress toward workforce restructuring goals after EPA employees accepted payments of up to $25,000 in 2014 to separate from federal employment. The U.S. Office of Personnel Management (OPM) gave the EPA buyout authority through Voluntary Early Retirement Authority (VERA, or "early out") and Voluntary Separation Incentive Payment Authority (VSIP, or "buyout") so it could downsize and restructure its workforce. Once an agency's VERA-VSIP plan gets approved, the agency should administer the VERA-VSIP plan as approved by OPM.

The EPA paid $11.9 million in incentives in 2014 to get 479 employees to voluntarily leave the EPA. Other EPA VERA-VSIP goals included reducing surplus positions, decreasing the staff-per-supervisor ratio, and reducing the pay grades of targeted positions.

This report addresses the following EPA goal or cross-agency strategy:

- *Embracing EPA as a high-performing organization*

Send all inquiries to our public affairs office at (202) 566-2391 or visit www.epa.gov/oig.

Listing of OIG reports.

EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring

What We Found

Monitoring results of workforce restructuring activities informs decisions about the value and benefits of employee buyout incentives.

The EPA effectively used its VERA-VSIP authority to buy out employees in certain targeted positions. This helped the agency accomplish certain restructuring goals, including reducing the size of regional and program offices, reducing the number of highly-graded positions, and eliminating surplus positions. However, not all workforce restructuring goals had been achieved at the time we concluded our review. Only two of five EPA organizations we reviewed reported that all the VERA-VSIP-vacated positions planned for restructuring had been filled—approximately half of the positions (57 of 73) in our sample targeted for restructuring.

Other VERA-VSIP goals—such as increasing the number of staff per supervisor and obtaining staff with new skill sets—were also not complete at the time we concluded our review. Further, there are limitations in determining whether goals for increasing the staff-per-supervisor ratio and changing organizational structure were met, because some EPA organizations did not specify a metric for their goals or an identifiable end point for restructuring. Specific metrics were not required by OPM.

While all EPA organizations complied with OPM's reporting requirements during and immediately after the completion of the early-outs and buyouts, the EPA did not have a system to monitor its progress in achieving all of the remaining VERA-VSIP goals. As a result, the agency could not assess the overall impact, effectiveness and value of VERA-VSIP as a workforce restructuring tool.

Recommendations and Agency Corrective Actions

We made two recommendations to the Assistant Administrator for Administration and Resources Management to monitor the remaining VERA-VSIP activities and determine the value of VERA-VSIP as a workforce tool. The office of Administration and Resources Management concurred with both recommendations and provided sufficient corrective actions.

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

THE INSPECTOR G

February xx, 2017

MEMORANDUM

SUBJECT: EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring Goals, and Continued Monitoring of Progress Can Show Value of Restructuring
Report No. 17-P-xxxx

FROM: Arthur A. Elkins Jr.

TO: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

This is our report on the review conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). The project number for this review was OPE-FY14-0049. This report contains findings that describe the problems the OIG has identified and corrective actions the OIG recommends. This report represents the opinion of the OIG and does not necessarily represent the final EPA position. Final determinations on matters in this report will be made by EPA managers in accordance with established audit resolution procedures.

Action Required

In accordance with EPA Manual 2750, you provided acceptable corrective actions and milestone dates for Recommendations 1 and 2. Both recommendations are considered resolved and closed. You are not required to provide a written response to this final report. Should you choose to provide a final response, we will post your response on the OIG's public website, along with our memorandum commenting on your response. Your response should be provided as an Adobe PDF file that complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The final response should not contain data that you do not want to be released to the public; if your response contains such data, you should identify the data for redaction or removal along with corresponding justification.

We will post this report to our website at www.epa.gov/oig.

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Chapter 1
Introduction

Purpose

We reviewed actions taken by the U.S. Environmental Protection Agency (EPA) for its fiscal year (FY) 2014 Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Program (VSIP) activities to assess agency workforce restructuring progress. We addressed four questions:

1. What workforce restructuring goals were identified by program and regional offices?
2. How consistent were these goals across the agency?
3. What progress have the offices made in executing their restructuring plans?
4. Did the major offices achieve their goals in restructuring the organization?

Background

On December 12, 2013, the Deputy Administrator announced that EPA offices were planning to use early-outs (under VERA) and buyouts (under VSIP) to realign their workforces to meet changing mission requirements and move toward new models of work. According to the announcement, over the prior year, due to resource constraints, the EPA had been operating under a series of temporary hiring policies to carefully manage its workforce and payroll by not filling all positions vacated when people left the agency. The December 2013 announcement noted this approach was difficult to manage because of the unpredictable nature of attrition. Further, it challenged the EPA's ability to acquire new talent, build diversity in its staff, develop new skills, and provide all of the necessary tools to do the job of protecting human health and the environment.

VERA and VSIP are options for increasing voluntary attrition in agencies that are downsizing or restructuring. With U.S. Office of Personnel Management (OPM) approval, federal agencies can grant early-outs to temporarily lower the age and service requirements to increase the number of employees eligible for retirement from the federal government. Similarly, with OPM approval, agencies can grant buyouts—lump-sum payments of up to $25,000 to each employee—as an incentive to voluntarily leave the federal government. Section 1313(b) of the Chief Human Capital Officers Act of 2002 authorized VERA and VISP options as regulated by OPM and codified in Title 5 of the U.S. Code (U.S.C.). (For VERA, see 5 U.S.C. §§ 8336(d)(2) and 8414(b)(1)(B); for VSIP, see 5 U.S.C. §§ 3521 and 3525.)

According to the Code of Federal Regulations (CFR) in 5 CFR 576.102(a)(1), a plan submitted to OPM by the head of an agency, or his or her specific designee,

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must include identification of the specific positions and functions to be reduced or eliminated, identified by organizational unit, geographic location, occupational series, grade level, and any other factors related to the position. OPM human resources specialists we interviewed stated that only restructured positions under the approved plan can be refilled. Further, once an agency's VERA-VSIP plan gets approved, the agency is required to administer the VERA-VSIP plan as approved. Only OPM can approve amendments that revise the dates and targeted positions listed in the original approved plan after consultation with the Office of Management and Budget.

A VERA-VSIP plan:

1. **Includes identification of the specific positions to be reduced or eliminated by organizational unit, geographic location, occupational series, grade level, and any other factors related to the position.**
2. **Only positions to be restructured in the approved plan may be refilled.**
3. **Agencies are required to administer the plan as approved**
4. **Only OPM can approve amendments.**

Besides eliminating positions, OPM interprets the VERA-VSIP to allow positions to be restructured. This includes filling the vacated position with a position:

- Having a different job series and/or grade.
- Using the same job series and grade but with substantively different duties and responsibilities.
- Having a different full-performance level.
- That is no longer supervisory.

OPM does not monitor organizations after the conclusion of the buyout authority to verify compliance and restructuring progress. Once OPM approves an agency's VERA-VSIP plan, each agency should administer its plan as approved. This includes completing the restructuring or elimination of positions vacated through the buyouts. An organization's progress in completing its approved restructuring activities is relevant for assessing whether the VERA-VSIP authority was properly used, and for assessing the overall cost effectiveness of VERA-VSIP to meet agency workforce goals.

In 2014, 20 of the EPA's 23 program and regional offices participated in VERA-VSIP activities. A total of 479 employees separated from the EPA through these activities. The EPA paid early-out/buyout incentives of about $11.9 million and annual leave payments of $5.2 million, for a total of $17.1 million, as shown in Figure 1. These costs represent the direct costs associated with the VERA-VSIP early-outs/buyouts. Other indirect costs not captured include the costs to develop and administer each of the 20 program and regional office plans.

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Figure 1: EPA direct costs for VERA-VSIP early-outs and buyouts in 2014

Source: Office of Inspector General (OIG) analysis.

Responsible Office

The Office of Human Resources, within the Office of Administration and Resources Management (OARM), oversees the agency human capital program, and coordinated the agency's 2014 VERA-VSIP program.

Scope and Methodology

We conducted our work from November 2014 to May 2016. We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Each of the EPA program and regional offices participating in VERA-VSIP independently applied to OPM for early-out/buyout authority. This independent approach resulted in some differences in how the participating EPA offices described their goals and objectives in their applications. Some EPA offices provided specific numeric targets for VERA-VSIP goals, such as specifying a desired supervisor-to-staff ratio of 1:9. In other cases, offices simply described their goals as a reduction or change with no accompanying target, date for completion, or other specific way to assess whether goals are achieved. The regulations that address VERA-VSIP—5 CFR 842.213 for VERA and 5 CFR 576.102 for VSIP—do not require or prescribe to agencies specific measures for assessing VERA-VSIP goals after the early-outs and buyouts are completed.

For the 15 program and regional offices ("organizations") in Table 1, we collected and reviewed such information as:

- The requests to OPM for VERA-VSIP authority.
- OPM's approvals.
- EPA organizations' quarterly and final progress reports to OPM.

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Table 1: Organizations reviewed

Organization
Office of the Administrator
Office of the Chief Financial Officer
Office of Enforcement and Compliance Assurance
Office of Environmental Information
Office of Research and Development
Office of Land and Emergency Management
Office of Water
Region 1
Region 3
Region 4
Region 6
Region 7
Region 8
Region 9
Region 10

Source: OIG analysis.

To answer objectives 1 and 2, we obtained detailed information from four of the 15 organizations: the Office of Environmental Information, the Office of Land and Emergency Management, and Regions 1 and 8. In addition to interviewing personnel from these four EPA organizations, we interviewed staff from OARM and OPM. We also obtained and reviewed information on payments to employees who left the EPA under VERA-VSIP. We reviewed laws, regulations and guidance documents related to VERA-VSIP.

To answer objectives 3 and 4, we obtained detailed information for program offices and regions that had at least a 50-percent acceptance rate of authorized VERA-VSIP actions.[1] These offices were the Office of Water; Office of Enforcement and Compliance Assurance (OECA); and Regions 1, 4 and 7. We obtained information about hiring and activities to achieve restructuring goals through document reviews and interviews with managers and staff in these organizations. Hiring data at the time we conducted our analysis was current through September 2015. -

This report contains our analysis of the agency buyout and restructuring activities. A separate report will address the EPA OIG's buyout and restructuring activities.

Prior Report

On July 14, 2015, we issued Report No. 15-P-0184, *Quick Reaction Report: EPA Should Ensure Positions Vacated Under Buyouts Are Eliminated or Properly Filled*, which made a time-sensitive recommendation for improvements to how the EPA was filling positions vacated under VERA-VSIP authorities.

[1] We excluded Region 8 from selection for this analysis due to other OIG reviews occurring in the region at the time.

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OARM distributed “hiring templates” to program offices and regions as a corrective action to the OIG recommendation. These hiring templates were designed to track the status of positions vacated through the buyouts, so that positions targeted for elimination were not refilled and positions targeted for restructuring were filled using different position descriptions.

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Chapter 2
VERA-VSIP Helped Achieve Some But Not All Restructuring Goals

VERA-VSIP authority helped the EPA organizations in our sample achieve goals related to reducing size and grades. At the time we concluded our review, other organizational goals—such as de-layering (increasing supervisor-to-staff ratio) and adding staff with new skill sets—had not been achieved, and not all of the VERA-VSIP positions targeted for restructuring had been filled. To obtain buyout authority from OPM, EPA program offices and regions identified and proposed a variety of restructuring activities in their VERA-VSIP applications (plans). Once OPM approved VERA-VSIP plans, organizations were required to administer their VERA-VSIP plan as approved. The agency monitored its buyout and subsequent hiring activities to ensure positions vacated under VERA-VSIP were properly filled. However, the agency was limited in determining whether it achieved its VERA-VSIP goals for reducing the supervisor-to-employee ratio and changing organizational structure, because some organizations did not specify measurements for their goals or an identifiable end point for restructuring. As a result, the agency could not assess the overall impact, effectiveness and value of VERA-VSIP as a workforce management tool.

Agency Restructuring Goals Were Generally Consistent

The EPA program offices and regions requested VERA-VSIP authority consistent with OPM guidance, justifying early-outs and buyouts for restructuring goals. Table 2 lists the goals in applications that EPA organizations submitted to OPM. These goals included de-layering, reorganization, transfer of function, or other workforce restructuring or reshaping. The organizations in our review requested VERA-VSIP for a variety of reasons, and those reasons were generally consistent. Staff from OARM described three cross-cutting goals that EPA senior leadership suggested to program and regional offices:

- Reduce the number of staff performing administrative functions.
- Replace higher-graded technical staff with lower-graded technical staff (reduce grade).
- Increase the staff-to-supervisor ratio (de-layering).

As shown in Table 2, these goals were reflected in most of the EPA VERA-VSIP requests we reviewed.

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Table 2: VERA-VSIP goals by organization

Organization	Goals (i.e., reasons for restructuring)						
	Separating employees				Hiring Employees		Other
	De-layer	Surplus	Reduce grade	Reduce size	New skill	Grade cap	
Office of the Administrator		X	X	X	X		
Office of the Chief Financial Officer	X	X	X	X	X		
Office of Enforcement and Compliance Assurance		X		X	X		X
Office of Environmental Information	X	X	X		X	X	X
Office of Research and Development		X			X		
Office of Land and Emergency Management		X	X		X	X	
Office of Water		X		X	X		X
Region 1	X		X	X	X	X	
Region 3		X	X	X	X		
Region 4	X	X					
Region 6		X	X	X	X		
Region 7	X		X	X	X		
Region 8			X	X	X		X
Region 9	X	X					X
Region 10	X	X		X	X		
Total	**7**	**12**	**9**	**10**	**13**	**3**	**5**

De-layer: Reduce number of supervisory positions and/or combine organizational units to change staff-to-supervisor ratio.

Surplus: Reduce number of positions in job series because the workload does not warrant number onboard; the skills needed for the position are no longer needed; or the work is being performed by others because of automation, work transfers, etc.

Reduce grade: Consolidate work requiring a higher-graded position into fewer positions and (in some cases) shift lesser work to lower-graded positions.

Reduce size: Reduce the number of positions.

New skill: Address when the work requires a position with skills different than those in the existing workforce, even (sometimes) when the position is in the same job series as separating positions.

Grade Cap: New staff are being hired who will be on a career ladder with a lower grade cap.

Other: A goal was identified that did not specify either separating or hiring employees.

Office of Enforcement and Compliance Assurance: Preserve extramural funds to implement future compliance programs and consolidate administrative functions.

Office of Environmental Information: Realign information technology security functions with the Senior Agency Information Security Officer to increase the officer's independence.

Office of Water: Redirect or refocus resources in the Office of Water.

Region 8: Merging offices and centralizing administrative functions.

Region 9: Consolidate all attorney-advisor positions into the San Francisco office.

Source: OIG analysis of EPA VERA-VSIP applications.

The most common goal in the EPA program office and regional requests was the acquisition of new skills, and the second most frequent goal was to target

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nonessential positions. According to some of the EPA requests, the agency had positions which were considered no longer essential to operations. Fifteen organizations planned new hires after VERA-VSIP buy-outs. Also, 13 of the 15 organizations identified that new or different skills were needed in their workforce. Three organizations indicated that some positions would have a lower full-performance level for the newly hired staff. Further, the goals described by the 15 organizations were consistent with the purposes of an early-out or buyout.

The EPA organizations we reviewed described in general terms the workforce analysis they performed in support of their VERA-VSIP requests. For example:

- The Office of Research and Development performed a modified gap analysis to identify its scientific workforce supply, demand and gaps, and how VERA-VSIP could be used to address the gaps.

- Region 1 reviewed its workforce demographics to determine the number of positions, occupations and grade levels that would be considered for workforce reshaping.

- Region 10 relied on a comprehensive workload assessment that it conducted in FY 2013 using specially designed assessment guidelines to determine what workload or priority adjustments were warranted.

Staff and managers we interviewed in the Office of Human Resources (OHR), within OARM, reported assisting regions and program offices through a variety of activities. OHR reported preparing business cases for VERA-VSIP. OHR also created two teams to help regions and program offices implement VERA-VSIP. OHR developed and shared with all of the EPA organizations participating in VERA-VSIP its workforce planning data, rosters of staff eligible for retirement, examples of VERA-VSIP requests, templates, VERA and VSIP Guides, checklists, and other items. OHR reviewed program office and regional VERA-VSIP applications, and advised changes, before EPA organizations sent the applications to OPM.

Buyouts Helped Vacate Positions

The EPA organizations we reviewed made progress executing restructuring plans and achieving some of the goals identified in their OPM-approved VERA-VSIP plans. The VERA-VSIP early-out/buyout initiative was successful in helping the organizations we reviewed vacate 479 positions across the agency.

The voluntary nature of the VERA-VSIP incentive means that the agency cannot control which employees—or how many employees—will accept an offer to separate from the agency. However, the agency retains control of hiring into restructured positions, and should complete restructuring those positions as part of administering their plans as approved by OPM. While VERA-VSIP early-outs/

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buyouts helped the regions and program offices reviewed achieve goals for reducing the size and changing the shape of the workforce, some goals used to justify the early-out/buyout authority from OPM—such as hire workers with new skills, restructure work, or redirect resources—were not complete at the time we concluded our review.

VERA-VSIP Helped Achieve Some Goals Associated With Reducing Number of Positions

We evaluated success achieving the goals listed in VERA-VSIP applications for the sample organizations in Table 3. At the time we concluded our review, each organization achieved at least one of the VERA-VSIP goals associated with de-layering, removing surplus positions, reducing grade and reducing size.

Table 3. Progress on VERA-VSIP goals for reducing positions

Organization	Goals			
	De-layer	Surplus	Reduce grade	Reduce size
OECA	NA		NA	
Office of Water	NA		NA	
Region 1		NA		
Region 4			NA	NA
Region 7		NA		

Examples for each of the go

- **De-layer:** Regions 1 ight to re positions consistent with a smaller workforce. Region 1 made slight progress; its pre-VERA-VSIP ratio was 1:7.4 and post-VERA-VSIP ratio was 1:7.8. Region 1 reported to us that it believed its continued restructuring will move it to a ratio between 1:8 and 1:10, which is the region's goal in its VERA-VSIP plan. Region 4 made some progress as well, moving from 1:6.6 to 1:7.4, with a goal of 1:9. While Region 7 did not identify a target ratio in its VERA-VSIP plan, its supervisor-to-staff ratio increased from 1:6.9 in 2013 to 1:8.4 as of September 2015.

- **Surplus:** Three of five organizations sought to reduce the number of positions in targeted areas and made progress. For example, the Office of Water eliminated 8 positions and Region 4 eliminated 10 positions from targeted job series. OECA eliminated 6 positions and restructured 7 others to lower full performance grade levels.

- **Reduce Grade:** Regions 1 and 7 reduced the number of highly-graded employees at the GS-13 through GS-15 level, and transferred duties to other employees or to lower-graded staff. The Region 1 VERA-VSIP plan stated its goal was to reduce the number of high-graded technical experts and senior policy advisors, and bring greater balance across the region's grade structure in both technical and legal series. As of September 2015, Region 1 capped new-hire positions for entry-level environmental engineers, environmental scientists and environmental protection specialists at the GS-12 level, and has only hired for GS-7 through GS-12

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positions. Region 7's stated goals were to consolidate some higher-graded duties or restructure grade levels. According to an April 2015 Region 7 report, 73 percent of its VERA-VSIP departures were at GS-13 or above. The region spread staff work from those that left so some could be performed by lower-graded staff. Region 7 reduced the grade of one GS-14, three GS-13 and one GS-12 positions. Four OECA attorney and criminal investigator positons were also restructured to lower full performance level or by changing the supervisory status of the positons.

- **Reduce Size:** Four of the five organizations sought to reduce the size of the organization, and all four lowered the full-time equivalent (FTE) level below the number listed in their OPM-approved VERA-VSIP plan:
    - OECA reduced its FTEs to 726; its goal was to reduce to 767 FTEs.
    - The Office of Water reduced its FTEs to 558; its goal was to reduce to 563 FTEs.
    - Region 1 reduced its FTEs to 556; its goal was to reduce to approximately 590 FTEs.
    - Region 7 reduced its FTEs to 488; its goal was to reduce to 488 FTEs.

Some Progress Made on VERA-VSIP Restructuring Goals

One justification for the EPA's VERA-VSIP authority was to provide an incentive for staff in targeted positions to vacate those positions, which would then be restructured to accommodate new skillsets. This would enable the agency to accomplish its human health and environmental protection goals with a different workforce.

While hiring has occurred since VERA-VSIP, not all the organizations we reviewed had filled all the positions that were targeted for restructuring at the time we concluded our review. Table 4 shows the positions vacated through VERA-VSIP targeted for restructuring, and how many of those had been filled. Regions 1 and 7 are the only organizations to have filled all positions targeted for restructuring.

Table 4: Progress on restructuring through new positions

Region/office	Positions available for restructuring	Positions restructured and filled
Region 1	11	11
Region 4	7	1
Region 7	37	37
OECA	11	3
Office of Water	7	5
Totals	**73**	**57**

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Source: OIG analysis of agency's September 2015 hiring data.
Green = goal accomplished; yellow = some progress made; red = goal not accomplished.

EPA regional and program office managers stated that restructuring activities had not been completed for various reasons. For example:

- Region 4 cited the theft of security-related information (OPM breach) leading to the slowing and stopping of background checks as impeding its ability to hire new staff.
- OECA stated its overall number of staff was reduced due to congressional budget cuts, and it did not want to hire and then have to lay off staff.
- Office of Water managers had not filled more positions because of uncertainty about budgets being large enough to support new staff.

The status of restructuring efforts for new skill, grade cap and other organization goals in our sample is summarized in Table 5.

Table 5: Progress achieving restructuring goals

EPA region or office	Restructuring Goals			
	New skill	Grade cap	Consolidation	Realign activities
Region 1			N/A	N/A
Region 4	N/A	N/A	N/A	N/A
Region 7		N/A	N/A	N/A
OECA		N/A		N/A
OW		N/A	N/A	

Source: OIG analysis.
Green = goal accomplished; yellow = some progress made; red = goal not accomplished.

- **New Skill:** We concluded that Regions 1 and 7 completed their new skill-hiring goals because they filled all of their restructured positions. Region 1 identified four positions needing new skills and reported filling each of those positions. Region 7 changed the job series of 12 positions and filled those positions with new staff. OECA stated that it added some staff with new skills to meet about 25 percent of its requirement and, at the time of our review, stated it had made job offers that would raise the fill rate to about 50 percent if those offers were accepted. At the time of our review, the Office of Water had identified nine positions requiring different skills and had hired staff into four of those positions.
- **Grade Cap:** Region 1 reduced the grade of the four positions targeted for restructure so the full performance level was capped at a lower grade. Those changes included two environmental engineer positions reduced from a GS-13 to GS-12 full performance level; one GS-13 Information Specialist replaced with a GS-9 Correspondence Control Analyst; and one GS-13 Management Analyst position downgraded to a GS-12.

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- **Consolidation:** Consolidation was an OECA VERA-VSIP goal. At the time of our review, OECA's consolidation effort was not complete. Specifically, OECA sought VERA-VSIP authority to redirect and refocus resources to support the *Next Gen*[2] compliance assistance system and other consolidation efforts that reduce administrative and program support through efficiencies and eliminating obsolete skills. At the time of our review, OECA achieved its FTE reduction goal but could not decide how to reallocate staff.

- **Realign Activities:** The Office of Water realignment of administrative functions was not complete at the time of our review. The office attempted to realign administrative processes after losing 15 administrative staff. The office has tried alternatives, such as having other staff serve as backups and using Senior Environmental Employees. However, the Office of Water stated that realignment is still a work in progress.

EPA Should Continue Monitoring Its Progress on VERA-VSIP Goals

All of the EPA organizations we reviewed submitted quarterly reports to OPM during the VERA-VSIP early-out/buyout period. These reports document progress in completing authorized buyouts. At the conclusion of the early-outs/ buyouts in April 2014, these organizations submitted a final report detailing compliance with VERA-VSIP requirements and the results of the initiative. This reporting requirement was an OPM oversight function to monitor the agency's use of VERA-VSIP authority. OPM does not require reporting after the conclusion of the early-out/buyout period.

After the final reports were submitted to OPM, EPA organizations monitored hiring activities to verify that positions vacated after VERA-VSIP were either eliminated or restructured before being refilled. This monitoring occurred through "hiring templates" distributed by OARM. OARM has also summarized results of VERA-VSIP buyouts across the agency in its April 2015 and May 2016 EPA VERA-VSIP Impact Reports. The information presented in the April 2015 report helped OARM conclude that VERA-VSIP created an opportunity for the EPA "… to significantly reshape its workforce to align with evolving mission needs and current budgetary limitations." The report from May 2016 summarized the results of VERA-VSIP buyout activities, discussed subsequent hiring to fill skill gaps, and stated that organizations were following their respective business cases to reshape their workforce for better alignment with mission goals and objectives.

The agency monitoring that occurred during the buyout activities was used to comply with OPM's VERA-VSIP reporting requirements, and later provided OARM with data to assess the impact of VERA-VSIP. With this monitoring and reporting, we believe the agency can identify barriers to success, be positioned to detect when the longer-term restructuring goals are achieved, and have

[2] The *Next Generation Compliance (Next Gen)* approach increases the use of technology and innovative compliance strategies to yield more effective compliance with the nation's environmental laws.

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information to determine whether the 2014 VERA-VSIP program was a cost-effective approach to achieve EPA workforce restructuring needs.

Conclusion

Under its VERA-VSIP authority, the EPA paid incentives of about $11.9 million for federal workers to leave their positions, plus accumulated annual leave payments of $5.2 million, for a total of $17.1 million. VERA-VSIP helped the program offices and regions in our sample achieve goals related to reducing size, grades and surplus positions. Other goals—such as de-layering and adding staff with new skill sets—had not been fully achieved at the time we concluded our review. All EPA organizations we reviewed complied with OPM's reporting requirements, and continued monitoring after the completion of the early-outs. In response to an earlier OIG report, the agency implemented "hiring templates" to ensure it filled new EPA positions in a manner consistent with its VERA-VSIP goals and authority. The agency can take further action to monitor its progress in achieving its VERA-VSIP restructuring goals while also providing a foundation for assessing the cost effectiveness of VERA-VSIP as a broad workforce restructuring tool.

Recommendations

We recommend that the Assistant Administrator for Administration and Resources Management:

1. On a quarterly basis, collect information from program offices and regions on:
    a. Progress toward achievement of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals.
    b. When Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals are accomplished.
    c. When positions vacated under Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment are filled.
2. Analyze the information obtained to determine the value of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment as a workforce restructuring tool.

Agency Response and OIG Evaluation

In response to the draft report, OARM agreed with the findings and recommendations. OIG and OARM representatives met to discuss the recommendations and agency response in June 2016. As a result of discussions, Recommendations 1 and 2 are resolved and closed. In June 2016, Region 1 separately provided updated information on the status of progress for Region 1's goals for de-layering and restructuring. We incorporated the updated information

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provided by Region 1 and revised the report to show Region 1 had completed restructuring and made further progress in de-layering the organization.

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Status of Recommendations and Potential Monetary Benefits

RECOMMENDATIONS

Rec. No.	Page No.	Subject	Status[1]	Action Official	Planned Completion Date	Potential Monetary Benefits (in $000s)
1	13	On a quarterly basis, collect information from program offices and regions on: a. Progress toward achievement of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals. b. When Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment restructuring goals are accomplished. c. When positions vacated under Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment are filled.	C	Assistant Administrator for Administration and Resources Management	7/16/15	
2	13	Analyze the information obtained to determine the value of Voluntary Early Retirement Authority–Voluntary Separation Incentive Payment as a workforce restructuring tool.	C	Assistant Administrator for Administration and Resources Management	9/30/16	

[1] C = Corrective action completed.
R = Recommendation resolved with corrective action pending.
U = Recommendation unresolved with resolution efforts in progress.

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Appendix A

Agency Response to Draft Report

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JUN 2 4 2016

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: EPA Response to the Office of Inspector General Draft Report, *EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved,* Project No. OPE-FY14-0049, dated May 25, 2016

FROM: Donna J. Vizian, Acting Assistant Administrator

TO: Carolyn Copper, Assistant Inspector General
Office of Program Evaluation
Office of Inspector General

Thank you for the opportunity to review the draft report. Below is the agency's response to the report recommendations.

BACKGROUND:

On December 12, 2013, the Deputy Administrator announced that EPA offices were planning to use early-outs under Voluntary Early Retirement Authority (VERA) and buyouts under Voluntary Separation Incentive Program (VSIP) to realign their workforces to meet changing mission requirements and move toward new models of work. According to the announcement, over the prior year, due to resource constraints, the EPA had been operating under a series of temporary hiring policies to carefully manage its workforce and payroll by not filling all positions vacated when people left the agency. The December 2013 announcement noted this approach was difficult to manage because of the unpredictable nature of attrition. Furthermore, it challenged the EPA's ability to acquire new talent, build diversity in its staff, develop new skills, and provide all of the necessary tools to achieve the agency's mission of protecting human health and the environment.

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AGENCY RESPONSE TO RECOMMENDATIONS:

The agency concurs with the draft report recommendation and provides the following corrective actions and the completion dates.

No.	Recommendation	High-Level Intended Corrective Action(s)	Estimated Completion Date by Quarter and FY
1	On a quarterly basis, collect information from program offices and regions on: a) Progress toward achievement of VERA-VSIP restructuring goals. b) When VERA-VSIP restructuring goals are accomplished. c) When positions vacated under VERA-VSIP are filled.	• The Office of Human Resources developed Strategic Hiring Templates to monitor progress following VERA-VSIP. On a quarterly basis, program and regional offices update the templates with the status of VERA-VSIP vacated positions. This ensures offices are complying with the goals outlined in their respective business cases.	7/16/15
2	Analyze the information obtained to determine the value of VERA-VSIP as a workforce restructuring tool.	• Following VERA-VSIP, the EPA began using OPM's HRStat initiative to analyze and monitor restructuring of the workforce. This provides an opportunity to show senior leaders how hiring compares to the goals stated through VERA-VSIP. • The Office of Human Resources published a VERA-VSIP Impact Report, which details the effects of VERA-VSIP on the agency and provides information on subsequent hiring.	10/29/14 Q4 FY2016

Once the remaining corrective action is implemented, OARM believes the agency has met the intent of the OIG recommendations and no additional follow-up actions are required. Additionally, due to the sensitive nature, OARM recommends eliminating the reference to clerical and administrative support when describing surplus positions on page seven of the report.

Should you or your staff have any questions regarding this response, please have them contact

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Linda Gray, Director, Office of Human Resources, OARM at (202) 564-4606.

cc: John Showman
Linda Gray
Lynnann Hitchens
Wesley Carpenter
Michael Hardy
Ming Chang
Debbi Hart
Cheri Hembrey
Tracye Smith-Starckey
Brandon McDowell
Jason Kuhns

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Appendix B

Region 1 Response to Draft Report

MEMORANDUM

FROM: Michael Kenyon, Senior Resource Official
Assistant Regional Administrator, EPA Region 1

TO: Timothy Roach, Project Manager, Office of Inspector General
Eric Lewis, Director, Special Program Reviews

cc: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

SUBJECT: Draft Report: Workforce Restructuring Under VERA-VSIP
Project No. OPE-FY14-0049

EPA Region 1 appreciates the opportunity to respond to the draft report on the above subject audit conducted by the Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA). Our comments pertain to the portions of the report specific to Region 1.

At the onset of the review, the OIG identified their objectives were to determine:

1. What workforce restructuring goals were identified by program and regional offices?
2. How consistent were these goals across the agency?
3. What progress have the offices made in executing their restructuring plan?
4. Did the major offices achieve their goals in restructuring the organization?

We believe that our region was successful in achieving most of our workforce restructuring goals. On December 20, 2013, EPA Region 1, thru the Office of Administration and Resource Management (OARM) at EPA headquarters, submitted a VERA/VSIP plan to OPM. This plan was subsequently approved on January 31, 2014. Region 1 identified its overarching goal was to reshape the workforce by consolidating higher graded positions into a smaller proportion of higher graded staff, reduce the number of supervisory positions in line with a smaller overall workforce, and address the changing nature of the workforce skill requirements due to advances in technology and changing Agency priorities.

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Region 1's plan identified that it would allow 20 people to leave and use the VERA/VSIP authority in three areas.

- Administrative Support – reduce the number of staff performing administrative functions (new skill)
- GS14/14 Supervisory - delayer
- GS 14/15 Non-Supervisory – replace higher graded technical staff with lower graded technical staff and introduce new skills (reduce grade; new skill)

While we have only made incremental progress on the delayering goal, we believe otherwise we largely met our goals. We do not believe this is accurately reflected in the report. We provide specific comments below.

Restructuring of Positions: Table 4 in the draft report has identified that Region 1 had 11 positions available for restructuring. It further indicates that Region 1 has "0" positions restructured and filled. As discussed in our conversation with the IG team in March, this is not the case. Attached to this report please find a detailed report of all of the positions vacated in Region 1 as a result of the VERA/VSIP activities.

Region 1 met the target to restructure and fill 11 positions:

> 9 positions were restructured and filled prior to 09/30/15. 2 more positions were restructured and filled by 11/15/15.

The remaining 9 positions vacated during VERA/VSIP were addressed as follows:

> 7 positions were eliminated and the resources reallocated to other key areas. 1 GS 15 position was abolished.
> 1 GS 5 position was abolished.

The reallocation of resources allowed us the opportunity to hire into 15 entry level positions, addressing critical mission work and introducing needed new skills into the organization.

Delayering: The draft report, in Table 3 indicates that Region 1 has not yet achieved its de-layering goal. The shift to date has moved Region 1 from 1.7 to 1.8. Our hiring activity and attrition impacted our results in this area. However, we continue to pursue the development of organizational restructures that we feel will result in our ratio of supervisors to employees moving above 1.8 ratio.

Comment: The Draft Report does not mention how data was captured to calculate the supervisor to employee ratio. For example, we do not know if vacant supervisory positions were used. We would recommend a footnote be added to include the time frame and method used to calculate this ratio.

Thank you for the opportunity to comment on this draft report.

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Appendix C

Distribution

The Administrator
Assistant Administrator for Administration and Resources Management
Assistant Administrator for Enforcement and Compliance Assurance
Assistant Administrator for Water
Agency Follow-Up Official (the CFO)
Agency Follow-Up Coordinator
General Counsel
Associate Administrator for Congressional and Intergovernmental Relations
Associate Administrator for Public Affairs
Regional Administrator, Region 1
Regional Administrator, Region 4
Regional Administrator, Region 7
Principal Deputy Assistant Administrator for Administration and Resources Management
Director, Office of Resources, Operations, and Management, Office of Administration and Resources Management
Deputy Director, Office of Resources, Operations, and Management, Office of Administration and Resources Management
Audit Follow-Up Coordinator, Office of the Administrator
Audit Follow-Up Coordinator, Office of Administration and Resources Management
Audit Follow-Up Coordinator, Office of Enforcement and Compliance Assurance
Audit Follow-Up Coordinator, Office of Water
Audit Follow-Up Coordinator, Region 1
Audit Follow-Up Coordinator, Region 4
Audit Follow-Up Coordinator, Region 7

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	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
OARM	702	121	164	643
OAR	1155	184	271	1002
OCFO	315	51	83	283
OECA	730	176	164	686
OIG	276	44	58	251
OITA	74	12	19	70
AO	730	76	80	311
OEI	348	71	81	312
OGC	234	37	51	183
OLEM	495	113	134	451
ORD	1794	427	324	1463
OCSPP	1147	203	225	876
OW	602	103	94	502
REGION 1	568	137	201	521
REGION 2	785	205	238	726
REGION 3	828	199	217	722
REGION 4	914	166	297	823
REGION 5	1086	258	309	978
REGION 6	748	227	166	669
REGION 7	522	75	112	444
REGION 8	529	98	127	491
REGION 9	741	145	208	677
REGION 10	548	108	124	501
EPA	**15871**	**3236**	**3747**	**13585**

VSIP

When an agency has received approval from OPM to offer VSIPs, any employee (as defined in 5 U.S.C. 2105) who meets these general eligibility requirements may receive an offer. The employee must:

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer; and
5. Not be included in any of the ineligibility categories listed below.

Employees in the following categories are not eligible for a VSIP:

1. Are reemployed annuitants;
2. Have a disability such that the individual is or would be eligible for disability retirement;
3. Have received a decision notice of involuntary separation for misconduct or poor performance;
4. Previously received any VSIP from the Federal Government;
5. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
6. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid; and
7. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

VERA

To be eligible to retire under VERA, an employee must:

(1) Meet the VERA minimum age and service requirements (i.e., the employee has completed at least 20 years of creditable service and is at least age 50, or has completed at least 25 years of creditable service regardless of age);

The minimum age and service requirements are set by statute in 5 U.S.C. 8336(d)(2) for CSRS employees, and in 5 U.S.C. 8414(b)(1) for FERS employees. OPM has no authority to waive either the minimum age or service requirement for VERA eligibility.

(2) Have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA;

(3) Hold a position that is not a time-limited appointment;

(4) Have not received a final removal decision based upon misconduct, or unacceptable performance;

(5) Hold a position covered by the agency's VERA; and

(6) Retire under the VERA option during the agency's VERA window.

OARM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ATLANTA,GEORGIA	**2**	**2**		**2**														
1801-General Inspection, Investigation, and Compliance	1	1		1														
905-General Attorney	1	1		1														
BOSTON,MASSACHUSETTS	**1**			**1**														
343-Management and Program Analysis	1			1														
CHICAGO,ILLINOIS	**1**			**1**														
905-General Attorney	1			1														
CINCINNATI,OHIO	**68**	**9**	**21**	**65**														
1102-Contracting	2			1														
1301-General Physical Science	1		1	1														
1410-Librarian	1			1														
1654-Printing Services	1	1		1														
18-Safety and Occupational Health Management	2		2	2														
2010-Inventory Management	1			1														
201-Human Resources Management	29	4	10	28														
203-Human Resources Assistance	2			2														
2210-Information Technology Management	6		2	5														
318-Secretary	2	1		2														
340-Program Management	1			1														
343-Management and Program Analysis	12	3	3	12														
391-Telecommunications	2		1	2														
801-General Engineering	4		1	4														
80-Security Administration	1			1														
830-Mechanical Engineering	1		1	1														
DURHAM,NORTH CAROLINA	**131**	**11**	**19**	**111**														
1102-Contracting	33	4	8	31														
1301-General Physical Science	1																	
1640-Facility Operations Services	6		1	5														
18-Safety and Occupational Health Management	1			1														
2010-Inventory Management	1																	

201-Human Resources Management	55	3	6	44
203-Human Resources Assistance	5			4
2210-Information Technology Management	10	1	3	8
2299-Information Technology Student Trainee	1			
301-Miscellaneous Administration and Program	2			2
340-Program Management	3			3
341-Administrative Officer	1			1
343-Management and Program Analysis	2	1	1	2
511-Auditing	1	1		1
801-General Engineering	1	1		1
80-Security Administration	1			1
830-Mechanical Engineering	4			4
850-Electrical Engineering	2			2
899-Engineering and Architecture Student Trainee	1			1
LAS VEGAS,NEVADA	**21**	**2**	**5**	**18**
201-Human Resources Management	18	2	5	15
203-Human Resources Assistance	2			2
318-Secretary	1			1
MOREHEAD CITY,NORTH CARO	**1**		**1**	**1**
201-Human Resources Management	1		1	1
NEW BERN,NORTH CAROLINA	**1**			**1**
201-Human Resources Management	1			1
NORWOOD,OHIO	**37**	**4**	**6**	**34**
1102-Contracting	36	3	6	33
301-Miscellaneous Administration and Program	1	1		1
PHILADELPHIA,PENNSYLVANI	**1**			**1**
905-General Attorney	1			1
SAN FRANCISCO,CALIFORNIA	**1**			**1**
343-Management and Program Analysis	1			1
WASHINGTON,DC	**433**	**93**	**112**	**407**
1001-General Arts and Information	1		1	1
1102-Contracting	96	19	24	90
1103-Industrial Property Management	1			1
1106-Procurement Clerical and Technician	1	1		1
1109-Grants Management	22	6	5	22

1170-Realty	1			1											
1640-Facility Operations Services	2		2	2											
1654-Printing Services	1			1											
1712-Training Instruction	1			1											
1750-Instructional Systems	2			1											
1801-General Inspection, Investigation, and Compliance	2		1	2											
18-Safety and Occupational Health Management	3		1	3											
201-Human Resources Management	37	11	8	34											
203-Human Resources Assistance	2	1	1	2											
2101-Transportation Specialist	1														
2210-Information Technology Management	25	1	9	25											
28-Environmental Protection Specialist	1			1											
301-Miscellaneous Administration and Program	21	7	7	20											
303-Miscellaneous Clerk and Assistant	2	2		2											
306-Government Information Specialist	3	2	1	3											
318-Secretary	2	1	1	2											
326-Office Automation Clerical and Assistance	2	1		2											
340-Program Management	7	2	2	7											
341-Administrative Officer	2		1	2											
342-Support Services Administration	11	6	3	11											
343-Management and Program Analysis	106	21	24	99											
344-Management and Program Clerical and Assistance	1			1											
351-Printing Clerical	1		1	1											
391-Telecommunications	1	1		1											
510-Accounting	4	1	1	4											
511-Auditing	5	2	2	5											
690-Industrial Hygiene	1	1		1											
801-General Engineering	1			1											
804-Fire Protection Engineering	2		1	1											
808-Architecture	5	2		4											
80-Security Administration	18	2	4	17											
810-Civil Engineering	1	1		1											
819-Environmental Engineering	1			1											
830-Mechanical Engineering	4		1	3											
850-Electrical Engineering	1			1											

905-General Attorney	26	2	7	23														
935-Adminstrative Law Judge	3		2	3														
950-Paralegal Specialist	1		1	1														
#N/A	2		1	2														
Grand Total	**698**	**121**	**164**	**643**														

OAR	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ANN ARBOR,MICHIGAN	**282**	**46**	**73**	**248**														
1102-Contracting	1			1														
110-Economist	3			1														
1301-General Physical Science	21	1	8	16														
1320-Chemistry	7	3		5														
1399-Physical Science Student Trainee	1																	
1550-Computer Science	4	2		4														
1640-Facility Operations Services	4			2														
1801-General Inspection, Investigation, and Compliance	14	2	3	14														
1910-Quality Assurance	1			1														
201-Human Resources Management	2			2														
2210-Information Technology Management	8	1	2	8														
28-Environmental Protection Specialist	51	11	16	50														
301-Miscellaneous Administration and Program	13	2	3	11														
318-Secretary	1		1	1														
343-Management and Program Analysis	11		1	11														
4714-Model Making	1			1														
801-General Engineering	21	2	4	21														
802-Engineering Technical	12	2	4	8														
803-Safety Engineering	1	1		1														
819-Environmental Engineering	14	2	5	13														
830-Mechanical Engineering	62	12	19	57														
850-Electrical Engineering	4	2		4														
854-Computer Engineering	2		1	2														
893-Chemical Engineering	12	3	6	12														
899-Engineering and Architecture Student Trainee	4																	
905-General Attorney	3			2														
99-General Student Trainee	4																	
ANNAPOLIS,MARYLAND	**1**			**1**														
343-Management and Program Analysis	1			1														
AUTAUGA,ALABAMA	**1**																	
1320-Chemistry	1																	
DALLAS,TEXAS	**1**			**1**														

1301-General Physical Science	1			1
DURHAM,NORTH CAROLINA	**345**	**54**	**78**	**294**
1035-Public Affairs	1			1
1101-General Business and Industry	7	1		7
110-Economist	9	1		7
1301-General Physical Science	66	13	4	49
1530-Statistics	6		1	4
2210-Information Technology Management	9	1		8
28-Environmental Protection Specialist	112	15	32	98
301-Miscellaneous Administration and Program	27	8	7	25
306-Government Information Specialist	1			1
340-Program Management	7	2	3	7
343-Management and Program Analysis	14	3	3	14
401-General Natural Resources Management and Biological Sciences	3			3
408-Ecology	1			1
501-Financial Administration and Program	1		1	1
560-Budget Analysis	2		1	2
601-General Health Science	12	1	1	7
819-Environmental Engineering	64	9	25	56
893-Chemical Engineering	3			3
LAS VEGAS,NEVADA	**23**	**8**	**3**	**22**
1102-Contracting	1			
1301-General Physical Science	10	4	1	10
1306-Health Physics	1			1
2210-Information Technology Management	1			1
28-Environmental Protection Specialist	5	2	1	5
303-Miscellaneous Clerk and Assistant	1	1		1
343-Management and Program Analysis	2	1	1	2
690-Industrial Hygiene	1			1
819-Environmental Engineering	1			1
MONTGOMERY,ALABAMA	**39**	**9**	**10**	**32**
1102-Contracting	1			1
1301-General Physical Science	25	7	7	23
1306-Health Physics	1			1
1320-Chemistry	6	1	2	3
1529-Mathematical Statistics	1		1	1
1640-Facility Operations Services	1			1
2210-Information Technology Management	2			

318-Secretary	1	1		1
690-Industrial Hygiene	1			1
SAN DIEGO,CALIFORNIA	**1**	**1**		**1**
301-Miscellaneous Administration and Program	1	1		1
WASHINGTON NAVY YARD,DC	**1**			
1301-General Physical Science	1			
WASHINGTON,DC	**450**	**66**	**107**	**403**
1035-Public Affairs	21		2	17
1102-Contracting	4			4
110-Economist	18	3	2	17
1301-General Physical Science	43	9	4	36
1306-Health Physics	5	1	2	5
1320-Chemistry	3		2	3
1350-Geology	2			
1515-Operations Research	1	1		1
1530-Statistics	2	1		2
1550-Computer Science	1			
1801-General Inspection, Investigation, and Compliance	1			1
2210-Information Technology Management	9	2	3	9
28-Environmental Protection Specialist	160	8	36	137
301-Miscellaneous Administration and Program	18	5	7	18
303-Miscellaneous Clerk and Assistant	1	1		1
318-Secretary	6	1	3	6
340-Program Management	6	2	1	5
341-Administrative Officer	1	1		1
343-Management and Program Analysis	89	20	28	86
344-Management and Program Clerical and Assistance	3	2	1	3
399-Administration and Office Support Student Trainee	1			
401-General Natural Resources Management and Biological Sciences	6	2		6
408-Ecology	1			1
801-General Engineering	3		1	3
819-Environmental Engineering	33	5	11	31
830-Mechanical Engineering	2		1	2
861-Aerospace Engineering	1			1
893-Chemical Engineering	2	1		2
905-General Attorney	4	1	2	4
99-General Student Trainee	2			
#N/A	1		1	1

Grand Total	**1144**	**184**	**271**	**1002**														

OCFO	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
CHAMPAIGN,ILLINOIS	**1**			**1**														
1160-Financial Analysis	1			1														
CINCINNATI,OHIO	**6**		**1**	**6**														
2210-Information Technology Management	1			1														
501-Financial Administration and Program	3			3														
510-Accounting	2		1	2														
DURHAM,NORTH CAROLINA	**57**	**8**	**16**	**51**														
2210-Information Technology Management	12	1	7	12														
2299-Information Technology Student Trainee	1																	
301-Miscellaneous Administration and Program	1			1														
343-Management and Program Analysis	2		1	2														
399-Administration and Office Support Student Trainee	3																	
501-Financial Administration and Program	22	4	6	21														
510-Accounting	16	3	2	15														
LAS VEGAS,NEVADA	**19**	**3**	**7**	**15**														
2210-Information Technology Management	1																	
318-Secretary	1			1														
501-Financial Administration and Program	12	2	5	9														
503-Financial Clerical and Assistance	1			1														
510-Accounting	4	1	2	4														
NORWOOD,OHIO	**44**	**5**	**6**	**43**														
343-Management and Program Analysis	2		1	2														
501-Financial Administration and Program	20	3	1	19														
510-Accounting	21	2	4	21														
599-Financial Management Student Trainee	1			1														
WASHINGTON,DC	**186**	**35**	**53**	**167**														
1035-Public Affairs	1			1														
1160-Financial Analysis	1			1														
2210-Information Technology Management	31	2	8	28														
301-Miscellaneous Administration and Program	3	2	1	3														

303-Miscellaneous Clerk and Assistant	1	1		1													
318-Secretary	3	3		2													
340-Program Management	1	1		1													
341-Administrative Officer	2		2	2													
343-Management and Program Analysis	81	13	18	73													
399-Administration and Office Support Student Trainee	1																
501-Financial Administration and Program	18	2	9	18													
503-Financial Clerical and Assistance	1	1		1													
510-Accounting	33	8	12	29													
560-Budget Analysis	4	2		4													
599-Financial Management Student Trainee	2																
905-General Attorney	1		1	1													
#N/A	2		2	2													
Grand Total	**313**	**51**	**83**	**283**													

OECA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
ALBUQUERQUE,NEW MEXICO	**1**			**1**														
819-Environmental Engineering	1			1														
ANCHORAGE,ALASKA	**3**			**2**														
1811-Criminal Investigating	3			2														
ARLINGTON,VIRGINIA	**3**			**3**														
1811-Criminal Investigating	3			3														
ATLANTA,GEORGIA	**8**	**2**		**8**														
1301-General Physical Science	1			1														
1811-Criminal Investigating	7	2		7														
BALTIMORE,MARYLAND	**2**			**2**														
1811-Criminal Investigating	2			2														
BATON ROUGE,LOUISIANA	**2**			**2**														
1811-Criminal Investigating	2			2														
BISMARCK,NORTH DAKOTA	**2**			**2**														
1811-Criminal Investigating	2			2														
BOISE,IDAHO	**2**	**1**		**2**														
1811-Criminal Investigating	2	1		2														
BOSTON,MASSACHUSETTS	**8**	**4**		**8**														
1811-Criminal Investigating	6	3		6														
301-Miscellaneous Administration and Program	1	1		1														
905-General Attorney	1			1														
BRUNSWICK,GEORGIA	**3**		**1**	**3**														
1811-Criminal Investigating	2			2														
343-Management and Program Analysis	1		1	1														
BUFFALO,NEW YORK	**2**			**2**														
1811-Criminal Investigating	2			2														
CHARLESTON,WEST VIRGINIA	**1**	**1**		**1**														
1811-Criminal Investigating	1	1		1														
CHARLOTTE,NORTH CAROLINA	**2**			**2**														
1811-Criminal Investigating	2			2														
CHICAGO,ILLINOIS	**7**	**1**		**7**														
1301-General Physical Science	1			1														
1811-Criminal Investigating	5	1		5														

893-Chemical Engineering	1			1
CLEVELAND,OHIO	**6**	**1**	**1**	**6**
1811-Criminal Investigating	5	1		5
301-Miscellaneous Administration and Program	1		1	1
DALLAS,TEXAS	**8**	**1**	**1**	**8**
1301-General Physical Science	1			1
1811-Criminal Investigating	6	1		6
301-Miscellaneous Administration and Program	1		1	1
DENVER,COLORADO	**15**	**2**	**2**	**15**
1811-Criminal Investigating	6	1		6
28-Environmental Protection Specialist	1		1	1
341-Administrative Officer	1			1
819-Environmental Engineering	2		1	2
893-Chemical Engineering	1			1
905-General Attorney	3			3
986-Legal Assistance	1	1		1
DETROIT,MICHIGAN	**2**			**2**
1811-Criminal Investigating	2			2
DURHAM,NORTH CAROLINA	**1**			**1**
1811-Criminal Investigating	1			1
EDISON,NEW JERSEY	**6**	**3**		**6**
1301-General Physical Science	1	1		1
1801-General Inspection, Investigation, and Compliance	1			1
1811-Criminal Investigating	4	2		4
GLYNCO,GEORGIA	**3**	**2**		**3**
1811-Criminal Investigating	2	1		2
301-Miscellaneous Administration and Program	1	1		1
GREENSBORO,NORTH CAROLIN	**1**			**1**
343-Management and Program Analysis	1			1
GULF BREEZE,FLORIDA	**3**			**3**
1811-Criminal Investigating	3			3
HELENA,MONTANA	**2**	**1**		**2**
1811-Criminal Investigating	2	1		2
HONOLULU,HAWAII	**2**	**1**		**2**
1811-Criminal Investigating	2	1		2
HOUSTON,TEXAS	**6**	**2**		**5**
1811-Criminal Investigating	5	1		4
301-Miscellaneous Administration and Program	1	1		1

INDIANAPOLIS,INDIANA	**1**			**1**
1811-Criminal Investigating	1			1
JACKSONVILLE,FLORIDA	**8**	**2**		**8**
1811-Criminal Investigating	7	2		7
301-Miscellaneous Administration and Program	1			1
KANSAS CITY,KANSAS	**1**			**1**
1811-Criminal Investigating	1			1
KNOXVILLE,TENNESSEE	**2**	**1**		**2**
1811-Criminal Investigating	2	1		2
LAKEWOOD,COLORADO	**79**	**23**	**23**	**77**
1083-Technical Writing and Editing	1	1		1
1301-General Physical Science	5	1		5
1311-Physical Science Technician	1	1		1
1320-Chemistry	27	11	7	26
1530-Statistics	1			1
1601-Equipment, Facilities, and Services	1			1
1801-General Inspection, Investigation, and Compliance	1			1
1811-Criminal Investigating	2	1		2
2210-Information Technology Management	7	1	3	7
28-Environmental Protection Specialist	2	1		2
301-Miscellaneous Administration and Program	3	2	1	3
340-Program Management	4		2	3
343-Management and Program Analysis	3	2		3
344-Management and Program Clerical and Assistance	1		1	1
415-Toxicology	1			1
819-Environmental Engineering	11	1	8	11
830-Mechanical Engineering	1			1
893-Chemical Engineering	2			2
905-General Attorney	5	1	1	5
LENEXA,KANSAS	**9**	**3**		**9**
1811-Criminal Investigating	6	1		6
301-Miscellaneous Administration and Program	1			1
343-Management and Program Analysis	1	1		1
905-General Attorney	1	1		1
LOS ANGELES,CALIFORNIA	**5**	**1**	**1**	**5**
1811-Criminal Investigating	4	1		4
301-Miscellaneous Administration and Program	1		1	1
LOUISVILLE,KENTUCKY	**1**			**1**

1811-Criminal Investigating	1			1
MIAMI,FLORIDA	**3**	**1**		**3**
1811-Criminal Investigating	2	1		2
905-General Attorney	1			1
MIAMI-DADE,FLORIDA	**1**	**1**		**1**
1811-Criminal Investigating	1	1		1
MINNEAPOLIS,MINNESOTA	**2**			**2**
1811-Criminal Investigating	2			2
MISSOULA,MONTANA	**1**			**1**
1811-Criminal Investigating	1			1
NASHVILLE,TENNESSEE	**2**			**2**
1811-Criminal Investigating	2			2
NEW HAVEN,CONNECTICUT	**2**	**1**		**2**
1811-Criminal Investigating	2	1		2
NEW YORK, NEW YORK	**6**	**2**		**6**
1811-Criminal Investigating	5	2		5
301-Miscellaneous Administration and Program	1			1
PHILADELPHIA,PENNSYLVANI	**6**	**3**		**6**
1811-Criminal Investigating	5	3		5
301-Miscellaneous Administration and Program	1			1
PHOENIX,ARIZONA	**2**	**1**	**1**	**2**
1811-Criminal Investigating	1	1		1
301-Miscellaneous Administration and Program	1		1	1
PORTLAND,OREGON	**2**			**2**
1811-Criminal Investigating	2			2
SACRAMENTO,CALIFORNIA	**1**			**1**
1811-Criminal Investigating	1			1
SALT LAKE CITY,UTAH	**2**			**2**
1811-Criminal Investigating	2			2
SAN DIEGO,CALIFORNIA	**1**			**1**
1811-Criminal Investigating	1			1
SAN FRANCISCO,CALIFORNIA	**8**	**4**		**8**
1301-General Physical Science	1	1		1
1811-Criminal Investigating	6	2		6
301-Miscellaneous Administration and Program	1	1		1
SAN JUAN,PUERTO RICO	**2**			**2**
1811-Criminal Investigating	2			2
SEATTLE,WASHINGTON	**7**	**2**		**7**

1801-General Inspection, Investigation, and Compliance	1	1		1
1811-Criminal Investigating	5	1		5
301-Miscellaneous Administration and Program	1			1
ST LOUIS,MISSOURI	**2**			**2**
1811-Criminal Investigating	2			2
SYRACUSE,NEW YORK	**3**	**1**		**3**
1811-Criminal Investigating	3	1		3
TAMPA,FLORIDA	**2**	**1**		**2**
1811-Criminal Investigating	2	1		2
WASHINGTON,DC	**466**	**107**	**134**	**426**
1001-General Arts and Information	2			2
1035-Public Affairs	1	1		1
110-Economist	1			
1160-Financial Analysis	1			1
1301-General Physical Science	25	6	4	19
1350-Geology	1	1		1
1412-Technical Information Services	1			1
1529-Mathematical Statistics	1		1	1
1801-General Inspection, Investigation, and Compliance	2	1		2
1811-Criminal Investigating	16	2		16
2210-Information Technology Management	26	9	6	26
28-Environmental Protection Specialist	66	14	24	66
301-Miscellaneous Administration and Program	14	5	7	14
306-Government Information Specialist	1			1
308-Records Management	3		1	3
318-Secretary	2		1	2
340-Program Management	7	2	3	6
341-Administrative Officer	5		1	4
343-Management and Program Analysis	96	24	33	88
401-General Natural Resources Management and Biological Sciences	5	1	1	2
560-Budget Analysis	1			1
819-Environmental Engineering	18	4	8	17
893-Chemical Engineering	6	1	4	6
905-General Attorney	164	36	39	145
950-Paralegal Specialist	1		1	1
WHEELING,WEST VIRGINIA	**2**			**2**
1811-Criminal Investigating	2			2
Grand Total	**730**	**176**	**164**	**686**

OIG	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ARLINGTON,VIRGINIA	**7**	**1**	**1**	**7**														
1811-Criminal Investigating	5	1		5														
2210-Information Technology Management	2		1	2														
ATLANTA,GEORGIA	**14**	**3**	**1**	**13**														
1811-Criminal Investigating	4			4														
343-Management and Program Analysis	4	2		3														
511-Auditing	6	1	1	6														
BOSTON,MASSACHUSETTS	**9**	**2**	**4**	**9**														
1811-Criminal Investigating	1			1														
2210-Information Technology Management	1		1	1														
303-Miscellaneous Clerk and Assistant	1		1	1														
343-Management and Program Analysis	3	1	1	3														
511-Auditing	3	1	1	3														
CHICAGO,ILLINOIS	**23**	**1**	**5**	**22**														
101-Social Science	2	1		2														
1811-Criminal Investigating	3			3														
201-Human Resources Management	1		1	1														
2210-Information Technology Management	1		1	1														
343-Management and Program Analysis	6		2	6														
511-Auditing	7		1	6														
601-General Health Science	3			3														
CINCINNATI,OHIO	**8**	**1**	**1**	**6**														
343-Management and Program Analysis	2			2														
511-Auditing	4	1	1	4														
599-Financial Management Student Trainee	2																	
DALLAS,TEXAS	**8**	**1**	**2**	**8**														
1811-Criminal Investigating	3	1		3														
343-Management and Program Analysis	1			1														
511-Auditing	4		2	4														

DENVER,COLORADO	**11**	**3**	**1**	**10**
1811-Criminal Investigating	3	1		2
343-Management and Program Analysis	4		1	4
511-Auditing	3	1		3
801-General Engineering	1	1		1
DURHAM,NORTH CAROLINA	**17**	**3**	**3**	**15**
101-Social Science	1			1
1811-Criminal Investigating	2	1		2
303-Miscellaneous Clerk and Assistant	1		1	1
343-Management and Program Analysis	4	1		4
511-Auditing	9	1	2	7
KANSAS CITY,KANSAS	**2**		**1**	**2**
343-Management and Program Analysis	1			1
511-Auditing	1		1	1
LENEXA,KANSAS	**5**	**1**	**2**	**5**
343-Management and Program Analysis	4	1	2	4
511-Auditing	1			1
NEW YORK, NEW YORK	**8**	**3**	**1**	**8**
1301-General Physical Science	1			1
1811-Criminal Investigating	3	2		3
343-Management and Program Analysis	2	1		2
511-Auditing	1		1	1
601-General Health Science	1			1
NORWOOD,OHIO	**2**		**1**	**2**
343-Management and Program Analysis	1			1
511-Auditing	1		1	1
PHILADELPHIA,PENNSYLVANI	**16**	**1**	**3**	**16**
101-Social Science	1			1
1035-Public Affairs	1	1		1
1811-Criminal Investigating	1			1
2210-Information Technology Management	1		1	1
343-Management and Program Analysis	6			6
511-Auditing	5		2	5
601-General Health Science	1			1

SAN FRANCISCO,CALIFORNIA	**12**	**2**	**2**	**11**
1301-General Physical Science	1			1
1811-Criminal Investigating	3			2
343-Management and Program Analysis	2	1		2
511-Auditing	5	1	2	5
601-General Health Science	1			1
SEATTLE,WASHINGTON	**9**	**2**	**3**	**9**
101-Social Science	1			1
1320-Chemistry	1	1		1
1811-Criminal Investigating	2			2
343-Management and Program Analysis	2	1		2
511-Auditing	3		3	3
WASHINGTON,DC	**121**	**19**	**27**	**107**
1035-Public Affairs	4			4
1082-Writing and Editing	2			2
1102-Contracting	1	1		1
1811-Criminal Investigating	18	2	1	17
201-Human Resources Management	4		1	4
2210-Information Technology Management	16	1	2	13
301-Miscellaneous Administration and Program	4	1		4
340-Program Management	4	1	2	4
341-Administrative Officer	2	1	1	2
343-Management and Program Analysis	15	1	4	11
415-Toxicology	1		1	1
511-Auditing	37	8	13	34
560-Budget Analysis	2		1	1
819-Environmental Engineering	1			1
905-General Attorney	10	3	1	8
WINCHESTER,TENNESSEE	**1**	**1**		**1**
1811-Criminal Investigating	1	1		1
Grand Total	**273**	**44**	**58**	**251**

OITA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ARLINGTON,VIRGINIA	**1**			**1**														
301-Miscellaneous Administration and Program	1			1														
WASHINGTON,DC	**73**	**12**	**19**	**69**														
2210-Information Technology Management	1			1														
28-Environmental Protection Specialist	5	1		5														
301-Miscellaneous Administration and Program	45	6	12	41														
303-Miscellaneous Clerk and Assistant	2	2		2														
340-Program Management	5	2	3	5														
343-Management and Program Analysis	15	1	4	15														
Grand Total	**74**	**12**	**19**	**70**														

AO	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
BOSTON,MASSACHUSETTS	**1**	**1**		**1**														
301-Miscellaneous Administration and Program	1	1		1														
CINCINNATI,OHIO	**1**	**1**		**1**														
260-Equal Employment Opportunity	1	1		1														
DURHAM,NORTH CAROLINA	**3**	**1**	**1**	**3**														
260-Equal Employment Opportunity	2	1		2														
28-Environmental Protection Specialist	1		1	1														
LAS VEGAS,NEVADA	**1**			**1**														
260-Equal Employment Opportunity	1			1														
LOS ANGELES,CALIFORNIA	**1**			**1**														
343-Management and Program Analysis	1			1														
PRINCETON,NEW JERSEY	**1**			**1**														
893-Chemical Engineering	1			1														
SAN FRANCISCO,CALIFORNIA	**1**			**1**														
28-Environmental Protection Specialist	1			1														
WASHINGTON,DC	**335**	**72**	**79**	**302**														
1001-General Arts and Information	13	3		13														
101-Social Science	1			1														
1035-Public Affairs	13	1	3	12														
1060-Photography	1	1		1														
1071-Audiovisual Production	2			2														
1082-Writing and Editing	1			1														
1084-Visual Information	1			1														
1101-General Business and Industry	3		2	3														
110-Economist	28	3	4	28														
1301-General Physical Science	11	5	3	11														
132-Intelligence	2		1	2														
1811-Criminal Investigating	1			1														
2210-Information Technology Management	5		1	5														
260-Equal Employment Opportunity	11	3	2	10														
28-Environmental Protection Specialist	42	7	11	40														
301-Miscellaneous Administration and Program	67	19	16	56														
303-Miscellaneous Clerk and Assistant	5	2		5														

308-Records Management	1		1	1														
326-Office Automation Clerical and Assistance	3	1		3														
340-Program Management	16	2	5	9														
343-Management and Program Analysis	83	19	26	79														
401-General Natural Resources Management and Biological Sciences	5	2	1	5														
415-Toxicology	1	1		1														
560-Budget Analysis	1	1		1														
601-General Health Science	4			2														
819-Environmental Engineering	4		2	3														
905-General Attorney	8	1	1	5														
#N/A	2	1		1														
Grand Total	**344**	**75**	**80**	**311**														

OEI	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ATLANTA,GEORGIA	**1**			**1**														
2210-Information Technology Management	1			1														
BOSTON,MASSACHUSETTS	**1**			**1**														
2210-Information Technology Management	1			1														
CINCINNATI,OHIO	**1**	**1**		**1**														
343-Management and Program Analysis	1	1		1														
DENVER,COLORADO	**1**		**1**	**1**														
2210-Information Technology Management	1		1	1														
DURHAM,NORTH CAROLINA	**63**	**16**	**14**	**57**														
1101-General Business and Industry	1			1														
1301-General Physical Science	1	1		1														
2210-Information Technology Management	47	10	11	41														
301-Miscellaneous Administration and Program	2			2														
340-Program Management	1	1		1														
343-Management and Program Analysis	8	2	3	8														
501-Financial Administration and Program	1	1		1														
510-Accounting	1	1		1														
#N/A	1			1														
LAS VEGAS,NEVADA	**1**	**1**		**1**														
2210-Information Technology Management	1	1		1														
NEW YORK, NEW YORK	**1**			**1**														
2210-Information Technology Management	1			1														
PHILADELPHIA,PENNSYLVANI	**1**																	
2210-Information Technology Management	1																	
SEATTLE,WASHINGTON	**2**			**2**														
2210-Information Technology Management	2			2														
WASHINGTON,DC	**270**	**53**	**66**	**247**														
1035-Public Affairs	1																	
1101-General Business and Industry	3			3														
1301-General Physical Science	1	1		1														

1529-Mathematical Statistics	1	1		1
2210-Information Technology Management	92	17	15	82
28-Environmental Protection Specialist	14	3	2	14
301-Miscellaneous Administration and Program	20	2	5	18
306-Government Information Specialist	7	4	2	7
308-Records Management	4	1	1	4
318-Secretary	2		1	1
335-Computer Clerk and Assistant	1			
340-Program Management	5	2	1	5
341-Administrative Officer	1			1
343-Management and Program Analysis	104	20	35	98
399-Administration and Office Support Student Trainee	1			1
501-Financial Administration and Program	1	1		1
510-Accounting	3	1	1	3
560-Budget Analysis	6		3	6
905-General Attorney	1			1
#N/A	2			
Grand Total	**342**	**71**	**81**	**312**

OGC	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
CINCINNATI,OHIO	**2**		**1**	**2**														
905-General Attorney	2		1	2														
DURHAM,NORTH CAROLINA	**2**	**2**		**2**														
905-General Attorney	2	2		2														
SAN DIEGO,CALIFORNIA	**1**		**1**	**1**														
905-General Attorney	1		1	1														
WASHINGTON,DC	**223**	**35**	**49**	**178**														
1222-Patent Attorney	1		1	1														
1860-Equal Opportunity Investigation	1	1		1														
2210-Information Technology Management	4		1	4														
28-Environmental Protection Specialist	3	1		2														
301-Miscellaneous Administration and Program	13	4	3	13														
306-Government Information Specialist	1			1														
340-Program Management	2	1	1	2														
341-Administrative Officer	1			1														
343-Management and Program Analysis	8	1		7														
344-Management and Program Clerical and Assistance	9	1	2	4														
360-Equal Opportunity Compliance	2	1	1	2														
560-Budget Analysis	1			1														
905-General Attorney	173	25	37	136														
950-Paralegal Specialist	2		1	1														
#N/A	2		2	2														
Grand Total	**228**	**37**	**51**	**183**														

OLEM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ARLINGTON,VIRGINIA	**269**	**65**	**71**	**234**														
1035-Public Affairs	4			4														
110-Economist	9		1	3														
1301-General Physical Science	35	11	7	32														
1320-Chemistry	5	1	2	4														
1350-Geology	2	1		2														
2210-Information Technology Management	13	1	3	12														
28-Environmental Protection Specialist	74	19	25	71														
301-Miscellaneous Administration and Program	3	2	1	3														
303-Miscellaneous Clerk and Assistant	2	2		2														
318-Secretary	1			1														
340-Program Management	9	3	5	8														
343-Management and Program Analysis	64	17	16	59														
344-Management and Program Clerical and Assistance	2		1	2														
401-General Natural Resources Management and Biological Sciences	7			1														
415-Toxicology	1																	
601-General Health Science	5	1	1	4														
819-Environmental Engineering	22	4	6	18														
881-Petroleum Engineering	1	1		1														
893-Chemical Engineering	10	2	3	7														
ATHENS,GEORGIA	**1**	**1**		**1**														
1301-General Physical Science	1	1		1														
BOSTON,MASSACHUSETTS	**3**	**1**		**3**														
28-Environmental Protection Specialist	2	1		2														
819-Environmental Engineering	1			1														
CINCINNATI,OHIO	**7**	**3**	**2**	**7**														
1301-General Physical Science	2	1		2														
1306-Health Physics	2	1	1	2														
28-Environmental Protection Specialist	1		1	1														
401-General Natural Resources Management and Biological Sciences	1	1		1														
819-Environmental Engineering	1			1														
DENVER,COLORADO	**1**			**1**														
819-Environmental Engineering	1			1														

DURHAM,NORTH CAROLINA	**4**	**1**		**4**
1320-Chemistry	1	1		1
343-Management and Program Analysis	1			1
830-Mechanical Engineering	1			1
893-Chemical Engineering	1			1
EDISON,NEW JERSEY	**20**	**7**	**2**	**17**
1301-General Physical Science	12	4	1	10
1320-Chemistry	4	2		3
343-Management and Program Analysis	2	1		2
401-General Natural Resources Management and Biological Sciences	1		1	1
819-Environmental Engineering	1			1
ERLANGER,KENTUCKY	**1**			**1**
343-Management and Program Analysis	1			1
KANSAS CITY,KANSAS	**1**			**1**
1320-Chemistry	1			1
LAS VEGAS,NEVADA	**11**	**2**	**2**	**9**
1301-General Physical Science	7	1	1	5
1320-Chemistry	1			1
343-Management and Program Analysis	1	1		1
690-Industrial Hygiene	1			1
819-Environmental Engineering	1		1	1
LENEXA,KANSAS	**2**	**1**	**1**	**2**
1301-General Physical Science	1		1	1
801-General Engineering	1	1		1
NORFOLK,VIRGINIA	**1**			**1**
1301-General Physical Science	1			1
WASHINGTON,DC	**173**	**32**	**56**	**170**
1035-Public Affairs	1			1
110-Economist	1			
1301-General Physical Science	13	1	3	13
1320-Chemistry	1	1		1
2210-Information Technology Management	4		4	4
28-Environmental Protection Specialist	46	3	15	46
301-Miscellaneous Administration and Program	6	2	3	6
318-Secretary	2		1	2
340-Program Management	4		2	4
343-Management and Program Analysis	76	20	23	75
401-General Natural Resources Management and Biological Sciences	3			2

415-Toxicology	2		1	2														
560-Budget Analysis	1	1		1														
601-General Health Science	1		1	1														
819-Environmental Engineering	3	1	1	3														
893-Chemical Engineering	6	1	1	6														
#N/A	3	2	1	3														
Grand Total	**494**	**113**	**134**	**451**														

ORD	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
ADA,OKLAHOMA	**44**	**12**	**9**	**42**														
1102-Contracting	2		2	2														
1301-General Physical Science	14	3	1	13														
1311-Physical Science Technician	2			2														
1315-Hydrology	7	2	3	7														
1316-Hydrologic Technician	2			2														
1320-Chemistry	1			1														
1350-Geology	1			1														
301-Miscellaneous Administration and Program	2	1		2														
343-Management and Program Analysis	1	1		1														
401-General Natural Resources Management and Biological Sciences	3	2	1	3														
408-Ecology	3	1	1	3														
470-Soil Science	2	1		2														
819-Environmental Engineering	2	1		2														
893-Chemical Engineering	1		1	1														
899-Engineering and Architecture Student Trainee	1																	
ANN ARBOR,MICHIGAN	**1**		**1**	**1**														
1301-General Physical Science	1		1	1														
ARLINGTON,VIRGINIA	**104**	**26**	**14**	**97**														
1035-Public Affairs	1			1														
110-Economist	1	1		1														
1301-General Physical Science	21	5	3	21														
1315-Hydrology	1	1		1														
150-Geography	1			1														
1529-Mathematical Statistics	5	1	1	5														
1530-Statistics	5	2		5														
2210-Information Technology Management	1			1														
28-Environmental Protection Specialist	2	1		2														
301-Miscellaneous Administration and Program	9	3	2	9														
340-Program Management	3	2	1	3														
341-Administrative Officer	2	1	1	2														
343-Management and Program Analysis	12	4	4	10														
401-General Natural Resources Management and Biological Sciences	16	2		14														

408-Ecology	5		1	5
415-Toxicology	7	2		7
601-General Health Science	9	1		6
819-Environmental Engineering	3		1	3
ATHENS,GEORGIA	**38**	**12**	**2**	**37**
1301-General Physical Science	3	2	1	3
1315-Hydrology	1			1
1320-Chemistry	11	4		11
1550-Computer Science	2	1		2
1640-Facility Operations Services	1	1		1
18-Safety and Occupational Health Management	1			1
2210-Information Technology Management	1			1
340-Program Management	1			
343-Management and Program Analysis	2			2
401-General Natural Resources Management and Biological Sciences	4	2		4
403-Microbiology	1		1	1
408-Ecology	3	1		3
415-Toxicology	1			1
560-Budget Analysis	1			1
819-Environmental Engineering	4	1		4
854-Computer Engineering	1			1
ATLANTA,GEORGIA	**2**		**2**	**2**
301-Miscellaneous Administration and Program	1		1	1
819-Environmental Engineering	1		1	1
BOSTON,MASSACHUSETTS	**4**	**1**		**3**
1301-General Physical Science	1			1
28-Environmental Protection Specialist	1	1		1
401-General Natural Resources Management and Biological Sciences	1			
819-Environmental Engineering	1			1
CHAPEL HILL,NORTH CAROLI	**33**	**12**	**3**	**27**
1301-General Physical Science	2	1		1
1320-Chemistry	1		1	1
1530-Statistics	1			1
2210-Information Technology Management	1	1		1
318-Secretary	1	1		1
341-Administrative Officer	1			
401-General Natural Resources Management and Biological Sciences	11	3	2	9
403-Microbiology	1	1		1

404-Biological Science Technician	1	1		1
601-General Health Science	9	2		7
602-Medical Officer	2	2		2
610-Nurse	2			2
CHICAGO,ILLINOIS	**1**		**1**	**1**
1301-General Physical Science	1		1	1
CINCINNATI,OHIO	**313**	**83**	**56**	**294**
1035-Public Affairs	4		2	4
110-Economist	4	1		4
1301-General Physical Science	38	10	6	36
1306-Health Physics	2		1	2
1311-Physical Science Technician	5	2	1	5
1315-Hydrology	2			2
1320-Chemistry	23	2	3	23
1515-Operations Research	1			1
1529-Mathematical Statistics	2	2		2
1530-Statistics	2	2		2
18-Safety and Occupational Health Management	1			1
2210-Information Technology Management	4	4		4
28-Environmental Protection Specialist	4			4
301-Miscellaneous Administration and Program	7	2	3	6
308-Records Management	1			1
318-Secretary	4	2	1	3
340-Program Management	2		2	2
341-Administrative Officer	3	1		3
343-Management and Program Analysis	24	6	9	24
401-General Natural Resources Management and Biological Sciences	51	13	3	49
403-Microbiology	23	7	2	22
404-Biological Science Technician	5	1		3
408-Ecology	10	2		9
415-Toxicology	8	2	1	7
440-Genetics	1			1
470-Soil Science	2		1	1
499-Biological Science Student Trainee	1			
560-Budget Analysis	6	4		5
601-General Health Science	5	3	1	5
690-Industrial Hygiene	2			2
801-General Engineering	4		2	4

802-Engineering Technical	5		1	5
80-Security Administration	1	1		1
819-Environmental Engineering	34	12	6	31
830-Mechanical Engineering	3	2	1	3
854-Computer Engineering	1		1	1
893-Chemical Engineering	17	2	9	16
899-Engineering and Architecture Student Trainee	1			
CORVALLIS,OREGON	**46**	**19**	**2**	**43**
110-Economist	1			1
1301-General Physical Science	3	3		3
1320-Chemistry	1	1		1
1530-Statistics	3	2		3
1550-Computer Science	1			1
1640-Facility Operations Services	1			1
18-Safety and Occupational Health Management	1			
2210-Information Technology Management	1			1
28-Environmental Protection Specialist	1	1		1
301-Miscellaneous Administration and Program	2	1		2
343-Management and Program Analysis	2			1
401-General Natural Resources Management and Biological Sciences	10	3		9
408-Ecology	13	7	1	13
435-Plant Physiology	2		1	2
470-Soil Science	1			1
482-Fish Biology	1			1
499-Biological Science Student Trainee	1			1
501-Financial Administration and Program	1	1		1
DALLAS,TEXAS	**1**			**1**
1301-General Physical Science	1			1
DENVER,COLORADO	**5**	**1**		**5**
1301-General Physical Science	1			1
301-Miscellaneous Administration and Program	1			1
343-Management and Program Analysis	2			2
601-General Health Science	1	1		1
DULUTH,MINNESOTA	**58**	**17**	**21**	**58**
1301-General Physical Science	2	1		2
1320-Chemistry	13	5	5	13
1640-Facility Operations Services	1		1	1
2210-Information Technology Management	1			1

341-Administrative Officer	1			1
343-Management and Program Analysis	2		1	2
401-General Natural Resources Management and Biological Sciences	23	5	11	23
404-Biological Science Technician	1	1		1
408-Ecology	7	3	1	7
415-Toxicology	6	2	1	6
690-Industrial Hygiene	1		1	1
DURHAM,NORTH CAROLINA	**530**	**138**	**110**	**494**
101-Social Science	1			1
1035-Public Affairs	4	1	1	3
1101-General Business and Industry	1			1
1102-Contracting	1			
1301-General Physical Science	130	24	19	119
1306-Health Physics	3	1		3
1311-Physical Science Technician	1			1
1315-Hydrology	1			1
1320-Chemistry	28	8	7	27
1350-Geology	1	1		1
1399-Physical Science Student Trainee	1			
1412-Technical Information Services	2			1
150-Geography	1			
1529-Mathematical Statistics	4	3		4
1530-Statistics	3		1	2
1550-Computer Science	4		1	2
1640-Facility Operations Services	1	1		1
180-Psychology	2			2
184-Sociology	1			
2210-Information Technology Management	14	5	2	13
28-Environmental Protection Specialist	6	1	1	4
301-Miscellaneous Administration and Program	12	3	2	12
303-Miscellaneous Clerk and Assistant	1	1		1
318-Secretary	1	1		1
340-Program Management	6	2	3	6
341-Administrative Officer	8	4	2	7
343-Management and Program Analysis	55	8	27	55
399-Administration and Office Support Student Trainee	1			1
401-General Natural Resources Management and Biological Sciences	117	34	33	115
403-Microbiology	3	1		3

404-Biological Science Technician	1	1		1
408-Ecology	7	2	1	7
413-Physiology	2	1		2
415-Toxicology	30	9	3	24
560-Budget Analysis	13	2		13
601-General Health Science	16	2		15
602-Medical Officer	1	1		1
690-Industrial Hygiene	2			2
801-General Engineering	4	1	2	4
802-Engineering Technical	10	5		9
819-Environmental Engineering	22	9	4	21
830-Mechanical Engineering	2	1		2
856-Electronics Technical	1	1		1
858-Bioengineering and Biomedical Engineering	1		1	1
893-Chemical Engineering	3	3		3
#N/A	1	1		1
EDISON,NEW JERSEY	**8**	**5**	**2**	**8**
1301-General Physical Science	1	1		1
28-Environmental Protection Specialist	1	1		1
343-Management and Program Analysis	1		1	1
401-General Natural Resources Management and Biological Sciences	1	1		1
601-General Health Science	1	1		1
819-Environmental Engineering	2		1	2
893-Chemical Engineering	1	1		1
GROSSE ILE,MICHIGAN	**2**			**2**
819-Environmental Engineering	2			2
GULF BREEZE,FLORIDA	**58**	**12**	**13**	**50**
101-Social Science	1			
1102-Contracting	2	1		
1301-General Physical Science	1			1
1320-Chemistry	2	1	1	2
150-Geography	1			
1601-Equipment, Facilities, and Services	1		1	1
1640-Facility Operations Services	1		1	1
2001-General Supply	1		1	1
2210-Information Technology Management	2		1	2
301-Miscellaneous Administration and Program	1		1	1
341-Administrative Officer	1			1

343-Management and Program Analysis	2	1	1	2
401-General Natural Resources Management and Biological Sciences	23	5	3	19
403-Microbiology	5	2	2	5
404-Biological Science Technician	1		1	1
408-Ecology	10	2		10
415-Toxicology	1			1
560-Budget Analysis	1			1
690-Industrial Hygiene	1			1
GULF,FLORIDA	**1**	**1**		**1**
401-General Natural Resources Management and Biological Sciences	1	1		1
HAMPTON,VIRGINIA	**1**		**1**	**1**
819-Environmental Engineering	1		1	1
LAKEWOOD,COLORADO	**1**			**1**
343-Management and Program Analysis	1			1
LAS VEGAS,NEVADA	**41**	**15**	**12**	**37**
1102-Contracting	1			
1301-General Physical Science	13	6	3	13
1311-Physical Science Technician	1			1
1320-Chemistry	7	2	2	7
1530-Statistics	1	1		1
1550-Computer Science	1		1	1
1640-Facility Operations Services	1			1
2210-Information Technology Management	2	1		2
28-Environmental Protection Specialist	1		1	1
301-Miscellaneous Administration and Program	3	1	2	2
343-Management and Program Analysis	4	2	2	4
401-General Natural Resources Management and Biological Sciences	1	1		1
408-Ecology	3	1	1	3
560-Budget Analysis	1			
690-Industrial Hygiene	1			
LENEXA,KANSAS	**1**			**1**
1301-General Physical Science	1			1
LOS ANGELES,CALIFORNIA	**3**		**2**	**3**
1301-General Physical Science	1			1
1315-Hydrology	1		1	1
819-Environmental Engineering	1		1	1
NARRAGANSETT,RHODE ISLAN	**66**	**27**	**17**	**61**
1087-Editorial Assistance	1	1		1

1102-Contracting	1	1		1
110-Economist	2			1
1301-General Physical Science	15	7	8	15
1311-Physical Science Technician	2			1
1320-Chemistry	3	3		3
1360-Oceanography	2	2		2
1550-Computer Science	1	1		1
1640-Facility Operations Services	2		1	1
2210-Information Technology Management	1	1		1
301-Miscellaneous Administration and Program	1			1
341-Administrative Officer	1		1	1
343-Management and Program Analysis	2			
401-General Natural Resources Management and Biological Sciences	19	8	5	19
404-Biological Science Technician	1			1
408-Ecology	10	2	2	10
560-Budget Analysis	1	1		1
690-Industrial Hygiene	1			1
NEW YORK, NEW YORK	**1**			**1**
1301-General Physical Science	1			1
NEWPORT,OREGON	**10**	**4**		**10**
1301-General Physical Science	1			1
1360-Oceanography	1			1
150-Geography	1	1		1
401-General Natural Resources Management and Biological Sciences	4	2		4
408-Ecology	2			2
482-Fish Biology	1	1		1
NORWOOD,OHIO	**1**			**1**
301-Miscellaneous Administration and Program	1			1
OAKLAND,CALIFORNIA	**1**			**1**
#N/A	1			1
PHILADELPHIA,PENNSYLVANI	**1**			**1**
819-Environmental Engineering	1			1
SAN FRANCISCO,CALIFORNIA	**1**		**1**	**1**
819-Environmental Engineering	1		1	1
SEATTLE,WASHINGTON	**3**		**1**	**3**
343-Management and Program Analysis	1			1
401-General Natural Resources Management and Biological Sciences	1		1	1
415-Toxicology	1			1

SILVER SPRING,MARYLAND	**1**			**1**
414-Entomology	1			1
ST PAUL,MINNESOTA	**1**			**1**
1301-General Physical Science	1			1
ST PETERSBURG,FLORIDA	**1**			**1**
408-Ecology	1			1
WASHINGTON,DC	**196**	**32**	**53**	**171**
1035-Public Affairs	2			2
1082-Writing and Editing	1		1	1
1101-General Business and Industry	2		1	2
1301-General Physical Science	31	4	11	29
1399-Physical Science Student Trainee	1			
190-General Anthropology	1			
2210-Information Technology Management	8		5	7
28-Environmental Protection Specialist	4	1		4
301-Miscellaneous Administration and Program	18	4	6	17
318-Secretary	1	1		1
340-Program Management	3	1	2	3
341-Administrative Officer	2			2
343-Management and Program Analysis	56	6	13	49
344-Management and Program Clerical and Assistance	1			1
399-Administration and Office Support Student Trainee	7			
401-General Natural Resources Management and Biological Sciences	28	9	4	25
403-Microbiology	1			1
408-Ecology	1			1
415-Toxicology	1			1
501-Financial Administration and Program	2		1	2
560-Budget Analysis	12	1	6	12
601-General Health Science	3		1	3
602-Medical Officer	1			
801-General Engineering	1	1		1
819-Environmental Engineering	6	3	1	5
#N/A	2	1	1	2
WILMINGTON,NORTH CAROLIN	**1**		**1**	**1**
2210-Information Technology Management	1		1	1
Grand Total	**1580**	**417**	**324**	**1463**

OCSPP	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ANN ARBOR,MICHIGAN	**1**			**1**														
401-General Natural Resources Management and Biological Sciences	1			1														
ARLINGTON,VIRGINIA	**588**	**113**	**133**	**527**														
1001-General Arts and Information	1	1		1														
110-Economist	12	3	1	10														
1301-General Physical Science	21	3	4	17														
1320-Chemistry	62	17	12	55														
150-Geography	1			1														
1529-Mathematical Statistics	1			1														
1530-Statistics	3		2	3														
2210-Information Technology Management	20	3	8	19														
28-Environmental Protection Specialist	142	25	33	130														
301-Miscellaneous Administration and Program	20	3	7	20														
303-Miscellaneous Clerk and Assistant	2	1		2														
306-Government Information Specialist	8	1	1	8														
326-Office Automation Clerical and Assistance	1		1	1														
340-Program Management	8	2	4	8														
343-Management and Program Analysis	42	12	21	42														
399-Administration and Office Support Student Trainee	1			1														
401-General Natural Resources Management and Biological Sciences	156	26	32	142														
403-Microbiology	5	2	1	5														
405-Pharmacology	2			2														
408-Ecology	3			3														
414-Entomology	7			5														
415-Toxicology	19	5		15														
430-Botany	1	1		1														
434-Plant Pathology	3	2		3														
440-Genetics	1	1		1														
471-Agronomy	2	1	1	2														
482-Fish Biology	1			1														
486-Wildlife Biology	4		2	4														
499-Biological Science Student Trainee	2			2														
560-Budget Analysis	1			1														

601-General Health Science	5	1		3
690-Industrial Hygiene	5		2	5
701-Veterinary Medical Science	1			1
819-Environmental Engineering	8	3	1	8
905-General Attorney	1			
99-General Student Trainee	15			3
#N/A	1			1
ATHENS,GEORGIA	**2**		**1**	**2**
28-Environmental Protection Specialist	1		1	1
401-General Natural Resources Management and Biological Sciences	1			1
CANADA	**1**			**1**
408-Ecology	1			1
CHICAGO,ILLINOIS	**1**	**1**		**1**
28-Environmental Protection Specialist	1	1		1
DALLAS,TEXAS	**4**	**1**		**4**
28-Environmental Protection Specialist	4	1		4
DRAKESVILLE,IOWA	**1**		**1**	**1**
1320-Chemistry	1		1	1
DURHAM,NORTH CAROLINA	**2**			**2**
1320-Chemistry	1			1
560-Budget Analysis	1			1
FORT MEADE,MARYLAND	**18**	**5**	**4**	**17**
1320-Chemistry	8	2	1	7
28-Environmental Protection Specialist	2	1	1	2
343-Management and Program Analysis	1	1		1
401-General Natural Resources Management and Biological Sciences	2		1	2
403-Microbiology	5	1	1	5
GAINESVILLE,FLORIDA	**1**		**1**	**1**
28-Environmental Protection Specialist	1		1	1
GULF BREEZE,FLORIDA	**1**			**1**
1529-Mathematical Statistics	1			1
NEW YORK, NEW YORK	**1**			**1**
1320-Chemistry	1			1
SAN FRANCISCO,CALIFORNIA	**2**	**1**		**2**
28-Environmental Protection Specialist	1			1
401-General Natural Resources Management and Biological Sciences	1	1		1
SANTURCE,PUERTO RICO	**1**		**1**	**1**
1320-Chemistry	1		1	1

WASHINGTON,DC	**370**	**82**	**84**	**314**
1035-Public Affairs	2		1	2
1082-Writing and Editing	2	2		2
110-Economist	9		2	6
1301-General Physical Science	18	4		14
1320-Chemistry	22	6	5	18
1412-Technical Information Services	1	1		1
1530-Statistics	1	1		1
2210-Information Technology Management	18	5	2	15
28-Environmental Protection Specialist	114	24	22	99
301-Miscellaneous Administration and Program	26	9	10	26
303-Miscellaneous Clerk and Assistant	1	1		1
306-Government Information Specialist	1		1	1
318-Secretary	1	1		1
340-Program Management	9	1	8	9
341-Administrative Officer	2	1		2
343-Management and Program Analysis	43	8	15	42
401-General Natural Resources Management and Biological Sciences	38	4	3	21
403-Microbiology	3	3		3
408-Ecology	1	1		1
415-Toxicology	20	3	1	17
482-Fish Biology	1			1
501-Financial Administration and Program	1		1	1
560-Budget Analysis	2		2	2
601-General Health Science	2		1	1
690-Industrial Hygiene	2	1		2
819-Environmental Engineering	4		2	4
893-Chemical Engineering	14	3	5	12
905-General Attorney	9	1	3	6
#N/A	3	2		3
Grand Total	**994**	**203**	**225**	**876**

OW	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comment
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ARLINGTON,VIRGINIA	**1**			**1**														
28-Environmental Protection Specialist	1			1														
CINCINNATI,OHIO	**31**	**2**	**4**	**30**														
1301-General Physical Science	3			3														
1320-Chemistry	8		1	7														
1350-Geology	1			1														
28-Environmental Protection Specialist	4	1	1	4														
318-Secretary	1			1														
341-Administrative Officer	1		1	1														
343-Management and Program Analysis	1			1														
401-General Natural Resources Management and Biological Sciences	1			1														
403-Microbiology	2	1		2														
601-General Health Science	1			1														
819-Environmental Engineering	8		1	8														
MONTCLAIR,NEW JERSEY	**1**			**1**														
28-Environmental Protection Specialist	1			1														
WASHINGTON,DC	**547**	**101**	**90**	**470**														
1035-Public Affairs	8		1	8														
1109-Grants Management	1	1		1														
110-Economist	10	1	1	9														
1160-Financial Analysis	12			6														
1301-General Physical Science	73	9	4	51														
1315-Hydrology	1	1		1														
1320-Chemistry	4	1	1	3														
1350-Geology	2	1		2														
1515-Operations Research	1		1	1														
1529-Mathematical Statistics	2	1		1														
2210-Information Technology Management	28	6	3	25														
28-Environmental Protection Specialist	167	27	33	164														
301-Miscellaneous Administration and Program	22	9	3	21														
303-Miscellaneous Clerk and Assistant	1	1		1														
340-Program Management	16	7	5	16														
343-Management and Program Analysis	78	21	24	74														

344-Management and Program Clerical and Assistance	1	1		1														
401-General Natural Resources Management and Biological Sciences	39	4	3	24														
403-Microbiology	6	1	1	6														
408-Ecology	8			1														
415-Toxicology	3	1		1														
560-Budget Analysis	3		2	3														
601-General Health Science	3	1	1	2														
801-General Engineering	1	1		1														
819-Environmental Engineering	44	3	6	34														
893-Chemical Engineering	5	1	1	5														
905-General Attorney	8	2		8														
Grand Total	**580**	**103**	**94**	**502**														

Region 1	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
BOSTON,MASSACHUSETTS	**511**	**120**	**185**	**473**														
1035-Public Affairs	11	1	5	11														
1101-General Business and Industry	2			2														
1102-Contracting	7			5														
1109-Grants Management	8	4	2	7														
1160-Financial Analysis	2		1	2														
1301-General Physical Science	72	18	22	70														
1306-Health Physics	1			1														
1315-Hydrology	2		1	2														
1350-Geology	1	1		1														
1399-Physical Science Student Trainee	1																	
1810-General Investigating	1	1		1														
18-Safety and Occupational Health Management	2			1														
201-Human Resources Management	5	2	2	5														
2210-Information Technology Management	19	4	6	19														
260-Equal Employment Opportunity	1			1														
28-Environmental Protection Specialist	85	22	39	84														
29-Environmental Protection Assistant	8	2	5	8														
301-Miscellaneous Administration and Program	9	2	3	9														
303-Miscellaneous Clerk and Assistant	2	1		2														
304-Information Receptionist	1	1		1														
306-Government Information Specialist	1		1	1														
318-Secretary	4	1	1	4														
326-Office Automation Clerical and Assistance	2	1		2														
340-Program Management	8	3	5	8														
342-Support Services Administration	3	1		3														
343-Management and Program Analysis	13	3	5	13														
344-Management and Program Clerical and Assistance	1		1	1														
399-Administration and Office Support Student Trainee	1																	
401-General Natural Resources Management and Biological Sciences	29	4	6	18														
499-Biological Science Student Trainee	9			2														
501-Financial Administration and Program	9		3	8														
510-Accounting	3		1	3														

525-Accounting Technician	1		1	1
560-Budget Analysis	4	2	2	4
80-Security Administration	1			1
819-Environmental Engineering	121	29	56	116
899-Engineering and Architecture Student Trainee	2			
905-General Attorney	54	17	17	53
950-Paralegal Specialist	3			3
99-General Student Trainee	2			
CHELMSFORD,MASSACHUSETTS	**4**			**2**
1301-General Physical Science	2			1
819-Environmental Engineering	2			1
LEXINGTON,MASSACHUSETTS	**1**		**1**	**1**
819-Environmental Engineering	1		1	1
NORTH CHELMSFORD,MASSACH	**51**	**17**	**15**	**45**
1301-General Physical Science	11	6	1	10
1320-Chemistry	16	5	6	14
1399-Physical Science Student Trainee	1			
18-Safety and Occupational Health Management	1			1
2210-Information Technology Management	1		1	1
28-Environmental Protection Specialist	2		2	2
318-Secretary	1	1		1
340-Program Management	1	1		1
342-Support Services Administration	2			2
343-Management and Program Analysis	1		1	1
401-General Natural Resources Management and Biological Sciences	5	3		5
819-Environmental Engineering	8	1	4	7
899-Engineering and Architecture Student Trainee	1			
Grand Total	**567**	**137**	**201**	**521**

Region 2	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ALBANY,NEW YORK	**5**	**1**		**4**														
1035-Public Affairs	1			1														
1301-General Physical Science	2	1		2														
819-Environmental Engineering	2			1														
BUFFALO,NEW YORK	**1**																	
1301-General Physical Science	1																	
EDISON,NEW JERSEY	**143**	**34**	**45**	**130**														
1301-General Physical Science	66	15	29	63														
1320-Chemistry	19	6	3	16														
1350-Geology	1		1	1														
28-Environmental Protection Specialist	4	1		4														
303-Miscellaneous Clerk and Assistant	2	2		2														
318-Secretary	4		2	4														
401-General Natural Resources Management and Biological Sciences	20	3	3	14														
403-Microbiology	4			4														
690-Industrial Hygiene	1			1														
801-General Engineering	2	1		2														
819-Environmental Engineering	19	6	6	18														
830-Mechanical Engineering	1		1	1														
GUAYNABO,PUERTO RICO	**19**	**2**	**3**	**16**														
1035-Public Affairs	1			1														
1301-General Physical Science	6	1		6														
318-Secretary	2		2	2														
819-Environmental Engineering	7	1	1	6														
905-General Attorney	2			1														
#N/A	1																	
NEW YORK, NEW YORK	**582**	**159**	**181**	**542**														
1035-Public Affairs	14	3	4	13														
1102-Contracting	9	4	2	9														
1109-Grants Management	11	2	3	11														
1160-Financial Analysis	1	1		1														
1301-General Physical Science	107	20	41	97														
1306-Health Physics	2	1		2														

1315-Hydrology	4	3		4
1320-Chemistry	1	1		1
1350-Geology	15	9	2	14
1550-Computer Science	2			2
1810-General Investigating	1			
201-Human Resources Management	7	2	2	7
2210-Information Technology Management	12	3	2	12
260-Equal Employment Opportunity	1		1	1
28-Environmental Protection Specialist	41	9	11	41
301-Miscellaneous Administration and Program	4	3		4
303-Miscellaneous Clerk and Assistant	12	2	8	12
306-Government Information Specialist	3		2	2
308-Records Management	2		1	1
318-Secretary	26	3	14	26
326-Office Automation Clerical and Assistance	1	1		1
340-Program Management	8	3	2	7
341-Administrative Officer	1	1		1
342-Support Services Administration	1			
343-Management and Program Analysis	8	2	1	8
401-General Natural Resources Management and Biological Sciences	33	6	2	23
415-Toxicology	1	1		1
501-Financial Administration and Program	4		1	4
505-Financial Management	1			1
510-Accounting	9		5	9
525-Accounting Technician	3		2	3
560-Budget Analysis	5		4	5
801-General Engineering	1	1		1
808-Architecture	1			1
819-Environmental Engineering	147	45	51	139
901-General Legal and Kindred Administration	1			1
905-General Attorney	76	30	17	71
950-Paralegal Specialist	5	3	2	5
963-Legal Instruments Examining	1		1	1
NEW YORK,NEW YORK	**2**		**1**	**2**
1035-Public Affairs	1		1	1
401-General Natural Resources Management and Biological Sciences	1			1
NIAGARA FALLS,NEW YORK	**1**	**1**		**1**
1035-Public Affairs	1	1		1

SAN JUAN,PUERTO RICO	**3**	**1**		**3**
510-Accounting	1			1
819-Environmental Engineering	1	1		1
905-General Attorney	1			1
SANTURCE,PUERTO RICO	**24**	**6**	**6**	**24**
1301-General Physical Science	6	1	1	6
1350-Geology	1			1
318-Secretary	1	1		1
401-General Natural Resources Management and Biological Sciences	1		1	1
819-Environmental Engineering	14	4	4	14
905-General Attorney	1			1
ST THOMAS,VIRGIN ISLANDS	**2**		**1**	**2**
401-General Natural Resources Management and Biological Sciences	1			1
819-Environmental Engineering	1		1	1
STAMFORD,CONNECTICUT	**1**	**1**		**1**
1301-General Physical Science	1	1		1
VIEQUES, VIEQUES,PUERTO	**1**		**1**	**1**
819-Environmental Engineering	1		1	1
Grand Total	**784**	**205**	**238**	**726**

Region 3	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ANNAPOLIS JUNC,MARYLAND	**1**			**1**														
28-Environmental Protection Specialist	1			1														
ANNAPOLIS,MARYLAND	**21**	**6**	**6**	**20**														
1035-Public Affairs	1																	
1301-General Physical Science	5	1	3	5														
28-Environmental Protection Specialist	9	1	3	9														
318-Secretary	1	1		1														
340-Program Management	2	2		2														
341-Administrative Officer	1			1														
343-Management and Program Analysis	1	1		1														
819-Environmental Engineering	1			1														
BLUEMONT,VIRGINIA	**1**			**1**														
819-Environmental Engineering	1			1														
CHARLESTON,WEST VIRGINIA	**2**			**2**														
301-Miscellaneous Administration and Program	1			1														
905-General Attorney	1			1														
FORT MEADE,MARYLAND	**45**	**11**	**9**	**38**														
1301-General Physical Science	16	5	4	16														
1320-Chemistry	15	3	3	11														
1399-Physical Science Student Trainee	1			1														
18-Safety and Occupational Health Management	1																	
2210-Information Technology Management	1			1														
301-Miscellaneous Administration and Program	2		1	1														
342-Support Services Administration	1			1														
401-General Natural Resources Management and Biological Sciences	4	1		3														
819-Environmental Engineering	3	2		3														
905-General Attorney	1		1	1														
HERNDON,VIRGINIA	**1**		**1**	**1**														
905-General Attorney	1		1	1														
PHILADELPHIA,PENNSYLVANI	**739**	**180**	**197**	**643**														
1035-Public Affairs	19	6	3	19														
1101-General Business and Industry	1			1														
1102-Contracting	12	5	2	12														

1109-Grants Management	11	4	3	9											
1160-Financial Analysis	5	2		5											
1301-General Physical Science	154	26	28	130											
1306-Health Physics	1		1	1											
1315-Hydrology	1	1		1											
1340-Meteorology	1			1											
1350-Geology	5	1	2	5											
1399-Physical Science Student Trainee	4														
1810-General Investigating	4	3		4											
18-Safety and Occupational Health Management	1			1											
201-Human Resources Management	12	3	1	10											
2210-Information Technology Management	19	7	5	19											
2299-Information Technology Student Trainee	2														
260-Equal Employment Opportunity	1		1	1											
28-Environmental Protection Specialist	89	29	43	88											
299-Human Resources Management Student Trainee	1			1											
29-Environmental Protection Assistant	1		1	1											
301-Miscellaneous Administration and Program	13	2	6	13											
303-Miscellaneous Clerk and Assistant	9	1		9											
306-Government Information Specialist	1		1	1											
308-Records Management	1			1											
318-Secretary	18	3	9	18											
326-Office Automation Clerical and Assistance	2	2		2											
340-Program Management	10	4	5	10											
342-Support Services Administration	4	1	3	4											
343-Management and Program Analysis	19	4	3	16											
350-Equipment Operator	1	1		1											
401-General Natural Resources Management and Biological Sciences	75	5	4	42											
408-Ecology	3	1	1	3											
414-Entomology	1			1											
415-Toxicology	9	3	5	9											
457-Soil Conservation	1	1		1											
499-Biological Science Student Trainee	4														
501-Financial Administration and Program	6	4	2	6											
505-Financial Management	1	1		1											
510-Accounting	8	1	4	7											
525-Accounting Technician	1			1											
560-Budget Analysis	1	1		1											

819-Environmental Engineering	128	33	35	111
893-Chemical Engineering	1		1	1
899-Engineering and Architecture Student Trainee	2			
905-General Attorney	70	23	27	70
950-Paralegal Specialist	4	1	1	4
#N/A	2	1		1
RICHMOND,VIRGINIA	**1**		**1**	**1**
1301-General Physical Science	1		1	1
TITUSVILLE,PENNSYLVANIA	**1**		**1**	**1**
1301-General Physical Science	1		1	1
WASHINGTON,DC	**1**			**1**
28-Environmental Protection Specialist	1			1
WHEELING,WEST VIRGINIA	**13**	**2**	**2**	**13**
1301-General Physical Science	2	1		2
1315-Hydrology	1	1		1
28-Environmental Protection Specialist	2		1	2
401-General Natural Resources Management and Biological Sciences	7			7
819-Environmental Engineering	1		1	1
Grand Total	**826**	**199**	**217**	**722**

Region 4	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ATHENS,GEORGIA	**85**	**14**	**15**	**71**														
1301-General Physical Science	20	4	5	15														
1311-Physical Science Technician	1	1		1														
1320-Chemistry	20	4	2	17														
18-Safety and Occupational Health Management	1			1														
2210-Information Technology Management	2			1														
28-Environmental Protection Specialist	1			1														
301-Miscellaneous Administration and Program	1	1		1														
318-Secretary	2			1														
341-Administrative Officer	1																	
343-Management and Program Analysis	2			2														
401-General Natural Resources Management and Biological Sciences	18	2	4	16														
415-Toxicology	1			1														
819-Environmental Engineering	15	2	4	14														
ATLANTA,GEORGIA	**806**	**148**	**275**	**730**														
1001-General Arts and Information	1	1		1														
1035-Public Affairs	13		4	10														
1071-Audiovisual Production	2		1	2														
1084-Visual Information	1		1	1														
1101-General Business and Industry	2		2	2														
1102-Contracting	9	1	1	9														
1106-Procurement Clerical and Technician	1	1		1														
1109-Grants Management	10	3	3	9														
1160-Financial Analysis	3	1		3														
1301-General Physical Science	158	27	61	147														
1315-Hydrology	5	1		3														
1320-Chemistry	1			1														
1350-Geology	2	2		2														
150-Geography	1																	
1810-General Investigating	5	1	3	5														
201-Human Resources Management	6	2	2	6														
2210-Information Technology Management	12	2	5	12														
260-Equal Employment Opportunity	2		1	2														

28-Environmental Protection Specialist	58	12	25	52											
29-Environmental Protection Assistant	1		1	1											
301-Miscellaneous Administration and Program	23	4	8	20											
303-Miscellaneous Clerk and Assistant	15	6	2	14											
306-Government Information Specialist	11	3	7	9											
308-Records Management	2			1											
318-Secretary	11	3	6	10											
326-Office Automation Clerical and Assistance	1			1											
335-Computer Clerk and Assistant	1		1	1											
340-Program Management	12	4	6	11											
341-Administrative Officer	3		2	3											
342-Support Services Administration	3			3											
343-Management and Program Analysis	24	2	15	22											
3502-Laboring	1			1											
401-General Natural Resources Management and Biological Sciences	91	14	15	77											
408-Ecology	2			2											
415-Toxicology	4		3	4											
499-Biological Science Student Trainee	1														
501-Financial Administration and Program	7	3	4	7											
505-Financial Management	1		1	1											
510-Accounting	2		1	2											
560-Budget Analysis	11	4	3	8											
5703-Motor Vehicle Operating	2			2											
601-General Health Science	1		1	1											
690-Industrial Hygiene	1			1											
801-General Engineering	1	1		1											
80-Security Administration	2			1											
819-Environmental Engineering	212	39	70	195											
840-Nuclear Engineering	1		1	1											
905-General Attorney	65	10	18	60											
950-Paralegal Specialist	1	1		1											
986-Legal Assistance	1		1	1											
BAY ST LOUIS,MISSISSIPPI	**11**	**1**	**3**	**11**											
1301-General Physical Science	2		1	2											
28-Environmental Protection Specialist	1			1											
340-Program Management	2		2	2											
343-Management and Program Analysis	3	1		3											
401-General Natural Resources Management and Biological Sciences	2			2											

819-Environmental Engineering	1			1
CHARLOTTE,NORTH CAROLINA	**1**			**1**
819-Environmental Engineering	1			1
CRAWFORDVILLE,FLORIDA	**1**			**1**
401-General Natural Resources Management and Biological Sciences	1			1
DURHAM,NORTH CAROLINA	**1**	**1**		**1**
28-Environmental Protection Specialist	1	1		1
GULFPORT,MISSISSIPPI	**3**			**2**
1301-General Physical Science	1			
819-Environmental Engineering	2			2
JACKSON,MISSISSIPPI	**1**		**1**	**1**
819-Environmental Engineering	1		1	1
JACKSON,TENNESSEE	**1**		**1**	**1**
819-Environmental Engineering	1		1	1
JACKSONVILLE,FLORIDA	**1**		**1**	**1**
1301-General Physical Science	1		1	1
LOUISVILLE,KENTUCKY	**1**	**1**		**1**
819-Environmental Engineering	1	1		1
MOBILE,ALABAMA	**1**		**1**	**1**
401-General Natural Resources Management and Biological Sciences	1		1	1
WEST PALM BEACH,FLORIDA	**1**	**1**		**1**
401-General Natural Resources Management and Biological Sciences	1	1		1
Grand Total	**914**	**166**	**297**	**823**

Region 5	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
CARTERVILLE,ILLINOIS	**1**		**1**	**1**														
1301-General Physical Science	1		1	1														
CHICAGO HTS,ILLINOIS	**1**																	
401-General Natural Resources Management and Biological Sciences	1																	
CHICAGO,ILLINOIS	**1036**	**255**	**296**	**939**														
1035-Public Affairs	18	5	5	18														
1060-Photography	1			1														
1082-Writing and Editing	2	1		2														
1084-Visual Information	2		1	2														
1101-General Business and Industry	2	1		2														
1102-Contracting	20	2	6	18														
1106-Procurement Clerical and Technician	1		1	1														
1109-Grants Management	12	1	3	12														
1160-Financial Analysis	5	2		5														
1301-General Physical Science	201	43	50	180														
1306-Health Physics	2	1	1	2														
1315-Hydrology	3			1														
1320-Chemistry	25	8	1	22														
1340-Meteorology	1		1	1														
1350-Geology	11	5	2	9														
1399-Physical Science Student Trainee	3																	
1530-Statistics	1	1		1														
1702-Education and Training Technician	2	1	1	2														
1750-Instructional Systems	1			1														
1810-General Investigating	5	3	1	4														
18-Safety and Occupational Health Management	3			2														
2001-General Supply	2			1														
201-Human Resources Management	10	3	2	8														
20-Community Planning	4			3														
2210-Information Technology Management	31	6	5	30														
260-Equal Employment Opportunity	4	1	2	4														
28-Environmental Protection Specialist	160	46	73	155														
301-Miscellaneous Administration and Program	24	5	13	24														

303-Miscellaneous Clerk and Assistant	25	9	9	25
305-Mail and File	1			1
306-Government Information Specialist	12	3	5	11
308-Records Management	9	1	4	9
318-Secretary	4		1	3
326-Office Automation Clerical and Assistance	1			1
335-Computer Clerk and Assistant	1	1		1
340-Program Management	22	10	6	22
341-Administrative Officer	5	1	3	5
343-Management and Program Analysis	34	13	8	34
344-Management and Program Clerical and Assistance	3	1	1	3
399-Administration and Office Support Student Trainee	11	1		2
401-General Natural Resources Management and Biological Sciences	42	7	5	36
403-Microbiology	1			1
408-Ecology	3	1		3
415-Toxicology	3	2		3
471-Agronomy	1			1
501-Financial Administration and Program	4	3	1	4
505-Financial Management	1		1	1
510-Accounting	15	5	5	15
560-Budget Analysis	7	1	1	7
599-Financial Management Student Trainee	2			2
601-General Health Science	4	2	1	4
80-Security Administration	2		2	2
819-Environmental Engineering	159	23	43	134
890-Agricultural Engineering	1			1
893-Chemical Engineering	1		1	1
899-Engineering and Architecture Student Trainee	3			
905-General Attorney	94	32	29	89
950-Paralegal Specialist	3	3		3
986-Legal Assistance	1		1	1
999-Legal Occupations Student Trainee	3			1
#N/A	2	1	1	2
CINCINNATI,OHIO	**1**		**1**	**1**
1301-General Physical Science	1		1	1
CLEVELAND,OHIO	**1**			**1**
28-Environmental Protection Specialist	1			1
DETROIT,MICHIGAN	**2**		**1**	**2**

1301-General Physical Science	1		1	1
415-Toxicology	1			1
ELMHURST,ILLINOIS	**1**			**1**
1301-General Physical Science	1			1
FLINT,MICHIGAN	**1**			**1**
1035-Public Affairs	1			1
GREEN BAY,WISCONSIN	**1**			**1**
1301-General Physical Science	1			1
GROSSE ILE,MICHIGAN	**13**		**3**	**11**
1301-General Physical Science	9		1	7
1670-Equipment Services	1			1
303-Miscellaneous Clerk and Assistant	1		1	1
401-General Natural Resources Management and Biological Sciences	2		1	2
INDIANAPOLIS,INDIANA	**2**			**2**
1301-General Physical Science	1			1
401-General Natural Resources Management and Biological Sciences	1			1
MADISON,WISCONSIN	**1**		**1**	**1**
401-General Natural Resources Management and Biological Sciences	1		1	1
MINNEAPOLIS,MINNESOTA	**1**	**1**		**1**
1301-General Physical Science	1	1		1
ST PAUL,MINNESOTA	**1**			
1301-General Physical Science	1			
TRAVERSE CITY,MICHIGAN	**2**	**1**	**1**	**2**
28-Environmental Protection Specialist	1		1	1
819-Environmental Engineering	1	1		1
WESTLAKE,OHIO	**17**	**1**	**5**	**14**
1301-General Physical Science	6	1	2	4
1350-Geology	2		1	2
301-Miscellaneous Administration and Program	1		1	1
401-General Natural Resources Management and Biological Sciences	2			2
819-Environmental Engineering	6		1	5
Grand Total	**1082**	**258**	**309**	**978**

Region 6	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
ADA,OKLAHOMA	**1**			**1**														
28-Environmental Protection Specialist	1			1														
DALLAS,TEXAS	**687**	**204**	**158**	**619**														
1001-General Arts and Information	1	1		1														
1035-Public Affairs	11	3	4	9														
1102-Contracting	7	1	1	5														
1109-Grants Management	10		5	9														
1160-Financial Analysis	1			1														
1301-General Physical Science	148	44	22	136														
1306-Health Physics	1	1		1														
1350-Geology	3	1	1	3														
18-Safety and Occupational Health Management	1	1		1														
201-Human Resources Management	6		1	6														
2210-Information Technology Management	9	2	2	8														
260-Equal Employment Opportunity	2	1		2														
28-Environmental Protection Specialist	139	49	41	134														
29-Environmental Protection Assistant	1	1		1														
301-Miscellaneous Administration and Program	19	7	3	18														
306-Government Information Specialist	3	1	2	3														
308-Records Management	1	1		1														
318-Secretary	14	6	5	13														
326-Office Automation Clerical and Assistance	1			1														
340-Program Management	8	6	1	8														
341-Administrative Officer	3	2	1	3														
342-Support Services Administration	7	1	3	6														
343-Management and Program Analysis	21	7	3	20														
344-Management and Program Clerical and Assistance	1	1		1														
391-Telecommunications	2		1	2														
401-General Natural Resources Management and Biological Sciences	49	4	4	23														
415-Toxicology	3	1	1	3														
501-Financial Administration and Program	8	3	2	8														
505-Financial Management	1																	
510-Accounting	3	1	1	3														

560-Budget Analysis	1		1	1
80-Security Administration	1			
819-Environmental Engineering	132	43	39	127
905-General Attorney	63	13	10	55
950-Paralegal Specialist	5	2	3	5
986-Legal Assistance	1		1	1
EL PASO,TEXAS	**6**	**2**	**2**	**6**
1301-General Physical Science	1			1
28-Environmental Protection Specialist	1	1		1
318-Secretary	1	1		1
819-Environmental Engineering	3		2	3
HOUSTON,TEXAS	**41**	**19**	**6**	**40**
1035-Public Affairs	1	1		1
1301-General Physical Science	8	3	4	8
1320-Chemistry	19	10	1	19
1399-Physical Science Student Trainee	2			1
28-Environmental Protection Specialist	1			1
343-Management and Program Analysis	1	1		1
344-Management and Program Clerical and Assistance	1	1		1
401-General Natural Resources Management and Biological Sciences	3	1	1	3
819-Environmental Engineering	4	1		4
905-General Attorney	1	1		1
NEW ORLEANS,LOUISIANA	**1**			**1**
1301-General Physical Science	1			1
PAWHUSKA,OKLAHOMA	**2**	**2**		**2**
819-Environmental Engineering	2	2		2
Grand Total	**738**	**227**	**166**	**669**

Region 7	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
COLUMBUS,KANSAS	**1**			**1**														
401-General Natural Resources Management and Biological Sciences	1			1														
DES MOINES,IOWA	**1**	**1**		**1**														
819-Environmental Engineering	1	1		1														
FENTON,MISSOURI	**3**			**3**														
1301-General Physical Science	2			2														
28-Environmental Protection Specialist	1			1														
KANSAS CITY,KANSAS	**53**	**12**	**9**	**46**														
1301-General Physical Science	14	3	3	12														
1320-Chemistry	17	4	2	16														
1399-Physical Science Student Trainee	1																	
2210-Information Technology Management	1		1	1														
28-Environmental Protection Specialist	4	1	1	4														
318-Secretary	1																	
343-Management and Program Analysis	1	1		1														
401-General Natural Resources Management and Biological Sciences	7	1		6														
690-Industrial Hygiene	1	1		1														
819-Environmental Engineering	6	1	2	5														
KANSAS CITY,MISSOURI	**6**	**1**		**6**														
1301-General Physical Science	4			4														
343-Management and Program Analysis	1	1		1														
819-Environmental Engineering	1			1														
LENEXA,KANSAS	**442**	**61**	**101**	**384**														
1035-Public Affairs	11	2	2	10														
1084-Visual Information	2		1	2														
1101-General Business and Industry	2	1		2														
1102-Contracting	10	1	1	10														
1109-Grants Management	6	3		6														
1160-Financial Analysis	1		1	1														
1301-General Physical Science	102	10	21	89														
1340-Meteorology	1																	
1350-Geology	3			2														
1410-Librarian	1	1		1														

2001-General Supply	1			1
2005-Supply Clerical and Technician	1	1		1
201-Human Resources Management	4		3	4
20-Community Planning	2			1
2210-Information Technology Management	9	2		6
260-Equal Employment Opportunity	1			1
28-Environmental Protection Specialist	43	5	13	39
301-Miscellaneous Administration and Program	6	2		6
306-Government Information Specialist	3	2		3
308-Records Management	2		1	2
318-Secretary	15	1	2	15
326-Office Automation Clerical and Assistance	1			1
340-Program Management	11	2	6	11
342-Support Services Administration	2		2	2
343-Management and Program Analysis	29	3	4	27
399-Administration and Office Support Student Trainee	2			1
401-General Natural Resources Management and Biological Sciences	33	2	1	23
408-Ecology	3		1	3
415-Toxicology	1			1
501-Financial Administration and Program	3			2
503-Financial Clerical and Assistance	2		1	2
505-Financial Management	1		1	1
510-Accounting	4		1	4
511-Auditing	1		1	1
560-Budget Analysis	1			1
690-Industrial Hygiene	1			1
801-General Engineering	1		1	1
808-Architecture	1	1		1
80-Security Administration	1			1
819-Environmental Engineering	63	14	25	53
840-Nuclear Engineering	2			2
899-Engineering and Architecture Student Trainee	2			
905-General Attorney	42	8	10	37
950-Paralegal Specialist	5		1	5
99-General Student Trainee	3			
#N/A	1		1	1
NORWOOD,OHIO	**1**		**1**	**1**
560-Budget Analysis	1		1	1

SHALIMAR,FLORIDA	**1**			**1**														
510-Accounting	1			1														
WEBB CITY,MISSOURI	**1**		**1**	**1**														
1301-General Physical Science	1		1	1														
Grand Total	**509**	**75**	**112**	**444**														

Region 8	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
BUTTE,MONTANA	**1**	**1**		**1**														
1301-General Physical Science	1	1		1														
DENVER,COLORADO	**486**	**92**	**110**	**451**														
1035-Public Affairs	11	1	1	11														
1101-General Business and Industry	1			1														
1102-Contracting	6		3	5														
1109-Grants Management	7	1	1	7														
1160-Financial Analysis	2		1	2														
1301-General Physical Science	102	21	19	94														
1320-Chemistry	2	1		2														
1350-Geology	1			1														
1530-Statistics	1		1	1														
1640-Facility Operations Services	1			1														
2005-Supply Clerical and Technician	1			1														
201-Human Resources Management	3		1	3														
2210-Information Technology Management	11	2	3	11														
260-Equal Employment Opportunity	1			1														
28-Environmental Protection Specialist	117	20	32	115														
29-Environmental Protection Assistant	1	1		1														
301-Miscellaneous Administration and Program	16	3	4	14														
306-Government Information Specialist	3	1	1	3														
308-Records Management	1			1														
318-Secretary	2			1														
326-Office Automation Clerical and Assistance	1	1		1														
340-Program Management	4		3	4														
343-Management and Program Analysis	19	3	8	19														
401-General Natural Resources Management and Biological Sciences	9		1	6														
403-Microbiology	1			1														
415-Toxicology	9	3		8														
501-Financial Administration and Program	7	2	3	7														
503-Financial Clerical and Assistance	2		1	2														
510-Accounting	6	1	1	5														
601-General Health Science	1			1														

690-Industrial Hygiene	1			1
80-Security Administration	2		1	2
819-Environmental Engineering	86	17	21	79
905-General Attorney	43	12	3	35
950-Paralegal Specialist	2	1		2
986-Legal Assistance	1			
#N/A	2	1	1	2
GOLDEN,COLORADO	**14**	**3**	**4**	**13**
1301-General Physical Science	2	1	1	2
1320-Chemistry	7	2	1	6
2210-Information Technology Management	1			1
301-Miscellaneous Administration and Program	1			1
401-General Natural Resources Management and Biological Sciences	3		2	3
HELENA,MONTANA	**25**	**2**	**12**	**24**
1035-Public Affairs	1			1
1301-General Physical Science	7		4	7
1315-Hydrology	1			1
2210-Information Technology Management	1		1	1
28-Environmental Protection Specialist	5		4	5
301-Miscellaneous Administration and Program	1		1	1
341-Administrative Officer	2	1		2
401-General Natural Resources Management and Biological Sciences	1			1
501-Financial Administration and Program	1		1	1
819-Environmental Engineering	4		1	3
905-General Attorney	1	1		1
LIBBY,MONTANA	**1**		**1**	**1**
819-Environmental Engineering	1		1	1
PIERRE,SOUTH DAKOTA	**1**			**1**
819-Environmental Engineering	1			1
Grand Total	**528**	**98**	**127**	**491**

Region 9	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
CARSON CITY,NEVADA	**3**	**1**	**2**	**3**														
1301-General Physical Science	2	1	1	2														
819-Environmental Engineering	1		1	1														
HONOLULU,HAWAII	**7**	**1**	**3**	**7**														
1035-Public Affairs	1		1	1														
1301-General Physical Science	3	1	1	3														
28-Environmental Protection Specialist	2		1	2														
401-General Natural Resources Management and Biological Sciences	1			1														
LONG BEACH,CALIFORNIA	**2**			**2**														
1301-General Physical Science	1			1														
819-Environmental Engineering	1			1														
LOS ANGELES,CALIFORNIA	**19**	**2**	**3**	**19**														
1035-Public Affairs	1			1														
1301-General Physical Science	1			1														
1810-General Investigating	1			1														
2210-Information Technology Management	1		1	1														
28-Environmental Protection Specialist	8	1	1	8														
318-Secretary	1			1														
343-Management and Program Analysis	1		1	1														
401-General Natural Resources Management and Biological Sciences	2			2														
819-Environmental Engineering	3	1		3														
PACIFICA,CALIFORNIA	**1**			**1**														
343-Management and Program Analysis	1			1														
RICHMOND,CALIFORNIA	**11**	**5**	**2**	**11**														
1301-General Physical Science	3	1	1	3														
1320-Chemistry	4	2		4														
2210-Information Technology Management	1	1		1														
401-General Natural Resources Management and Biological Sciences	3	1	1	3														
SACRAMENTO,CALIFORNIA	**3**		**1**	**3**														
1301-General Physical Science	2		1	2														
401-General Natural Resources Management and Biological Sciences	1			1														
SAN DIEGO,CALIFORNIA	**8**		**4**	**7**														
28-Environmental Protection Specialist	6		2	5														

819-Environmental Engineering	2		2	2
SAN FRANCISCO,CALIFORNIA	**677**	**134**	**193**	**619**
1035-Public Affairs	5		1	4
1071-Audiovisual Production	1			1
1082-Writing and Editing	2	1	1	2
1101-General Business and Industry	7	1	5	7
1102-Contracting	12	3	1	12
1109-Grants Management	13	1	8	12
1301-General Physical Science	99	19	25	84
1320-Chemistry	1		1	1
1370-Cartography	2		1	2
1410-Librarian	1	1		1
150-Geography	1		1	1
1810-General Investigating	1		1	1
18-Safety and Occupational Health Management	1		1	1
201-Human Resources Management	4	3	1	4
2210-Information Technology Management	21	7	11	20
260-Equal Employment Opportunity	1		1	1
28-Environmental Protection Specialist	201	37	59	192
29-Environmental Protection Assistant	3	1	2	3
301-Miscellaneous Administration and Program	6	1	3	6
303-Miscellaneous Clerk and Assistant	8	3	2	8
306-Government Information Specialist	1			1
308-Records Management	1		1	1
318-Secretary	6	3	1	6
340-Program Management	7	4	2	7
341-Administrative Officer	6	3	2	6
342-Support Services Administration	1		1	1
343-Management and Program Analysis	11	3	3	11
391-Telecommunications	3	1	1	3
401-General Natural Resources Management and Biological Sciences	42	3	6	33
415-Toxicology	3	1	2	3
501-Financial Administration and Program	2	1	1	2
505-Financial Management	1		1	1
510-Accounting	3	1	1	3
560-Budget Analysis	14	4	2	14
561-Budget Clerical and Assistance	1			1
690-Industrial Hygiene	1	1		1

80-Security Administration	2		1	2
819-Environmental Engineering	112	16	28	99
893-Chemical Engineering	1			
905-General Attorney	68	15	15	61
#N/A	1			
SHIPROCK,NEW MEXICO	**1**			**1**
401-General Natural Resources Management and Biological Sciences	1			1
STATELINE,NEVADA	**1**	**1**		**1**
819-Environmental Engineering	1	1		1
TUCSON,ARIZONA	**2**	**1**		**2**
28-Environmental Protection Specialist	2	1		2
YREKA,CALIFORNIA	**1**			**1**
28-Environmental Protection Specialist	1			1
Grand Total	**736**	**145**	**208**	**677**

Region 10	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
ANCHORAGE,ALASKA	**27**	**3**	**3**	**27**														
1301-General Physical Science	5			5														
28-Environmental Protection Specialist	14	2	1	14														
340-Program Management	1		1	1														
343-Management and Program Analysis	1	1		1														
401-General Natural Resources Management and Biological Sciences	4		1	4														
819-Environmental Engineering	1			1														
89-Emergency Management Specialist	1			1														
BOISE,IDAHO	**20**	**6**	**3**	**19**														
1301-General Physical Science	10	4	1	10														
28-Environmental Protection Specialist	6	1	1	6														
340-Program Management	1	1		1														
343-Management and Program Analysis	1			1														
401-General Natural Resources Management and Biological Sciences	1																	
819-Environmental Engineering	1		1	1														
COEUR D ALENE,IDAHO	**1**		**1**	**1**														
28-Environmental Protection Specialist	1		1	1														
EUGENE,OREGON	**1**	**1**		**1**														
28-Environmental Protection Specialist	1	1		1														
JUNEAU,ALASKA	**2**		**1**	**2**														
1301-General Physical Science	1		1	1														
28-Environmental Protection Specialist	1			1														
KING,WASHINGTON	**1**			**1**														
306-Government Information Specialist	1			1														
LACEY,WASHINGTON	**9**	**1**	**4**	**7**														
1035-Public Affairs	1			1														
28-Environmental Protection Specialist	6	1	2	4														
343-Management and Program Analysis	1		1	1														
401-General Natural Resources Management and Biological Sciences	1		1	1														
MANCHESTER,WASHINGTON	**1**			**1**														
403-Microbiology	1			1														
PORT ORCHARD,WASHINGTON	**19**	**1**	**3**	**18**														
1301-General Physical Science	1			1														
1311-Physical Science Technician	1			1														

1320-Chemistry	10	1	1	10
1640-Facility Operations Services	1			
28-Environmental Protection Specialist	3		2	3
318-Secretary	1			1
343-Management and Program Analysis	1			1
401-General Natural Resources Management and Biological Sciences	1			1
PORTLAND,OREGON	**22**	**6**	**4**	**22**
1035-Public Affairs	1	1		1
1301-General Physical Science	4	1		4
201-Human Resources Management	1			1
28-Environmental Protection Specialist	6	3	1	6
318-Secretary	1			1
340-Program Management	2		2	2
343-Management and Program Analysis	1			1
401-General Natural Resources Management and Biological Sciences	2		1	2
408-Ecology	1			1
819-Environmental Engineering	2	1		2
905-General Attorney	1			1
RICHLAND,WASHINGTON	**7**		**3**	**7**
1301-General Physical Science	4		2	4
819-Environmental Engineering	3		1	3
SEATTLE HEIGHTS,WASHINGT	**1**			**1**
819-Environmental Engineering	1			1
SEATTLE,WASHINGTON	**435**	**90**	**102**	**394**
1035-Public Affairs	8	2	1	8
1109-Grants Management	20	5	5	13
1301-General Physical Science	67	12	13	58
1306-Health Physics	1			1
1315-Hydrology	1	1		1
1320-Chemistry	4		1	3
1340-Meteorology	1			1
201-Human Resources Management	2		1	2
2210-Information Technology Management	9	2	2	9
260-Equal Employment Opportunity	1	1		1
28-Environmental Protection Specialist	146	27	38	134
29-Environmental Protection Assistant	1	1		1
301-Miscellaneous Administration and Program	19	5	1	18
303-Miscellaneous Clerk and Assistant	2	1		2
306-Government Information Specialist	4		2	4

308-Records Management	2		2	2
318-Secretary	7	4	1	7
340-Program Management	6	2	3	6
342-Support Services Administration	1			
343-Management and Program Analysis	11	3	2	11
401-General Natural Resources Management and Biological Sciences	17	4	3	16
408-Ecology	5	1	4	5
415-Toxicology	6	2		6
482-Fish Biology	1			1
501-Financial Administration and Program	2	1		2
503-Financial Clerical and Assistance	1	1		1
510-Accounting	3			3
560-Budget Analysis	7	3		6
690-Industrial Hygiene	1			1
80-Security Administration	2			2
819-Environmental Engineering	38	6	14	35
89-Emergency Management Specialist	2			2
905-General Attorney	35	6	8	30
950-Paralegal Specialist	1			1
#N/A	1		1	1
Grand Total	**546**	**108**	**124**	**501**

Region 5	Series	Div/Off
CHICAGO, ILLINOIS		
	1306-Health Physics	Total
		ARD
	1315-Hydrology	Total
	1320-Chemistry	Total
		ORA
		WD
	1340-Meteorology	Total
	1350-Geology	Total
		LCD
		WD
		WD
		SFD
	1399-Physical Science Student Trainee	Total
	1530-Statistics	Total
		LCD
MADISON, WISCONSIN		
	0401-General Natural Resources Management	Total
		WD
	Grand Total	

Branch/Section	Unit	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4
		1036	**255**	**296**	**939**	**0**
		2	1	1	2	0
IVPS						
		3			1	0
		25	8	1	22	0
Planning & Quality Assurance Group						
WECA 1						
		1		1	1	0
		11	5	2	9	0
Correction Action 1						
UIC Section 1						
UIC Section 1						
All						
		3			3	0
		1	1		1	0
All						
		1		**1**	**1**	**0**
		1		1	1	0
Groundwater and Drinking Water Br						
		1037	**255**	**297**	**940**	**0**

# of Targeted Positions by Grade									
5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers
0	**0**	**2**	**8**	**2**	**0**	**0**	**0**	**12**	**8**
0	0	0	1	0	0			**1**	**1**
			1					1	1
0	0	0	0	0	0			**0**	**0**
0	0	0	1	1	0			**2**	**2**
				1				1	1
			1					1	1
0	0	0	0	0	0			**0**	**0**
0	0	2	5	1	0			**8**	**4**
		2						2	1
			2					2	1
				1				1	1
			3					3	1
0	0	0	0	0	0			**0**	**0**
0	0	0	1	0	0			**1**	**1**
			1					1	1
0	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**1**	**1**
0	0	1	0	0	0			**1**	**1**
		1						1	1
0	**0**	**3**	**8**	**2**	**0**	**0**	**0**	**13**	**9**

# to Restructure	# to Eliminate	Comments
8	**0**	
1	**0**	
1		Would restructure to GS-1301/819 positions
0	**0**	
2	**0**	
1		Would restructure to a lower grade
1		Would restructure to GS-1301/819 positions
0	**0**	
4	**0**	
1		Would restructure to GS-1301/819 position
1		Would restructure to GS-1301/819 position
1		Would restructure to GS-1301/819 or a lower grade
1		Would restructure to GS-1301/819 position
0	**0**	
1	**0**	
1		Would restructure to GS-1301/819 position.
1	**0**	
1	**0**	
1		Would restructure to 1301/0819 position in Chicago instead of Madison, WI.
9	**0**	

AFGE Council 238
Proposal #1
July 24, 2017

MEMORANDUM OF UNDERSTANDING
Between the U.S. Environmental Protection Agency and
the American Federation of Government Employees, Council 238

This Memorandum of Understanding (MOU) negotiated pursuant to Article 40 of the United States Environmental Protection Agency (EPA)/the American Federation of Government Employees, Council 238 (AFGE) Collective Bargaining Agreement (CBA), is entered into for the purpose of facilitating the EPA's Fiscal Year (FY) 2017 Voluntary Separation Incentive Payments ("VSIPs" or "buy-out") and Voluntary Early Retirement Authority ("VERA" or "early-out") offering with a separation date of no later than September 2, 2017 with a maximum number of bargaining unit employees of 1228, for: Region 1; Region 2; Region 3; Region 4; Region 5; Region 6; Region 7; Region 8; Region 9; Region 10; Office of Administration and Resources Management (OARM); Office of Air and Radiation (OAR); Office of the Chief Financial Officer (OCFO); Office of Chemical Safety and Pollution Prevention (OCSPP); Office of Enforcement and Compliance Assurance (OECA); Office of Environmental Information (OEI); Office of General Counsel (OGC); Office of International and Tribal Affairs (OITA); Office of Land and Emergency Management (OLEM); Office of Research and Development (ORD); Office of Water (OW), and the Office of the Administrator (AO). This MOU addresses the appropriate procedures and arrangements based on the impacts to the AFGE bargaining unit.

TERMS OF UNDERSTANDING

1. This MOU applies to all AFGE bargaining unit members;
2. The Agency will provide Council 238 with a list of bargaining unit employees who accepted the FY 2017 VSIP/VERA offer and the position they vacated;
3. The Agency, will provide Council 238 with a list of bargaining unit employees whose positions are targeted for restructuring. The list will include organizational code and the Agency's determination on how the position will be restructured, including the timeline for restructuring;
4. The Agency, will provide Council 238 with a list of bargaining unit employees whose positions are targeted for elimination. The list will include organizational code and the Agency's disposition plans for employees who occupy a position targeted for elimination and the timeline for position elimination;
5. The Agency will extend the application deadline for those applying by one week, to August 2, 2017. The OPM systems are expected to be back on-line on July 31, 2017;

6. The Agency will continue to provide FY 2017 VSIP/VERA webinars through and including August 29, 2017, reflecting that even though an employee submits an application for the buyout, they have until 1 day before the actual departure date to withdraw that application;
7. The Agency will provide Council 238 with a workload analysis on current operations that includes needed skills, current supply of skills and any competency gaps identified;
8. The Agency will provide employees directly impacted by the FY 2017 VSIP/VERA with an opportunity to request a voluntary reassignment;
9. The Agency will assess when reassigning work, if the employee receiving the work must have a revised position description, revised classification and/or revised Performance Appraisal Recognition System (PARS) agreement;
10. The Agency will distribute work to employees who are it the appropriate grade and series for the work needed. To the extent that work done by a higher graded employee is being reassigned to a lower graded employee, the Agency will not expect the lower graded employee to perform the work at a higher graded level beyond what is prescribed in the employee's position description and classification;
11. All details will be advertised/posted within a reasonable amount of time for consideration;
12. Employees assigned to newly restructured positions will be allowed sufficient time to meet the full performance level of the new position, and be authorized for mandatory training under an Individual Development Plan. The critical job element related to the new duties will be a non-critical element under PARS in year 1. Significant change of duties will be fully discussed with any bargaining unit employee;
13. Training will be provided to all bargaining unit employees with priority given to employees occupying positions targeted for restructuring and elimination. The Agency shall ensure that employees receive in a timely manner, adequate training necessary for them to fulfill their new duties satisfactorily;
14. In the event that any provision (section, paragraph, sentence, etc.) of this MOU is held invalid or found to conflict with competent jurisdiction or found to conflict with regulation, rule, or statute by a third party, the remaining provisions of this MOU shall remain in full force and effect. The Parties shall promptly meet and attempt to reach agreement on any provision found invalid.

For the Union:

For the EPA:

OARM	OARM Office/Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
ATLANTA,GEORGIA		**2**	**2**		**2**														
1801-General Inspection, Investigation, and Compliance		1	1		1														
905-General Attorney		1	1		1														
BOSTON,MASSACHUSETTS		**1**			**1**														
343-Management and Program Analysis		1			1														
CHICAGO,ILLINOIS		**1**			**1**														
905-General Attorney		1			1														
CINCINNATI,OHIO		**68**	**9**	**21**	**65**														
1102-Contracting		2			1														
1301-General Physical Science		1		1	1														
1410-Librarian		1			1														
1654-Printing Services		1	1		1														
	OARM-Cincinnati									1									
18-Safety and Occupational Health Management		2		2	2														
2010-Inventory Management		1			1														
201-Human Resources Management		29	4	10	28														
203-Human Resources Assistance		2			2														
2210-Information Technology Management		6		2	5														
318-Secretary		2	1		2														
	OARM-Cincinnati							1											
340-Program Management		1			1														
343-Management and Program Analysis		12	3	3	12														
	OARM-Cincinnati (Records Management)									1									
391-Telecommunications		2		1	2														
801-General Engineering		4		1	4														
80-Security Administration		1			1														
830-Mechanical Engineering		1		1	1														
DURHAM,NORTH CAROLINA		**131**	**11**	**19**	**111**														
1102-Contracting		33	4	8	31														
1301-General Physical Science		1																	
1640-Facility Operations Services		6		1	5														
18-Safety and Occupational Health Management		1			1														
2010-Inventory Management		1																	
201-Human Resources Management		55	3	6	44														
	OARM-RTP								1										
203-Human Resources Assistance		5			4														
2210-Information Technology Management		10	1	3	8														
2299-Information Technology Student Trainee		1																	
301-Miscellaneous Administration and Program		2			2														
340-Program Management		3			3														
341-Administrative Officer		1			1														
343-Management and Program Analysis		2	1	1	2														
511-Auditing		1	1		1														
801-General Engineering		1	1		1														
	OARM-RTP										1								
80-Security Administration		1			1														
830-Mechanical Engineering		4			4														
850-Electrical Engineering		2			2														
899-Engineering and Architecture Student Trainee		1			1														

LAS VEGAS,NEVADA		**21**	**2**	**5**	**18**														
201-Human Resources Management		18	2	5	15														
203-Human Resources Assistance		2			2														
318-Secretary		1			1														
MOREHEAD CITY,NORTH CARO		**1**		**1**	**1**														
201-Human Resources Management		1		1	1														
NEW BERN,NORTH CAROLINA		**1**			**1**														
201-Human Resources Management		1			1														
NORWOOD,OHIO		**37**	**4**	**6**	**34**														
1102-Contracting		36	3	6	33														
301-Miscellaneous Administration and Program		1	1		1														
PHILADELPHIA,PENNSYLVANI		**1**			**1**														
905-General Attorney		1			1														
SAN FRANCISCO,CALIFORNIA		**1**			**1**														
343-Management and Program Analysis		1			1														
WASHINGTON,DC		**433**	**93**	**112**	**407**														
1001-General Arts and Information		1		1	1														
	OROM/IO											1							
1102-Contracting (Procurement Analyst)		96	19	24	90														
	OAM									4	13	8							
1103-Industrial Property Management		1			1														
1106-Procurement Clerical and Technician		1	1		1		1												
	OAM																		
1109-Grants Management		22	6	5	22														
	OGD								1		2	1							
1170-Realty		1			1														
1640-Facility Operations Services		2		2	2														
1654-Printing Services		1			1														
1712-Training Instruction		1			1														
	OGD									1									
1750-Instructional Systems		2			1														
1801-General Inspection, Investigation, and Compliance		2		1	2														
18-Safety and Occupational Health Management		3		1	3														
201-Human Resources Management		37	11	8	34														
203-Human Resources Assistance		2	1	1	2														
2101-Transportation Specialist		1																	
2210-Information Technology Management		25	1	9	25														
	OAM									6	2	1							
	OHR									2	1	1							
28-Environmental Protection Specialist		1			1														
301-Miscellaneous Administration and Program		21	7	7	20														
	OROM/AOSD							1											
	OROM/IO								1										
	OROM/RAPD									1									
	OAM							1	1										
	OGD						1		1										
	OHR (Conflict Management)									2	2	1							
303-Miscellaneous Clerk and Assistant		2	2		2														
	OHR						1												
306-Government Information Specialist		3	2	1	3														
	OAM								3										
318-Secretary		2	1	1	2														
	OAM							2											
326-Office Automation Clerical and Assistance		2	1		2														

	OAM						1												
	OHR					1													
340-Program Management		7	2	2	7														
341-Administrative Officer		2		1	2														
	OAM								1										
342-Support Services Administration		11	6	3	11														
	OA								1	8	1								
343-Management and Program Analysis		106	21	24	99														
	OROM/FACMD								1		1								
	OROM/RAPD									1									
	OROM/AOSD											3							
	OAM									1	2								
	OGD											1							
	OHR										13	3							
	OA*								2	2	3	3							
344-Management and Program Clerical and Assistance		1			1														
351-Printing Clerical		1		1	1														
391-Telecommunications		1	1		1														
510-Accounting		4	1	1	4														
	OAM									1	3								
511-Auditing		5	2	2	5														
	OAM								1	3	1	1							
690-Industrial Hygiene		1	1		1														
801-General Engineering		1			1														
804-Fire Protection Engineering		2		1	1														
808-Architecture		5	2		4														
80-Security Administration		18	2	4	17														
810-Civil Engineering		1	1		1														
819-Environmental Engineering		1			1														
830-Mechanical Engineering		4		1	3														
850-Electrical Engineering		1			1														
905-General Attorney		26	2	7	23														
	OROM/FACMD										1								
935-Adminstrative Law Judge		3		2	3														
950-Paralegal Specialist		1		1	1														
#N/A		2		1	2														
Grand Total		**698**	**121**	**164**	**643**														

OARM	OARM Office/Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
CINCINNATI,OHIO	**Total # All Series:**	**68**	**9**	**21**	**65**			**1**		**2**					**3**				
1654-Printing Services	OARM-Cincinnati	1	1		1					1					1				
318-Secretary	OARM-Cincinnati	2	1		2			1							1				
343-Management and Program Analysis	OARM-Cincinnati (Records Management)	12	3	3	12					1					1				
DURHAM,NORTH CAROLINA	**Total # All Series:**	**131**	**11**	**19**	**111**				**1**		**1**				**2**				
201-Human Resources Management	OARM-RTP	55	3	6	44				1						1				
801-General Engineering	OARM-RTP	1	1		1						1				1				
WASHINGTON,DC	**Total # All Series:**	**433**	**93**	**112**	**407**	1	4	4	14	32	46	23	0	0	124				
1001-General Arts and Information	OROM/IO	1		1	1							1			1				
1102-Procurement Analyst	OAM	96	19	24	90					4	13	8			25				
1106-Procurement Clerical and Technician	OAM	1	1		1		1								1				
1109-Grants Management	OGD	22	6	5	22				1		2	1			4				
1712-Training Instruction	OGD	1			1					1					1				
2210-Information Technology Management		25	1	9	25														
	OAM									6	2	1			9				
	OHR		1	2	4					2	1	1			4	2			
				Total 2210 Proposed:						**8**	**3**	**2**			**13**				
301-Miscellaneous Administration and Program		21	7	7	20														
	OROM/AOSD									1					1				
	OARM/IO								1						1				
	OROM/RAPD							1	1						2				
	OAM							1	1						2				
	OGD						1		1						2				
	OHR (Conflict and/Info Management Spec)		1	4	5					2	2	1			5	2			
				Total 301 Proposed:			**1**	**2**	**4**	**3**	**2**	**1**			**13**				
303-Miscellaneous Clerk and Assistant	OHR	1	1		1		1								1	1			
306-Government Information Specialist	OAM	3	2	1	3				3						3				
318-Secretary	OAM	2	1	1	2			2							2				
326-Office Automation Clerical and Assistance		2	1		2														
	OAM						1								1				
	OHR		1		1	1									1	1			
				Total 326 Proposed:		**1**	**1**								**2**				
341-Administrative Officer	OAM	2		1	2				1						1				
342-Support Services Administration	OA	11	6	3	11				1	8	1				10				
343-Management and Program Analysis		106	21	24	99														
	OROM/FACMD								1		1				2				
	OROM/RAPD									1					1				
	OROM/AOSD											3			3				
	OAM									1	2				3				
	OGD											1			1				
	OHR		4	5	16						14	2			16	5			
	OA*								2	2	3	3			10				
				Total 343 Proposed:					**3**	**4**	**20**	**9**			**36**				
510-Accounting	OAM	4	1	1	4					1	3				4				

511-Auditing	OAM	5	2	2	5				1	3	1	1			6				
905-General Attorney	OROM/FACMD	26	2	7	23						1				1				
Grand Total		**698**	**121**	**164**	**643**	**1**	**4**	**5**	**15**	**34**	**47**	**23**	**0**	**0**	**129**				

OARM	OARM Office/Division	Grade	Employee Name	Total # of Targeted Positions
CINCINNATI,OHIO	**Total # All Series:**			**3**
1654-Printing Services	OARM-Cincinnati	13		1
318-Secretary	OARM-Cincinnati	9-11		1
343-Management and Program Analysis	OARM-Cincinnati (Records Management)	13		1
DURHAM,NORTH CAROLINA	**Total # All Series:**			**2**
201-Human Resources Management	OARM-RTP	12		1
801-General Engineering	OARM-RTP	14		1
WASHINGTON,DC	**Total # All Series:**			**124**
1001-General Arts and Information	OROM/IO	15		1
1102-Contracting (Procurement Analyst)	OAM	13		25
		13		
		13		
		13		
		14		
		14		
		14		
		14		
		14		
		14		
		14		
		14		
		14		
		14		
		14		
		15		
		15		
		15		
		15		
		15		
		15		
		15		

		15		
1106-Procurement Clerical and Technician	OAM	5-8		1
1109-Grants Management	OGD	12		4
		14		
		14		
		15		
1712-Training Instruction	OGD			1
2210-Information Technology Management	OAM	13		9
		13		
		13		
		13		
		13		
		13		
		14		
		14		
		15		
	OHR	13	WAYNE L.BARBER	4
		13	WILLIAM A .KIRKLAND	
		14	DORIS MARIE ROSARIO-MARTINEZ	
		15	MORRIS (BOBBY) MOORE	
	Total 2210 Proposed:			**13**
301	OROM/AOSD	13		1
	OARM/IO	12		1
	OROM/RAPD	9		2
		12		
	OAM	9		2
		12		
	OGD	8		2
		12		
	OHR (Information Management Specilaist)	13	EDUARDO J. GONZALES	5
	OHR (Information Management Specilaist)	13	NICOLE C. WILLIAMS	
	OHR (Information Management Specilaist)	14	STEPHANIE A.LOVE	
	OHR (Conflict Management)	14	BARBARA J. VINEY	
	OHR (Executive Assistant)	15	DEBORAH W.BEARD	
	Total 301 Proposed:			**13**
303-Miscellaneous Clerk and Assistant	OHR	6	WILLIAM LEW	1
306-Government Information Specialist	OAM	12		3
		12		
		12		

318-Secretary	OAM	9		2
		9		
0326-Office Automation Clerical and Assistance	OAM	7		1
	OHR	4	DEBORAH E. FIELDS	1
	Total 326 Proposed:			**2**
341-Administrative Officer	OAM			
342-Support Services Administration	OA	12		10
		13		
		13		
		13		
		13		
		13		
		13		
		13		
		13		
		14		
343	OROM/FACMD	12		2
		14		
	OROM/RAPD	13		1
	OROM/AOSD	15		3
		15		
		15		
	OAM	13		3
		14		
		14		
	OGD	15		1
	OHR	14	WENDY CHRISTINA BROWN	16
		14	TERRENCE J. JACKSON	
		14	LESTER C. FACEY	
		14	MICHELLE Y. MCCLENDON	
		14	TRACYE A. SMITH-STARCKEY	
		14	PIYACHAT TERRELL	
		14	KENT S. SMITH	
		14	CLAIRE J. MILAM	
		14	MICHAEL NIEVES	
		14	ALAN C. BOGUS	
		14	WAYNE D. WHITE	
		14	EDNA D. MERCADO	
		14	MALISSA T. GRIFFIN	

		14	TANIA ALLEN	
		15	SHARON L. RIDINGS	
		15	KENNETH W. SCHREEFER	
	OA*	12		10
		12		
		13		
		13		
		14		
		14		
		14		
		15		
		15		
		15		
	Total 343 Proposed:			**36**
510-Accounting	OAM	13		4
		14		
		14		
		14		
511-Auditing	OAM	12		6
		13		
		13		
		13		
		14		
		15		
905-General Attorney	OROM/FACMD	14		1
Grand Total				

The Office of Land and Emergency Management's Proposal for Voluntary Early Retirement Authority and Voluntary Separation Incentive Payments

In accordance with Section 1313(b) of the Chief Human Capital Officer's Act of 2002, the U.S. Environmental Protection Agency's (EPA) Office of Land and Emergency Management (OLEM) is requesting approval authority through September 30, 2017 for the use of Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payments (VSIP).

OLEM will use these authorities to:

- Reshape its workforce to reflect changes in programmatic direction, strengthen technical programmatic expertise with appropriate skill mix through efficiencies and technology;
- Streamline OLEM's national workforce by reducing and reshaping the current top-heavy GS-13/14/15 grade structure to create backfill opportunities for recruiting at lower grade levels for alignment with the Agency's highest priorities;
- Restructure a senior executive position to reflect programmatic changes in the Superfund program.
- Restructure existing staff layers to improve organizational productivity while reducing the staffing and associated payroll costs;
- Review and evaluate all programs to take advantage of efficiencies by streamlining and centralizing functions, reducing administrative and programmatic redundancies, and consolidating program mission areas into Centers of Excellence;
- Implement a strategic workforce succession plan to ensure mission critical positions are filled; and create hiring opportunities to correct significant competency gaps by creating a number of vacancies at lower grades (GS-7/9/11) to recruit new staff with critical knowledge, skills and abilities to create a higher-performing organization.

OLEM's currently employs 495 permanent employees. Of these, 113 are eligible for voluntary retirement, 134 are eligible for voluntary retirement, and 452 are eligible for voluntary separation payments. OLEM plans to target 227 positions with a maximum of 111 offers. Both the VERA and VSIP opportunities will be offered to staff in targeted series in OLEM. At the employee's discretion, the estimated number of OLEM employees expected to take early retirement is 28 employees (25%). Because OLEM will be restructuring and not eliminating positions, we expect to rehire approximately 111 positions.

OLEM manages the Agency's programs for hazardous waste and underground storage tank management, contaminated site cleanup including federal facilities, Brownfields redevelopment, and accidental releases from oil and chemical facilities.

Under the Resource Conservation and Recovery Act (RCRA), the Office of Resource Conservation and Recovery (ORCR) is primarily responsible for implementing EPA's resource conservation, recovery and waste management goals. ORCR's principal responsibility is to build a national waste management program, implemented through EPA Regional Offices and State Programs. OLEM plans to reshape and realign its waste management program to create a more efficient national program in two areas:

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(1) More efficient oversight of mature state implemented RCRA Subtitle C Permitting, Corrective Action, PCBs and other state implemented programs.

Most states and territories are authorized to implement both the RCRA Hazardous Waste Permitting and Corrective Action (CA) programs. In many cases, the states oversee much of the Permitting and CA work through work sharing agreements with EPA. Today there are more efficient approaches to achieve effective program oversight. Through the use of technology, information, and collaborative problem solving effective oversight can be achieved with fewer personnel resources.

(2) To offset resource reductions in prior years, efficiencies have been gained across the RCRA program due the implementation of a variety of LEAN efforts. These process improvements distill practical lessons learned and experiences contributed by federal, state, and regulated community representatives involved with many aspects of the federal hazardous waste program.

The RCRA program continues to aggressively use LEAN techniques to achieve cost savings and efficiencies. Continued use of the RCRA FIRST toolbox for corrective action and associated tools in the other areas will help EPA regional staff and their partners take advantage of the efficiency and quality gains from more efficient approaches. These tools include how-to-guides, process flow maps, and tools and templates to make it easier to complete different parts of the RCRA program. Project teams can tailor the resources to efficiently meet each region or state's specific needs.

Under the contaminated site cleanup program, OLEM proposes focusing efforts on addressing risk and on economic redevelopment possibilities, while suspending work on sites or portions of sites that are low risk and have low potential for redevelopment. This will result in a streamlined organization.

Site assessment involves gathering historical and other available information about site conditions to evaluate whether the site poses a threat to human health and the environment and/or whether further investigation is needed. The preliminary assessment helps identify sites that may need immediate or short-term response actions.

The site characterization phase determines the nature and extent of contamination at the site, tests whether certain technologies are capable of treating the contamination, and evaluates the cost and performance of technologies to clean up the site. EPA begins its outreach and community involvement efforts concurrently with the site characterization phase as well as during the response decision process. Community Involvement Coordinators (CIC) work with community members throughout the cleanup process. On-Scene Coordinators and Remedial Project Managers also have significant roles along with input from hydrogeologists, toxicologists and ecological risk assessors and grants/project officers that administer cooperative agreements to states for their participation in the process.

OLEM proposes prioritizing cleanup work based on reducing risk and other factors at sites, including but not limited to sites that are good candidates for reuse. Therefore, we will continue to implement all phases of the response program to find future high risk/high redevelopment potential projects to add to the National Priorities List or to conduct removal actions. This will require careful allocation of resources to the completion of the other phases of the process, such as Record of Decision (RODs), and Remedial Design and Remedial Actions to achieve completion of site cleanups through fund-lead or enforcement-lead work. This may reduce the need for technical positions as well as administrative staff and will lead to program efficiencies and/or streamlined program operations, including the implementation of cross discipline expertise, consolidation of organizational elements, and the introduction of entirely new competencies to better meet program goals.

VERA/VSIP Budget Summary

Region or Program Office: **The Office of Land and Emergency Management (OLEM)**

Table A – Direct Costs for VERA/VSIP			
Total VSIP Amount	**Max # of V/V Offers**	**Annual Leave Payout**	**Total**
A	***B***	***C***	***A x B***
$25,000	111		**$2,775,000**
Hourly rate based on the average grade and step of the targeted pool			***AxBxC***
$65.43	111	240	**$1,743,055**
Total Maximum Direct Costs			**$4,518,055**

Table B – Estimated Savings for FY 2018 through FY 2019			
	FY-17 OP Plan	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	**$ 82,364,000.00**	$63,776.00	$62,725.00
B. VERA/ VSIP Payout Cost	$ 2,775,000.00		
C. Leave Payout Cost	$ 1,743,055.00		
D. Post VERA/VSIP Annual Payroll Cost	$ 86,882,055.00		
E. Payroll for # New Hires	$ 7,755,503.40		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$ 79,126,551.60		
G. Pre-VERA/VSIP Annual WCF Cost	$ 3,465,000.00		
H. Post VERA/VSIP Annual WCF Cost	$ 2,688,000.00		
I. WCF for # New Hires	$ 777,000.00		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$ -		
Projected Savings with VERA/VSIP (F + J)	**$ 79,126,551.60**		

Notes:

* Payroll saving calculations for direct costs and estimated savings are based on GS-13, Step 5 in Washington, D.C. annual salary as of January 2017 is $107,435 or $51.48 per hour, with an additional 27.10% increase to hourly figures to account for benefits, hourly amount which equals to $65.43 or $136,549.88 annually.

**Working Capital Fund costs are based on an annual rate of $7,000 per position per year for computer, telephone, and internet access. Cost for 70 positions for one year is ($7,000 x 111 = $770,000).

	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
OARM	702	121	164	643
OAR	1155	184	271	1002
OCFO	315	51	83	283
OECA	730	176	164	686
OIG	276	44	58	251
OITA	74	12	19	70
AO	730	76	80	311
OEI	348	71	81	312
OGC	234	37	51	183
OLEM	495	113	134	451
ORD	1794	427	324	1463
OCSPP	1147	203	225	876
OW	602	103	94	502
REGION 1	568	137	201	521
REGION 2	785	205	238	726
REGION 3	828	199	217	722
REGION 4	914	166	297	823
REGION 5	1086	258	309	978
REGION 6	748	227	166	669
REGION 7	522	75	112	444
REGION 8	529	98	127	491
REGION 9	741	145	208	677
REGION 10	548	108	124	501
EPA	**15871**	**3236**	**3747**	**13585**

VSIP

When an agency has received approval from OPM to offer VSIPs, any employee (as defined in 5 U.S.C. 2105) who meets these general eligibility requirements may receive an offer. The employee must:

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer; and
5. Not be included in any of the ineligibility categories listed below.

Employees in the following categories are not eligible for a VSIP:

1. Are reemployed annuitants;
2. Have a disability such that the individual is or would be eligible for disability retirement;
3. Have received a decision notice of involuntary separation for misconduct or poor performance;
4. Previously received any VSIP from the Federal Government;
5. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
6. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid; and
7. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

VERA

To be eligible to retire under VERA, an employee must:

(1) Meet the VERA minimum age and service requirements (i.e., the employee has completed at least 20 years of creditable service and is at least age 50, or has completed at least 25 years of creditable service regardless of age);

The minimum age and service requirements are set by statute in 5 U.S.C. 8336(d)(2) for CSRS employees, and in 5 U.S.C. 8414(b)(1) for FERS employees. OPM has no authority to waive either the minimum age or service requirement for VERA eligibility.

(2) Have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA;

(3) Hold a position that is not a time-limited appointment;

(4) Have not received a final removal decision based upon misconduct, or unacceptable performance;

(5) Hold a position covered by the agency's VERA; and

(6) Retire under the VERA option during the agency's VERA window.

OLEM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
ARLINGTON,VIRGINIA	**269**	**65**	**71**	**234**														
1035-Public Affairs	4			4										0				
110-Economist	9		1	3					2		1			3	2	2		
1301-General Physical Science	35	11	7	32					8	9	4			21	9	9		
1320-Chemistry	5	1	2	4						1				1	1	1		
1350-Geology	2	1		2					2					2	1	1		
2210-Information Technology Management	13	1	3	12					2	2	1			5	3	3		
28-Environmental Protection Specialist	74	19	25	71					16	14	14			44	15	15		
301-Miscellaneous Administration and Program	3	2	1	3					2		1			3	2	2		
303-Miscellaneous Clerk and Assistant	2	2		2			2							2	2	2		
318-Secretary	1			1		1								1	1	1		
340-Program Management	9	3	5	8								1		1	1	1		
343-Management and Program Analysis	64	17	16	59					21	11	8			40	11	11		
344-Management and Program Clerical and Assistance	2		1	2										0				
401-General Natural Resources Management and Biological Sciences	7			1										0				
415-Toxicology	1													0				
601-General Health Science	5	1	1	4						2	1			3	1	1		
819-Environmental Engineering	22	4	6	18					6	1	2			9	2	2		
881-Petroleum Engineering	1	1		1					1					1	1	1		
893-Chemical Engineering	10	2	3	7					5	1	1			7	2	2		
ATHENS,GEORGIA	**1**	**1**		**1**														
1301-General Physical Science	1	1		1										0				
BOSTON,MASSACHUSETTS	**3**	**1**		**3**														
28-Environmental Protection Specialist	2	1		2							1			1	1	1		
819-Environmental Engineering	1			1					1					1	1	1		
CINCINNATI,OHIO	**7**	**3**	**2**	**7**														
1301-General Physical Science	2	1		2										0				
1306-Health Physics	2	1	1	2										0				
28-Environmental Protection Specialist	1		1	1										0				
401-General Natural Resources Management and Biological Sciences	1	1		1							1			1	1	1		
819-Environmental Engineering	1			1										0				
DENVER,COLORADO	**1**			**1**														
819-Environmental Engineering	1			1										0				
DURHAM,NORTH CAROLINA	**4**	**1**		**4**														
1320-Chemistry	1	1		1										0				
343-Management and Program Analysis	1			1										0				
830-Mechanical Engineering	1			1										0				
893-Chemical Engineering	1			1										0				
EDISON,NEW JERSEY	**20**	**7**	**2**	**17**														
1301-General Physical Science	12	4	1	10						1	1			2	2	2		
1320-Chemistry	4	2		3							1			1	1	1		
343-Management and Program Analysis	2	1		2					1					1	1	1		
401-General Natural Resources Management and Biological Sciences	1		1	1										0				
819-Environmental Engineering	1			1										0				
ERLANGER,KENTUCKY	**1**			**1**														
343-Management and Program Analysis	1			1										0				
FRANKFURT,GERMANY	**1**			**1**														
1301-General Physical Science	1			1					1					1	1	1		

KANSAS CITY,KANSAS	1			1														
1320-Chemistry	1			1										0				
LAS VEGAS,NEVADA	11	2	2	9														
1301-General Physical Science	7	1	1	5						1				1	1	1		
1320-Chemistry	1			1										0				
343-Management and Program Analysis	1	1		1										0				
690-Industrial Hygiene	1			1										0				
819-Environmental Engineering	1		1	1										0				
LENEXA,KANSAS	2	1	1	2														
1301-General Physical Science	1		1	1						1				1	1	1		
801-General Engineering	1	1		1						1				1	1	1		
NORFOLK,VIRGINIA	1			1														
1301-General Physical Science	1			1										0				
WASHINGTON,DC	173	32	56	170														
1035-Public Affairs	1			1										0				
110-Economist	1													0				
1301-General Physical Science	13	1	3	13					2	3				5	3	3		
1320-Chemistry	1	1		1							1			1	1	1		
2210-Information Technology Management	4		4	4										0				
28-Environmental Protection Specialist	46	3	15	46					4	3	9			16	8	8		
301-Miscellaneous Administration and Program	6	2	3	6				1	1		1			3	2	2		
318-Secretary	2		1	2			1							1	1	1		
340-Program Management	4		2	4										0				
343-Management and Program Analysis	76	20	23	75			1	1	17	12	8			39	24	24		
401-General Natural Resources Management and Biological Sciences	3			2										0				
415-Toxicology	2		1	2						1	1			2	1	1		
560-Budget Analysis	1	1		1					1					1	1	1		
601-General Health Science	1		1	1					1					1	1	1		
819-Environmental Engineering	3	1	1	3						1	1			2	2	2		
893-Chemical Engineering	6	1	1	6					1		1			2	2	2		
ADD SERIES	3	2	1	3										0				
Grand Total	**495**	**113**	**134**	**452**	0	1	4	2	95	65	59	1	0	227	111	111		

OEM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**64**	**13**	**15**	**64**														
BOSTON,MASSACHUSETTS	2	1	0	2														
CMAD																		
28-Environmental Protection Specialist											1			1	1	1		
CINCINNATI,OHIO	3	1	2	3														
CMAD																		
401-General Natural Resources Management and Biological Sciences											1			1	1	1		
DURHAM,NORTH CAROLINA	3	0	0	3														
CMAD																		
None																		
EDISON,NEW JERSEY	1	1	0	1														
CMAD																		
1320-Chemistry											1			1	1	1		
ERLANGER,KENTUCKY	1	0	0	1														
CMAD																		
None																		
KANSAS CITY,KANSAS																		
CMAD	1	0	0	1														
None																		
LENEXA,KANSAS	2	1	1	2														
CMAD																		
1301-General Physical Science										1				1	1	1		
801-General Engineering										1				1	1	1		
WASHINGTON,DC	51	9	12	51														
IO																		
343-Management and Program Analysis										1				1	1	1		
RMD																		
343-Management and Program Analysis									2	1				3	3	3		

RID																		
28-Environmental Protection Specialist											2			2	2	2		
893-Chemical Engineering									1		1			2	2	2		
PROD																		
28-Environmental Protection Specialist											2			2	2	2		
343-Management and Program Analysis									2					2	2	2		
601-General Health Science									1					1	1	1		
CMAD																		
1320-Chemistry											1			1	1	1		
	64	**13**	**15**	**64**	**0**	**0**	**0**	**0**	**6**	**4**	**9**	**0**	**0**	**19**	**19**	**19**	**0**	

ORCR	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**159**	**44**	**38**	**138**														
ARLINGTON,VIRGINIA	**157**	**44**	**38**	**136**														
110-Economist									2		1			3	2	2		
1301-General Physical Science									8	4	1			13	6	6		
1320-Chemistry										1				1	1	1		
1350-Geology									2					2	1	1		
2210-Information Technology Management									2	2	1			5	3	3		
28-Environmental Protection Specialist									16	13	8			37	12	12		
301-Miscellaneous Administration and Program									2		1			3	2	2		
303-Miscellaneous Clerk and Assistant							2							2	2	2		
343-Management and Program Analysis									15	7	4			26	4	4		
601-General Health Science									0	2	1			3	1	1		
819-Environmental Engineering									6	1	2			9	2	2		
881-Petroleum Engineering									1					1	1	1		
893-Chemical Engineering									5	1	1			7	2	2		
BOSTON,MASSACHUSETTS	**1**			**1**														
819-Environmental Engineering									1					1	1	1		
FRANKFURT,GERMANY	**1**			**1**														
1301-General Physical Science									1					1	1	1		
VERA/VSIP Total		**0**	**0**	**0**	**0**	**0**	**2**	**0**	**61**	**31**	**20**	**0**	**0**	**114**	**41**	**41**	**0**	

OUST	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**25**	**6**	**11**	**25**														
WASHINGTON,DC																		
1301-General Physical Science		1	1	2					2					2	2	2		
28-Environmental Protection Specialist		2	5	10					3	3	5			11	3	3		
343-Management and Program Analysis		3	4	12			1		6	2	2			11	3	3		
VERA/VSIP Total		**6**	**10**	**24**	**0**	**0**	**1**	**0**	**11**	**5**	**7**	**0**	**0**	**24**	**8**	**8**	**0**	

OPM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**28**	**9**	**10**	**28**														
WASHINGTON,DC																		
301-Miscellaneous Administration and Program		1		2				1	1					2	1	1		
343-Management and Program Analysis		5	3	12				1	3	4	4			12	5	5		
415-Toxicology			1	2						1	1			2	1	1		
560-Budget Analysis		1		1					1					1	1	1		
VERA/VSIP Total		**7**	**4**	**17**	**0**	**0**	**0**	**2**	**5**	**5**	**5**	**0**	**0**	**17**	**8**	**8**	**0**	

FFRRO	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**13**	**2**	**3**	**13**														
WASHINGTON,DC																		
1301-General Physical Science	3	0	0	3						3				3	1	1	0	
318-Secretary	1	0	1	1			1							1	1	1	0	
343-Management and Program Analysis	2	1	1	2					1	1				2	2	2	0	
819-Environmental Engineering	2	1	1	2						1	1			2	2	2	0	
VERA/VSIP Total		**2**	**3**	**8**	**0**	**0**	**1**	**0**	**1**	**5**	**1**	**0**	**0**	**8**	**6**	**6**	**0**	

OCPA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**13**	**2**	**5**	12														
WASHINGTON,DC																		
301-Miscellaneous Administration and Program			1	1							1			1	1	1		
343-Management and Program Analysis		1		1						1				1	1	1		
Grand Total		**1**	**1**	**2**	**0**	**0**	**0**	**0**	**0**	**1**	**1**	**0**	**0**	**2**	**2**	**2**	**0**	

OMIS	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**8**	**1**	**5**	**8**														
WASHINGTON,DC																		
343-Management and Program Analysis		1		1					1					1	1	1		
VERA/VSIP Total		**1**	**0**	**1**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**1**	**1**	**1**	**0**	

OBLR	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**19**	**1**	**6**	**18**														
WASHINGTON,DC																		
28-Environmental Protection Specialist	1		1						1					1	1	1		
343-Management and Program Analysis	5	1	4						2	1	2			5	5	5		
VERA/VSIP Total	**6**	**1**	**5**	**0**	**0**	**0**	**0**	**0**	**3**	**1**	**2**	**0**	**0**	**6**	**6**	**6**	**0**	

OLEM IO	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**7**	**2**	**3**	**7**														
WASHINGTON,DC																		
343-Management and Program Analysis		1		1						1				1	1	1		
VERA/VSIP Total		**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**1**	**1**	**1**	**0**	

OSRTI	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**153**	**32**	**39**	**135**														
ARLINGTON,VIRGINIA																		
1301-General Physical Science	20	5	5	20						5	3			8	3	3		
1320-Chemistry	2		1	2														
2210-Information Technology Management	5		1	5														
28-Environmental Protection Specialist	28	3	12	26						1	6			7	3	3		
301-Miscellaneous Administration and Program																		
318-Secretary	1			1		1								1	1	1		
340-Program Management	4	1	3	4								1		1	1	1		
343-Management and Program Analysis	36	8	8	31					6	4	4			14	7	7		
344-Management and Program Clerical and Assistance	2		1	2														
401-General Natural Resources Management and Biological Sciences	3			1														
415-Toxicology	1																	
601-General Health Science	2			1														
819-Environmental Engineering	9	3	4	8														
893-Chemical Engineering	1																	
ATHENS,GEORGIA																		
1301-General Physical Science	1	1		1														
CINCINNATI,OHIO																		
1301-General Physical Science	2	1		2														
1306-Health Physics	1	1		1														
DENVER,COLORADO																		
819-Environmental Engineering	1			1														
DURHAM,NORTH CAROLINA																		
1320-Chemistry	1	1		1														
EDISON,NEW JERSEY																		
1301-General Physical Science	12	4	1	10						1	1			2	2	2		
1320-Chemistry	3	1		2														

343-Management and Program Analysis	2	1		2					1					1	1	1		
401-General Natural Resources Management and Biological Sciences	1		1	1														
819-Environmental Engineering	1			1														
LAS VEGAS,NEVADA																		
1301-General Physical Science	7	1	1	5						1				1	1	1		
1320-Chemistry	1			1														
343-Management and Program Analysis	1	1		1														
690-Industrial Hygiene	1			1														
819-Environmental Engineering	1		1	1														
NORFOLK,VIRGINIA																		
1301-General Physical Science	1			1														
WASHINGTON,DC																		
1301-General Physical Science																		
343-Management and Program Analysis	2			2														
ADD SERIES																		
VERA/VSIP Total		**32**	**39**	**135**	**0**	**1**	**0**	**0**	**7**	**12**	**14**	**1**	**0**	**35**	**19**	**19**	**0**	

OSRTI/IO	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**4**	**2**	**2**	**4**														
ARLINGTON,VIRGINIA																		
28-Environmental Protection Specialist	2	1	1	2						1	1			2	1	1		
340-Program Management	2	1	1	2														
VERA/VSIP Total	**4**	**2**	**2**	**4**	**0**	**0**	**0**	**0**	**0**	**1**	**1**	**0**	**0**	**2**	**1**	**1**		

OSRTI/ARD	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**49**	**10**	**16**	**43**														
ARLINGTON,VIRGINIA																		
1301-General Physical Science	14	5	4	14						5	3			8	3	3		
1320-Chemistry																		
2210-Information Technology Management																		
28-Environmental Protection Specialist	19	2	8	17							5			5	2	2		
301-Miscellaneous Administration and Program																		
343-Management and Program Analysis	1	1		1							1			1	1	1		
344-Management and Program Clerical and Assistance	1		1	1														
401-General Natural Resources Management and Biological Sciences	2			1														
415-Toxicology	1																	
601-General Health Science	2			1														
819-Environmental Engineering	6	2	3	5														
893-Chemical Engineering																		
DENVER,COLORADO																		
819-Environmental Engineering	1			1														
NORFOLK,VIRGINIA																		
1301-General Physical Science	1			1														
WASHINGTON,DC																		
343-Management and Program Analysis	1			1														
VERA/VSIP Total	**43**	**10**	**16**	**43**	**0**	**0**	**0**	**0**	**0**	**5**	**9**	**0**	**0**	**14**	**6**	**6**	**0**	

OSRTI/RMD	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**41**	**4**	**9**	**36**														
ARLINGTON,VIRGINIA																		
2210-Information Technology Management	4		1	4														
28-Environmental Protection Specialist	3			3														
318-Secretary	1			1		1								1	1	1		
340-Program Management	1		1	1														
343-Management and Program Analysis	31	4	7	26					5	1	2			8	4	4		(L.Thomas incl)
344-Management and Program Clerical and Assistance	1			1														
VERA/VSIP Total		**4**	**9**	**36**	**0**	**1**	**0**	**0**	**5**	**1**	**2**	**0**	**0**	**9**	**5**	**5**	**0**	

OSRTI/TIFSD	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
TOTAL EMPLOYEES	**59**	**16**	**12**	**52**														
ARLINGTON,VIRGINIA																		
1301-General Physical Science	6		1	6														
1320-Chemistry	2		1	2														
2210-Information Technology Management	1			1														
28-Environmental Protection Specialist	4		3	4														
340-Program Management	1		1	1								1		1	1	1		
343-Management and Program Analysis	4	3	1	4					1	3	1			5	2	2		
401-General Natural Resources Management and Biological Sciences	1																	
819-Environmental Engineering	3	1	1	3														
893-Chemical Engineering	1																	
CINCINNATI,OHIO																		
1301-General Physical Science	2	1		2														
1306-Health Physics	1	1		1														
DURHAM,NORTH CAROLINA																		
1320-Chemistry	1	1		1														
EDISON,NEW JERSEY																		
1301-General Physical Science	12	4	1	10						1	1			2	2	2		
1320-Chemistry	3	1		2														
343-Management and Program Analysis	2	1		2					1					1	1	1		
401-General Natural Resources Management and Biological Sciences	1		1	1														
819-Environmental Engineering	1			1														
LAS VEGAS,NEVADA																		
1301-General Physical Science	7	1	1	5						1				1	1	1		
1320-Chemistry	1			1														
343-Management and Program Analysis	1	1		1														
690-Industrial Hygiene	1			1														
819-Environmental Engineering	1		1	1														
ATHENS, GEORGIA																		
1301-General Physical Science	1	1		1														
WASHINGTON,DC																		
343-Management and Program Analysis	1			1														
VERA/VSIP Total	**59**	**16**	**12**	**52**					**2**	**5**	**2**	**1**		**10**	**7**	**7**		

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Insert Name
Insert Title (Assistant or Regional Administrator)

TO: All Insert Region or AAship Employees

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VSIP/VERA opportunities to a limited number of EPA employees.

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me. The letter will provide specifics on the application process; please be aware the application period opens on July 12, 2017 and closes at 11:59 p.m. Eastern time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to apply and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact {Insert RHRO or PMO} with any questions you may have about VERA/VSIP.

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Insert Name
Insert Title (Assistant or Regional Administrator)

TO: All Insert Region or AAship Employees

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VSIP/VERA opportunities to a limited number of EPA employees.

Employees whose position is in the VERA/VSIP pool, will be receiving a separate letter from me. The letter will provide specifics on the application process; please be aware the application period opens on July 12, 2017 and closes at 11:59 p.m. Eastern time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to apply and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact {Insert RHRO or PMO} with any questions you may have about VERA/VSIP.

Insert Date

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Insert Name
Insert Title (Assistant or Regional Administrator)

TO: All Insert Region or AAship Employees

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VSIP/VERA opportunities to a limited number of EPA employees.

In accordance with related laws and regulations, the agency identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP. The total number of VSIPs offered agencywide will be .

Employees whose position is in the VERA/VSIP pool, will be receiving a letter from me no later than July ___. The letter will provide specifics on the application process, important deadlines and details on upcoming retirement seminars. The application period opens on July 12, 2017 and closes at 11:59 p.m. Eastern time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to apply and no one is required to accept an offer. Employees are urged to carefully consider the information provided and personal situation prior to deciding. Good luck to those who decide to pursue this opportunity.

OARM	OARM Office/Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
ATLANTA,GEORGIA		**2**	**2**		**2**														
1801-General Inspection, Investigation, and Compliance		1	1		1														
905-General Attorney		1	1		1														
BOSTON,MASSACHUSETTS		**1**			**1**														
343-Management and Program Analysis		1			1														
CHICAGO,ILLINOIS		**1**			**1**														
905-General Attorney		1			1														
CINCINNATI,OHIO		**68**	**9**	**21**	**65**														
1102-Contracting		2			1														
1301-General Physical Science		1		1	1														
1410-Librarian		1			1														
1654-Printing Services		1	1		1														
	OARM-Cincinnati									1									
18-Safety and Occupational Health Management		2		2	2														
2010-Inventory Management		1			1														
201-Human Resources Management		29	4	10	28														
203-Human Resources Assistance		2			2														
2210-Information Technology Management		6		2	5														
318-Secretary		2	1		2														
	OARM-Cincinnati							1											
340-Program Management		1			1														
343-Management and Program Analysis		12	3	3	12														
	OARM-Cincinnati (Records Management)									1									
391-Telecommunications		2		1	2														
801-General Engineering		4		1	4														
80-Security Administration		1			1														
830-Mechanical Engineering		1		1	1														
DURHAM,NORTH CAROLINA		**131**	**11**	**19**	**111**														
1102-Contracting		33	4	8	31														
1301-General Physical Science		1																	
1640-Facility Operations Services		6		1	5														
18-Safety and Occupational Health Management		1			1														
2010-Inventory Management		1																	
201-Human Resources Management		55	3	6	44														
	OARM-RTP								1										
203-Human Resources Assistance		5			4														
2210-Information Technology Management		10	1	3	8														
2299-Information Technology Student Trainee		1																	
301-Miscellaneous Administration and Program		2			2														
340-Program Management		3			3														
341-Administrative Officer		1			1														
343-Management and Program Analysis		2	1	1	2														
511-Auditing		1	1		1														
801-General Engineering		1	1		1														
	OARM-RTP										1								
80-Security Administration		1			1														
830-Mechanical Engineering		4			4														
850-Electrical Engineering		2			2														
899-Engineering and Architecture Student Trainee		1			1														

LAS VEGAS,NEVADA		**21**	**2**	**5**	**18**														
201-Human Resources Management		18	2	5	15														
203-Human Resources Assistance		2			2														
318-Secretary		1			1														
MOREHEAD CITY,NORTH CARO		**1**		**1**	**1**														
201-Human Resources Management		1		1	1														
NEW BERN,NORTH CAROLINA		**1**			**1**														
201-Human Resources Management		1			1														
NORWOOD,OHIO		**37**	**4**	**6**	**34**														
1102-Contracting		36	3	6	33														
301-Miscellaneous Administration and Program		1	1		1														
PHILADELPHIA,PENNSYLVANI		**1**			**1**														
905-General Attorney		1			1														
SAN FRANCISCO,CALIFORNIA		**1**			**1**														
343-Management and Program Analysis		1			1														
WASHINGTON,DC		**433**	**93**	**112**	**407**														
1001-General Arts and Information		1		1	1														
	OROM/IO											1							
1102-Contracting (Procurement Analyst)		96	19	24	90														
	OAM									4	13	8							
1103-Industrial Property Management		1			1														
1106-Procurement Clerical and Technician		1	1		1		1												
	OAM																		
1109-Grants Management		22	6	5	22														
	OGD								1		2	1							
1170-Realty		1			1														
1640-Facility Operations Services		2		2	2														
1654-Printing Services		1			1														
1712-Training Instruction		1			1														
	OGD									1									
1750-Instructional Systems		2			1														
1801-General Inspection, Investigation, and Compliance		2		1	2														
18-Safety and Occupational Health Management		3		1	3														
201-Human Resources Management		37	11	8	34														
203-Human Resources Assistance		2	1	1	2														
2101-Transportation Specialist		1																	
2210-Information Technology Management		25	1	9	25														
	OAM									6	2	1							
	OHR									2	1	1							
28-Environmental Protection Specialist		1			1														
301-Miscellaneous Administration and Program		21	7	7	20														
	OROM/AOSD							1											
	OROM/IO								1										
	OROM/RAPD									1									
	OAM							1	1										
	OGD						1		1										
	OHR (Conflict Management)									2	2	1							
303-Miscellaneous Clerk and Assistant		2	2		2														
	OHR						1												
306-Government Information Specialist		3	2	1	3														
	OAM								3										
318-Secretary		2	1	1	2														
	OAM							2											
326-Office Automation Clerical and Assistance		2	1		2														

	OAM						1												
	OHR					1													
340-Program Management		7	2	2	7														
341-Administrative Officer		2		1	2														
	OAM								1										
342-Support Services Administration		11	6	3	11														
	OA								1	8	1								
343-Management and Program Analysis		106	21	24	99														
	OROM/FACMD								1		1								
	OROM/RAPD									1									
	OROM/AOSD											3							
	OAM									1	2								
	OGD											1							
	OHR										13	3							
	OA*								2	2	3	3							
344-Management and Program Clerical and Assistance		1			1														
351-Printing Clerical		1		1	1														
391-Telecommunications		1	1		1														
510-Accounting		4	1	1	4														
	OAM									1	3								
511-Auditing		5	2	2	5														
	OAM								1	3	1	1							
690-Industrial Hygiene		1	1		1														
801-General Engineering		1			1														
804-Fire Protection Engineering		2		1	1														
808-Architecture		5	2		4														
80-Security Administration		18	2	4	17														
810-Civil Engineering		1	1		1														
819-Environmental Engineering		1			1														
830-Mechanical Engineering		4		1	3														
850-Electrical Engineering		1			1														
905-General Attorney		26	2	7	23														
	OROM/FACMD										1								
935-Adminstrative Law Judge		3		2	3														
950-Paralegal Specialist		1		1	1														
#N/A		2		1	2														
Grand Total		**698**	**121**	**164**	**643**														

5/9/2017

OARM	OARM Office/Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
CINCINNATI,OHIO	**Total # All Series:**	**68**	**9**	**21**	**65**			**1**		**2**					**3**				
1654-Printing Services	OARM-Cincinnati	1	1		1					1					1				
318-Secretary	OARM-Cincinnati	2	1		2			1							1				
343-Management and Program Analysis	OARM-Cincinnati (Records Management)	12	3	3	12					1					1				
DURHAM,NORTH CAROLINA	**Total # All Series:**	**131**	**11**	**19**	**111**				**1**		**1**				**2**				
201-Human Resources Management	OARM-RTP	55	3	6	44				1						1				
801-General Engineering	OARM-RTP	1	1		1						1				1				
WASHINGTON,DC	**Total # All Series:**	**433**	**93**	**112**	**407**	1	4	4	14	32	46	23	0	0	124				
1001-General Arts and Information	OROM/IO	1		1	1							1			1				
1102-Procurement Analyst	OAM	96	19	24	90					4	13	8			25				
1106-Procurement Clerical and Technician	OAM	1	1		1		1								1				
1109-Grants Management	OGD	22	6	5	22				1		2	1			4				
1712-Training Instruction	OGD	1			1					1					1				
2210-Information Technology Management		25	1	9	25														
	OAM									6	2	1			9				
	OHR									2	1	1			4				
				Total 2210 Proposed:						**8**	**3**	**2**			**13**				
301-Miscellaneous Administration and Program		21	7	7	20														
	OROM/AOSD									1					1				
	OARM/IO								1						1				
	OROM/RAPD							1	1						2				
	OAM							1	1						2				
	OGD						1		1						2				
	OHR (Conflict and/Info Management Spec)									2	2	1			5				
				Total 301 Proposed:			**1**	**2**	**4**	**3**	**2**	**1**			**13**				
303-Miscellaneous Clerk and Assistant	OHR	2	2		2		1								1				
306-Government Information Specialist	OAM	3	2	1	3				3						3				
318-Secretary	OAM	2	1	1	2			2							2				
326-Office Automation Clerical and Assistance		2	1		2														
	OAM						1								1				
	OHR					1									1				
				Total 326 Proposed:		**1**	**1**								**2**				
341-Administrative Officer	OAM	2		1	2				1						1				
342-Support Services Administration	OA	11	6	3	11				1	8	1				10				
343-Management and Program Analysis		106	21	24	99														
	OROM/FACMD								1		1				2				
	OROM/RAPD									1					1				
	OROM/AOSD											3			3				
	OAM									1	2				3				
	OGD											1			1				
	OHR										14	2			16				
	OA*								2	2	3	3			10				
				Total 343 Proposed:					**3**	**4**	**20**	**9**			**36**				
510-Accounting	OAM	4	1	1	4					1	3				4				

511-Auditing	OAM	5	2	2	5				1	3	1	1			6				
905-General Attorney	OROM/FACMD	26	2	7	23						1				1				
Grand Total		**698**	**121**	**164**	**643**	**1**	**4**	**5**	**15**	**34**	**47**	**23**	**0**	**0**	**129**				

OARM	OARM Office/Division	Grade	Employee Name	Total # of Targeted Positions
CINCINNATI,OHIO	**Total # All Series:**			**3**
1654-Printing Services	OARM-Cincinnati	13		1
318-Secretary	OARM-Cincinnati	9-11		1
343-Management and Program Analysis	OARM-Cincinnati (Records Management)	13		1
DURHAM,NORTH CAROLINA	**Total # All Series:**			**2**
201-Human Resources Management	OARM-RTP	12		1
801-General Engineering	OARM-RTP	14		1
WASHINGTON,DC	**Total # All Series:**			**124**
1001-General Arts and Information	OROM/IO	15		1
1102-Contracting (Procurement Analyst)	OAM	13		25
		13		
		13		
		13		
		14		
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		15		

		15		
1106-Procurement Clerical and Technician	OAM	5-8		1
1109-Grants Management	OGD	12		4
		14		
		14		
		15		
1712-Training Instruction	OGD			1
2210-Information Technology Management	OAM	13		9
		13		
		13		
		13		
		13		
		13		
		14		
		14		
		15		
	OHR	13	WAYNE L.BARBER	4
		13	WILLIAM A .KIRKLAND	
		14	DORIS MARIE ROSARIO-MARTINEZ	
		15	MORRIS (BOBBY) MOORE	
	Total 2210 Proposed:			**13**
301	OROM/AOSD	13		1
	OARM/IO	12		1
	OROM/RAPD	9		2
		12		
	OAM	9		2
		12		
	OGD	8		2
		12		
	OHR (Information Management Specilaist)	13	EDUARDO J. GONZALES	5
	OHR (Information Management Specilaist)	13	NICOLE C. WILLIAMS	
	OHR (Information Management Specilaist)	14	STEPHANIE A.LOVE	
	OHR (Conflict Management)	14	BARBARA J. VINEY	
	OHR (Executive Assistant)	15	DEBORAH W.BEARD	
	Total 301 Proposed:			**13**
303-Miscellaneous Clerk and Assistant	OHR	6	WILLIAM LEW	1
306-Government Information Specialist	OAM	12		3
		12		
		12		

318-Secretary	OAM	9		2
		9		
0326-Office Automation Clerical and Assistance	OAM	7		1
	OHR	4	DEBORAH E. FIELDS	1
	Total 326 Proposed:			**2**
341-Administrative Officer	OAM			
342-Support Services Administration	OA	12		10
		13		
		13		
		13		
		13		
		13		
		13		
		13		
		13		
		14		
343	OROM/FACMD	12		2
		14		
	OROM/RAPD	13		1
	OROM/AOSD	15		3
		15		
		15		
	OAM	13		3
		14		
		14		
	OGD	15		1
	OHR	14	WENDY CHRISTINA BROWN	16
		14	TERRENCE J. JACKSON	
		14	LESTER C. FACEY	
		14	MICHELLE Y. MCCLENDON	
		14	TRACYE A. SMITH-STARCKEY	
		14	PIYACHAT TERRELL	
		14	KENT S. SMITH	
		14	CLAIRE J. MILAM	
		14	MICHAEL NIEVES	
		14	ALAN C. BOGUS	
		14	WAYNE D. WHITE	
		14	EDNA D. MERCADO	
		14	MALISSA T. GRIFFIN	

		14	TANIA ALLEN	
		15	SHARON L. RIDINGS	
		15	KENNETH W. SCHREEFER	
	OA*	12		10
		12		
		13		
		13		
		14		
		14		
		14		
		15		
		15		
		15		
	Total 343 Proposed:			**36**
510-Accounting	OAM	13		4
		14		
		14		
		14		
511-Auditing	OAM	12		6
		13		
		13		
		13		
		14		
		15		
905-General Attorney	OROM/FACMD	14		1
Grand Total				

Workforce Planning Options

OARM considered 2 workforce planning tools: VERA/VSIP and Reduction in Force. Both of these tools require that the agency develop a business case that identifies how the agency will accomplish the reduction. They both require that we identify positions to be eliminated. We looked at an estimated timeline that is aggressive for both processes. From the point that we have clarity of what positions/programs would be targeted/eliminated, a V/V would take a minimum of 4 months and a RIF approximately 10 months. Cost estimates are very difficult without specifics, particularly for a RIF where it is very dependent on an individual's circumstance. However, for comparison purposes, we looked at the cost of reducing by 2600 using both tools (though it is unrealistic to think we can achieve a reduction of 2600 through a V/V because it is voluntary). The V/V estimate is $98M. The RIF estimate is $163M. The V/V estimate is calculated on the high end.

Should we sustain a significant FTE reduction, OARM's recommendation is to proceed with a V/V with the goal of staff departures in a window ending January 1, 2018.

VERA/VSIP

1. 45-60 days
   - Obtain retirement data
   - Estimate costs
   - Develop business case in collaboration with OPM and OMB (i.e., identify positions targeted and explain how agency will meet its mission needs)
   - Notify unions

2. 30-45 days
   OPM approval

3. 30-45 days
   - Notify unions of OPM approved plan
   - Issue employee notifications

4. 60-90 days
   Separations

VERA/VSIP Costs

	Total Cost
2,600 departures—all buyouts (2,600 employees X $25K)	$65M
Annual leave payout* ($52.99/hr X 240 hrs X 2,600 employees)	$33.066M
	$98.066M

*assumes salary for an average grade EPA employee (GS-13 step 6) using DC locality pay; 240 hours as maximum annual leave payout

Considerations

- V/V is voluntary
- Critical positions should not be targeted because we will not be able to rehire for them
- Effort should be position-focused, not employee-focused

Reduction in Force

I. Reduction in Force - *Action Required and Estimated Timeline*

To be prepared to run a Reduction in Force (RIF) the Agency will need to take the following Preliminary actions. Determining the business case (step 6) would happen concurrently with steps 1-5. Note – these are projected estimates only and some steps will run concurrently.

1. Review, validate and update the last 4 years of Performance Ratings to ensure all ratings are accounted for in the Personnel System. Track down and enter all missing summary ratings. This is required to ensure proper allocation of service credit under OPM RIF Regulations for performance.

   Estimated time to complete – 60-90 days

2. Establish and code appropriate Competitive Levels for all EPA employees. This is a complicated task that is required in order to run a RIF. All positions will need to be reviewed and HR staff will have to determine the proper codes to apply to each – based on series, grade and similarity of job qualification requirements.

   Estimated time to complete – 120 days – can run concurrent with validation of PARS documents.

3. Review and Validate Service Computation Dates (SCDs) and E-OPF accuracy. This is necessary to ensure SCDs are accurate and all military buy backs or prior service has been properly credited.

   Estimated time to complete: 180 days – can run concurrent with the above steps.

4. Review and Validate Veteran's Preference codes for all employees to ensure proper credit for veteran status is applied.

   Estimated time to complete – 180 days – can run concurrent with SCD review.

5. Determine employee's adjusted RIF SCD and Review all essential data for each employee

   Estimate Time to complete- 60-90 days – can only be done after 1, 3, and 4 are complete.

6. Identify positions to be abolished in RIF.

   Estimated time – Agency Discretion

7. Establish, review and validate retention registers.

   Estimated time to complete: 45-60 days

8. Proceed with RIF procedures, including notices to employees, bumping and retreating, determine final disposition.

   Estimated Time to Complete – 60 days.

9. Calculate Severance, Benefits and Separation of employees

   Estimated time to complete – 45 days.

Total Timeline to Have Employees off Roles – 300 -330 Days

II. Cost Associated with Running Reduction in Force

Costs*	
Severance Packages - 20 Weeks Pay (Can be up to 52 Weeks Pay)**	$ 143,284,960.00
Leave Payout (150 Hours/Employee)	$ 20,666,100.00
Administrative Cost (25 Employees for 6 Months)**	$ 1,791,062.00
Total	**$ 165,742,122.00**
**All Cost are based on a GS13 Step 6 in the DC Area*	
**The hourly rate includes a 30% increase to account for fringe benefits	

III. Additional Factors and Costs

1. If the Agency wants to change the competitive areas, new competitive areas need to be in place for 90 days before employee notification. For the most part, competitive areas are currently defined as either an NPM or a geographic area.

2. Trickle Down Cost – Employees will have *Bump and Retreat* rights, which will allow more senior employees to potentially displace lower tenured employees at lower grade levels, but lose no pay. This means, in some case you could have a GS-15 performing GS-12 duties, but being compensated at the GS-15 level.

3. In some cases, employees will have appeal rights through MSPB, which could result in years of litigation and potential judicial settlements that will be the responsibility of the Agency.

4. Ultimately, this procedure is not surgical nor strategic. The Agency will have no control on which employees leave the Agency. In most cases the Agency will lose

lower graded personnel that are bringing fresh ideas and new perspective to the Agency.

TALKING POINTS – TOWN HALL MEETINGS ON
VERA/VSIP PLANS
June 2017

- I want to thank everyone for coming today so we can give you an update on the agency's approach and status of early outs and buyouts (VERA/VSIPs).

- As the Acting Deputy Administrator shared with all of you, the agency is seeking approval from the Office of Personnel Management and the Office of Management and Budget to be granted Voluntary Early Retirement Authority and offer Voluntary Separation Incentive Payments to employees.

- The Acting Deputy Administrator had asked all program and regional offices to review their resources and all 22 regions and program offices submitted plans to the office of Human Resources in the Office of Administration and Resources Management. In developing the VERA/VSIP business case, the agency considered multiple factors including:

    - increasing staff to supervisor ratio;
    - consolidating and streamlining programs and functions;
    - restructuring or reducing highly graded supervisory and non-supervisory positions;
    - focusing on core business functions, programmatic and STEM priorities

- The OHR analyzed these plans and prepared one consolidated agency plan.

- On June 16th, the agency submitted its draft plan to OPM and OMB. We are now awaiting formal plan approval which we hope to receive by late June.

- **Insert the focus of your office. If having individual or small group conversations, you can say here that "your position is included in our request to OPM. We will be able to confirm this once our plan is approved by OPM and OMB." Please remember you need to invite the union if bargaining unit employees are involved.**

- For employees in the pool, the process will be similar to how the past VERA/VSIP processes were managed.

- Each employee in the pool will receive a letter outlining the VERA/VSIP application process.

- Remember that applying for a VERA/VSIP is strictly voluntary.

- Interested employees will apply on line for a VERA/VSIP. Their application will be sent to their HR Shared Service Center and they will receive an e-mail confirming their application.

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- The HR SSC will evaluate the eligibility of applicants and notify regional and program offices as each application is received.

- The agency used the selection criteria below in the 2014 and 2015 VERA/VSIPs

    - In the event of more applicants than positions being offered. However, note that these criteria are subject to bargaining with the unions: If the number of applications received exceeds the total number of VSIPs the agency can offer, approvals will be based first on the service computation date used to calculate an employee's leave, then on the entry on duty date for the EPA years of service. If these dates are the same for two EPA eligible employees, then the offer will be granted to the employee who submitted his or her application first.

- We will share other process details with employees as they become available.

- All employees who are taking a VERA/VSIP must be separated from the agency by September 2, 2017. It is critical that separations occur in September, since the Agency has funds set aside this fiscal year.

- If you are considering applying for, or choose to apply for a VERA/VSIP, there are retirement classes and webinars. Retirement counseling is being offered through the HR shared Service Centers.

- If you have any questions about the VERA/VSIP process or want to see the list of retirement trainings that are available, I encourage you to visit the VERA/VSIP intranet site at [HYPERLINK "http://intranet.epa.gov/policy/buyouts/index.htm"] or contact the HRSSC.

- The Agency's decision to apply for and offer VERA/VSIPs was not made lightly. Senior management and others throughout the agency have spent a considerable amount of time looking strategically at ways to better align the agency's workforce with agency goals not only for today, but most importantly, for the future.

- Offering VERA/VSIPs is just one component of a much larger effort to improve the way we work and hopefully improve the workplace experience for our employees.

- I am going to open the floor for your questions, but assure you that most of the details concerning the VERA/VSIP process will be in the letters that will be sent out.

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OARM VERA/VSIP Business Case
One Page Proposal
DRAFT – 5/4/2017

The Office of Administration and Resources Management is requesting approval authority for the use of Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA) to transform its workforce by placing a renewed focus on core business services, eliminating business services with low demand, centralizing internal support in select administrative areas, and reshaping the workforce to optimize~~improve~~ support to the agency.

OARM will focus on the following themes:

- **Restructure highly graded, non-supervisory staff positions** (GS 14 and 15) into lower graded positions that support the skills and competencies needed to meet current and emerging mission and program requirements~~in the future~~.
  - Use vacancies that become available as a result of VSIP/VERA employee separations as placement opportunities for any employees in surplus positions.
  - Rebalance the current structure and recruit at lower grade and career ladder levels.

- **Restructure positions in lower priority business areas** where needs can be met more economically, by leveraging technology, or utilizing other resources, includes the on-site print shop, printing officers, eliminate support of paper based training approval processes, and elimination of embedded attorney services in favor of OGC expertise. These position will be restructured into positions that support core business functions.

- **Restructure general support positions in order to increase emphasis on positions and series directly supporting our core business functions – facility, engineering, contract, grant and human resources management.**
  - Reduce the number of employees in specific occupational series (e.g., a~~A~~utomation clerks, secretaries, procurement analysts, program and management analyst positions).
  - Realign current a~~A~~dministrative specialists and program analysts in order to consolidate internal HR support and budget execution in OARM to achieve efficiency.
  - Restructure positions to recruit candidates having skills required to close current competency gaps.

OARM VERA/VSIP Discussion Take-away

OROM

Division	Series	Grade	#	Outcome
FACMD	0905	14	1	Attorney services duplicative with OGC
FACMD RAPD	0343	12 13	1 1	Work is less transactional - Repurpose position to ensure the right technical and analytical skills are part of the position
FACMD AOSD	0343	14 15	1 3	Restructure positions to lower grades
AOSD RAPD	0301	9 13	1 1	Repurpose position to ensure the right technical and analytical skills are part of the position
IO	1001	15	1	Restructured position to a lower grade

OAM

Series	Grade	#	Outcome
0301	9/12	2	
0306		1	
FOIA Specialists		3	Consolidation of FOIA Efforts
0318		2	
0343 (Management Analyst)		1	
0343 (Program Analyst)		3	
Accountant		4	Accounting work would become embedded in the organization
Auditor		6	Audit work would become embedded in the organization
2210		9	
1102 (Procurement Analyst)	13/14/15	25	Focus on Contracts Specialists
Procurement Technician		1	

OGD

- Discontinue the current recruitment for the GIAMD Division Chief.
- Move forward with the current recruitment for the FISB Division Chief, making the selection under 'special circumstances.' There is an open certificate to make a selection.
- Retain the IT team of RMS because of ongoing development of NGGS and the other functional databases and IT needs requiring dedicated IT support (i.e., NGGS, DataMart, CADS)
- Reassign GS-14 Program Analyst from RMS to Immediate Office of OGD. The functions of the position would remain the same - performance audits (OIG, GAO) and OGD special projects.
- The Compliance Team within the National Policy, Training and Compliance Division (NPTCD) would be dedicated to policy formulation and financial audit resolution activities, rather than compliance monitoring activities.
- Staff from the Competition Advocate's office will be consolidated into NPTCD. A comprehensive analysis of workload and combining part time positions into full time equivalents on the policy and training teams.
- The current incumbent for the Competition Advocate would be reassigned as Sr. Advisor to the IO.
- Realigning budget execution and human resources functions to OROM.

Series	Grade	#	Outcome
1109	12 14 14 15	4	Positions are no longer functioning at the high GS level (e.g., GS-13 or GS-14) or no longer functioning as Grants Specialists (FOIA, Policy Specialist, etc.) Restructure to lower grades.
1712 (Training)	13	1	Work can be absorbed within the organization. Current incumbent would be reassigned to a 0343 Management and Program Analyst Position.
Administrative Assistants: 0301	 12 8	 1 1	Utilize SEE grantees for stop-gap administrative needs.
0343	15	1	

OHR

- Reduce the number of non-supervisory positions for specific occupational series and grade levels (e.g., 8 non-supervisory GS-15s).
- Reduce the number of employees in specific occupational series.
- Consolidate skills and realign employees to meet current and emerging mission and program requirements.
- Restructure positions to address skill/competency gaps and achieve greater workforce balance (grade levels) in the 0201 series (HR Specialist).
- Evaluate positions in training that are form processing centered.

Series	Grade	#	Outcome
0343 (Management and Program Analysts)	14 15	13 5	Reduce the number of higher graded, non-supervisory positions; reshape the workforce to rebalance occupational series and grade levels.
2210 IT Specialist	13 14 15	2 1 1	Reduce the number of surplus positions resulting from change in mission requirements.
0303 General Clerk	06	1	Eliminate obsolete position and restructure/realign work.
0326 Office Automation Clerk	04	1	Eliminate obsolete position and restructure/realign work.
0301 Conflict Management Specialist and Information Management Specialist	13 14 15	2 2 1	Reduce the number of higher graded, non-supervisory positions; reshape the workforce to meet mission and program requirements.

OA

- Outsourcing of in-house printing (currently large contracts on the printing equipment).
- Restructuring of 2210 positions.
- Not targeting professional series or managers.

Series	Grade	#	Outcome
0342 – Support Services Specialist	12 13 14	1 8 1	Reshape the workforce and consolidate skills under the GS-1176 Building Manager Series at lower grades (GS-09/GS-12).
0343	12 13 14 15	10	Reshape current workforce to address competency gaps. Recruit new staff with critical knowledge, skills and abilities in current and new job series to create a higher performing organization.

RTP

Series	Grade	#	Outcome
0801 – General Engineer	14	1	The position will be eliminated and the work absorbed by lower graded engineers. The engineering needs of the organization have changed and there is not sufficient engineering work at this level to sustain the position into the future. The engineering staff will be reshaped and any remaining duties of this position will be absorbed by a lower graded specialist or the Engineering Chief
0201	12	1	This position will be eliminated and the work absorbed by other HR specialists in the organization. The services provided by this position relative to training no longer constitute a full time function at the GS-12 level. The training functions will be absorbed by existing lower graded specialists in the Employee Services Section. Peripheral functions of Worker's Compensation and leave bank/administration will be moved to existing staff in the Management Services Section.

Cincinnati

Series	Grade	#	Outcome
0343 (Records Management Position)	13	1	Position will be restructured to a lower grade and any remaining duties of the original position would be absorbed by existing IRMD staff.
0318	9	1	Position to be restructured in the FMSD Division.
1654 (Printing)	13	1	Position will be restructured to a GS-11/12. The primary role of this position would be restructured/ reinvested with duties relevant to the core mission functions.

OALJ

(1) Information Management Specialist – work could be performed at a lower level, but position is needed.

EAB

Upon review, the Board's assessment is that the current Board organization, structure, and staffing are necessary to meet applicable legal requirements. The Board's functions and positions are not duplicative or interchangeable with other organizations or functions within the Agency.

U.S. Environmental Protection Agency
Request for
Voluntary Early Retirement Authority
and
Voluntary Separation Incentive Payments
for the
Office of Administration and Resources Management

I. Introduction

II. Background

III. Reshaping the Workforce

IV. Budget Neutrality

V. Combined Request for Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA)

Attachments:

1 – Current Organization Chart
2 – New Organization Chart
3 – Targeted Positions and Maximum Offers by Series, Grade, Organization and Function (Support, Programmatic and Supervisory)

U.S. Environmental Protection Agency
Request for
Voluntary Early Retirement Authority
and
Voluntary Separation Incentive Payments
for the
Office of Administration and Resources Management

I. Introduction

In accordance with Section 1313(b) of the Chief Human Capital Officer's Act of 2002, the U.S. Environmental Protection Agency (EPA) is requesting approval authority through January 31, 2015, for the use of Voluntary Early Retirement Authority (VERA/Early-Out) and Voluntary Separation Incentive Payments (VSIP/Buy-Out). The Office of Administration and Resources Management (OARM) will use these authorities to accomplish the following results:

- **Reshape the administrative workforce to reflect changes in programmatic direction, strengthen technical expertise, and reduce administrative support positions.**
- **Reshape the grants management workforce to handle the continual changes in grants regulations.**
- **Reshape the financial auditing section of the Office of Acquisitions Management to assist with the development of Centers of Expertise.**
- **Reshape the human resources workforce to support HR LoB, streamlining of policy development, and increased workload in labor and employee relations.**
- **Reshape the facilities management workforce across OARM to align with a need for more specialty technical skills rather than generalist.**

OARM has 743 permanent employees. The VERA/VSIP plan targets 208 positions: 112 positions in support job series and 96 positions in programmatic series. As noted in section III, targeting decisions were made by senior managers based on the specific mission needs required to reshape and reposition the organization by correcting competency gaps necessary to meet federal and agency mandates. The maximum number of VERA/VSIPs to be offered is **107** as shown in attachment 3. Decisions on which employees may be authorized VERA and VSIP will be based on the employee's permanent official division, position of record, occupational series, and grade level. Decisions about who receives VERA and VSIP will be prioritized based upon the employee's official Service Computation Date-LEAVE; with precedence given to those with the highest years of combined service at the EPA should two or more applicants within a VERA and VSIP eligible category have the same Service Computation Date-LEAVE.

II. Background

The EPA was established in 1970 to protect human health and the environment. The agency's mission was initially delineated in thirteen different environmental statutes which addressed air, water and waste media. Administrative support for all agency programs, employees, and facilities is centralized in a single non-media based organization led by an appointed Assistant

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Administrator. This organization is known as the Office of Administration and Resources Management.

The OARM is made up of offices that include, the Office of Administration (OA), Office of Acquisition Management (OAM), OARM-Cincinnati, OARM-RTP, Office of Diversity, Advisory Committee Management and Outreach (ODACMO), Office of Grants and Debarment (OGD), Office of Human Resources (OHR), and the Office of Policy and Resources Management (OPRM). The OARM's functional responsibilities include management policy, strategic direction, and administrative support for procurement operations, grants operations, facilities management, and human resources management, including diversity inclusion and outreach. OARM's 743 positions are located in Washington, D.C., Cincinnati, Ohio, and Durham, North Carolina.

Over time, the work required of OARM has become less transaction-based and more strategic in partnership with agency-wide goals and priorities. This proposal is intended to transform OARM into a modern, high performing organization through new focus, skills, tools, and technologies. OARM must ensure that its workforce has the right skills and capabilities, efficient and responsive business processes, technical tools and information, and a supportive physical infrastructure to respond effectively to increasingly complex environment problems and solutions. The need to address these disparate challenges in combination with reduced resources compels OARM to look at its internal processes for improvements and efficiencies. OARM plans to use this VERA/VSIP request as a catalyst to ensure success and to better serve the agency.

The Office of Administration (OA) took part in the agency's first round of VERA/VSIP and was able to achieve **twelve (12)** employee separations. While this provided a good start to the OA's plans of reshaping its workforce, the OA would like to use this opportunity to continue and expand its offers increasing the likelihood of success long term.

There are **three (3)** elements that comprise the need for change within OARM. These include:

Transitioning to a More Programmatic Focus

The OARM's current organizational structure was designed to optimize the performance of our traditional operational activities. However, a recent change in focus, emanating from the EPA's FY 2014 – 2018 Strategic Plan, which provides a blueprint for accomplishing the agency's priorities, requires the OARM to realign, reshape, restructure and rebalance. Implementation of this VERA/VSIP request will allow OARM to realign organizational and personnel activities from general support services to essential programmatic functions required for meeting agency strategic goals, as well as new and expanded agency priorities and federal environmental and programmatic mandates.

The agency Strategic Plan includes the following high-level goals:

1. Addressing Climate Change and Improving Air Quality,
2. Protecting America's Waters,
3. Cleaning Up Communities and Advancing Sustainable Development,
4. Ensuring the Safety of Chemicals and Preventing Pollution,

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5. Protecting Human Health and the Environment by Enforcing Laws and Assuring Compliance.

Complementing these goals are four supporting cross-agency strategies which require the OARM to shift emphasis from conducting basic administrative activities to managing agency-level priorities directly related to a more strategic focus on programmatic work. The cross-agency strategies are:

1. Working Toward a Sustainable Future
2. Working to Make a Visible Difference in Communities
3. Launching a New Era of State, Tribal, Local, and International Partnerships
4. Embracing EPA as a High-Performing Organization

OARM must play a central role in establishing EPA as a high performing organization. As such, "Embracing EPA as a High-Performing Organization" is a particularly strong driver of change in OARM. Its dual focus is to 1) develop employees and a supportive work environment and 2) streamline and modernize business processes. In response, OARM is striving to cultivate a highly skilled and diverse workforce and a flexible work environment with tools that enable employees to do their best work. We are developing smarter policies and streamlining the agency's internal business processes through the application of cutting edge business techniques in areas such as grants management, acquisition, and hiring to enhance collaboration, improve efficiency and effectiveness, reduce costs, and provide better customer service to agency partners and the American public.

Other cross-agency strategies focused on healthy communities and sustainability also compel OARM to lead the agency in additional new areas. To support and make a visible difference in healthy communities, OGD is working with agency partners to develop policies and programs that will enhance the delivery of EPA grant resources to communities, OAM is helping the agency work toward a sustainable future by improving EPA's ability to make sustainable purchasing decisions while OA is developing sustainable workplace choices that can be routinely practiced by agency employees. OA is also responding to requirements for further reductions in EPA's environmental footprint by increasing energy efficiency, reducing greenhouse gas emissions, advancing water conservation, and reducing waste. To support these changes in program focus, the OARM must alter its personnel competencies which have not kept pace. There are too many obsolete and high graded support positions and not enough essential analytical and technical skills within the OARM workforce.

A notable example of how EPA's skill mix has not kept pace with evolving requirements and program priorities is found in the necessity for the EPA and OARM's Office of Administration to advance sustainable development, prevent pollution and internally comply with environmental laws in its portfolio of facilities and laboratories. This change in focus is also directed by a multitude of recent federal legislation, executive orders and directives which place stringent demands on the agency for reduced emissions of greenhouse gases, greater conservation, improved resource stewardship and sustainability in its operational activities. While the OARM is responsible for much of the work included in the agency Strategic Sustainability Performance Plan, it does not currently have the necessary technical and professional capabilities and skill mix for full and effective implementation.

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Other changes in program focus emanate from the agency-wide effort to take advantage of new technologies and streamline internal business processes, many of which are managed by offices across OARM. Specifically, as part of our effort to become a high performing organization, OARM is designing and has begun rolling out new systems and business processes to increase efficiency and improve effectiveness in many of our core operational areas. A key example of this work is the integration of EPA's human resources and payroll processing systems to the Interior Business Center. Under its "Centers of Expertise" initiative, OAM is evaluating, refining and reengineering EPA's contracting processes and systems to be more efficient and effective, and better aligned with the agency's mission and goals. OGD will be developing a new, technologically superior grants management system as the agency works to replace the outdated Lotus Notes-based Integrated Grants Management System. OA will be deploying a new property management system to more effectively manage the agency's assets, and is undertaking the long-term roll out of a new space standard across the country which will yield substantial savings in rent as well as reductions in energy use and greenhouse gas emissions.

OARM currently has a collection of obsolete and senior level administrative positions such as management and program specialist (0301) secretary (0318), administrative clerk (0326), program manager (0340), and program and management analyst (0343) positions. These positions need to be transitioned to administrative positions with more analytical skill and technical positions including electrical engineers (0850), environmental engineers (0819), environmental protection specialists (0028), civil engineers (0810), human resources specialists (0201), contract specialists (1102), and grants specialists (1109). The absence of positions with expertise and experience in technical disciplines will make it difficult for the OARM to accomplish the many daunting task that were highlighted above.

The OARM's skill mix deficiencies are severe and can be addressed by the OARM VERA/VSIP proposal to enable EPA to reshape the delivery of its essential services.

The Evolution of Grants Management

The past ten years have seen dramatic changes in the expectations and responsibilities of grants management specialists. This is illustrated by major new requirements issued by OMB related to transparency, improved reporting of spending, and government-wide grant rules, as well as OPM's conversion of grants specialists from the "General Business and Management" 1101 series to a new grants management specialist 1109 occupational series.

The increased complexity of work in the 1109 series demands a new skill set for specialists carrying out policy, training and compliance functions. This includes demonstrated expertise in the following key areas: financial management, auditing and accounting; dispute resolution; statistical sampling; internal controls; interpreting/applying detailed government-wide policies; and the technical ability to navigate sophisticated IT tools for compliance, reporting and training purposes. OGD will use the attrition gained by VERA and VSIP to obtain the skills necessary to manage EPA's multi-billion grants investment in accordance with the highest fiduciary standards.

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With the issuance of OMB Memo 12-02 on Suspension and Debarment, agencies are expected to have dedicated staff with the right skills to aggressively pursue suspension and debarment cases (S&D) cases. One of the major functions of a successful S&D program is to conduct compliance monitoring of administrative agreements with large companies. These agreements contain legally binding terms and conditions requiring companies to follow responsible business practices when receiving federal contracts or grants.

The skills needed by GS-1109 staff to properly oversee these agreements have markedly increased in complexity over the past ten years, with a newfound emphasis on leveraging technology and sophisticated databases to detect fraud and non-compliance. OGD will use the attrition gained by VERA and VSIP to obtain the skills necessary for a vigorous S&D compliance program by obtaining four positions within the 1801 Enforcement and Compliance series.

The Development and Implementation of the OAM's Centers of Expertise and Strategic Sourcing

The Office of Acquisition Management is in the process of developing a new service delivery model known as Centers of Expertise (COE). This model will improve service delivery throughout the agency and standardize operating procedures across the agency's thirteen (13) contracting offices. The COE effort is designed to help the OARM deal with decreased federal resources while the rest of the agency increasingly turns to contract vehicles to meet its core mission. The Centers of Expertise in Contracting study found significant opportunities to save money while increasing the efficiency and effectiveness of the acquisition function at EPA. Developing expertise through alignment of the acquisition staff by commodity or customer will ultimately result in additional cost savings while improving the level of service provided.

In addition to establishing COE, the OAM will be shifting its focus to strategic sourcing. Strategic sourcing involves consolidating agency purchasing around commodities and leveraging the buying power of the agency as a whole rather than by program or region. Based on a preliminary assessment, there is currently an opportunity to save $30M-$60M every year through strategic sourcing if we work collaboratively to take advantage of the identified strategic sourcing opportunities, e.g., cellular service, lab supplies, lab equipment, remediation services, printers, etc. The OAM hopes these tools will prepare the EPA for the procurement challenges of the future while better utilizing existing resources.

III. Reshaping the Workforce

The OARM VERA/VSIP proposal will be used to: realign the workforce from general support services to essential programmatic activities necessary for meeting the agency's strategic goals and expanded federal requirements; correct significant competency gaps by creating a limited number of new positions in some current and some new job series to recruit for necessary skill sets; acquire the skills necessary to respond to new security requirements; restructure, reorganize, and eliminate layering in the organization while reducing the personnel staffing number and needed supervisory requirements; and reduce and rebalance the currently skewed, high-level grade structure by general targeting for separation the GS-13 and above levels, while recruiting

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at generally lower grade and career ladder levels. These actions will allow us to incorporate new and enhance available competencies and concentrate and redistribute duties in fewer staff according to complexity and grade requirements, ultimately reshaping the workforce, right-sizing the OARM, saving significant personnel costs, and improving overall organizational productivity and performance. The tables in Attachment 3 compare the targeted positions with the positions that will be recruited to address the skill gaps described below. The tables reflect the full performance level (FPL) of each position and the OARM will look to hire at the entry level where possible.

- **Realign organizational and personnel activities from general support services to essential programmatic functions required for meeting agency strategic goals, as well as new and expanded agency priorities and federal environmental and programmatic mandates.**

The OARM Immediate Office and Office of Policy and Resources Management is realigning its organizational structure to place greater programmatic focus on priority areas and achieve a better distribution of budgetary and staffing resources, thereby resulting in enhanced operational efficiencies. Attachment 1 shows the current organization chart and attachment 2 shows the new organization chart.

The OARM's plan is to reshape its workforce competencies by transitioning from obsolete administrative positions to more analytical administrative positions and acquiring much-needed technical skills in programmatic positions. The targeted positions and resulting separations will create a limited number of new position vacancies.

- 4 positions in the 0301 General Administrative series at the GS-13, GS-12, and GS-11 levels with a maximum of 4 offers
- 1 position in the 0318 Secretarial series at the GS-09 level with a maximum of 1 offer
- 1 position in the 0341 Administrative Officer series at the GS-12 level with a maximum of 1 offer
- 5 positions in the 0343 Program Analyst series at the GS-15 and GS-12 levels with a maximum of 5 offers
- 1 position (located in RTP) in the 2210 IT Specialist series at the GS-13 level with a maximum of 1 offer

The OARM will transition these obsolete series to more general analytical and technical series to assist in the development of much needed policies for the organization support the organization's more technical functions. The majority of these positions are located in the organization's front office and staff offices. There will also be four (4) positions hired in the IT series to address much needed skill gaps in IT security. The IT positions will be filled by applicants with IT security experience rather than the software and hardware support experience of the OARM's current staff. The OARM will plan to rehire the following positions to meet these needs.

- 1 position in the 0303 Administrative Analyst series with an FPL of GS-07
- 10 positions in the 0343 Analyst series with an FPL of GS-12, 13, and 14
- 4 positions in the 2210 IT Specialist series with an FPL of GS-12 and 13

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- **The Office of Grants and Debarment (OGD) is reshaping its workforce to face the changing landscape of federal grants administration**

As stated above, the OGD is facing an evolution in grants management driven by changes in OMB guidelines as well as federal statutes. This change has challenged the OGD to look internally in how it delivers service and address skill gaps. This VERA/VSIP package provides the OGD with the tool it needs to address some of these skill gaps. The OGD will target the following positions:

- 1 position within the 303 general support series with a maximum of 1 offer
- 26 positions with the 1109 technical series with a maximum of 7 offers

The eight (8) offered positions will be restructured. Specifically, the OGD will seek to fill the eight positions at a lower grade since the work no longer requires the higher level 1109 work. They will also repurpose positions to handle grants compliance issues and management of their IT systems.

- 2 positions within the 0343 series to perform compliance functions with an FPL of GS-12
- 4 positions within the 1801 enforcement and compliance series with an FPL of GS-12
- 1 position within the 0510 accountant series with an FPL of GS-12
- 1 position within the 2210 IT specialist series with an FPL of GS-12

- **The Office of Acquisition Management (OAM) is reshaping its workforce to prepare for a move to *Centers of Expertise* and more fully leverage strategic sourcing.**

The Office of Acquisition Management will be utilizing VERA/VSIP to reshape the acquisition workforce in support of the organization's reorganization efforts. Under the reorganization, OAM will be increasing emphasis on strategic sourcing, strategic planning, and workload and workforce planning. In addition, OAM will be realigning its operational components around the supplies and services being acquired or the mission for which those supplies or services are being acquired in order to enhance the skills of OAM's acquisition workforce through more specialized knowledge and experience. In order to achieve the desired end state, OAM will be eliminating the designated 1102 positions vacated via the VERA/VSIP and any positions that are filled must have the following core competencies:

- Knowledge of commodity management, spend analytics, federal acquisition regulations/policies/procedures
- Skill in analyzing market trends, performing spend analyses, establishing baseline spending levels
- Ability to facilitate integrated project teams, establish and monitor performance metrics related to items which have been strategically sourced, and conduct extensive change management activities.

- 25 positions within 6 general support series with a maximum of 8 offers
- 28 positions within 3 technical series with a maximum of 13 offers

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The OAM hopes to use the VERA/VSIP as a means to reduce the number of positions and refocus from *Procurement Analyst* to more technical *Contract Specialist* as well as the more business focused 1101 series.

- 6 *1102 Contracts Specialist with* an FPL of GS-12
- 3 *1101 General Business Analyst* with an FPL of GS-13

- **The Office of Human Resources (OHR) and the Human Resources Shared Service Centers located in Cincinnati, OH and Durham, NC are reshaping their workforces as result of our migration to the Shared Service Center model and the objective of becoming and supporting a high performing organization.**

In 2008, the agency transitioned to a Shared Service Center model, standing up three geographically separate SSCs that were located outside of the EPA's Washington, DC, headquarters offices. At that time, VERA/VSIP authority was obtained and offered to the many HR specialists physically located in our Washington, DC headquarters offices. Unfortunately, few employees were in a position to accept a VERA or VSIP offer and only one headquarters employee agreed to relocate to one of the SSCs. The preponderance of employees remaining at headquarters were absorbed across multiple OHR divisions and through the organization's best efforts were assigned duties encompassing HR advisory services including classification/compensation, training, information systems and policy development. As OHR continues its transition towards a human capital/strategic partner model, even greater demand for analytic skills and strategic consultative abilities are required so that the organization may successfully advise and guide its senior management as well as program and regional office customers on more complex human capital focus areas including skills optimization, workforce planning, performance culture development and labor/employee relations advisory services.

To facilitate the foregoing maturation process, OHR is in the process of completing a comprehensive reorganization that will consolidate related functions within specific divisions, accelerating collaboration and connectivity of human capital areas. OHR's reorganization will combine HR policy, training/talent management, recruitment and workforce planning under one large division. Other divisions will absorb and combine remaining functions. This effort will promote stronger partnerships and build greater strategic capacity as the organization fully realizes the synergies and connections of its related functions. OHR will also require the use of VERA/VSIP authorities as we mature and restructure existing positions to obtain the skills and competencies required to be a high performing, strategic partner for all areas of human capital. Some of the desired skills and competencies, not always present in the current OHR headquarters workforce, include strong oral and written communications skills, strategic consulting ability, and strategic thinking.

In the Washington, DC headquarters HR organization, the model for employee performance is that of a consultant and strategic partner for EPA program and regional offices. This model is consistent with OPM's maturation model and reflects EPA's vision for achieving the agency's cross-cutting strategic plan objective of becoming a high performing organization. OHR is identifying 26 headquarters positions viewed as transaction focused to ensure the organization

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can develop staff performing in an HR advisory role. The proposed change will allow OHR to meet agency expectations for a more advisory-oriented human resources organization. The proposal will target 21 general support positions with 12 offers to address this deficiency.

Washington, DC

- 21 positions within 6 general support series with a maximum of 12 offers
- 1 position with the 201 technical series with a maximum of 1 offer

The OHR will repurpose these positions to more programmatic policy and labor and employee relations (LER) focused in order to address the current skills gaps. This will allow OHR to better act as the Agency's national program manager for HR policy, LER, and chief advisor on HR issues. The OHR plans to address these needs with the following hires:

- 8 positions in the 0201 HR Specialist series with an FPL of GS-12 and 14
- 2 positions in the 0905 Attorney Advisor series with an FPL of GS-14
- 3 positions in the 1750 Instructional System Specialist Series with an FPL of GS-14

Cincinnati, OH

- 1 position within the 0201 series with a maximum of 1 offer

In Cincinnati, the position provides training support to local EPA-Cincinnati employees/managers and position classification support to the HRSSC. Upon removal of the Training Officer role, which has evolved from hands on training and development to one of review and approval of training requests, other duties in the position description do not support a full time workload or the classification of a GS-14. Human Resource Specialists in the HRSSC performing classification duties have a full performance level of GS-12 unless they have Team Lead responsibilities. A senior level specialist is no longer needed and the HRSSC will look to recruit up to two (2) HR Specialist 0201s with an FPL of GS-12.

The human resources shared service center (HR SSC) in RTP, NC has seen a shift in workload as the agency's head count has shrunk since 2011. While there has been a decrease in hiring, a steady dose of internal actions such as details and reassignments have shifted staffing requirements. The RTP HR SSC would offer positions in employee development and benefits in order to free up positions for classification.

Durham, NC (Research Triangle Park)

- 5 positions within the 0201 series with a maximum of 2 offers

The VERA/VSIP would afford the RTP SSC the opportunity to realign resources by reducing the number of supervisors and realigning positions to meet needs in classification thus filling skill gaps and achieve efficiencies. The RTP HR SSC will recruit up to two (2) HR Specialist with an FPL GS-201-12 to meet needs in classification.

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- **The Office of Administration (OA) and OARM offices located in in Cincinnati, OH and Durham, NC, are refining the way they manage EPA owned facilities and ever more complex building systems requiring technical expertise outside the current workforce.**

The OARM is responsible for the management and operations of EPA's facilities, both owned and leased. There are OARM operations in Washington, DC, Cincinnati, OH, and Durham, NC. Each of these operations faces unique challenges and responsibilities. With the increased emphasis on both physical and personnel security, OA headquarters is in the process of realigning staff to meet this need. The OA is also tasked with a comprehensive space reduction across the EPA's portfolio that requires new technical skills not already in-house. The EPA owns the facilities operated by OARM in Cincinnati and Durham. These facilities have highly technical building automation systems with over 100,000 control points which require highly technical engineers to direct on-site building maintenance staff as well as trouble shoot complex building issues. System engineers with greater IT backgrounds are needed to help EPA operate the facilities of the future. The VERA/VSIP plan laid out below provides the OARM with a better opportunity to align skill sets and ensure the agency meets its sustainability and energy mandates.

Headquarters

- 44 positions within 8 general support series with a maximum of 27 offers
- 25 positions with the 5 technical series with a maximum of 8 offers

Cincinnati, OH

- 7 positions within 4 general support series with a maximum of 5 offers
- 4 positions with the 2 technical series with a maximum of 2 offers

Durham, NC

- 7 positions within 4 general support series with a maximum of 7 offers
- 2 positions within the 0801 technical series with a maximum of 2 offers

Each location will look to upgrade the skills of their facilities workforce with a more technical and engineering focus. The OARM is faced with addressing emerging environmental changes to infrastructure and operations (green building, climate change, energy policy, reducing our footprint). The OARM will address these emerging skill gaps by recruiting the following positions:

Headquarters

- 1 positions within the 0018 Safety and Occupational Health series with an FPL of GS-09
- 4 positions within the 0028 Environmental Protection Specialist series with an FPL of GS-09, 11, and 12
- 1 positions within the 0080 Security Specialist series with an FPL of GS-09

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- 1 positions within the 0110 Economist series with an FPL of GS-09
- 9 positions within the 0343 Program Analyst series with an FPL of GS-09, 11, and 12
- 2 positions within the 0690 Industrial Hygienist series with an FPL of GS-11 and 13
- 1 positions within the 0803 Safety Engineer series with an FPL of GS-09
- 3 positions within the 0819 Environmental Engineer series with an FPL of GS-12
- 2 positions within the 0830 Mechanical Engineering series with an FPL of GS-11and 12
- 2 positions within the 0850 Electrical Engineering series with an FPL of GS-11
- 1 position within the 1082 writer/editor series with an FPL of GS-11
- 1 positions within the 1103 Industrial Property Management series with an FPL of GS-09
- 1 positions within the 1170 Realty Specialist series with an FPL of GS-09
- 3 positions within the 1176 Building Manager series with an FPL of GS-09, 11, and 12
- 1 position within the 1640 technical series with an FPL of GS-09
- 2 positions within the 2000 technical series with an FPL of GS-09

Cincinnati, OH

- 2 positions within the 2000 technical series with an FPL of GS-12

Durham, NC

- 1 position within the 0028 Environmental Protection Specialist series with an FPL of GS-12
- 2 positions within the 0830 Mechanical Engineering series with an FPL of 12 and 14
- 1 position within the 0850 Electrical Engineering series with an FPL of GS-12
- 5 positions within the 1640 technical series with an FPL of GS-12

IV. Budget Neutrality

This request for VERA and VSIP authority, if approved, will be conducted so that no funds or resources other than those appropriated for use in FY 15 will be used or required.

As mandated by the Office of Management and Budget for early-out/buy-out requests, the OARM's request certifies that the early-out/buy-out will be budget neutral. This means the early-out/buy-out authority will not result in any increased costs above the current or future FY appropriations to pay for the costs incurred for buy-out cash payment, annual leave cash payouts, or any other costs, including those associated with refilling the resulting vacancies.

The following tables detail calculations showing how the OARM has assured budget neutrality in the proposal for FY 15. The direct maximum costs associated with VERA and VSIP is $4,623,645.14. Table A provides details of the direct costs associated with VERA and VSIP, while Table B illustrates how the OARM will maintain budget neutrality.

The following table shows how the OARM will maintain budget neutrality by implementing a date of January 10, 2015 by which all VERA/VSIP applicants must be seperated.

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Table A - Direct Costs for VERA/VSIP	
Targeted Employees (See details in Attachment 4)	
107 Targeted Positions for VSIP x $25,000	$2,675,000.00
107 Targeted Positions for VERA, Optional Retirement or Resignation ($61.53* per hr. x 296**) 45 - Leave Payout	$1,948,645.14
Total Maximum Direct Cost	**$4,623,645.14**

**Payroll estimated on a GS 13 Step 5 with 26% included for loaded cost in Washington, DC*
***Maximum Leave Hours Possible*

Table B - VERA/VSIP Savings	
Targeted Employees (See details in Attachment 4)	
FY 15 Estimated Payroll* for Targeted Positions (107)	**$13,740,045.48**
FY 15 Estimated Payroll for Targeted Positions through January 10, 2015** (107)	$3,435,011.37
Maximum Direct Cost of OARM VERA/VSIP	$4,623,645.14
Anticipated Savings	***$5,681,388.97***

**Payroll estimated on a GS 13 Step 5 with 26% included for loaded cost in Washington, DC*
***All VERA/VSIP Applicants must be seperated by January 10, 2015*

If the organization is under a Continuing Spending Resolution (CR), the OARM will comply with all applicable funding restrictions to pay for VSIP and annual leave payouts, if the VSIP is approved. If necessary, our rehiring plans may be adjusted to insure we expend only those resources allocated for use in FY 15.

The final table shows a projection of anticipated savings over the next three fiscal years. The OARM will offer a max of **107** VERA/VSIP slots to reshape its workforce. As a part of the organizational reshaping, The OARM anticipates hiring a **max** of **95** new positions. The number of new hires will be directly affected by the number of VERA/VSIP's accepted.

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Table C - Projected Savings for FY 15 through FY 17			
	Estimated FY 14 Savings	Estimated FY 15 Savings	Estimated FY 16 Savings
A. Payroll Cost for 107 VERA/VSIP Positions*	$13,740,045.48	$0.00	$0.00
A. VSIP Cost (107 Offers)	$2,675,000.00	$0.00	$0.00
B. Leave Payout (107 Offers)	$1,948,645.14	$0.00	$0.00
C. Anticipated Payroll Savings from VERA/VSIP**	$5,681,388.97	$14,014,846.39	$14,295,143.32
*D. Payroll for 95 New Hires****	*$4,406,589.18*	*$8,989,441.93*	*$9,169,230.77*
Anticipated Savings	***$1,274,799.79***	***$5,025,404.46***	***$5,125,912.55***

**Payroll estimated on a GS 14 Step 5 with 26% included for loaded cost in Washington, DC*
***All VERA/VSIP Applicants must be seperated by January 10, 2015*
***The 95 New Hires will not start before April 1, 2015 and are made up of 12 GS-14, 9 GS-13, 40 GS-12, 12 GS-11 20 GS-9, 2 GS-7

The table clearly shows that the OARM will realize significant savings even if the max of **95** positions is filled. This is due to an overall reduction in staff as well as a mix of entry level hiring to satisfy the new organization's needs.

V. Combined Request for Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA)

1. Explain the workforce situation the organization needs to address through VSIP and VERA <u>that would otherwise require</u> involuntary personnel actions, e.g., delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping

This VERA/VSIP request is intended to allow the OARM to:

- Realign organizational and personnel activities from general support services to essential programmatic functions required for meeting agency strategic goals, as well as new and expanded agency priorities and federal environmental and programmatic mandates.
- Address the changing regulatory and technical requirements of the grants managment field by opening up a few vacancies to attract new talent with these skills.
- Optimize the OAM by moving resources from the auditing and accounting staff to assist in the formation of the Center of Expertise and strategic sourcing.
- Handle an increased workload in policy and labor and employee relations.
- Reshape its facility support staffs to include new skills sets such as engineers with the skills necessary to meet many of the agency's federal energy and space requirements.

The OARM programmatic responsibilities have evolved and expanded significantly over the past few years in response to a significant number of new and revised federal statutes, directives and executive orders. Additionally, the OARM needs to leverage and optimize new and improved technological advancements to address the challenges and complexities of the federal government in the 21st Century. These requirements, together with agency budgetary reductions,

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are driving the organization to restructure to enable better focusing on agency priorities and to become more efficient and effective. The loss of significant extramural funding has impeded the OARM's ability to obtain contractor expertise and placed a greater emphasis on federal staff having the requisite technological skills, such as using computer-aided design and drafting software. The current workforce demographics reflect an imbalance in necessary competencies and capabilities, and reduced agency payroll and FTE ceilings have also prevented the OA from being able to recruit additional staff in needed programmatic job series.

The VERA and VSIP will be offered to employees at the GS-05 through GS-15 levels. Through attrition gained by VERA and VSIP, the OARM will have the opportunity to reassign the most complex work to existing higher graded positions in order to concentrate this work into fewer positions. The less complex work will be restructured into lower-graded positions to enable the OARM to begin its workforce succession planning by hiring staff with key skills. Reshaping will occur, in part, through consolidation or reduction of some, but not all, non-supervisory positions at higher grade levels. This shift will allow the OARM to recruit entry-level candidates with stronger skills that have been outlined in the "Reshaping the Workforce" section. While some non-supervisory higher graded positions will remain, this process will create a more grade-level balanced workforce in OARM.

2. Identify the end date for separations under VSIP and VERA.

The end date for the authorities is January 31, 2015, with the expectation that most employees will separate on or before January 9, 2015.

3. Identify the specific positions and functions to be reduced or eliminated by organizational unit, geographical location, occupational category, grade level, and any other factors <u>related to the position</u>, such as skills and knowledge gaps.

See Attachment 3

4. **Describe the categories of employees who will be offered VSIP by organizational unit, geographical location, occupational category, grade level, and any other factors <u>related to the position</u> such as skills or knowledge gaps, or retirement eligibility.**

See Attachment 3

5. Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to $25,000).

The maximum number of VSIP to be offered is 107.
The maximum amount that will be paid is $25,000 each.

The separation incentive payment will be based upon the standard severance pay calculation. Therefore, the amount of the separation incentive (buyout) will be an amount equal to the lesser of the employee's calculated severance pay entitlement or $25,000.

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6. Describe how the organization will operate without the eliminated positions and functions identified in number 1.

The OARM will not be reducing the size of its staff greatly through VERA/VSIP, rather it hopes to use this tool as an opportunity to shift resources to crucial programmatic areas such as grants, contracts, and human resources. The administrative functions that are being shed will be consolidated internally and some work will be outsourced, such as printing. In turn, the OARM will be able to shift its focus to its core mission and provide a greater level of service to the agency. This will be accomplished through the OAM's Centers of Expertise, strategic sourcing, OHR's transition towards a human capital/strategic partner model and the roll out of new space standards throughout the agency from the OA. The net effect of these actions will result in a higher-performing organization without the current significant competency gaps that is better able to meet all of its environmental and programmatic mandates with a smaller number of positions and at a lower payroll cost.

Following the VERA and VSIP separations, a significant number of experienced employees with adequate institutional knowledge will remain and be able to assume additional work in all of the necessary program areas. Upon approval of this proposal, the OARM will immediately begin to plan for the new position recruitments by preparing the necessary paperwork. In some cases, the duties of the vacated positions will be reassigned to other employees with the qualifications to perform the work, and the OARM will complete the necessary internal reassignments and temporary details. Remaining senior staff will be able to continue providing guidance so that the agency's critical work activities are maintained. Agency stakeholders will be informed of the ongoing restructuring and provided information for continued services during the transition. The OARM's senior managers will ensure that the highest priority work will continue with minimal disruption to its mission so that much of the reshaping will be transparent to most of the agency.

7. Provide a proposed organization chart showing the expected changes to the organization's structure after completing the VSIP plan.

See Attachment 1

8. If requesting, or will request, VERA, describe how that authority will be used in conjunction with VSIP.

The OARM has **175** employees eligible for regular retirement and **174** eligible for early retirement through VERA. The VSIP authority presents an attractive enticement to those employees who will realize a reduced annuity from retiring early through VERA. Therefore, the combination of optional and early retirement eligible employees will result in the maximum number of departures, which is important to the OARM to reshape its organization as has been laid out within this package. The VSIP can further increase the potential departure group by providing a separation incentive to employees who have more than three years of status and hence could elect to depart to pursue other career opportunities.

Hence, the combination of VERA and VSIP provides the greatest likelihood of the OARM achieving the necessary reshaping and restructuring of its workforce.

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9. If offering VSIPs under another statutory authority, describe how VSIPs are being used under that authority.

Not applicable.

10. Provide the anticipated effective date of the substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping described in number 1.

March 30, 2015

11. Provide the total number of permanent employees in the agency or covered component(s).

The number is 743.

12. Provide the total number of permanent employees in the agency or covered component(s) who are expected to be involuntarily separated, downgraded, transferred, or reassigned as a result of the reason(s) in number 1.

Fifteen (15)

13. Provide the total number of employees in the agency or covered component(s) who are eligible for voluntary early retirement. (Do not include employees eligible for optional retirement.)

The number is 174

14. Provide an estimate of the number of employees in the agency or covered component(s) who are expected to take voluntary early retirement.

The number is 30.

15. Describe the types of personnel actions anticipated as a result of the reason(s) in number 1 (e.g., reassignments, downgrades, separations) that would occur without VERA.

The types of personnel actions include:

- Directed reassignments
- Competitive details
- Voluntary separations and retirements
- Abolishment of some positions
- Reclassification and restructuring of some positions
- Internal and external competitive recruitments

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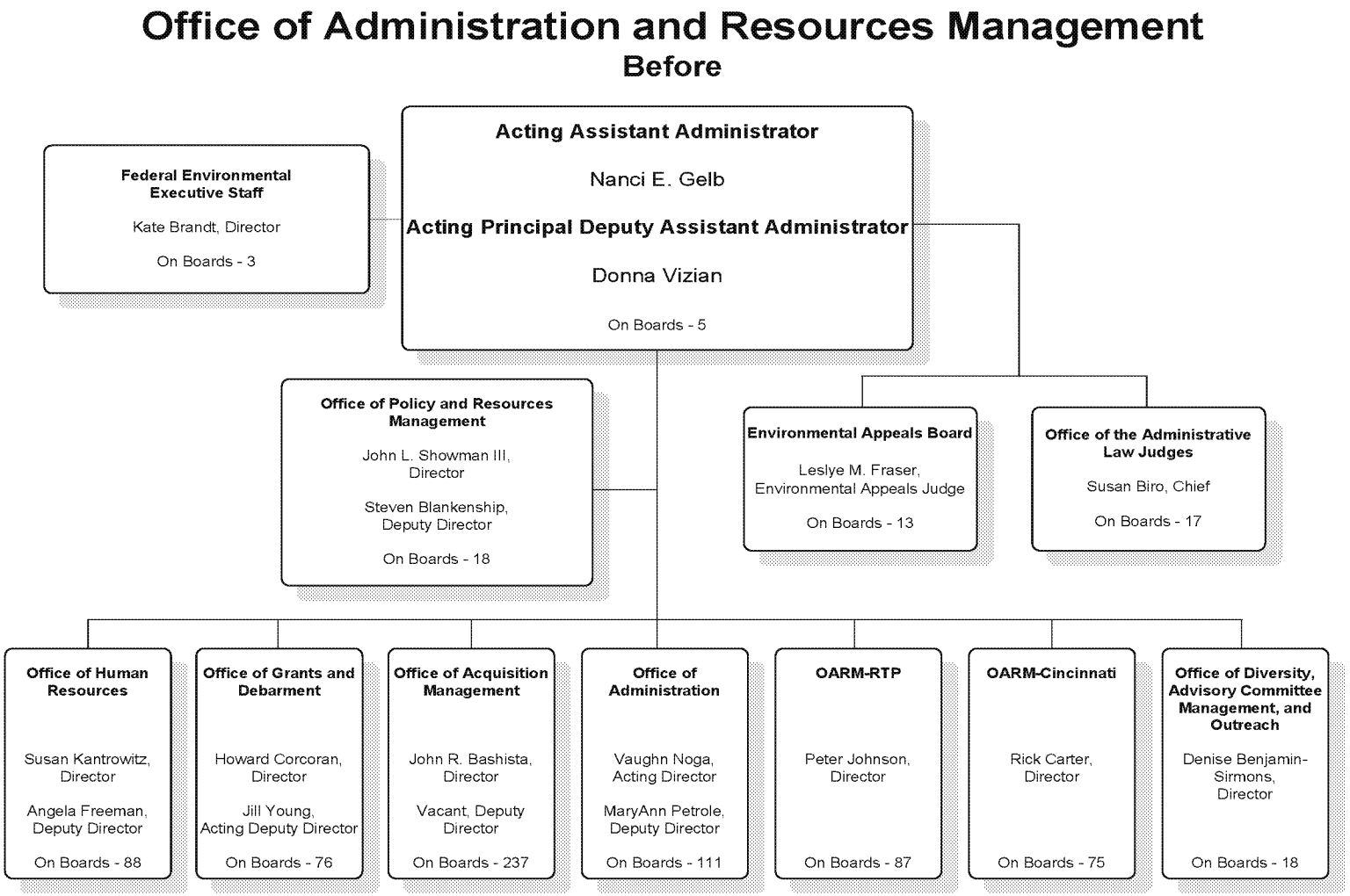
Attachment 1: Current Organizational Chart



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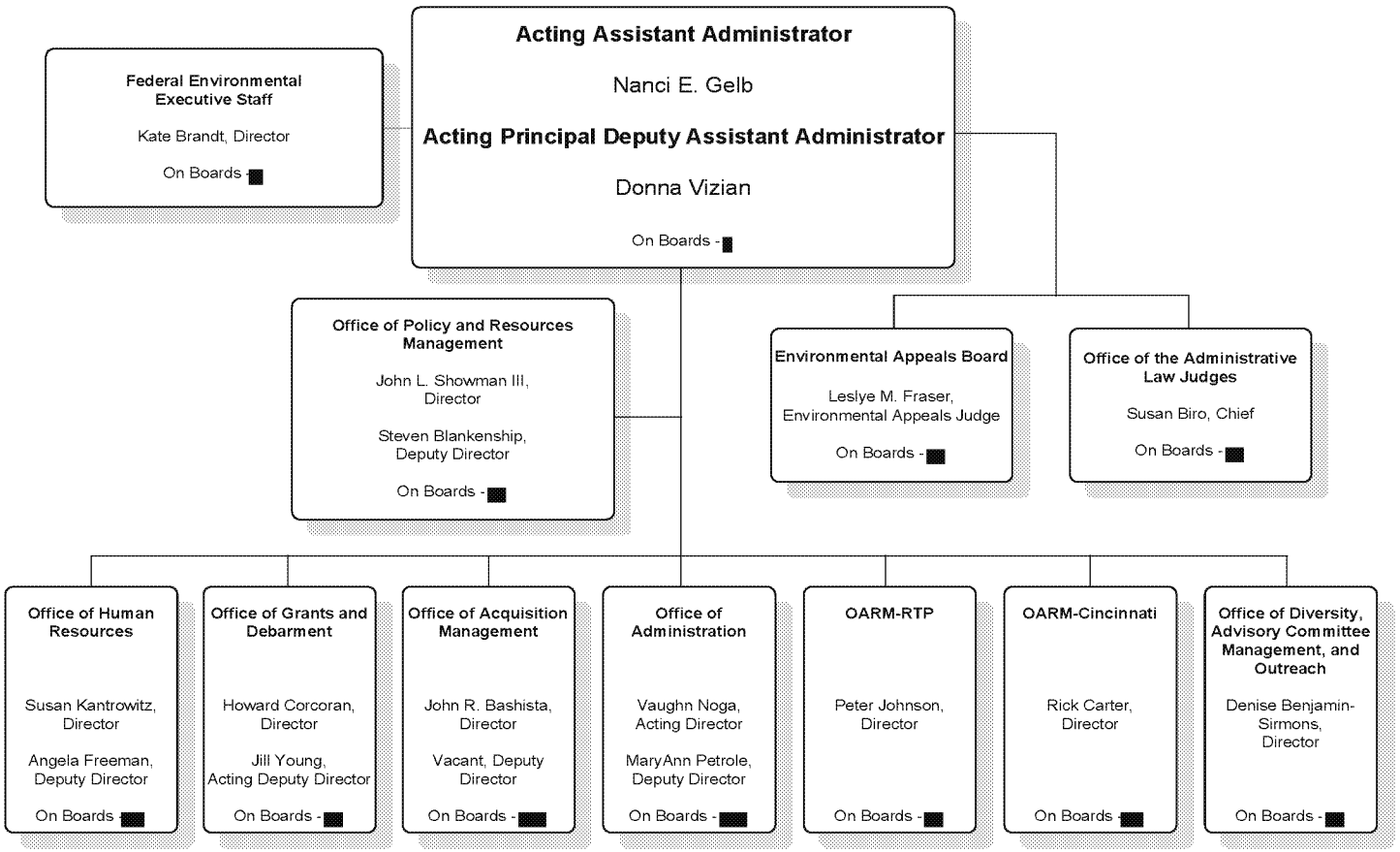
Attachment 2: New Organizational Chart

Office of Administration and Resources Management
After



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Attachment 3: Targeted Positions, Offered Positions, and Rehires by Office, Series, and Grade (All positions located in Washington, DC but positions in OARM-Cin and OARM-RTP. All rehires represent the FPL of that position, but the OARM will hire at the entry level where possible)

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered	Rehires
Office of Administration and Resources Management IO/Office of Policy and Resources Management	0301	GS-13	1		
	Miscellaneous Admin & Program	GS-12	2		
	0341				
	Administrative Officer	GS-12	1		
	Total		**4**	**4**	
	0343	GS-15	4		
	Management and Program	GS-13			4
		GS-12			4
	Total		**4**	**4**	**8**
	Total (OPRM/IO)		**8**	**8**	**8**

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Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered	Rehires
Office of Administration (OA)	0018	GS-15	2	1	
	Safety & Occupational Health Manager	GS-14	1		
		GS-13	1	1	
		GS-09			1
	Total		**4**	**2**	**1**
	0028 Environmental Protection Specialist	GS-12			1
		GS-11			1
		GS-09			2
	Total				**4**
	0080 Security Specialist	GS-15	2	1	
		GS-14	3		
		GS-13	8	2	
		GS-09			1
	Total		**13**	**3**	**1**
	0110 Economist	GS-09			1
	Total				**1**
	0301 Miscellaneous Admin & Program	GS-15	1		
		GS-13	1		
		GS-12	1		
	Total		**3**	**2**	
	0340 Program Manager	GS-15	4		
	Total		**4**	**2**	
	0341 Administrative Officer	GS-11	1		
	Total		**1**	**1**	
	0342 Support Services Specialist	GS-14	3		
		GS-13	6		
		GS-12	1		
	Total		**10**	**9**	

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	0343	GS-15	6		
		GS-14	5		
		GS-13	10		
	Management and Program Analyst	GS-12	2		1
		GS-11			2
		GS-09			6
	Total		**23**	**10**	**9**
	0350				
	Copy Equipment Operator	GS-04	1		
	Total		**1**	**1**	
	0351				
	Printing Clerk	GS-05	1		
	Total		**1**	**1**	
	0690	GS-13			1
	Industrial Hygienist	GS-11			1
	Total				**2**
	0803	GS-09			
	Safety Engineer				1
	Total				**1**
	0819				
	Environmental Engineer	GS-12			3
	Total				**3**
	0808				
	Architect	GS-14	2		
	Total		**2**	**1**	
	0830	GS-14			
	Mechanical Engineer	GS-12	4		1
		GS-11			1
	Total		**4**	**1**	**2**
	0850				
	Electrical Engineer	GS-11			2
	Total				**2**
	1082	GS-11			
	Writer/Editor				1
	Total				**1**

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	1103 Industrial Property Management	GS-09			1
	Total				**1**
	1170 Realty Specialist	GS-14	2		
		GS-09			1
	Total		**2**	**1**	**1**
	1176 Building Manager	GS-12			1
		GS-11			1
		GS-09			1
	Total				**3**
	1654 Printing Officer	GS-14	1		
	Total		**1**	**1**	
	1640 Facility Management Specialist	GS-09			1
	Total				**1**
	2000 Supply Inventory Management	GS-9			2
	Total				**2**
	Total (OA)		**69**	**35**	**35**

ED_001372_00002791-00023

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered	Rehires
Office of Acquisition Management (OAM)	0301	GS-12	2		
	Miscellaneous Admin & Program	GS-09	1		
	0306	GS-12	2		
	FOIA Specialist				
	0318	GS-09	2		
	Secretary (Office Automation)	GS-07	2		
	0341	GS-12	1		
	Administrative Officer	GS-11	1		
	0343	GS-15	2		
	Management and Program Analyst	GS-14	6		
		GS-13	1		
	Total		**20**	**5**	
	0511	GS-13	4		
	Auditor	GS-12	1		
	Total		**5**	**2**	
	1101				
	General Business Analyst	GS-12			3
	Total				**3**
	1102				
	Contract Specialist	GS-13			6
	Total				**6**
	1102	GS-15	6		
	Procurement Analyst	GS-14	14		
		GS-13	2		
	Total		**22**	**10**	
	1106				
	Procurement Technician	GS-07	1		
	Total		**1**	**1**	
	2210				
	IT Specialist (Non Info Sec)	GS-13	5		
	Total		**5**	**3**	
	Total (OAM)		**53**	**21**	**9**

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered	Rehires
Office of Diversity, Advisory Committee Management and Outreach (ODACMO)	0301				
	Miscellaneous Admin & Program	GS-11	1		
	Total		**1**	**1**	
	0343				
	Management and Program	GS-12	1		2
	Total		**1**	**1**	**2**
	Total (ODACMO)		**2**	**2**	**2**

ED_001372_00002791-00025

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered	Rehires
Office of Grants and Debarment (OGD)	0303 Miscellaneous Clerk and Assistant	GS-08	1		
	Total		**1**	**1**	
	0343 Management and Program Analyst	GS-11			2
	Total				**2**
	0510 Accountant	GS-09			1
	Total				**1**
	1109 Grants Management Specialist	GS-14	8		
		GS-13	8		
		GS-12	10		
	Total		**26**	**7**	
	1801 Suspension and Debarment Program Investigator	GS-09			2
		GS-07			2
	Total				**4**
	2210 IT Specialist	GS-09			1
	Total				**1**
	Total (OGD)		**27**	**8**	**8**

ED_001372_00002791-00026

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered	Rehires
Office of Human Resources (OHR)	0201	GS-15	1	1	
	Human Resources	GS-14			6
		GS-12			2
	Total		**1**	**1**	**8**
	0301	GS-15			
	Miscellaneous Admin & Program		1	1	
	Total		**1**	**1**	
	0303 Miscellaneous Clerk and	GS-06	1	1	
	0318 Secretary (Office Automation)	GS-06	1	1	
	0326 Office Automation	GS-04	1	1	
	0344 Management and Program Assistant	GS-07	1	1	
	Total		**4**	**4**	
	0343	GS-15	5	2	
	Management and Program Analyst	GS-14	6	3	
		GS-13	5	2	
	Total		**16**	**7**	
	0905 Attorney Advisor	GS-14			2
	Total				**2**
	1750 Instructional Systems Specialist	GS-14			3
	Total				**3**
	Total (OHR)		**22**	**13**	**13**

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered	Rehires
OARM-Cincinnati	0201	GS-14	1		
	Human Resources Specialist	GS-12			2
	Total		**1**	**1**	**2**
	0303 Administrative Assistant	GS-07			1
	Total				**1**
	0318 Secretary (Office Automation)	GS-09	1		
	Total		**1**	**1**	
	0343	GS-13	3	2	
	Management and Program Analyst	GS-12	2	1	
	Total		**5**	**3**	
	0801	GS-13	1		
	General Engineer	GS-12	2		
	Total		**3**	**1**	
	0830 Mechanical Engineer	GS-13	1		
	Total		**1**	**1**	
	1654 Printing Specialist	GS-13	1		
	Total		**1**	**1**	
	2000	GS-12			1
	Supply Inventory Management	GS-9			1
	Total				**2**
	2210 IT Specialist (Non Info Sec)	GS-12			3
	Total				**3**
	Total (OARM-Cin)		**12**	**8**	**8**

ED_001372_00002791-00028

Office	Title/Series	Grade	Number of Positions Targeted	Maximum Number of VERA/VSIPs to be Offered	Rehires
OARM-RTP	0028 Evironmental Protection Specialist	GS-12			1
	Total				1
	0201 Human Resources Specialist	GS-12	5	2	2
	Total		5	2	2
	0301 Miscellaneous Admin & Program	GS-14	1		
		GS-13	1		
	Total		2	2	
	303 Miscellaneous Clerk and	GS-04	1		
	Total		1	1	
	0343 Management and Program Analyst	GS-15	1	1	
		GS-13	1	1	
	Total		2	2	
	0801 General Engineer	GS-14	1		
		GS-13	1		
	Total		2	2	
	0830 Mechanical Engineer	GS-14			1
		GS-12			1
	Total				2
	0850 Electrical Engineer	GS-12			1
	Total				1
	1640 Facility Management Specialist	GS-12			5
	Total				5
	2010 Inventory Management Specialist	GS-13	1		
		GS-09	1		
	Total		2	2	
	2210 IT Specialist (Non Info Sec)	GS-13	1		1
	Total		1	1	1
	Total (OARM-RTP)		15	12	12

ED_001372_00002791-00029

OARM VERA/VSIP Business Case
DRAFT – 5/25/2017

The Office of Administration and Resources Management is requesting approval authority for the use of Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA) to transform its workforce by placing a renewed focus on core business services, eliminating business services with low demand, centralizing internal support in select administrative areas, and reshaping the workforce to optimize support to the agency.

OARM has 698 permanent employees. The VERA/VSIP plan targets 154 positions: 34 positions in support job series and 120 positions in programmatic series. Targeting decisions were made by senior managers based on the specific mission needs required to reshape and reposition the organization by correcting competency gaps necessary to meet federal and agency mandates. The maximum number of VERA/VSIPs to be offered is 98 as shown in the Targeted Positions Template. These offers span 20 different job series. Decisions on which employees may be authorized VERA and VSIP will be based on the employee's permanent official division, position of record, occupational series, and grade level. The estimate of the total number of employees in OARM who are expected to take early retirement is five.

OARM will focus on the following themes:

Restructure or reduce highly graded, supervisory and non-supervisory staff positions (GS 14 and 15) into lower graded positions that support the skills and competencies needed to meet current and emerging mission and program requirements.

- ~~Use vacancies that become available as a result of VSIP/VERA employee separations as placement opportunities for any employees in surplus positions.~~
- Rebalance the current structure and recruit at lower grade and career ladder levels.

Commented [LL1]: Suggest deleting, do not believe we have any areas where safe positions would be used.

Commented [LH2]: What does this mean? You didn't designate any safe positions. VERA/VSIP is not to be used for placement opportunities.

1. OARM-Research Triangle Park proposes to eliminate a 0801 General Engineer position as the engineering duties of the organization have changed as well as a 0201 Human Resources Specialist (Training) whose functions no longer constitute a full time function at the GS-12 level.

2. The Office of Human Resources will focus on restructuring positions to consolidate skills and realign employees to meet current and emerging mission and program requirements, including restructuring five highly graded 0343 Program Analyst Positions and reshaping the highly graded 0301 Conflict Management Specialist positions.

3. The Office of Administrative Law Judges seeks to eliminate one 0301 Information Management Specialist position whose work can be absorbed within the organization.

4. The Office of Resources and Operations Management will restructure one 1001 Communication Specialist Position as the work can be performed at a lower GS level.
5. OROM has a cadre eight of highly graded 0343 – Program Analyst positions where the positions will be restructured to lower grades, of the eight positions four offers will be made (four restructured)*.

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**In OROM – the pool for 0343 positions in FACMD does not include one GS-14. This position acts as the Committee Management Officer and is excluded because it is required by GSA and the FAC Act.*

6. The Office of Acquisition Management has four 0510-Accounting and six 0511-Auditing positions where 2 positions in each of these series will be eliminated. The remaining positions will be integrated into the operational divisions of OAM.

7. The Office of Grants and Debarment seeks to restructure highly graded ~~level~~ 1109 Grant Specialist positions as follows:

    a. Two 1109 Grant Specialist positions in the National Policy, Training and Compliance Division that are that are no longer functioning as Grant Specialists. These positions would be restructured to lower graded 1109 positions focusing on core business functions.
    b. Restructuring of two 1109 Grant Specialist positions in the Fellowships, IAGs and SEEs branch to ensure the organization has the skills needed due to changing technology and mission needs. (Six targeted positions, two max offers).
    c. Restructuring of one 1109 Grant Specialist in the Suspension and Debarment division to another series that better meets the needs of the Division.
    d. Restructuring of one 1109 Supervisory Grants Specialist to realign grants management with Interagency Agreements to further meet the mission of the office.

8. OGD has one 0343 Program Analyst position whose work can be absorbed within the organization and the position will be restructured at a lower grade level.

Commented [LH3]: Do you mean some of the higher graded work can be absorbed and the position can be restructured to a lower grade level?

9. The Office of Administration seeks to target 29 Program Analyst 0343 positions with 10 max offers for restructuring to become more aligned with up to date mission functions and duties.

    OARM-Cincinnati proposes to restructure one 0343 Program Analyst-. The duties of this position are primarily project officer duties for records management. These functions could be restructured and performed at a lower grade with a focus on core business functions. ~~(Records Management) to a lower grade level with a focus on core business functions.~~

Restructure positions to focus on core business functions where needs can be met more economically, by leveraging technology, or utilizing other resources. Includes the printing function, printing officers, and elimination of embedded attorney services in favor of OGC expertise. These positions will be restructured at lower grade levels and into positions that support core business functions.

1. OHR reducing the number of surplus 2210 IT Specialist positions by two.

ED_001372_00003289-00002

2. OROM proposes the restructuring of two 0301 – Miscellaneous Administration and Program Management positions to ensure the right technical and analytical skills are accounted for.

3. OROM will target one 0343 positions to be restructured where the focus will be on ensuring the right technical and analytical skills are accounted for.

4. OROM proposes the elimination of one 0905 Attorney position where the work is duplicative to the services provided by OGC.

5. OAM efforts to restructure and reshape the workforce will focus on augmenting core business services by reducing and reshaping various support positions into 1102-Contract Specialist positions. This includes restructuring a variety of support positions including, 1106 Procurement Clerical and Technician, 0301 Program Specialist and Staff Assistant, 0318 Secretary, 0326 Office Automation Clerk, 0341 Administrative Officer and highly graded 0343 Program Analysts.

6. OAM seeks to restructure five of the eight 2210 positions, eliminating three positions. As the agency moves from a model of custom application development and on site hosting, there is a need to obtain current IT skills and expertise as we move to a cloud or shared hosting environment and procure standardized systems to meet our acquisition needs. There is also a need to obtain skills in the areas of data analytics, data mining and data reporting as required by the DATA Act.

7. OAM seeks to restructure the 1102-Contracting (Procurement Analyst) into 1102-Contract Specialist, this includes one Supervisory Procurement Analyst, which will be restructured to a Supervisory Contract Specialist position. The 24 positions across OAM will also be reduced.

8. OGD would restructure one 1801 Compliance Specialist to consolidate the function to one geographic location.

9. OARM-Cincinnati proposes to restructure one 0318 Secretary to a lower grade level with a focus on core business functions.

Consolidate or reduce administrative or support functions in order to increase emphasis on positions and series directly supporting our core business functions – facility, engineering, contract, grant and human resources management.

- Reduce the number of employees in specific occupational series (e.g., automation clerks, secretaries, procurement analysts, grants assistants, program and management analyst positions).
- Realign current administrative specialists and program analysts to consolidate internal HR support and budget execution in OARM to achieve efficiency.

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- Restructure positions to recruit candidates having skills required to close current competency gaps.

1. OA proposes the restructuring of ten 0342 Support Services Specialist positions for consolidation of skills under the 1176 Building Manger Series at lower grade levels.

2. OHR has two administrative positions 0303 – Clerk and 0326 – Automation Clerk, where the work has become obsolete and these two positions will be eliminated.

3. OAM seeks to restructure 0306 Government Information Specialist positions currently doing FOIA work to focus on core business functions. The FOIA work will be consolidated centrally within OAM.

4. OGD seeks to eliminate a 0303 Miscellaneous Clerk administrative function, where the work has become obsolete.

5. OARM-Cincinnati proposes to restructure one 1645 Printing Services to a lower grade level with a focus on core business functions.

6. OROM seeks to eliminate one 0343 Program Analyst GS-12 position where the work has become obsolete due to technology and changing workforce needs.

How VSIP will be used in conjunction with VERA:

OARM has 121 employees eligible for regular retirement and 164 eligible for early retirement through VERA in the above identified series. The VSIP authority presents an attractive enticement to those employees who will realize a reduced annuity from retiring early through VERA. Therefore, the combination of optional and early retirement eligible employees will result in the maximum number of departures, which is important to OARM to reshape its organization. The VSIP can further increase the potential departure group by providing a separation incentive to employees who have more than three years of status and hence could elect to depart to pursue other career opportunities.

Hence, the combination of VERA and VSIP provides the greatest likelihood of the OARM achieving the necessary reshaping and restructuring of its workforce.

The types of personnel actions anticipated as a result of the above proposed restructuring and elimination of positions include:

- Directed reassignments
- Competitive details
- Voluntary separations and retirements
- Abolishment of some positions
- Reclassification and restructuring of some positions

- Internal and possible external competitive recruitments.

OARM	OARM Office/Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
ATLANTA,GEORGIA		**2**	**2**		**2**														
1801-General Inspection, Investigation, and Compliance		1	1		1														
905-General Attorney		1	1		1														
BOSTON,MASSACHUSETTS		**1**			**1**														
343-Management and Program Analysis		1			1														
CHICAGO,ILLINOIS		**1**			**1**														
905-General Attorney		1			1														
CINCINNATI,OHIO		**68**	**9**	**21**	**65**														
1102-Contracting		2			1														
1301-General Physical Science		1		1	1														
1410-Librarian		1			1														
1654-Printing Services		1	1		1														
	OARM-Cincinnati									1									
18-Safety and Occupational Health Management		2		2	2														
2010-Inventory Management		1			1														
201-Human Resources Management		29	4	10	28														
203-Human Resources Assistance		2			2														
2210-Information Technology Management		6		2	5														
318-Secretary		2	1		2														
	OARM-Cincinnati							1											
340-Program Management		1			1														
343-Management and Program Analysis		12	3	3	12														
	OARM-Cincinnati (Records Management)									1									
391-Telecommunications		2		1	2														
801-General Engineering		4		1	4														
80-Security Administration		1			1														
830-Mechanical Engineering		1		1	1														
DURHAM,NORTH CAROLINA		**131**	**11**	**19**	**111**														
1102-Contracting		33	4	8	31														
1301-General Physical Science		1																	
1640-Facility Operations Services		6		1	5														
18-Safety and Occupational Health Management		1			1														
2010-Inventory Management		1																	
201-Human Resources Management		55	3	6	44														
	OARM-RTP								1										
203-Human Resources Assistance		5			4														
2210-Information Technology Management		10	1	3	8														
2299-Information Technology Student Trainee		1																	
301-Miscellaneous Administration and Program		2			2														
340-Program Management		3			3														
341-Administrative Officer		1			1														
343-Management and Program Analysis		2	1	1	2														
511-Auditing		1	1		1														
801-General Engineering		1	1		1														
	OARM-RTP										1								
80-Security Administration		1			1														
830-Mechanical Engineering		4			4														
850-Electrical Engineering		2			2														
899-Engineering and Architecture Student Trainee		1			1														

LAS VEGAS,NEVADA		**21**	**2**	**5**	**18**														
201-Human Resources Management		18	2	5	15														
203-Human Resources Assistance		2			2														
318-Secretary		1			1														
MOREHEAD CITY,NORTH CARO		**1**		**1**	**1**														
201-Human Resources Management		1		1	1														
NEW BERN,NORTH CAROLINA		**1**			**1**														
201-Human Resources Management		1			1														
NORWOOD,OHIO		**37**	**4**	**6**	**34**														
1102-Contracting		36	3	6	33														
301-Miscellaneous Administration and Program		1	1		1														
PHILADELPHIA,PENNSYLVANI		**1**			**1**														
905-General Attorney		1			1														
SAN FRANCISCO,CALIFORNIA		**1**			**1**														
343-Management and Program Analysis		1			1														
WASHINGTON,DC		**433**	**93**	**112**	**407**														
1001-General Arts and Information		1		1	1														
	OROM/IO											1							
1102-Contracting (Procurement Analyst)		96	19	24	90														
	OAM									4	13	8							
1103-Industrial Property Management		1			1														
1106-Procurement Clerical and Technician		1	1		1		1												
	OAM																		
1109-Grants Management		22	6	5	22														
	OGD								1		2	1							
1170-Realty		1			1														
1640-Facility Operations Services		2		2	2														
1654-Printing Services		1			1														
1712-Training Instruction		1			1														
	OGD									1									
1750-Instructional Systems		2			1														
1801-General Inspection, Investigation, and Compliance		2		1	2														
18-Safety and Occupational Health Management		3		1	3														
201-Human Resources Management		37	11	8	34														
203-Human Resources Assistance		2	1	1	2														
2101-Transportation Specialist		1																	
2210-Information Technology Management		25	1	9	25														
	OAM									6	2	1							
	OHR									2	1	1							
28-Environmental Protection Specialist		1			1														
301-Miscellaneous Administration and Program		21	7	7	20														
	OROM/AOSD							1											
	OROM/IO								1										
	OROM/RAPD									1									
	OAM							1	1										
	OGD						1		1										
	OHR (Conflict Management)									2	2	1							
303-Miscellaneous Clerk and Assistant		2	2		2														
	OHR						1												
306-Government Information Specialist		3	2	1	3														
	OAM								3										
318-Secretary		2	1	1	2														
	OAM							2											
326-Office Automation Clerical and Assistance		2	1		2														

	OAM						1												
	OHR					1													
340-Program Management		7	2	2	7														
341-Administrative Officer		2		1	2														
	OAM								1										
342-Support Services Administration		11	6	3	11														
	OA								1	8	1								
343-Management and Program Analysis		106	21	24	99														
	OROM/FACMD								1		1								
	OROM/RAPD									1									
	OROM/AOSD											3							
	OAM									1	2								
	OGD											1							
	OHR										13	3							
	OA*								2	2	3	3							
344-Management and Program Clerical and Assistance		1			1														
351-Printing Clerical		1		1	1														
391-Telecommunications		1	1		1														
510-Accounting		4	1	1	4														
	OAM									1	3								
511-Auditing		5	2	2	5														
	OAM								1	3	1	1							
690-Industrial Hygiene		1	1		1														
801-General Engineering		1			1														
804-Fire Protection Engineering		2		1	1														
808-Architecture		5	2		4														
80-Security Administration		18	2	4	17														
810-Civil Engineering		1	1		1														
819-Environmental Engineering		1			1														
830-Mechanical Engineering		4		1	3														
850-Electrical Engineering		1			1														
905-General Attorney		26	2	7	23														
	OROM/FACMD										1								
935-Adminstrative Law Judge		3		2	3														
950-Paralegal Specialist		1		1	1														
#N/A		2		1	2														
Grand Total		**698**	**121**	**164**	**643**														

5/9/2017

OARM	OARM Office/Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
CINCINNATI,OHIO	Total # All Series:	68	9	21	65			1		2					3	3	3	0	
1654-Printing Services	OARM-Cincinnati	1	1		1					1					1	1	1		
318-Secretary	OARM-Cincinnati	2	1		2			1							1	1	1		
343-Management and Program Analysis	OARM-Cincinnati (Records Management)	12	3	3	12					1					1	1	1		
DURHAM,NORTH CAROLINA	Total # All Series:	131	11	19	111				1		1				2	2	0	2	
201-Human Resources Management	OARM-RTP	55	3	6	44				1						1	1		1	
801-General Engineering	OARM-RTP	1	1		1						1				1	1		1	
WASHINGTON,DC	Total # All Series:	433	93	112	407	1	5	4	13	46	54	27	0	0	150	93	81	12	
1001-General Arts and Information	OROM/IO	1		1	1							1			1	1	1		Restructure, web content development and lower grade
1102-Procurement Analyst	OAM	96	19	24	90					4	13	8			25	16	16		
1106-Procurement Clerical and Technician	OAM	1	1		1		1								1	1	1		
1109-Grants Management	OGD	22	6	5	22														
	OGD/Fellowships, IAGs and SEEs Branch								3	2	1				6	2	2		
	OGD/National Policy, Training and Compliance									1	1				2	2	2		
	OGD/Suspension and Debarment										1				1	1	1		
	OGD/Grants Management Branch											1			1	1	1		
				Total 1109 Proposed:		0	0	0	3	3	3	1	0	0	10	6	6		
2210-Information Technology Management		25	1	9	25														
	OAM									5	2	1			8	8	5	3	
	OHR		1	2	4					2	1	1			4	2	2		
				Total 2210 Proposed:		0	0	0	0	7	3	2	0	0	12	10	7	3	
301-Miscellaneous Administration and Program		21	7	7	20														
	OROM/AOSD									1					1	1	1		Analytical skills
	OROM/RAPD							1							1	1	1		Restructure
	OAM							1							1	1	1		
	OHR (Conflict and Info. Management Specialist)		1	4	5					2	2	1			5	2	2		
	OALJ								1						1	1		1	
				Total 301 Proposed:		0	0	2	1	3	2	1	0	0	9	6	5	1	
303-Miscellaneous Clerk and Assistant	OHR	2	2		2		1								1	1		1	
	OGD						1								1	1	1		
306-Government Information Specialist	OAM	3	2	1	3				3						3	3	3		
318-Secretary	OAM	2	1	1	2			2							2	2	2		
326-Office Automation Clerical and Assistance		2	1		2														
	OAM						1								1	1	1		
	OHR		1		1	1									1	1		1	
				Total 326 Proposed:		1	1	0	0	0	0	0	0	0	2	2	1	1	
341-Administrative Officer	OAM	2		1	2				1						1	1	1		
342-Support Services Administration	OA	11	6	3	11				1	8	1	1			11	10	10		Plus 1 for restructuring since one is not part of the V/V
343-Management and Program Analysis		106	21	24	99														
	OROM/FACMD								1		4	1			6	3	2	1	
	OROM/RAPD									1					1	1	1		Analytical skills
	OROM/AOSD											3			3	2	2		Restructure to lower grade
	OAM									1	2				3	3	3		
	OGD										1				1	1	1		
	OHR		4	5	16						14	2			16	5	5		
	OA	32	2	15	27		1		2	14	6	6			29	10	10		No Supervisory Positions Offered
				Total 343 Proposed:			1		3	16	27	12			59	25	24	1	
510-Accounting	OAM	4	1	1	4					1	3				4	2	0	2	
511-Auditing	OAM	5	2	2	5				1	3	1	1			6	4	2	2	
905-General Attorney	OROM/FACMD	26	2	7	23						1				1	1	0	1	Attorney position not needed, legal support provided by OGC
1801 - Compliance Specialist	OGD									1					1	1	1		
Grand Total		698	121	164	643	1	5	5	14	48	55	27	0	0	155	98	84	14	

OARM	OARM Office/Division	Grade	Employee Name	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
CINCINNATI,OHIO	Total # All Series:			3	3		
1654-Printing Services	OARM-Cincinnati/Facilities Management and Services Division	13	Patricia Louis	1	1		
318-Secretary	OARM-Cincinnati/Facilities Management and Services Division	9	Shirley Bell	1	1		
343-Management and Program Analysis	OARM-Cincinnati (Records Management (PD #N034313))/Information Resources Management Division	13	Cheryl Black	1	1		
DURHAM,NORTH CAROLINA	Total # All Series:			2	2		
201-Human Resources Management	OARM-RTP/Human Resources Management Division/Employee Services Section	12	Michael Davis	1	1		
801-General Engineering	OARM-RTP/Facilities Operations Branch	14	Luis Lluberas	1	1		
WASHINGTON,DC	Total # All Series:			127			
1001-General Arts and Information	OROM/IO	15	Joanne Amorosi	1	1	1	1
1102-Contracting (Procurement Analyst)	OAM/Acquisition Policy and Training Service Center	13	Shakethia Allen	25	16		
	OAM/Acquisition Policy and Training Service Center	13	Rodney Neely				
	OAM/Management and Support Service Center	13	Linda McKay				
	OAM/RTP Procurement Operations Division	13	Silvia Saracco				
	OAM/IO	14	Michelle Yvonne Brunecz				
	OAM/Acquisition Policy and Training Service Center	14	Howard Chenkin				
	OAM/Acquisition Policy and Training Service Center	14	Denise Clarke				
	OAM/Acquisition Policy and Training Service Center	14	Thomas Valentino				
	OAM/Management Support Service Center	14	Dianne Lyles				
	OAM/RTP Procurement Operations Division	14	Donald Sutton				
	OAM/Acquisition Policy and Training Service Center	14	Sylvia Danley Smith				
	OAM/Acquisition Policy and Training Service Center	14	Martina Gillis-Massey				
	OAM/Headquarters Procurement Ops Division	14	Brian Nelson-Palmer				
	OAM/Headquarters Procurement Ops Division	14	Robert Gray				
	OAM/Headquarters Procurement Ops Division	14	Tommie Madison				
	OAM/Headquarters Procurement Ops Division	14	Jennifer Macht				
	OAM/Acquisition Policy and Training Service Center	14	Holly Hubbell				
	OAM/Acquisition Policy and Training Service Center	14	Julianne O'Dendhal				
	OAM/IO	15	Dawn Brown				
	OAM/IO	15	Douglas Baptist				
	OAM/IO	15	Susan Moroni				
	OAM/IO	15	Celia Vaughn				
	OAM/Policy Training and Oversight Division	15	Alfred Koehler				
	OAM/Policy Training and Oversight Division	15	Pauline Tonsil				
	OAM/Policy Training and Oversight Division	15	John Oliver (Supervisory)				
1106-Procurement Clerical and Technician	OAM/Management Support Service Center	7	Lawrence Alston	1	1		
1109-Grants Management	OGD/Fellowships, IAGs and SEEs Branch	12	Diane Greene	6	2		
	OGD/Fellowships, IAGs and SEEs Branch	12	Lakeyshia Hairston				
	OGD/Fellowships, IAGs and SEEs Branch	12	Leon Smith				
	OGD/Fellowships, IAGs and SEEs Branch	13	Cheryl Clark				
	OGD/Fellowships, IAGs and SEEs Branch	14	Michelle Messick				
	OGD/National Policy, Training and Compliance Division OK	13	Veronica Parker	2	2		
	OGD/National Policy, Training and Compliance Division OK	14	Ellen Oboyle				
	OGD/Suspension and Debarment OK	14	Peggy Anthony	1	1		
	OGD/Grants Management Branch??	15	Jill Young	1	1		

2210-Information Technology Management	OAM/IO	13	Richard Belles	8	**8**		
	OAM/IO	13	Suzette Creed				
	OAM/IO	13	Traci Jones				
	OAM/IO	13	Eileen Arnold				
	OAM/IO	13	Robin Grier				
	OAM/IO	14	Jeffrey Taylor				
	OAM/IO	14	Robert Wilson				
	OAM/IO	15	Rodriguez, Victor				
	OHR/ITD	13	Wayne Barber	4	**2**		
	OHR/ITD	13	William A. Kirkland				
	OHR/ITD	14	Doris Martinez				
	OHR/ITD	15	Bobby Moore				
	Total 2210 Proposed:			**22**	**10**		
301-Miscellaneous Administration and Program	OROM/AOSD	13	Adrienne Gantt	1	**1**	**1**	**0**
	OROM/RAPD	9	Charlie Hitchcock	1	**1**	**1**	**1**
	OAM/Management Support Service Center	9	DeEdria Pierce	1	**1**	**1**	
	OHR/ITD (Information Management Specialist	13	Eduardo Gonzalez	5	**2**		
	OHR/ITD (Information Management Specialist	13	Nicole C. Williams				
	OHR/ITD (Information Management Specialist	14	Stephanie Love				
	OHR/Employee Services Branch (Conflict Management)	14	Barbara Viney				
	OHR/IO (Executive Assistant)	15	Deborah Beard				
	OALJ	12	Mary Keemer	1	**1**		**1**
	Total 301 Proposed:			**9**	6	3	2
303-Miscellaneous Clerk and Assistant	OHR/IO	6	William Lew	1	**1**		
	OGD/National Policy, Training and Compliance Division	8	Barbara Perkins	1	**1**		
306-Government Information Specialist	OAM/Managemetn Support Service Center	12	Mildred Jackson	3	**3**		
		12	Kush Khatri				
		12	Kirk Marusak				
318-Secretary	OAM/Policy Training and Oversight Division	9	Mildred Bowlding	2	**2**		
	OAM/Superfund/RCRA/Regional Proc Ops Division	9	Latonya Robinson				
0326-Office Automation Clerical and Assistance	OAM/Management Support Service Center	7	Bridgette Thomas	1	**1**		
	OHR/Policy, Planning and Training Division	4	Deborah Fields	1	**1**		
	Total 326 Proposed:			**2**	**2**		
341-Administrative Officer	OAM/IO	12	Patricia Little	1	**1**		
342-Support Services Administration	OA/Headquarters Service Branch	12	James D. Chesley	11	**10**	**11**	
	OA/Headquarters Operations Branch	13	Phyllis Harris				
	OA/Headquarters Operations Branch	13	Terri Owens				
	OA/Headquarters Operations Branch	13	Cheryl Murray				
	OA/Headquarters Operations Branch	13	Helen Smith				
	OA/Headquarters Operations Branch	13	Shantell Brandon				
	OA/Real Property Services Staff	13	Tina Harrison				
	OA/Headquarters Service Branch	14	Anthony Hood				
	OA/Headquarters Service Branch	14	Michael Perry				
	OA/Headquarters Operations Branch	14	SeVera Wilson				
	OROM/FACMD	12	Geraldine Brown	6	**3**	**1**	**2**
		14	Eugene Green				
		14	Toni Rousey				
		14	Oscar Carillo				
		14	Deborah L. Hinkle				
		15	Mark Joyce				

343-Program and Management Analyst	OROM/RAPD	13	Nadene Walker	1	1	1	
	OROM/AOSD	15	Sandy Womack	3	2	2	
		15	Nicholas Wiskerchen				
		15	William S. Settle				
	OAM/Acquisition Policy and Training Service Center	13	Karen Richardson	3	3		
	OAM/IO	14	Daniel Levesque				
	OAM/Headquarters Procurement Ops Division	14	Melanie Gooden				
	OGD	14	Linda Fletcher	1	1		
	OHR/Diversity and Recruitment Branch	14	Wendy Christina Brown	16	5		
	OHR/IO	14	Terrence Jackson				
	OHR/Diversity and Recruitment Branch	14	Lester Facey				
	OHR/Program Management Staff	14	Michelle McClendon				
	OHR/Diversity and Recruitment Branch	14	Tracye Smith-Starckey				
	OHR/Training Branch	14	Piyachat Terrell				
	OHR/Training Branch	14	Kent Smith				
	OHR/Training Branch	14	Claire Milam				
	OHR/Diversity and Recruitment Branch	14	Michael Nieves				
	OHR/Policy and Accountability Branch	14	Alan Bogus				
	OHR/Employee Services Branch	14	Wayne D. White				
	OHR/Training Branch	14	Edna Mercado				
	OHR/Executive Resources Division	14	Malissa Griffin				
	OHR/Diversity and Recruitment Branch	15	Tania Allen				
	OHR/Training Branch	15	Sharon Ridings				
	OHR/IO	15	Kenneth Schreefer				
	OA/Sustainable and Transportation Solutions	7	Jonathan Barnes				
	OA/Headquarters Operations Branch	12	Bernie Ray-Davis	29	10	10	
	OA/Personnel Security Branch	12	Justine Chopp				
	OA/Resource Management Staff	13	Lynnette Jones				
	OA/Security Management Division	13	Beverly Ware				
	OA/Physical Security and Preparedness Branch	13	Stacey Robinson				
	OA/IO	13	Raphael Jackson				
	OA/Resource Management Staff	13	Danita Bowling				
	OA/Facilities Management and Services Branch	13	Alex De La Cruz-Matthews				
	OA/Headquarters Service Branch	13	Dexter Johnson				
	OA/Headquarters Service Branch	13	Brenda Randall				
	OA/Physical Security and Preparedness Branch	13	Marilsa Santiago				
	OA/Personnel Security Branch	13	Charles Neill				
	OA/Safety and Sustainability Division	13	Eulvid Ronald Rocque				
	OA/Environ, Safety, and Health Prog Branch	13	Joshua McDonald				
	OA/Sustainable and Transportation Solutions	13	Bryford Metoyer				
	OA/Real Property Services Staff	13	Angela Tenner				
	OA/Headquarters Service Branch	14	Sunday Eme				
	OA/Headquarters Service Branch	14	Rebecca Snipes				
	OA/Environ, Safety, and Health Prog Branch	14	Peter Stinger				
	OA/Environ, Safety, and Health Prog Branch	14	Pamela McCutcheon				
	OA/Resource Management Staff	14	Marilyn Armstrong				
	OA/Real Property Services Staff	14	Jason Bushta				
	OA/Resource Management Staff	15	Norman Boyle				
	OA/Real Property Services Staff	15	John Dady				
	OA/IO	15	Pamela Gillikin				
	OA/IO	15	Steven Blankenship				

	OA/Security Management Division	15	Jonathan Ross				
	OA/Safety and Sustainability Division	15	Sherell Sterling				
	Total 343 Proposed:			**59**	**25**	**14**	
510-Accounting	OAM/Financial Analysis and Oversight Service Center	13	Rose Piard-Hylton	4	**2**		
		14	Linear Cherry				
		14	Carol Reid				
		14	Jacqueline Smith				
511-Auditing	OAM/RTP Procurement Operations Division	12	David Christofel	6	**4**		
	OAM/Financial Analysis and Oversight Service Center	13	Charles Gourdine				
	OAM/Financial Analysis and Oversight Service Center	13	Alejandra Herbas				
	OAM/Financial Analysis and Oversight Service Center	13	Inethia Scott				
	OAM/Financial Analysis and Oversight Service Center	14	Bonnie Sharp				
	OAM/Financial Analysis and Oversight Service Center	15	Anthony Ward				
905-General Attorney	OROM/FACMD	14	James McCleary	1	**1**	**0**	**1**
1801 - Compliance Specialist	OGD/Suspension and Debarment	13	Joseph Carbonaro	1	1		
Grand Total				**155**	**98**	**29**	**4**

OARM VERA/VSIP Business Case
One Page Proposal
DRAFT – 5/5/2017

The Office of Administration and Resources Management is requesting approval authority for the use of Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA) to transform its workforce by placing a renewed focus on core business services, eliminating business services with low demand, centralizing internal support in select administrative areas, and reshaping the workforce to optimize support to the agency.

OARM will focus on the following themes:

- **Restructure highly graded, non-supervisory staff positions** (GS 14 and 15) into lower graded positions that support the skills and competencies needed to meet current and emerging mission and program requirements.
    - Use vacancies that become available as a result of VSIP/VERA employee separations as placement opportunities for any employees in surplus positions.
    - Rebalance the current structure and recruit at lower grade and career ladder levels.

- **Restructure positions in lower priority business areas** where needs can be met more economically, by leveraging technology, or utilizing other resources. Includes the printing function, printing officers, and elimination of embedded attorney services in favor of OGC expertise. These positions will be restructured into positions that support core business functions.

- **Restructure general support positions in order to increase emphasis on positions and series directly supporting our core business functions – facility, engineering, contract, grant and human resources management.**
    - Reduce the number of employees in specific occupational series (e.g., automation clerks, secretaries, procurement analysts, grants assistants, program and management analyst positions).
    - Realign current administrative specialists and program analysts to consolidate internal HR support and budget execution in OARM to achieve efficiency.
    - Restructure positions to recruit candidates having skills required to close current competency gaps.

OARM VERA/VSIP Business Case
One Page Proposal
DRAFT – 5/5/2017

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    - Realign current administrative specialists and program analysts to consolidate internal HR support and budget execution in OARM to achieve efficiency.
    - Restructure positions to recruit candidates having skills required to close current competency gaps.

OARM VERA/VSIP Business Case
One Page Proposal
DRAFT – 5/4/2017

The Office of Administration and Resources Management is requesting approval authority for the use of Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA) to transform its workforce by placing a renewed focus on core business services, eliminating business services with low demand, centralizing internal support in select administrative areas, and reshaping the workforce to optimize~~improve~~ support to the agency.

OARM will focus on the following themes:

- **Restructure highly graded, non-supervisory staff positions** (GS 14 and 15) into lower graded positions that support the skills and competencies needed to meet current and emerging mission and program requirements~~in the future~~.
  - Use vacancies that become available as a result of VSIP/VERA employee separations as placement opportunities for any employees in surplus positions.
  - Rebalance the current structure and recruit at lower grade and career ladder levels.

- **Restructure positions in lower priority business areas** where needs can be met more economically, by leveraging technology, or utilizing other resources~~,~~ ~~i~~Includes the printing function, ~~on-site print shop,~~ printing officers, ~~eliminate support of paper based training approval processes,~~ and elimination of embedded attorney services in favor of OGC expertise. These position will be restructured into positions that support core business functions.

- **Restructure general support positions in order to increase emphasis on positions and series directly supporting our core business functions – facility, engineering, contract, grant and human resources management.**
  - Reduce the number of employees in specific occupational series (e.g., a~~A~~utomation clerks, secretaries, procurement analysts, grants assistants, program and management analyst positions).
  - Realign current a~~A~~dministrative specialists and program analysts in order to consolidate internal HR support and budget execution in OARM to achieve efficiency.
  - Restructure positions to recruit candidates having skills required to close current competency gaps.

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP 98 x $25,000	$ 2,450,000
Annual Leave Pay Out for 98 of Targeted Positions for VERA, Optional Retirement or Resignation {$64.86* x 240 x 98 of Targeted Positions}	$ 1,525,507
Total Maximum Direct Costs	$ 3,975,507

*Payroll estimated on a GS-13, step 5 ($51.48) with 26% included for loaded cost in Washington, D.C.

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$100,999,387	$101,472,394
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost (A-(98 Targeted Positions*$145,000)	$86,789,387	$87,262,394
E. Payroll for 84 New Hires	$2,810,070	$5,646,460
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$11,399,930	$8,563,540
G. Pre-VERA/VSIP Annual WCF Cost	$6,280,000	$6,280,000
H. Post VERA/VSIP Annual WCF Cost	$5,473,852	$5,473,852
I. WCF for 84 New Hires (assumes half of WCF costs mid-year in FY 18 - $4,113 * 84 and full costs $8,226 * 84 in FY 19)	$345,492	$690,984
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$460,656	$115,164
Projected Savings with VERA/VSIP (F+J)	**$11,860,586**	**$8,678,704**

Calculation Notes:
A – FY 2018 is FY 2017 with ¾ of 1.9% Raise; FY 2019 is FY 2017 with full 1.9% Raise.
B/C – VERA/VSIP Payout and Leave Payout Costs occur in FY 2017.
D – 145,000 is the estimated average cost of FTE
E – Assume a GS-09, Step 1 with 20% added to cover the cost of benefits.

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

H - Total is Pre-VERA/VSIP Annual WCF Cost – (98 Targeted Positions x $8,226).
I – For FY 2018 assumes new hires are only funded for ½ of the year at $4,113.

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

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F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$11,399,930	$8,563,540
G. Pre-VERA/VSIP Annual WCF Cost	$6,280,000	$6,280,000
H. Post VERA/VSIP Annual WCF Cost	$5,473,852	$5,473,852
I. WCF for 84 New Hires (assumes half of WCF costs mid-year in FY 18 - $4,113 * 84 and full costs $8,226 * 84 in FY 19)	$345,492	$690,984
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$460,656	$115,164
Projected Savings with VERA/VSIP (F+J)	**$11,860,586**	**$8,678,704**

Calculation Notes:
A – FY 2018 is FY 2017 with ¾ of 1.9% Raise; FY 2019 is FY 2017 with full 1.9% Raise.
B/C – VERA/VSIP Payout and Leave Payout Costs occur in FY 2017.
D – 145,000 is the estimated average cost of FTE
E – Assume a GS-09, Step 1 with 20% added

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

H - Total is Pre-VERA/VSIP Annual WCF Cost – (98 Targeted Positions x $8,226).
I – For FY 2018 assumes new hires are only funded for ½ of the year at $4,113.

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Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP 98 x $25,000	$ 2,450,000
Annual Leave Pay Out for 98 of Targeted Positions for VERA, Optional Retirement or Resignation {$64.86* x 240 x 98 of Targeted Positions}	$ 1,525,507
Total Maximum Direct Costs	$ 3,975,507

*Payroll estimated on a GS-13, step 5 ($51.48) with 26% included for loaded cost in Washington, D.C.

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$100,999,387	$101,472,394
B. VERA/ VSIP Payout Cost	$0	$0
C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost (A-(98 Targeted Positions*$145,000)	$86,789,387	$87,262,394
E. Payroll for 84 New Hires	$5,541,480	$5,541,480
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$8,659,520	$8,668,520
G. Pre-VERA/VSIP Annual WCF Cost	$6,280,000	$6,280,000
H. Post VERA/VSIP Annual WCF Cost	$5,473,852	$5,473,852
I. WCF for 84 New Hires (assumes half of WCF costs mid-year in FY 18 - $4,113 * 84 and full costs $8,226 * 84 in FY 19)	$345,492	$690,984
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$460,656	$115,164
Projected Savings with VERA/VSIP (F+J)	**$9,120,176**	**$8,783,684**

Calculation Notes:
A – FY 2018 is FY 2017 with ¾ of 1.9% Raise; FY 2019 is FY 2017 with full 1.9% Raise.
B/C – VERA/VSIP Payout and Leave Payout Costs occur in FY 2017.
D – 145,000 is the estimated average cost of FTE
E – Assume a GS-09, Step 1 with 20% added

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

H - Total is Pre-VERA/VSIP Annual WCF Cost – (98 Targeted Positions x $8,226).
I – For FY 2018 assumes new hires are only funded for ½ of the year at $4,113.

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP 19 x $25,000	$ 475,000
Annual Leave Pay Out for 19 of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x 19 of Targeted Positions}	$ 224,640
Total Maximum Direct Costs	$ 699,640

Table B – Estimated Savings for FY 2018 through FY 2019

	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	75,360,000	75,360,000	75,360,000
B. VERA/ VSIP Payout Cost	475,000		
C. Leave Payout Cost	224,640		
D. Post VERA/VSIP Annual Payroll Cost (less 19 FTE's average cost)	75,360,000	72,517,928	72,517,928
E. Payroll for # New Hires (assume 17 FTE's external to Region 10 by mid-year in FY 18)		1,259,487	2,518,974
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	(699,640)	1,582,585	323,098
G. Pre-VERA/VSIP Annual WCF Cost	2,168,900	2,168,900	2,168,900
H. Post VERA/VSIP Annual WCF Cost	2,168,000	2,091,000	2,091,000
I. WCF for # New Hires (assumes half of WCF costs mid-year in FY 18 - $2,050 * 17 and full costs $4,100 * 17 in FY 19)		34,850	69,700
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	2,168,900	43,050	8,200
Projected Savings with VERA/VSIP	**(699,640)**	**1,625,635**	**331,298**

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

OARM	OARM Office/Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
ATLANTA,GEORGIA		**2**	**2**		**2**														
1801-General Inspection, Investigation, and Compliance		1	1		1														
905-General Attorney		1	1		1														
BOSTON,MASSACHUSETTS		**1**			**1**														
343-Management and Program Analysis		1			1														
CHICAGO,ILLINOIS		**1**			**1**														
905-General Attorney		1			1														
CINCINNATI,OHIO		**68**	**9**	**21**	**65**														
1102-Contracting		2			1														
1301-General Physical Science		1		1	1														
1410-Librarian		1			1														
1654-Printing Services		1	1		1														
	OARM-Cincinnati									1									
18-Safety and Occupational Health Management		2		2	2														
2010-Inventory Management		1			1														
201-Human Resources Management		29	4	10	28														
203-Human Resources Assistance		2			2														
2210-Information Technology Management		6		2	5														
318-Secretary		2	1		2														
	OARM-Cincinnati							1											
340-Program Management		1			1														
343-Management and Program Analysis		12	3	3	12														
	OARM-Cincinnati (Records Management)									1									
391-Telecommunications		2		1	2														
801-General Engineering		4		1	4														
80-Security Administration		1			1														
830-Mechanical Engineering		1		1	1														
DURHAM,NORTH CAROLINA		**131**	**11**	**19**	**111**														
1102-Contracting		33	4	8	31														
1301-General Physical Science		1																	
1640-Facility Operations Services		6		1	5														
18-Safety and Occupational Health Management		1			1														
2010-Inventory Management		1																	
201-Human Resources Management		55	3	6	44														
	OARM-RTP								1										
203-Human Resources Assistance		5			4														
2210-Information Technology Management		10	1	3	8														
2299-Information Technology Student Trainee		1																	
301-Miscellaneous Administration and Program		2			2														
340-Program Management		3			3														
341-Administrative Officer		1			1														
343-Management and Program Analysis		2	1	1	2														
511-Auditing		1	1		1														
801-General Engineering		1	1		1														
	OARM-RTP										1								
80-Security Administration		1			1														
830-Mechanical Engineering		4			4														
850-Electrical Engineering		2			2														
899-Engineering and Architecture Student Trainee		1			1														

LAS VEGAS,NEVADA		**21**	**2**	**5**	**18**														
201-Human Resources Management		18	2	5	15														
203-Human Resources Assistance		2			2														
318-Secretary		1			1														
MOREHEAD CITY,NORTH CARO		**1**		**1**	**1**														
201-Human Resources Management		1		1	1														
NEW BERN,NORTH CAROLINA		**1**			**1**														
201-Human Resources Management		1			1														
NORWOOD,OHIO		**37**	**4**	**6**	**34**														
1102-Contracting		36	3	6	33														
301-Miscellaneous Administration and Program		1	1		1														
PHILADELPHIA,PENNSYLVANI		**1**			**1**														
905-General Attorney		1			1														
SAN FRANCISCO,CALIFORNIA		**1**			**1**														
343-Management and Program Analysis		1			1														
WASHINGTON,DC		**433**	**93**	**112**	**407**														
1001-General Arts and Information		1		1	1														
	OROM/IO											1							
1102-Contracting (Procurement Analyst)		96	19	24	90														
	OAM									4	13	8							
1103-Industrial Property Management		1			1														
1106-Procurement Clerical and Technician		1	1		1		1												
	OAM																		
1109-Grants Management		22	6	5	22														
	OGD								1		2	1							
1170-Realty		1			1														
1640-Facility Operations Services		2		2	2														
1654-Printing Services		1			1														
1712-Training Instruction		1			1														
	OGD									1									
1750-Instructional Systems		2			1														
1801-General Inspection, Investigation, and Compliance		2		1	2														
18-Safety and Occupational Health Management		3		1	3														
201-Human Resources Management		37	11	8	34														
203-Human Resources Assistance		2	1	1	2														
2101-Transportation Specialist		1																	
2210-Information Technology Management		25	1	9	25														
	OAM									6	2	1							
	OHR									2	1	1							
28-Environmental Protection Specialist		1			1														
301-Miscellaneous Administration and Program		21	7	7	20														
	OROM/AOSD							1											
	OROM/IO								1										
	OROM/RAPD									1									
	OAM							1	1										
	OGD						1		1										
	OHR (Conflict Management)									2	2	1							
303-Miscellaneous Clerk and Assistant		2	2		2														
	OHR						1												
306-Government Information Specialist		3	2	1	3														
	OAM								3										
318-Secretary		2	1	1	2														
	OAM							2											
326-Office Automation Clerical and Assistance		2	1		2														

	OAM						1												
	OHR					1													
340-Program Management		7	2	2	7														
341-Administrative Officer		2		1	2														
	OAM								1										
342-Support Services Administration		11	6	3	11														
	OA								1	8	1								
343-Management and Program Analysis		106	21	24	99														
	OROM/FACMD								1		1								
	OROM/RAPD									1									
	OROM/AOSD											3							
	OAM									1	2								
	OGD											1							
	OHR										13	3							
	OA*								2	2	3	3							
344-Management and Program Clerical and Assistance		1			1														
351-Printing Clerical		1		1	1														
391-Telecommunications		1	1		1														
510-Accounting		4	1	1	4														
	OAM									1	3								
511-Auditing		5	2	2	5														
	OAM								1	3	1	1							
690-Industrial Hygiene		1	1		1														
801-General Engineering		1			1														
804-Fire Protection Engineering		2		1	1														
808-Architecture		5	2		4														
80-Security Administration		18	2	4	17														
810-Civil Engineering		1	1		1														
819-Environmental Engineering		1			1														
830-Mechanical Engineering		4		1	3														
850-Electrical Engineering		1			1														
905-General Attorney		26	2	7	23														
	OROM/FACMD										1								
935-Adminstrative Law Judge		3		2	3														
950-Paralegal Specialist		1		1	1														
#N/A		2		1	2														
Grand Total		**698**	**121**	**164**	**643**														

5/9/2017

OARM	OARM Office/Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
CINCINNATI,OHIO	Total # All Series:	68	9	21	65			1		2					3	3	3	0	
1654-Printing Services	OARM-Cincinnati	1	1		1					1					1	1	1		
318-Secretary	OARM-Cincinnati	2	1		2			1							1	1	1		
343-Management and Program Analysis	OARM-Cincinnati (Records Management)	12	3	3	12					1					1	1	1		
DURHAM,NORTH CAROLINA	Total # All Series:	131	11	19	111				1		1				2	2	0	2	
201-Human Resources Management	OARM-RTP	55	3	6	44				1						1	1		1	
801-General Engineering	OARM-RTP	1	1		1						1				1	1		1	
WASHINGTON,DC	Total # All Series:	433	93	112	407	1	5	4	13	46	54	27	0	0	150	93	81	12	
1001-General Arts and Information	OROM/IO	1		1	1							1			1	1	1		Restructure, web content development and lower grade
1102-Procurement Analyst	OAM	96	19	24	90					4	13	8			25	16	16		
1106-Procurement Clerical and Technician	OAM	1	1		1		1								1	1	1		
1109-Grants Management	OGD	22	6	5	22														
	OGD/Fellowships, IAGs and SEEs Branch								3	2	1				6	2	2		
	OGD/National Policy, Training and Compliance									1	1				2	2	2		
	OGD/Suspension and Debarment										1				1	1	1		
	OGD/Grants Management Branch											1			1	1	1		
				Total 1109 Proposed:		0	0	0	3	3	3	1	0	0	10	6	6		
2210-Information Technology Management		25	1	9	25														
	OAM									5	2	1			8	8	5	3	
	OHR		1	2	4					2	1	1			4	2	2		
				Total 2210 Proposed:		0	0	0	0	7	3	2	0	0	12	10	7	3	
301-Miscellaneous Administration and Program		21	7	7	20														
	OROM/AOSD									1					1	1	1		Analytical skills
	OROM/RAPD							1							1	1	1		Restructure
	OAM							1							1	1	1		
	OHR (Conflict and Info. Management Specialist)		1	4	5					2	2	1			5	2	2		
	OALJ								1						1	1		1	
				Total 301 Proposed:		0	0	2	1	3	2	1	0	0	9	6	5	1	
303-Miscellaneous Clerk and Assistant	OHR	2	2		2		1								1	1		1	
	OGD						1								1	1	1		
306-Government Information Specialist	OAM	3	2	1	3				3						3	3	3		
318-Secretary	OAM	2	1	1	2			2							2	2	2		
326-Office Automation Clerical and Assistance		2	1		2														
	OAM						1								1	1	1		
	OHR		1		1	1									1	1		1	
				Total 326 Proposed:		1	1	0	0	0	0	0	0	0	2	2	1	1	
341-Administrative Officer	OAM	2		1	2				1						1	1	1		
342-Support Services Administration	OA	11	6	3	11				1	8	1	1			11	10	10		Plus 1 for restructuring since one is not part of the V/V
343-Management and Program Analysis		106	21	24	99														
	OROM/FACMD								1		4	1			6	3	2	1	
	OROM/RAPD									1					1	1	1		Analytical skills
	OROM/AOSD											3			3	2	2		Restructure to lower grade
	OAM									1	2				3	3	3		
	OGD										1				1	1	1		
	OHR		4	5	16						14	2			16	5	5		
	OA	32	2	15	27		1		2	14	6	6			29	10	10		No Supervisory Positions Offered
				Total 343 Proposed:			1		3	16	27	12			59	25	24	1	
510-Accounting	OAM	4	1	1	4					1	3				4	2	0	2	
511-Auditing	OAM	5	2	2	5				1	3	1	1			6	4	2	2	
905-General Attorney	OROM/FACMD	26	2	7	23						1				1	1	0	1	Attorney position not needed, legal support provided by OGC
1801 - Compliance Specialist	OGD									1					1	1	1		
Grand Total		698	121	164	643	1	5	5	14	48	55	27	0	0	155	98	84	14	

The Office of Administration and Resources Management is requesting approval authority for the use of Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA) to transform its workforce by placing a renewed focus on core business services, eliminating business services with low demand, centralizing internal support in select administrative areas, and reshaping the workforce to optimize support to the agency.

OARM has 698 permanent employees. The VERA/VSIP plan targets 154 positions: 34 positions in support job series and 120 positions in programmatic series. Targeting decisions were made by senior managers based on the specific mission needs required to reshape and reposition the organization by correcting competency gaps necessary to meet federal and agency mandates. The maximum number of VERA/VSIPs to be offered is 98 as shown in the Targeted Positions Template. These offers span 20 different job series. Decisions on which employees may be authorized VERA and VSIP will be based on the employee's permanent official division, position of record, occupational series, and grade level. The estimate of the total number of employees in OARM who are expected to take early retirement is five.

OARM will focus on the following themes:

Restructure or reduce highly graded, supervisory and non-supervisory staff positions (GS 14 and 15) into lower graded positions that support the skills and competencies needed to meet current and emerging mission and program requirements and rebalance the current structure and recruit at lower grade and career ladder levels.

1. OARM-Research Triangle Park proposes to eliminate a 0801 General Engineer position as the engineering duties of the organization have changed as well as a 0201 Human Resources Specialist (Training) whose functions no longer constitute a full time function at the GS-12 level.

2. The Office of Human Resources will focus on restructuring positions to consolidate skills and realign employees to meet current and emerging mission and program requirements, including restructuring five highly graded 0343 Program Analyst Positions and reshaping the highly graded 0301 Conflict Management Specialist positions.

3. The Office of Administrative Law Judges seeks to eliminate one 0301 Information Management Specialist position whose work can be absorbed within the organization.

4. The Office of Resources and Operations Management will restructure one 1001 Communication Specialist Position as the work can be performed at a lower GS level.
5. OROM has a cadre eight of highly graded 0343 – Program Analyst positions where the positions will be restructured to lower grades, of the eight positions four offers will be made (four restructured)*.
   **In OROM – the pool for 0343 positions in FACMD does not include one GS-14. This position acts as the Committee Management Officer and is excluded because it is required by GSA and the FAC Act.*

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6. The Office of Acquisition Management has four 0510-Accounting and six 0511-Auditing positions where 2 positions in each of these series will be eliminated. The remaining positions will be integrated into the operational divisions of OAM.

7. The Office of Grants and Debarment seeks to restructure highly graded 1109 Grant Specialist positions as follows:

    a. Two 1109 Grant Specialist positions in the National Policy, Training and Compliance Division that are that are no longer functioning as Grant Specialists. These positions would be restructured to lower graded 1109 positions focusing on core business functions.
    b. Restructuring of two 1109 Grant Specialist positions in the Fellowships, IAGs and SEEs branch to ensure the organization has the skills needed due to changing technology and mission needs. (Six targeted positions, two max offers).
    c. Restructuring of one 1109 Grant Specialist in the Suspension and Debarment division to another series that better meets the needs of the Division.
    d. Restructuring of one 1109 Supervisory Grants Specialist to realign grants management with Interagency Agreements to further meet the mission of the office.

8. OGD has one 0343 Program Analyst position whose work can be absorbed within the organization and the position will be restructured at a lower grade level.

9. The Office of Administration seeks to target 29 Program Analyst 0343 positions with 10 max offers for restructuring to become more aligned with up to date mission functions and duties.

   OARM-Cincinnati proposes to restructure one 0343 Program Analyst. The duties of this position are primarily project officer duties for records management. These functions could be restructured and performed at a lower grade with a focus on core business functions.

Restructure positions to focus on core business functions where needs can be met more economically, by leveraging technology, or utilizing other resources. Includes the printing function, printing officers, and elimination of embedded attorney services in favor of OGC expertise. These positions will be restructured at lower grade levels and into positions that support core business functions.

1. OHR reducing the number of surplus 2210 IT Specialist positions by two.

2. OROM proposes the restructuring of two 0301 – Miscellaneous Administration and Program Management positions to ensure the right technical and analytical skills are accounted for.

3. OROM will target one 0343 positions to be restructured where the focus will be on ensuring the right technical and analytical skills are accounted for.

4. OROM proposes the elimination of one 0905 Attorney position where the work is duplicative to the services provided by OGC.

5. OAM efforts to restructure and reshape the workforce will focus on augmenting core business services by reducing and reshaping various support positions into 1102-Contract Specialist positions. This includes restructuring a variety of support positions including, 1106 Procurement Clerical and Technician, 0301 Program Specialist and Staff Assistant, 0318 Secretary, 0326 Office Automation Clerk, 0341 Administrative Officer and highly graded 0343 Program Analysts.

6. OAM seeks to restructure five of the eight 2210 positions, eliminating three positions. As the agency moves from a model of custom application development and on site hosting, there is a need to obtain current IT skills and expertise as we move to a cloud or shared hosting environment and procure standardized systems to meet our acquisition needs. There is also a need to obtain skills in the areas of data analytics, data mining and data reporting as required by the DATA Act.

7. OAM seeks to restructure the 1102-Contracting (Procurement Analyst) into 1102-Contract Specialist, this includes one Supervisory Procurement Analyst, which will be restructured to a Supervisory Contract Specialist position. The 24 positions across OAM will also be reduced.

8. OGD would restructure one 1801 Compliance Specialist to consolidate the function to one geographic location.

9. OARM-Cincinnati proposes to restructure one 0318 Secretary to a lower grade level with a focus on core business functions.

Consolidate or reduce administrative or support functions in order to increase emphasis on positions and series directly supporting our core business functions – facility, engineering, contract, grant and human resources management.

- Reduce the number of employees in specific occupational series (e.g., automation clerks, secretaries, procurement analysts, grants assistants, program and management analyst positions).
- Realign current administrative specialists and program analysts to consolidate internal HR support and budget execution in OARM to achieve efficiency.
- Restructure positions to recruit candidates having skills required to close current competency gaps.

1. OA proposes the restructuring of ten 0342 Support Services Specialist positions for consolidation of skills under the 1176 Building Manger Series at lower grade levels.

2. OHR has two administrative positions 0303 – Clerk and 0326 – Automation Clerk, where the work has become obsolete and these two positions will be eliminated.

3. OAM seeks to restructure 0306 Government Information Specialist positions currently doing FOIA work to focus on core business functions. The FOIA work will be consolidated centrally within OAM.

4. OGD seeks to eliminate a 0303 Miscellaneous Clerk administrative function, where the work has become obsolete.

5. OARM-Cincinnati proposes to restructure one 1645 Printing Services to a lower grade level with a focus on core business functions.

6. OROM seeks to eliminate one 0343 Program Analyst GS-12 position where the work has become obsolete due to technology and changing workforce needs.

How VSIP will be used in conjunction with VERA:

OARM has 121 employees eligible for regular retirement and 164 eligible for early retirement through VERA in the above identified series. The VSIP authority presents an attractive enticement to those employees who will realize a reduced annuity from retiring early through VERA. Therefore, the combination of optional and early retirement eligible employees will result in the maximum number of departures, which is important to OARM to reshape its organization. The VSIP can further increase the potential departure group by providing a separation incentive to employees who have more than three years of status and hence could elect to depart to pursue other career opportunities.

Hence, the combination of VERA and VSIP provides the greatest likelihood of the OARM achieving the necessary reshaping and restructuring of its workforce.

The types of personnel actions anticipated as a result of the above proposed restructuring and elimination of positions include:

- Directed reassignments
- Competitive details
- Voluntary separations and retirements
- Abolishment of some positions
- Reclassification and restructuring of some positions
- Internal and possible external competitive recruitments.

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	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
OARM	702	121	164	643
OAR	1155	184	271	1002
OCFO	315	51	83	283
OECA	730	176	164	686
OIG	276	44	58	251
OITA	74	12	19	70
AO	730	76	80	311
OEI	348	71	81	312
OGC	234	37	51	183
OLEM	495	113	134	451
ORD	1794	427	324	1463
OCSPP	1147	203	225	876
OW	602	103	94	502
REGION 1	568	137	201	521
REGION 2	785	205	238	726
REGION 3	828	199	217	722
REGION 4	914	166	297	823
REGION 5	1086	258	309	978
REGION 6	748	227	166	669
REGION 7	522	75	112	444
REGION 8	529	98	127	491
REGION 9	741	145	208	677
REGION 10	548	108	124	501
EPA	**15871**	**3236**	**3747**	**13585**

VSIP

When an agency has received approval from OPM to offer VSIPs, any employee (as defined in 5 U.S.C. 2105) who meets these general eligibility requirements may receive an offer. The employee must:

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer; and
5. Not be included in any of the ineligibility categories listed below.

Employees in the following categories are not eligible for a VSIP:

1. Are reemployed annuitants;
2. Have a disability such that the individual is or would be eligible for disability retirement;
3. Have received a decision notice of involuntary separation for misconduct or poor performance;
4. Previously received any VSIP from the Federal Government;
5. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
6. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid; and
7. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

VERA

To be eligible to retire under VERA, an employee must:

(1) Meet the VERA minimum age and service requirements (i.e., the employee has completed at least 20 years of creditable service and is at least age 50, or has completed at least 25 years of creditable service regardless of age);

The minimum age and service requirements are set by statute in 5 U.S.C. 8336(d)(2) for CSRS employees, and in 5 U.S.C. 8414(b)(1) for FERS employees. OPM has no authority to waive either the minimum age or service requirement for VERA eligibility.

(2) Have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA;

(3) Hold a position that is not a time-limited appointment;

(4) Have not received a final removal decision based upon misconduct, or unacceptable performance;

(5) Hold a position covered by the agency's VERA; and

(6) Retire under the VERA option during the agency's VERA window.

OARM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
ATLANTA,GEORGIA	**2**	**2**		**2**
1801-General Inspection, Investigation, and Compliance	1	1		1
905-General Attorney	1	1		1
BOSTON,MASSACHUSETTS	**1**			**1**
343-Management and Program Analysis	1			1
CHICAGO,ILLINOIS	**1**			**1**
905-General Attorney	1			1
CINCINNATI,OHIO	**68**	**9**	**21**	**65**
1102-Contracting	2			1
1301-General Physical Science	1		1	1
1410-Librarian	1			1
1654-Printing Services	1	1		1
18-Safety and Occupational Health Management	2		2	2
2010-Inventory Management	1			1
201-Human Resources Management	29	4	10	28
203-Human Resources Assistance	2			2
2210-Information Technology Management	6		2	5
318-Secretary	2	1		2
340-Program Management	1			1
343-Management and Program Analysis	12	3	3	12
391-Telecommunications	2		1	2
801-General Engineering	4		1	4
80-Security Administration	1			1
830-Mechanical Engineering	1		1	1
DURHAM,NORTH CAROLINA	**131**	**11**	**19**	**111**
1102-Contracting	33	4	8	31
1301-General Physical Science	1			
1640-Facility Operations Services	6		1	5
18-Safety and Occupational Health Management	1			1
2010-Inventory Management	1			
201-Human Resources Management	55	3	6	44
203-Human Resources Assistance	5			4
2210-Information Technology Management	10	1	3	8
2299-Information Technology Student Trainee	1			
301-Miscellaneous Administration and Program	2			2
340-Program Management	3			3
341-Administrative Officer	1			1
343-Management and Program Analysis	2	1	1	2
511-Auditing	1	1		1
801-General Engineering	1	1		1
80-Security Administration	1			1
830-Mechanical Engineering	4			4

# of Targeted Positions by Grade													
1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments

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850-Electrical Engineering	2			2
899-Engineering and Architecture Student Trainee	1			1
LAS VEGAS,NEVADA	**21**	**2**	**5**	**18**
201-Human Resources Management	18	2	5	15
203-Human Resources Assistance	2			2
318-Secretary	1			1
MOREHEAD CITY,NORTH CARO	**1**		**1**	**1**
201-Human Resources Management	1		1	1
NEW BERN,NORTH CAROLINA	**1**			**1**
201-Human Resources Management	1			1
NORWOOD,OHIO	**37**	**4**	**6**	**34**
1102-Contracting	36	3	6	33
301-Miscellaneous Administration and Program	1	1		1
PHILADELPHIA,PENNSYLVANI	**1**			**1**
905-General Attorney	1			1
SAN FRANCISCO,CALIFORNIA	**1**			**1**
343-Management and Program Analysis	1			1
WASHINGTON,DC	**433**	**93**	**112**	**407**
1001-General Arts and Information	1		1	1
1102-Contracting	96	19	24	90
1103-Industrial Property Management	1			1
1106-Procurement Clerical and Technician	1	1		1
1109-Grants Management	22	6	5	22
1170-Realty	1			1
1640-Facility Operations Services	2		2	2
1654-Printing Services	1			1
1712-Training Instruction	1			1
1750-Instructional Systems	2			1
1801-General Inspection, Investigation, and Compliance	2		1	2
18-Safety and Occupational Health Management	3		1	3
201-Human Resources Management	37	11	8	34
203-Human Resources Assistance	2	1	1	2
2101-Transportation Specialist	1			
2210-Information Technology Management	25	1	9	25
28-Environmental Protection Specialist	1			1
301-Miscellaneous Administration and Program	21	7	7	20
303-Miscellaneous Clerk and Assistant	2	2		2
306-Government Information Specialist	3	2	1	3
318-Secretary	2	1	1	2
326-Office Automation Clerical and Assistance	2	1		2
340-Program Management	7	2	2	7
341-Administrative Officer	2		1	2
342-Support Services Administration	11	6	3	11
343-Management and Program Analysis	106	21	24	99
344-Management and Program Clerical and Assistance	1			1
351-Printing Clerical	1		1	1
391-Telecommunications	1	1		1

510-Accounting	4	1	1	4
511-Auditing	5	2	2	5
690-Industrial Hygiene	1	1		1
801-General Engineering	1			1
804-Fire Protection Engineering	2		1	1
808-Architecture	5	2		4
80-Security Administration	18	2	4	17
810-Civil Engineering	1	1		1
819-Environmental Engineering	1			1
830-Mechanical Engineering	4		1	3
850-Electrical Engineering	1			1
905-General Attorney	26	2	7	23
935-Adminstrative Law Judge	3		2	3
950-Paralegal Specialist	1		1	1
#N/A	2		1	2
Grand Total	**698**	**121**	**164**	**643**

OAR	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANN ARBOR,MICHIGAN	**282**	**46**	**73**
1102-Contracting	1		
110-Economist	3		
1301-General Physical Science	21	1	8
1320-Chemistry	7	3	
1399-Physical Science Student Trainee	1		
1550-Computer Science	4	2	
1640-Facility Operations Services	4		
1801-General Inspection, Investigation, and Compliance	14	2	3
1910-Quality Assurance	1		
201-Human Resources Management	2		
2210-Information Technology Management	8	1	2
28-Environmental Protection Specialist	51	11	16
301-Miscellaneous Administration and Program	13	2	3
318-Secretary	1		1
343-Management and Program Analysis	11		1
4714-Model Making	1		
801-General Engineering	21	2	4
802-Engineering Technical	12	2	4
803-Safety Engineering	1	1	
819-Environmental Engineering	14	2	5
830-Mechanical Engineering	62	12	19
850-Electrical Engineering	4	2	
854-Computer Engineering	2		1
893-Chemical Engineering	12	3	6
899-Engineering and Architecture Student Trainee	4		
905-General Attorney	3		
99-General Student Trainee	4		
ANNAPOLIS,MARYLAND	**1**		
343-Management and Program Analysis	1		
AUTAUGA,ALABAMA	**1**		
1320-Chemistry	1		
DALLAS,TEXAS	**1**		
1301-General Physical Science	1		
DURHAM,NORTH CAROLINA	**345**	**54**	**78**
1035-Public Affairs	1		
1101-General Business and Industry	7	1	
110-Economist	9	1	
1301-General Physical Science	66	13	4
1530-Statistics	6		1
2210-Information Technology Management	9	1	
28-Environmental Protection Specialist	112	15	32

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
248														
1														
1														
16														
5														
4														
2														
14														
1														
2														
8														
50														
11														
1														
11														
1														
21														
8														
1														
13														
57														
4														
2														
12														
2														
1														
1														
1														
1														
294														
1														
7														
7														
49														
4														
8														
98														

301-Miscellaneous Administration and Program	27	8	7
306-Government Information Specialist	1		
340-Program Management	7	2	3
343-Management and Program Analysis	14	3	3
401-General Natural Resources Management and Biological Sciences	3		
408-Ecology	1		
501-Financial Administration and Program	1		1
560-Budget Analysis	2		1
601-General Health Science	12	1	1
819-Environmental Engineering	64	9	25
893-Chemical Engineering	3		
LAS VEGAS,NEVADA	**23**	**8**	**3**
1102-Contracting	1		
1301-General Physical Science	10	4	1
1306-Health Physics	1		
2210-Information Technology Management	1		
28-Environmental Protection Specialist	5	2	1
303-Miscellaneous Clerk and Assistant	1	1	
343-Management and Program Analysis	2	1	1
690-Industrial Hygiene	1		
819-Environmental Engineering	1		
MONTGOMERY,ALABAMA	**39**	**9**	**10**
1102-Contracting	1		
1301-General Physical Science	25	7	7
1306-Health Physics	1		
1320-Chemistry	6	1	2
1529-Mathematical Statistics	1		1
1640-Facility Operations Services	1		
2210-Information Technology Management	2		
318-Secretary	1	1	
690-Industrial Hygiene	1		
SAN DIEGO,CALIFORNIA	**1**	**1**	
301-Miscellaneous Administration and Program	1	1	
WASHINGTON NAVY YARD,DC	**1**		
1301-General Physical Science	1		
WASHINGTON,DC	**450**	**66**	**107**
1035-Public Affairs	21		2
1102-Contracting	4		
110-Economist	18	3	2
1301-General Physical Science	43	9	4
1306-Health Physics	5	1	2
1320-Chemistry	3		2
1350-Geology	2		
1515-Operations Research	1	1	
1530-Statistics	2	1	
1550-Computer Science	1		
1801-General Inspection, Investigation, and Compliance	1		

25														
1														
7														
14														
3														
1														
1														
2														
7														
56														
3														
22														
10														
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32														
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23														
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1														
1														
1														
1														
1														
1														
403														
17														
4														
17														
36														
5														
3														
1														
2														
1														

2210-Information Technology Management	9	2	3
28-Environmental Protection Specialist	160	8	36
301-Miscellaneous Administration and Program	18	5	7
303-Miscellaneous Clerk and Assistant	1	1	
318-Secretary	6	1	3
340-Program Management	6	2	1
341-Administrative Officer	1	1	
343-Management and Program Analysis	89	20	28
344-Management and Program Clerical and Assistance	3	2	1
399-Administration and Office Support Student Trainee	1		
401-General Natural Resources Management and Biological Sciences	6	2	
408-Ecology	1		
801-General Engineering	3		1
819-Environmental Engineering	33	5	11
830-Mechanical Engineering	2		1
861-Aerospace Engineering	1		
893-Chemical Engineering	2	1	
905-General Attorney	4	1	2
99-General Student Trainee	2		
#N/A	1		1
Grand Total	**1144**	**184**	**271**

9														
137														
18														
1														
6														
5														
1														
86														
3														
6														
1														
3														
31														
2														
1														
2														
4														
1														
1002														

OCFO	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
CHAMPAIGN,ILLINOIS	**1**			**1**
1160-Financial Analysis	1			1
CINCINNATI,OHIO	**6**		**1**	**6**
2210-Information Technology Management	1			1
501-Financial Administration and Program	3			3
510-Accounting	2		1	2
DURHAM,NORTH CAROLINA	**57**	**8**	**16**	**51**
2210-Information Technology Management	12	1	7	12
2299-Information Technology Student Trainee	1			
301-Miscellaneous Administration and Program	1			1
343-Management and Program Analysis	2		1	2
399-Administration and Office Support Student Trainee	3			
501-Financial Administration and Program	22	4	6	21
510-Accounting	16	3	2	15
LAS VEGAS,NEVADA	**19**	**3**	**7**	**15**
2210-Information Technology Management	1			
318-Secretary	1			1
501-Financial Administration and Program	12	2	5	9
503-Financial Clerical and Assistance	1			1
510-Accounting	4	1	2	4
NORWOOD,OHIO	**44**	**5**	**6**	**43**
343-Management and Program Analysis	2		1	2
501-Financial Administration and Program	20	3	1	19
510-Accounting	21	2	4	21
599-Financial Management Student Trainee	1			1
WASHINGTON,DC	**186**	**35**	**53**	**167**
1035-Public Affairs	1			1
1160-Financial Analysis	1			1
2210-Information Technology Management	31	2	8	28
301-Miscellaneous Administration and Program	3	2	1	3
303-Miscellaneous Clerk and Assistant	1	1		1
318-Secretary	3	3		2
340-Program Management	1	1		1
341-Administrative Officer	2		2	2
343-Management and Program Analysis	81	13	18	73
399-Administration and Office Support Student Trainee	1			
501-Financial Administration and Program	18	2	9	18
503-Financial Clerical and Assistance	1	1		1
510-Accounting	33	8	12	29
560-Budget Analysis	4	2		4
599-Financial Management Student Trainee	2			
905-General Attorney	1		1	1

# of Targeted Positions by Grade													
1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments

#N/A	2		2	2
Grand Total	**313**	**51**	**83**	**283**

OECA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ALBUQUERQUE,NEW MEXICO	**1**		
819-Environmental Engineering	1		
ANCHORAGE,ALASKA	**3**		
1811-Criminal Investigating	3		
ARLINGTON,VIRGINIA	**3**		
1811-Criminal Investigating	3		
ATLANTA,GEORGIA	**8**	**2**	
1301-General Physical Science	1		
1811-Criminal Investigating	7	2	
BALTIMORE,MARYLAND	**2**		
1811-Criminal Investigating	2		
BATON ROUGE,LOUISIANA	**2**		
1811-Criminal Investigating	2		
BISMARCK,NORTH DAKOTA	**2**		
1811-Criminal Investigating	2		
BOISE,IDAHO	**2**	**1**	
1811-Criminal Investigating	2	1	
BOSTON,MASSACHUSETTS	**8**	**4**	
1811-Criminal Investigating	6	3	
301-Miscellaneous Administration and Program	1	1	
905-General Attorney	1		
BRUNSWICK,GEORGIA	**3**		**1**
1811-Criminal Investigating	2		
343-Management and Program Analysis	1		1
BUFFALO,NEW YORK	**2**		
1811-Criminal Investigating	2		
CHARLESTON,WEST VIRGINIA	**1**	**1**	
1811-Criminal Investigating	1	1	
CHARLOTTE,NORTH CAROLINA	**2**		
1811-Criminal Investigating	2		
CHICAGO,ILLINOIS	**7**	**1**	
1301-General Physical Science	1		
1811-Criminal Investigating	5	1	
893-Chemical Engineering	1		
CLEVELAND,OHIO	**6**	**1**	**1**
1811-Criminal Investigating	5	1	
301-Miscellaneous Administration and Program	1		1
DALLAS,TEXAS	**8**	**1**	**1**
1301-General Physical Science	1		
1811-Criminal Investigating	6	1	
301-Miscellaneous Administration and Program	1		1
DENVER,COLORADO	**15**	**2**	**2**

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
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6														
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15														

1811-Criminal Investigating	6	1	
28-Environmental Protection Specialist	1		1
341-Administrative Officer	1		
819-Environmental Engineering	2		1
893-Chemical Engineering	1		
905-General Attorney	3		
986-Legal Assistance	1	1	
DETROIT,MICHIGAN	**2**		
1811-Criminal Investigating	2		
DURHAM,NORTH CAROLINA	**1**		
1811-Criminal Investigating	1		
EDISON,NEW JERSEY	**6**	**3**	
1301-General Physical Science	1	1	
1801-General Inspection, Investigation, and Compliance	1		
1811-Criminal Investigating	4	2	
GLYNCO,GEORGIA	**3**	**2**	
1811-Criminal Investigating	2	1	
301-Miscellaneous Administration and Program	1	1	
GREENSBORO,NORTH CAROLIN	**1**		
343-Management and Program Analysis	1		
GULF BREEZE,FLORIDA	**3**		
1811-Criminal Investigating	3		
HELENA,MONTANA	**2**	**1**	
1811-Criminal Investigating	2	1	
HONOLULU,HAWAII	**2**	**1**	
1811-Criminal Investigating	2	1	
HOUSTON,TEXAS	**6**	**2**	
1811-Criminal Investigating	5	1	
301-Miscellaneous Administration and Program	1	1	
INDIANAPOLIS,INDIANA	**1**		
1811-Criminal Investigating	1		
JACKSONVILLE,FLORIDA	**8**	**2**	
1811-Criminal Investigating	7	2	
301-Miscellaneous Administration and Program	1		
KANSAS CITY,KANSAS	**1**		
1811-Criminal Investigating	1		
KNOXVILLE,TENNESSEE	**2**	**1**	
1811-Criminal Investigating	2	1	
LAKEWOOD,COLORADO	**79**	**23**	**23**
1083-Technical Writing and Editing	1	1	
1301-General Physical Science	5	1	
1311-Physical Science Technician	1	1	
1320-Chemistry	27	11	7
1530-Statistics	1		
1601-Equipment, Facilities, and Services	1		
1801-General Inspection, Investigation, and Compliance	1		
1811-Criminal Investigating	2	1	

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77														
1														
5														
1														
26														
1														
1														
1														
2														

2210-Information Technology Management	7	1	3
28-Environmental Protection Specialist	2	1	
301-Miscellaneous Administration and Program	3	2	1
340-Program Management	4		2
343-Management and Program Analysis	3	2	
344-Management and Program Clerical and Assistance	1		1
415-Toxicology	1		
819-Environmental Engineering	11	1	8
830-Mechanical Engineering	1		
893-Chemical Engineering	2		
905-General Attorney	5	1	1
LENEXA,KANSAS	**9**	**3**	
1811-Criminal Investigating	6	1	
301-Miscellaneous Administration and Program	1		
343-Management and Program Analysis	1	1	
905-General Attorney	1	1	
LOS ANGELES,CALIFORNIA	**5**	**1**	**1**
1811-Criminal Investigating	4	1	
301-Miscellaneous Administration and Program	1		1
LOUISVILLE,KENTUCKY	**1**		
1811-Criminal Investigating	1		
MIAMI,FLORIDA	**3**	**1**	
1811-Criminal Investigating	2	1	
905-General Attorney	1		
MIAMI-DADE,FLORIDA	**1**	**1**	
1811-Criminal Investigating	1	1	
MINNEAPOLIS,MINNESOTA	**2**		
1811-Criminal Investigating	2		
MISSOULA,MONTANA	**1**		
1811-Criminal Investigating	1		
NASHVILLE,TENNESSEE	**2**		
1811-Criminal Investigating	2		
NEW HAVEN,CONNECTICUT	**2**	**1**	
1811-Criminal Investigating	2	1	
NEW YORK, NEW YORK	**6**	**2**	
1811-Criminal Investigating	5	2	
301-Miscellaneous Administration and Program	1		
PHILADELPHIA,PENNSYLVANI	**6**	**3**	
1811-Criminal Investigating	5	3	
301-Miscellaneous Administration and Program	1		
PHOENIX,ARIZONA	**2**	**1**	**1**
1811-Criminal Investigating	1	1	
301-Miscellaneous Administration and Program	1		1
PORTLAND,OREGON	**2**		
1811-Criminal Investigating	2		
SACRAMENTO,CALIFORNIA	**1**		
1811-Criminal Investigating	1		

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SALT LAKE CITY,UTAH	**2**		
1811-Criminal Investigating	2		
SAN DIEGO,CALIFORNIA	**1**		
1811-Criminal Investigating	1		
SAN FRANCISCO,CALIFORNIA	**8**	**4**	
1301-General Physical Science	1	1	
1811-Criminal Investigating	6	2	
301-Miscellaneous Administration and Program	1	1	
SAN JUAN,PUERTO RICO	**2**		
1811-Criminal Investigating	2		
SEATTLE,WASHINGTON	**7**	**2**	
1801-General Inspection, Investigation, and Compliance	1	1	
1811-Criminal Investigating	5	1	
301-Miscellaneous Administration and Program	1		
ST LOUIS,MISSOURI	**2**		
1811-Criminal Investigating	2		
SYRACUSE,NEW YORK	**3**	**1**	
1811-Criminal Investigating	3	1	
TAMPA,FLORIDA	**2**	**1**	
1811-Criminal Investigating	2	1	
WASHINGTON,DC	**466**	**107**	**134**
1001-General Arts and Information	2		
1035-Public Affairs	1	1	
110-Economist	1		
1160-Financial Analysis	1		
1301-General Physical Science	25	6	4
1350-Geology	1	1	
1412-Technical Information Services	1		
1529-Mathematical Statistics	1		1
1801-General Inspection, Investigation, and Compliance	2	1	
1811-Criminal Investigating	16	2	
2210-Information Technology Management	26	9	6
28-Environmental Protection Specialist	66	14	24
301-Miscellaneous Administration and Program	14	5	7
306-Government Information Specialist	1		
308-Records Management	3		1
318-Secretary	2		1
340-Program Management	7	2	3
341-Administrative Officer	5		1
343-Management and Program Analysis	96	24	33
401-General Natural Resources Management and Biological Sciences	5	1	1
560-Budget Analysis	1		
819-Environmental Engineering	18	4	8
893-Chemical Engineering	6	1	4
905-General Attorney	164	36	39
950-Paralegal Specialist	1		1
WHEELING,WEST VIRGINIA	**2**		

2														
2														
1														
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66														
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88														
2														
1														
17														
6														
145														
1														
2														

1811-Criminal Investigating	2		
Grand Total	**730**	**176**	**164**

2														
686														

OIG	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8
ARLINGTON,VIRGINIA	**7**	**1**	**1**	**7**		
1811-Criminal Investigating	5	1		5		
2210-Information Technology Management	2		1	2		
ATLANTA,GEORGIA	**14**	**3**	**1**	**13**		
1811-Criminal Investigating	4			4		
343-Management and Program Analysis	4	2		3		
511-Auditing	6	1	1	6		
BOSTON,MASSACHUSETTS	**9**	**2**	**4**	**9**		
1811-Criminal Investigating	1			1		
2210-Information Technology Management	1		1	1		
303-Miscellaneous Clerk and Assistant	1		1	1		
343-Management and Program Analysis	3	1	1	3		
511-Auditing	3	1	1	3		
CHICAGO,ILLINOIS	**23**	**1**	**5**	**22**		
101-Social Science	2	1		2		
1811-Criminal Investigating	3			3		
201-Human Resources Management	1		1	1		
2210-Information Technology Management	1		1	1		
343-Management and Program Analysis	6		2	6		
511-Auditing	7		1	6		
601-General Health Science	3			3		
CINCINNATI,OHIO	**8**	**1**	**1**	**6**		
343-Management and Program Analysis	2			2		
511-Auditing	4	1	1	4		
599-Financial Management Student Trainee	2					
DALLAS,TEXAS	**8**	**1**	**2**	**8**		
1811-Criminal Investigating	3	1		3		
343-Management and Program Analysis	1			1		
511-Auditing	4		2	4		
DENVER,COLORADO	**11**	**3**	**1**	**10**		
1811-Criminal Investigating	3	1		2		
343-Management and Program Analysis	4		1	4		
511-Auditing	3	1		3		
801-General Engineering	1	1		1		
DURHAM,NORTH CAROLINA	**17**	**3**	**3**	**15**		
101-Social Science	1			1		
1811-Criminal Investigating	2	1		2		
303-Miscellaneous Clerk and Assistant	1		1	1		
343-Management and Program Analysis	4	1		4		
511-Auditing	9	1	2	7		
KANSAS CITY,KANSAS	**2**		**1**	**2**		
343-Management and Program Analysis	1			1		

# of Targeted Positions by Grade											
9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments

511-Auditing	1		1	1		
LENEXA,KANSAS	**5**	**1**	**2**	**5**		
343-Management and Program Analysis	4	1	2	4		
511-Auditing	1			1		
NEW YORK, NEW YORK	**8**	**3**	**1**	**8**		
1301-General Physical Science	1			1		
1811-Criminal Investigating	3	2		3		
343-Management and Program Analysis	2	1		2		
511-Auditing	1		1	1		
601-General Health Science	1			1		
NORWOOD,OHIO	**2**		**1**	**2**		
343-Management and Program Analysis	1			1		
511-Auditing	1		1	1		
PHILADELPHIA,PENNSYLVANI	**16**	**1**	**3**	**16**		
101-Social Science	1			1		
1035-Public Affairs	1	1		1		
1811-Criminal Investigating	1			1		
2210-Information Technology Management	1		1	1		
343-Management and Program Analysis	6			6		
511-Auditing	5		2	5		
601-General Health Science	1			1		
SAN FRANCISCO,CALIFORNIA	**12**	**2**	**2**	**11**		
1301-General Physical Science	1			1		
1811-Criminal Investigating	3			2		
343-Management and Program Analysis	2	1		2		
511-Auditing	5	1	2	5		
601-General Health Science	1			1		
SEATTLE,WASHINGTON	**9**	**2**	**3**	**9**		
101-Social Science	1			1		
1320-Chemistry	1	1		1		
1811-Criminal Investigating	2			2		
343-Management and Program Analysis	2	1		2		
511-Auditing	3		3	3		
WASHINGTON,DC	**121**	**19**	**27**	**107**		
1035-Public Affairs	4			4		
1082-Writing and Editing	2			2		
1102-Contracting	1	1		1		
1811-Criminal Investigating	18	2	1	17		
201-Human Resources Management	4		1	4		
2210-Information Technology Management	16	1	2	13		
301-Miscellaneous Administration and Program	4	1		4		
340-Program Management	4	1	2	4		
341-Administrative Officer	2	1	1	2		
343-Management and Program Analysis	15	1	4	11		
415-Toxicology	1		1	1		
511-Auditing	37	8	13	34		
560-Budget Analysis	2		1	1		

819-Environmental Engineering	1			1		
905-General Attorney	10	3	1	8		
WINCHESTER,TENNESSEE	**1**	**1**		**1**		
1811-Criminal Investigating	1	1		1		
Grand Total	**273**	**44**	**58**	**251**		

OITA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8
ARLINGTON,VIRGINIA	**1**			**1**		
301-Miscellaneous Administration and Program	1			1		
WASHINGTON,DC	**73**	**12**	**19**	**69**		
2210-Information Technology Management	1			1		
28-Environmental Protection Specialist	5	1		5		
301-Miscellaneous Administration and Program	45	6	12	41		
303-Miscellaneous Clerk and Assistant	2	2		2		
340-Program Management	5	2	3	5		
343-Management and Program Analysis	15	1	4	15		
Grand Total	**74**	**12**	**19**	**70**		

# of Targeted Positions by Grade											
9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
		1					1	1	1		
			2	2			4	3	2		
1							1	1	1		
1		1	2	2			6	5	5		

AO	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
BOSTON,MASSACHUSETTS	**1**	**1**	
301-Miscellaneous Administration and Program	1	1	
CINCINNATI,OHIO	**1**	**1**	
260-Equal Employment Opportunity	1	1	
DURHAM,NORTH CAROLINA	**3**	**1**	**1**
260-Equal Employment Opportunity	2	1	
28-Environmental Protection Specialist	1		1
LAS VEGAS,NEVADA	**1**		
260-Equal Employment Opportunity	1		
LOS ANGELES,CALIFORNIA	**1**		
343-Management and Program Analysis	1		
PRINCETON,NEW JERSEY	**1**		
893-Chemical Engineering	1		
SAN FRANCISCO,CALIFORNIA	**1**		
28-Environmental Protection Specialist	1		
WASHINGTON,DC	**335**	**72**	**79**
1001-General Arts and Information	13	3	
101-Social Science	1		
1035-Public Affairs	13	1	3
1060-Photography	1	1	
1071-Audiovisual Production	2		
1082-Writing and Editing	1		
1084-Visual Information	1		
1101-General Business and Industry	3		2
110-Economist	28	3	4
1301-General Physical Science	11	5	3
132-Intelligence	2		1
1811-Criminal Investigating	1		
2210-Information Technology Management	5		1
260-Equal Employment Opportunity	11	3	2
28-Environmental Protection Specialist	42	7	11
301-Miscellaneous Administration and Program	67	19	16
303-Miscellaneous Clerk and Assistant	5	2	
308-Records Management	1		1
326-Office Automation Clerical and Assistance	3	1	
340-Program Management	16	2	5
343-Management and Program Analysis	83	19	26
401-General Natural Resources Management and Biological Sciences	5	2	1
415-Toxicology	1	1	
560-Budget Analysis	1	1	
601-General Health Science	4		
819-Environmental Engineering	4		2

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
1														
1														
1														
1														
3														
2														
1														
1														
1														
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302														
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28														
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40														
56														
5														
1														
3														
9														
79														
5														
1														
1														
2														
3														

905-General Attorney	8	1	1
#N/A	2	1	
Grand Total	**344**	**75**	**80**

5														
1														
311														

OEI	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
ATLANTA,GEORGIA	**1**			**1**
2210-Information Technology Management	1			1
BOSTON,MASSACHUSETTS	**1**			**1**
2210-Information Technology Management	1			1
CINCINNATI,OHIO	**1**	**1**		**1**
343-Management and Program Analysis	1	1		1
DENVER,COLORADO	**1**		**1**	**1**
2210-Information Technology Management	1		1	1
DURHAM,NORTH CAROLINA	**63**	**16**	**14**	**57**
1101-General Business and Industry	1			1
1301-General Physical Science	1	1		1
2210-Information Technology Management	47	10	11	41
301-Miscellaneous Administration and Program	2			2
340-Program Management	1	1		1
343-Management and Program Analysis	8	2	3	8
501-Financial Administration and Program	1	1		1
510-Accounting	1	1		1
#N/A	1			1
LAS VEGAS,NEVADA	**1**	**1**		**1**
2210-Information Technology Management	1	1		1
NEW YORK, NEW YORK	**1**			**1**
2210-Information Technology Management	1			1
PHILADELPHIA,PENNSYLVANI	**1**			
2210-Information Technology Management	1			
SEATTLE,WASHINGTON	**2**			**2**
2210-Information Technology Management	2			2
WASHINGTON,DC	**270**	**53**	**66**	**247**
1035-Public Affairs	1			
1101-General Business and Industry	3			3
1301-General Physical Science	1	1		1
1529-Mathematical Statistics	1	1		1
2210-Information Technology Management	92	17	15	82
28-Environmental Protection Specialist	14	3	2	14
301-Miscellaneous Administration and Program	20	2	5	18
306-Government Information Specialist	7	4	2	7
308-Records Management	4	1	1	4
318-Secretary	2		1	1
335-Computer Clerk and Assistant	1			
340-Program Management	5	2	1	5
341-Administrative Officer	1			1
343-Management and Program Analysis	104	20	35	98
399-Administration and Office Support Student Trainee	1			1

# of Targeted Positions by Grade													
1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments

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501-Financial Administration and Program	1	1		1
510-Accounting	3	1	1	3
560-Budget Analysis	6		3	6
905-General Attorney	1			1
#N/A	2			
Grand Total	**342**	**71**	**81**	**312**

OGC	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
CINCINNATI,OHIO	**2**		**1**	**2**
905-General Attorney	2		1	2
DURHAM,NORTH CAROLINA	**2**	**2**		**2**
905-General Attorney	2	2		2
SAN DIEGO,CALIFORNIA	**1**		**1**	**1**
905-General Attorney	1		1	1
WASHINGTON,DC	**223**	**35**	**49**	**178**
1222-Patent Attorney	1		1	1
1860-Equal Opportunity Investigation	1	1		1
2210-Information Technology Management	4		1	4
28-Environmental Protection Specialist	3	1		2
301-Miscellaneous Administration and Program	13	4	3	13
306-Government Information Specialist	1			1
340-Program Management	2	1	1	2
341-Administrative Officer	1			1
343-Management and Program Analysis	8	1		7
344-Management and Program Clerical and Assistance	9	1	2	4
360-Equal Opportunity Compliance	2	1	1	2
560-Budget Analysis	1			1
905-General Attorney	173	25	37	136
950-Paralegal Specialist	2		1	1
#N/A	2		2	2
Grand Total	**228**	**37**	**51**	**183**

# of Targeted Positions by Grade													
1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments

OLEM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ARLINGTON,VIRGINIA	**269**	**65**	**71**
1035-Public Affairs	4		
110-Economist	9		1
1301-General Physical Science	35	11	7
1320-Chemistry	5	1	2
1350-Geology	2	1	
2210-Information Technology Management	13	1	3
28-Environmental Protection Specialist	74	19	25
301-Miscellaneous Administration and Program	3	2	1
303-Miscellaneous Clerk and Assistant	2	2	
318-Secretary	1		
340-Program Management	9	3	5
343-Management and Program Analysis	64	17	16
344-Management and Program Clerical and Assistance	2		1
401-General Natural Resources Management and Biological Sciences	7		
415-Toxicology	1		
601-General Health Science	5	1	1
819-Environmental Engineering	22	4	6
881-Petroleum Engineering	1	1	
893-Chemical Engineering	10	2	3
ATHENS,GEORGIA	**1**	**1**	
1301-General Physical Science	1	1	
BOSTON,MASSACHUSETTS	**3**	**1**	
28-Environmental Protection Specialist	2	1	
819-Environmental Engineering	1		
CINCINNATI,OHIO	**7**	**3**	**2**
1301-General Physical Science	2	1	
1306-Health Physics	2	1	1
28-Environmental Protection Specialist	1		1
401-General Natural Resources Management and Biological Sciences	1	1	
819-Environmental Engineering	1		
DENVER,COLORADO	**1**		
819-Environmental Engineering	1		
DURHAM,NORTH CAROLINA	**4**	**1**	
1320-Chemistry	1	1	
343-Management and Program Analysis	1		
830-Mechanical Engineering	1		
893-Chemical Engineering	1		
EDISON,NEW JERSEY	**20**	**7**	**2**
1301-General Physical Science	12	4	1
1320-Chemistry	4	2	
343-Management and Program Analysis	2	1	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
234														
4														
3														
32														
4														
2														
12														
71														
3														
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8														
59														
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401-General Natural Resources Management and Biological Sciences	1		1
819-Environmental Engineering	1		
ERLANGER,KENTUCKY	**1**		
343-Management and Program Analysis	1		
KANSAS CITY,KANSAS	**1**		
1320-Chemistry	1		
LAS VEGAS,NEVADA	**11**	**2**	**2**
1301-General Physical Science	7	1	1
1320-Chemistry	1		
343-Management and Program Analysis	1	1	
690-Industrial Hygiene	1		
819-Environmental Engineering	1		1
LENEXA,KANSAS	**2**	**1**	**1**
1301-General Physical Science	1		1
801-General Engineering	1	1	
NORFOLK,VIRGINIA	**1**		
1301-General Physical Science	1		
WASHINGTON,DC	**173**	**32**	**56**
1035-Public Affairs	1		
110-Economist	1		
1301-General Physical Science	13	1	3
1320-Chemistry	1	1	
2210-Information Technology Management	4		4
28-Environmental Protection Specialist	46	3	15
301-Miscellaneous Administration and Program	6	2	3
318-Secretary	2		1
340-Program Management	4		2
343-Management and Program Analysis	76	20	23
401-General Natural Resources Management and Biological Sciences	3		
415-Toxicology	2		1
560-Budget Analysis	1	1	
601-General Health Science	1		1
819-Environmental Engineering	3	1	1
893-Chemical Engineering	6	1	1
#N/A	3	2	1
Grand Total	**494**	**113**	**134**

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1														
3														
6														
3														
451														

ORD	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ADA,OKLAHOMA	**44**	**12**	**9**
1102-Contracting	2		2
1301-General Physical Science	14	3	1
1311-Physical Science Technician	2		
1315-Hydrology	7	2	3
1316-Hydrologic Technician	2		
1320-Chemistry	1		
1350-Geology	1		
301-Miscellaneous Administration and Program	2	1	
343-Management and Program Analysis	1	1	
401-General Natural Resources Management and Biological Sciences	3	2	1
408-Ecology	3	1	1
470-Soil Science	2	1	
819-Environmental Engineering	2	1	
893-Chemical Engineering	1		1
899-Engineering and Architecture Student Trainee	1		
ANN ARBOR,MICHIGAN	**1**		**1**
1301-General Physical Science	1		1
ARLINGTON,VIRGINIA	**104**	**26**	**14**
1035-Public Affairs	1		
110-Economist	1	1	
1301-General Physical Science	21	5	3
1315-Hydrology	1	1	
150-Geography	1		
1529-Mathematical Statistics	5	1	1
1530-Statistics	5	2	
2210-Information Technology Management	1		
28-Environmental Protection Specialist	2	1	
301-Miscellaneous Administration and Program	9	3	2
340-Program Management	3	2	1
341-Administrative Officer	2	1	1
343-Management and Program Analysis	12	4	4
401-General Natural Resources Management and Biological Sciences	16	2	
408-Ecology	5		1
415-Toxicology	7	2	
601-General Health Science	9	1	
819-Environmental Engineering	3		1
ATHENS,GEORGIA	**38**	**12**	**2**
1301-General Physical Science	3	2	1
1315-Hydrology	1		
1320-Chemistry	11	4	
1550-Computer Science	2	1	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
42														
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1640-Facility Operations Services	1	1	
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
340-Program Management	1		
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	4	2	
403-Microbiology	1		1
408-Ecology	3	1	
415-Toxicology	1		
560-Budget Analysis	1		
819-Environmental Engineering	4	1	
854-Computer Engineering	1		
ATLANTA,GEORGIA	**2**		**2**
301-Miscellaneous Administration and Program	1		1
819-Environmental Engineering	1		1
BOSTON,MASSACHUSETTS	**4**	**1**	
1301-General Physical Science	1		
28-Environmental Protection Specialist	1	1	
401-General Natural Resources Management and Biological Sciences	1		
819-Environmental Engineering	1		
CHAPEL HILL,NORTH CAROLI	**33**	**12**	**3**
1301-General Physical Science	2	1	
1320-Chemistry	1		1
1530-Statistics	1		
2210-Information Technology Management	1	1	
318-Secretary	1	1	
341-Administrative Officer	1		
401-General Natural Resources Management and Biological Sciences	11	3	2
403-Microbiology	1	1	
404-Biological Science Technician	1	1	
601-General Health Science	9	2	
602-Medical Officer	2	2	
610-Nurse	2		
CHICAGO,ILLINOIS	**1**		**1**
1301-General Physical Science	1		1
CINCINNATI,OHIO	**313**	**83**	**56**
1035-Public Affairs	4		2
110-Economist	4	1	
1301-General Physical Science	38	10	6
1306-Health Physics	2		1
1311-Physical Science Technician	5	2	1
1315-Hydrology	2		
1320-Chemistry	23	2	3
1515-Operations Research	1		
1529-Mathematical Statistics	2	2	
1530-Statistics	2	2	
18-Safety and Occupational Health Management	1		

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2210-Information Technology Management	4	4	
28-Environmental Protection Specialist	4		
301-Miscellaneous Administration and Program	7	2	3
308-Records Management	1		
318-Secretary	4	2	1
340-Program Management	2		2
341-Administrative Officer	3	1	
343-Management and Program Analysis	24	6	9
401-General Natural Resources Management and Biological Sciences	51	13	3
403-Microbiology	23	7	2
404-Biological Science Technician	5	1	
408-Ecology	10	2	
415-Toxicology	8	2	1
440-Genetics	1		
470-Soil Science	2		1
499-Biological Science Student Trainee	1		
560-Budget Analysis	6	4	
601-General Health Science	5	3	1
690-Industrial Hygiene	2		
801-General Engineering	4		2
802-Engineering Technical	5		1
80-Security Administration	1	1	
819-Environmental Engineering	34	12	6
830-Mechanical Engineering	3	2	1
854-Computer Engineering	1		1
893-Chemical Engineering	17	2	9
899-Engineering and Architecture Student Trainee	1		
CORVALLIS,OREGON	**46**	**19**	**2**
110-Economist	1		
1301-General Physical Science	3	3	
1320-Chemistry	1	1	
1530-Statistics	3	2	
1550-Computer Science	1		
1640-Facility Operations Services	1		
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
28-Environmental Protection Specialist	1	1	
301-Miscellaneous Administration and Program	2	1	
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	10	3	
408-Ecology	13	7	1
435-Plant Physiology	2		1
470-Soil Science	1		
482-Fish Biology	1		
499-Biological Science Student Trainee	1		
501-Financial Administration and Program	1	1	
DALLAS,TEXAS	**1**		

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1301-General Physical Science	1		
DENVER,COLORADO	**5**	**1**	
1301-General Physical Science	1		
301-Miscellaneous Administration and Program	1		
343-Management and Program Analysis	2		
601-General Health Science	1	1	
DULUTH,MINNESOTA	**58**	**17**	**21**
1301-General Physical Science	2	1	
1320-Chemistry	13	5	5
1640-Facility Operations Services	1		1
2210-Information Technology Management	1		
341-Administrative Officer	1		
343-Management and Program Analysis	2		1
401-General Natural Resources Management and Biological Sciences	23	5	11
404-Biological Science Technician	1	1	
408-Ecology	7	3	1
415-Toxicology	6	2	1
690-Industrial Hygiene	1		1
DURHAM,NORTH CAROLINA	**530**	**138**	**110**
101-Social Science	1		
1035-Public Affairs	4	1	1
1101-General Business and Industry	1		
1102-Contracting	1		
1301-General Physical Science	130	24	19
1306-Health Physics	3	1	
1311-Physical Science Technician	1		
1315-Hydrology	1		
1320-Chemistry	28	8	7
1350-Geology	1	1	
1399-Physical Science Student Trainee	1		
1412-Technical Information Services	2		
150-Geography	1		
1529-Mathematical Statistics	4	3	
1530-Statistics	3		1
1550-Computer Science	4		1
1640-Facility Operations Services	1	1	
180-Psychology	2		
184-Sociology	1		
2210-Information Technology Management	14	5	2
28-Environmental Protection Specialist	6	1	1
301-Miscellaneous Administration and Program	12	3	2
303-Miscellaneous Clerk and Assistant	1	1	
318-Secretary	1	1	
340-Program Management	6	2	3
341-Administrative Officer	8	4	2
343-Management and Program Analysis	55	8	27
399-Administration and Office Support Student Trainee	1		

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401-General Natural Resources Management and Biological Sciences	117	34	33
403-Microbiology	3	1	
404-Biological Science Technician	1	1	
408-Ecology	7	2	1
413-Physiology	2	1	
415-Toxicology	30	9	3
560-Budget Analysis	13	2	
601-General Health Science	16	2	
602-Medical Officer	1	1	
690-Industrial Hygiene	2		
801-General Engineering	4	1	2
802-Engineering Technical	10	5	
819-Environmental Engineering	22	9	4
830-Mechanical Engineering	2	1	
856-Electronics Technical	1	1	
858-Bioengineering and Biomedical Engineering	1		1
893-Chemical Engineering	3	3	
#N/A	1	1	
EDISON,NEW JERSEY	**8**	**5**	**2**
1301-General Physical Science	1	1	
28-Environmental Protection Specialist	1	1	
343-Management and Program Analysis	1		1
401-General Natural Resources Management and Biological Sciences	1	1	
601-General Health Science	1	1	
819-Environmental Engineering	2		1
893-Chemical Engineering	1	1	
GROSSE ILE,MICHIGAN	**2**		
819-Environmental Engineering	2		
GULF BREEZE,FLORIDA	**58**	**12**	**13**
101-Social Science	1		
1102-Contracting	2	1	
1301-General Physical Science	1		
1320-Chemistry	2	1	1
150-Geography	1		
1601-Equipment, Facilities, and Services	1		1
1640-Facility Operations Services	1		1
2001-General Supply	1		1
2210-Information Technology Management	2		1
301-Miscellaneous Administration and Program	1		1
341-Administrative Officer	1		
343-Management and Program Analysis	2	1	1
401-General Natural Resources Management and Biological Sciences	23	5	3
403-Microbiology	5	2	2
404-Biological Science Technician	1		1
408-Ecology	10	2	
415-Toxicology	1		
560-Budget Analysis	1		

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690-Industrial Hygiene	1		
GULF,FLORIDA	**1**	**1**	
401-General Natural Resources Management and Biological Sciences	1	1	
HAMPTON,VIRGINIA	**1**		**1**
819-Environmental Engineering	1		1
LAKEWOOD,COLORADO	**1**		
343-Management and Program Analysis	1		
LAS VEGAS,NEVADA	**41**	**15**	**12**
1102-Contracting	1		
1301-General Physical Science	13	6	3
1311-Physical Science Technician	1		
1320-Chemistry	7	2	2
1530-Statistics	1	1	
1550-Computer Science	1		1
1640-Facility Operations Services	1		
2210-Information Technology Management	2	1	
28-Environmental Protection Specialist	1		1
301-Miscellaneous Administration and Program	3	1	2
343-Management and Program Analysis	4	2	2
401-General Natural Resources Management and Biological Sciences	1	1	
408-Ecology	3	1	1
560-Budget Analysis	1		
690-Industrial Hygiene	1		
LENEXA,KANSAS	**1**		
1301-General Physical Science	1		
LOS ANGELES,CALIFORNIA	**3**		**2**
1301-General Physical Science	1		
1315-Hydrology	1		1
819-Environmental Engineering	1		1
NARRAGANSETT,RHODE ISLAN	**66**	**27**	**17**
1087-Editorial Assistance	1	1	
1102-Contracting	1	1	
110-Economist	2		
1301-General Physical Science	15	7	8
1311-Physical Science Technician	2		
1320-Chemistry	3	3	
1360-Oceanography	2	2	
1550-Computer Science	1	1	
1640-Facility Operations Services	2		1
2210-Information Technology Management	1	1	
301-Miscellaneous Administration and Program	1		
341-Administrative Officer	1		1
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	19	8	5
404-Biological Science Technician	1		
408-Ecology	10	2	2
560-Budget Analysis	1	1	

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19														
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10														
1														

690-Industrial Hygiene	1		
NEW YORK, NEW YORK	**1**		
1301-General Physical Science	1		
NEWPORT,OREGON	**10**	**4**	
1301-General Physical Science	1		
1360-Oceanography	1		
150-Geography	1	1	
401-General Natural Resources Management and Biological Sciences	4	2	
408-Ecology	2		
482-Fish Biology	1	1	
NORWOOD,OHIO	**1**		
301-Miscellaneous Administration and Program	1		
OAKLAND,CALIFORNIA	**1**		
#N/A	1		
PHILADELPHIA,PENNSYLVANI	**1**		
819-Environmental Engineering	1		
SAN FRANCISCO,CALIFORNIA	**1**		**1**
819-Environmental Engineering	1		1
SEATTLE,WASHINGTON	**3**		**1**
343-Management and Program Analysis	1		
401-General Natural Resources Management and Biological Sciences	1		1
415-Toxicology	1		
SILVER SPRING,MARYLAND	**1**		
414-Entomology	1		
ST PAUL,MINNESOTA	**1**		
1301-General Physical Science	1		
ST PETERSBURG,FLORIDA	**1**		
408-Ecology	1		
WASHINGTON,DC	**196**	**32**	**53**
1035-Public Affairs	2		
1082-Writing and Editing	1		1
1101-General Business and Industry	2		1
1301-General Physical Science	31	4	11
1399-Physical Science Student Trainee	1		
190-General Anthropology	1		
2210-Information Technology Management	8		5
28-Environmental Protection Specialist	4	1	
301-Miscellaneous Administration and Program	18	4	6
318-Secretary	1	1	
340-Program Management	3	1	2
341-Administrative Officer	2		
343-Management and Program Analysis	56	6	13
344-Management and Program Clerical and Assistance	1		
399-Administration and Office Support Student Trainee	7		
401-General Natural Resources Management and Biological Sciences	28	9	4
403-Microbiology	1		
408-Ecology	1		

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171														
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17														
1														
3														
2														
49														
1														
25														
1														
1														

415-Toxicology	1		
501-Financial Administration and Program	2		1
560-Budget Analysis	12	1	6
601-General Health Science	3		1
602-Medical Officer	1		
801-General Engineering	1	1	
819-Environmental Engineering	6	3	1
#N/A	2	1	1
WILMINGTON,NORTH CAROLIN	**1**		**1**
2210-Information Technology Management	1		1
Grand Total	**1580**	**417**	**324**

1														
2														
12														
3														
1														
5														
2														
1														
1														
1463														

OCSPP	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANN ARBOR,MICHIGAN	**1**		
401-General Natural Resources Management and Biological Sciences	1		
ARLINGTON,VIRGINIA	**588**	**113**	**133**
1001-General Arts and Information	1	1	
110-Economist	12	3	1
1301-General Physical Science	21	3	4
1320-Chemistry	62	17	12
150-Geography	1		
1529-Mathematical Statistics	1		
1530-Statistics	3		2
2210-Information Technology Management	20	3	8
28-Environmental Protection Specialist	142	25	33
301-Miscellaneous Administration and Program	20	3	7
303-Miscellaneous Clerk and Assistant	2	1	
306-Government Information Specialist	8	1	1
326-Office Automation Clerical and Assistance	1		1
340-Program Management	8	2	4
343-Management and Program Analysis	42	12	21
399-Administration and Office Support Student Trainee	1		
401-General Natural Resources Management and Biological Sciences	156	26	32
403-Microbiology	5	2	1
405-Pharmacology	2		
408-Ecology	3		
414-Entomology	7		
415-Toxicology	19	5	
430-Botany	1	1	
434-Plant Pathology	3	2	
440-Genetics	1	1	
471-Agronomy	2	1	1
482-Fish Biology	1		
486-Wildlife Biology	4		2
499-Biological Science Student Trainee	2		
560-Budget Analysis	1		
601-General Health Science	5	1	
690-Industrial Hygiene	5		2
701-Veterinary Medical Science	1		
819-Environmental Engineering	8	3	1
905-General Attorney	1		
99-General Student Trainee	15		
#N/A	1		
ATHENS,GEORGIA	**2**		**1**
28-Environmental Protection Specialist	1		1

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
1														
1														
527														
1														
10														
17														
55														
1														
1														
3														
19														
130														
20														
2														
8														
1														
8														
42														
1														
142														
5														
2														
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5														
15														
1														
3														
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2														
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4														
2														
1														
3														
5														
1														
8														
3														
1														
2														
1														

401-General Natural Resources Management and Biological Sciences	1		
CANADA	**1**		
408-Ecology	1		
CHICAGO,ILLINOIS	**1**	**1**	
28-Environmental Protection Specialist	1	1	
DALLAS,TEXAS	**4**	**1**	
28-Environmental Protection Specialist	4	1	
DRAKESVILLE,IOWA	**1**		**1**
1320-Chemistry	1		1
DURHAM,NORTH CAROLINA	**2**		
1320-Chemistry	1		
560-Budget Analysis	1		
FORT MEADE,MARYLAND	**18**	**5**	**4**
1320-Chemistry	8	2	1
28-Environmental Protection Specialist	2	1	1
343-Management and Program Analysis	1	1	
401-General Natural Resources Management and Biological Sciences	2		1
403-Microbiology	5	1	1
GAINESVILLE,FLORIDA	**1**		**1**
28-Environmental Protection Specialist	1		1
GULF BREEZE,FLORIDA	**1**		
1529-Mathematical Statistics	1		
NEW YORK, NEW YORK	**1**		
1320-Chemistry	1		
SAN FRANCISCO,CALIFORNIA	**2**	**1**	
28-Environmental Protection Specialist	1		
401-General Natural Resources Management and Biological Sciences	1	1	
SANTURCE,PUERTO RICO	**1**		**1**
1320-Chemistry	1		1
WASHINGTON,DC	**370**	**82**	**84**
1035-Public Affairs	2		1
1082-Writing and Editing	2	2	
110-Economist	9		2
1301-General Physical Science	18	4	
1320-Chemistry	22	6	5
1412-Technical Information Services	1	1	
1530-Statistics	1	1	
2210-Information Technology Management	18	5	2
28-Environmental Protection Specialist	114	24	22
301-Miscellaneous Administration and Program	26	9	10
303-Miscellaneous Clerk and Assistant	1	1	
306-Government Information Specialist	1		1
318-Secretary	1	1	
340-Program Management	9	1	8
341-Administrative Officer	2	1	
343-Management and Program Analysis	43	8	15
401-General Natural Resources Management and Biological Sciences	38	4	3

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1														
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4														
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314														
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18														
1														
1														
15														
99														
26														
1														
1														
1														
9														
2														
42														
21														

403-Microbiology	3	3	
408-Ecology	1	1	
415-Toxicology	20	3	1
482-Fish Biology	1		
501-Financial Administration and Program	1		1
560-Budget Analysis	2		2
601-General Health Science	2		1
690-Industrial Hygiene	2	1	
819-Environmental Engineering	4		2
893-Chemical Engineering	14	3	5
905-General Attorney	9	1	3
#N/A	3	2	
Grand Total	**994**	**203**	**225**

3														
1														
17														
1														
1														
2														
1														
2														
4														
12														
6														
3														
876														

OW	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ARLINGTON,VIRGINIA	**1**		
28-Environmental Protection Specialist	1		
CINCINNATI,OHIO	**31**	**2**	**4**
1301-General Physical Science	3		
1320-Chemistry	8		1
1350-Geology	1		
28-Environmental Protection Specialist	4	1	1
318-Secretary	1		
341-Administrative Officer	1		1
343-Management and Program Analysis	1		
401-General Natural Resources Management and Biological Sciences	1		
403-Microbiology	2	1	
601-General Health Science	1		
819-Environmental Engineering	8		1
MONTCLAIR,NEW JERSEY	**1**		
28-Environmental Protection Specialist	1		
WASHINGTON,DC	**547**	**101**	**90**
1035-Public Affairs	8		1
1109-Grants Management	1	1	
110-Economist	10	1	1
1160-Financial Analysis	12		
1301-General Physical Science	73	9	4
1315-Hydrology	1	1	
1320-Chemistry	4	1	1
1350-Geology	2	1	
1515-Operations Research	1		1
1529-Mathematical Statistics	2	1	
2210-Information Technology Management	28	6	3
28-Environmental Protection Specialist	167	27	33
301-Miscellaneous Administration and Program	22	9	3
303-Miscellaneous Clerk and Assistant	1	1	
340-Program Management	16	7	5
343-Management and Program Analysis	78	21	24
344-Management and Program Clerical and Assistance	1	1	
401-General Natural Resources Management and Biological Sciences	39	4	3
403-Microbiology	6	1	1
408-Ecology	8		
415-Toxicology	3	1	
560-Budget Analysis	3		2
601-General Health Science	3	1	1
801-General Engineering	1	1	
819-Environmental Engineering	44	3	6

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comment
1														
1														
30														
3														
7														
1														
4														
1														
1														
1														
1														
2														
1														
8														
1														
1														
470														
8														
1														
9														
6														
51														
1														
3														
2														
1														
1														
25														
164														
21														
1														
16														
74														
1														
24														
6														
1														
1														
3														
2														
1														
34														

893-Chemical Engineering	5	1	1
905-General Attorney	8	2	
Grand Total	**580**	**103**	**94**

5														
8														
502														

Region 1	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
BOSTON,MASSACHUSETTS	**511**	**120**	**185**
1035-Public Affairs	11	1	5
1101-General Business and Industry	2		
1102-Contracting	7		
1109-Grants Management	8	4	2
1160-Financial Analysis	2		1
1301-General Physical Science	72	18	22
1306-Health Physics	1		
1315-Hydrology	2		1
1350-Geology	1	1	
1399-Physical Science Student Trainee	1		
1810-General Investigating	1	1	
18-Safety and Occupational Health Management	2		
201-Human Resources Management	5	2	2
2210-Information Technology Management	19	4	6
260-Equal Employment Opportunity	1		
28-Environmental Protection Specialist	85	22	39
29-Environmental Protection Assistant	8	2	5
301-Miscellaneous Administration and Program	9	2	3
303-Miscellaneous Clerk and Assistant	2	1	
304-Information Receptionist	1	1	
306-Government Information Specialist	1		1
318-Secretary	4	1	1
326-Office Automation Clerical and Assistance	2	1	
340-Program Management	8	3	5
342-Support Services Administration	3	1	
343-Management and Program Analysis	13	3	5
344-Management and Program Clerical and Assistance	1		1
399-Administration and Office Support Student Trainee	1		
401-General Natural Resources Management and Biological Sciences	29	4	6
499-Biological Science Student Trainee	9		
501-Financial Administration and Program	9		3
510-Accounting	3		1
525-Accounting Technician	1		1
560-Budget Analysis	4	2	2
80-Security Administration	1		
819-Environmental Engineering	121	29	56
899-Engineering and Architecture Student Trainee	2		
905-General Attorney	54	17	17
950-Paralegal Specialist	3		
99-General Student Trainee	2		
CHELMSFORD,MASSACHUSETTS	**4**		

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
473														
11														
2														
5														
7														
2														
70														
1														
2														
1														
1														
1														
5														
19														
1														
84														
8														
9														
2														
1														
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4														
2														
8														
3														
13														
1														
18														
2														
8														
3														
1														
4														
1														
116														
53														
3														
2														

1301-General Physical Science	2		
819-Environmental Engineering	2		
LEXINGTON,MASSACHUSETTS	**1**		**1**
819-Environmental Engineering	1		1
NORTH CHELMSFORD,MASSACH	**51**	**17**	**15**
1301-General Physical Science	11	6	1
1320-Chemistry	16	5	6
1399-Physical Science Student Trainee	1		
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		1
28-Environmental Protection Specialist	2		2
318-Secretary	1	1	
340-Program Management	1	1	
342-Support Services Administration	2		
343-Management and Program Analysis	1		1
401-General Natural Resources Management and Biological Sciences	5	3	
819-Environmental Engineering	8	1	4
899-Engineering and Architecture Student Trainee	1		
Grand Total	**567**	**137**	**201**

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1														
1														
1														
45														
10														
14														
1														
1														
2														
1														
1														
2														
1														
5														
7														
521														

Region 2	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ALBANY,NEW YORK	**5**	**1**	
1035-Public Affairs	1		
1301-General Physical Science	2	1	
819-Environmental Engineering	2		
BUFFALO,NEW YORK	**1**		
1301-General Physical Science	1		
EDISON,NEW JERSEY	**143**	**34**	**45**
1301-General Physical Science	66	15	29
1320-Chemistry	19	6	3
1350-Geology	1		1
28-Environmental Protection Specialist	4	1	
303-Miscellaneous Clerk and Assistant	2	2	
318-Secretary	4		2
401-General Natural Resources Management and Biological Sciences	20	3	3
403-Microbiology	4		
690-Industrial Hygiene	1		
801-General Engineering	2	1	
819-Environmental Engineering	19	6	6
830-Mechanical Engineering	1		1
GUAYNABO,PUERTO RICO	**19**	**2**	**3**
1035-Public Affairs	1		
1301-General Physical Science	6	1	
318-Secretary	2		2
819-Environmental Engineering	7	1	1
905-General Attorney	2		
#N/A	1		
NEW YORK, NEW YORK	**582**	**159**	**181**
1035-Public Affairs	14	3	4
1102-Contracting	9	4	2
1109-Grants Management	11	2	3
1160-Financial Analysis	1	1	
1301-General Physical Science	107	20	41
1306-Health Physics	2	1	
1315-Hydrology	4	3	
1320-Chemistry	1	1	
1350-Geology	15	9	2
1550-Computer Science	2		
1810-General Investigating	1		
201-Human Resources Management	7	2	2
2210-Information Technology Management	12	3	2
260-Equal Employment Opportunity	1		1
28-Environmental Protection Specialist	41	9	11

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
4														
1														
2														
1														
130														
63														
16														
1														
4														
2														
4														
14														
4														
1														
2														
18														
1														
16														
1														
6														
2														
6														
1														
542														
13														
9														
11														
1														
97														
2														
4														
1														
14														
2														
7														
12														
1														
41														

301-Miscellaneous Administration and Program	4	3	
303-Miscellaneous Clerk and Assistant	12	2	8
306-Government Information Specialist	3		2
308-Records Management	2		1
318-Secretary	26	3	14
326-Office Automation Clerical and Assistance	1	1	
340-Program Management	8	3	2
341-Administrative Officer	1	1	
342-Support Services Administration	1		
343-Management and Program Analysis	8	2	1
401-General Natural Resources Management and Biological Sciences	33	6	2
415-Toxicology	1	1	
501-Financial Administration and Program	4		1
505-Financial Management	1		
510-Accounting	9		5
525-Accounting Technician	3		2
560-Budget Analysis	5		4
801-General Engineering	1	1	
808-Architecture	1		
819-Environmental Engineering	147	45	51
901-General Legal and Kindred Administration	1		
905-General Attorney	76	30	17
950-Paralegal Specialist	5	3	2
963-Legal Instruments Examining	1		1
NEW YORK,NEW YORK	**2**		**1**
1035-Public Affairs	1		1
401-General Natural Resources Management and Biological Sciences	1		
NIAGARA FALLS,NEW YORK	**1**	**1**	
1035-Public Affairs	1	1	
SAN JUAN,PUERTO RICO	**3**	**1**	
510-Accounting	1		
819-Environmental Engineering	1	1	
905-General Attorney	1		
SANTURCE,PUERTO RICO	**24**	**6**	**6**
1301-General Physical Science	6	1	1
1350-Geology	1		
318-Secretary	1	1	
401-General Natural Resources Management and Biological Sciences	1		1
819-Environmental Engineering	14	4	4
905-General Attorney	1		
ST THOMAS,VIRGIN ISLANDS	**2**		**1**
401-General Natural Resources Management and Biological Sciences	1		
819-Environmental Engineering	1		1
STAMFORD,CONNECTICUT	**1**	**1**	
1301-General Physical Science	1	1	
VIEQUES, VIEQUES,PUERTO	**1**		**1**
819-Environmental Engineering	1		1

4														
12														
2														
1														
26														
1														
7														
1														
8														
23														
1														
4														
1														
9														
3														
5														
1														
1														
139														
1														
71														
5														
1														
2														
1														
1														
1														
1														
3														
1														
1														
1														
24														
6														
1														
1														
1														
14														
1														
2														
1														
1														
1														
1														
1														
1														

Grand Total	**784**	**205**	**238**

726													

Region 3	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANNAPOLIS JUNC,MARYLAND	**1**		
28-Environmental Protection Specialist	1		
ANNAPOLIS,MARYLAND	**21**	**6**	**6**
1035-Public Affairs	1		
1301-General Physical Science	5	1	3
28-Environmental Protection Specialist	9	1	3
318-Secretary	1	1	
340-Program Management	2	2	
341-Administrative Officer	1		
343-Management and Program Analysis	1	1	
819-Environmental Engineering	1		
BLUEMONT,VIRGINIA	**1**		
819-Environmental Engineering	1		
CHARLESTON,WEST VIRGINIA	**2**		
301-Miscellaneous Administration and Program	1		
905-General Attorney	1		
FORT MEADE,MARYLAND	**45**	**11**	**9**
1301-General Physical Science	16	5	4
1320-Chemistry	15	3	3
1399-Physical Science Student Trainee	1		
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
301-Miscellaneous Administration and Program	2		1
342-Support Services Administration	1		
401-General Natural Resources Management and Biological Sciences	4	1	
819-Environmental Engineering	3	2	
905-General Attorney	1		1
HERNDON,VIRGINIA	**1**		**1**
905-General Attorney	1		1
PHILADELPHIA,PENNSYLVANI	**739**	**180**	**197**
1035-Public Affairs	19	6	3
1101-General Business and Industry	1		
1102-Contracting	12	5	2
1109-Grants Management	11	4	3
1160-Financial Analysis	5	2	
1301-General Physical Science	154	26	28
1306-Health Physics	1		1
1315-Hydrology	1	1	
1340-Meteorology	1		
1350-Geology	5	1	2
1399-Physical Science Student Trainee	4		
1810-General Investigating	4	3	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
1														
1														
20														
5														
9														
1														
2														
1														
1														
1														
1														
1														
2														
1														
1														
38														
16														
11														
1														
1														
1														
1														
3														
3														
1														
1														
1														
643														
19														
1														
12														
9														
5														
130														
1														
1														
1														
5														
4														

18-Safety and Occupational Health Management	1		
201-Human Resources Management	12	3	1
2210-Information Technology Management	19	7	5
2299-Information Technology Student Trainee	2		
260-Equal Employment Opportunity	1		1
28-Environmental Protection Specialist	89	29	43
299-Human Resources Management Student Trainee	1		
29-Environmental Protection Assistant	1		1
301-Miscellaneous Administration and Program	13	2	6
303-Miscellaneous Clerk and Assistant	9	1	
306-Government Information Specialist	1		1
308-Records Management	1		
318-Secretary	18	3	9
326-Office Automation Clerical and Assistance	2	2	
340-Program Management	10	4	5
342-Support Services Administration	4	1	3
343-Management and Program Analysis	19	4	3
350-Equipment Operator	1	1	
401-General Natural Resources Management and Biological Sciences	75	5	4
408-Ecology	3	1	1
414-Entomology	1		
415-Toxicology	9	3	5
457-Soil Conservation	1	1	
499-Biological Science Student Trainee	4		
501-Financial Administration and Program	6	4	2
505-Financial Management	1	1	
510-Accounting	8	1	4
525-Accounting Technician	1		
560-Budget Analysis	1	1	
819-Environmental Engineering	128	33	35
893-Chemical Engineering	1		1
899-Engineering and Architecture Student Trainee	2		
905-General Attorney	70	23	27
950-Paralegal Specialist	4	1	1
#N/A	2	1	
RICHMOND,VIRGINIA	**1**		**1**
1301-General Physical Science	1		1
TITUSVILLE,PENNSYLVANIA	**1**		**1**
1301-General Physical Science	1		1
WASHINGTON,DC	**1**		
28-Environmental Protection Specialist	1		
WHEELING,WEST VIRGINIA	**13**	**2**	**2**
1301-General Physical Science	2	1	
1315-Hydrology	1	1	
28-Environmental Protection Specialist	2		1
401-General Natural Resources Management and Biological Sciences	7		
819-Environmental Engineering	1		1

1														
10														
19														
1														
88														
1														
1														
13														
9														
1														
1														
18														
2														
10														
4														
16														
1														
42														
3														
1														
9														
1														
6														
1														
7														
1														
1														
111														
1														
70														
4														
1														
1														
1														
1														
1														
1														
1														
13														
2														
1														
2														
7														
1														

Grand Total	**826**	**199**	**217**

722													

Region 4	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ATHENS,GEORGIA	**85**	**14**	**15**
1301-General Physical Science	20	4	5
1311-Physical Science Technician	1	1	
1320-Chemistry	20	4	2
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	2		
28-Environmental Protection Specialist	1		
301-Miscellaneous Administration and Program	1	1	
318-Secretary	2		
341-Administrative Officer	1		
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	18	2	4
415-Toxicology	1		
819-Environmental Engineering	15	2	4
ATLANTA,GEORGIA	**806**	**148**	**275**
1001-General Arts and Information	1	1	
1035-Public Affairs	13		4
1071-Audiovisual Production	2		1
1084-Visual Information	1		1
1101-General Business and Industry	2		2
1102-Contracting	9	1	1
1106-Procurement Clerical and Technician	1	1	
1109-Grants Management	10	3	3
1160-Financial Analysis	3	1	
1301-General Physical Science	158	27	61
1315-Hydrology	5	1	
1320-Chemistry	1		
1350-Geology	2	2	
150-Geography	1		
1810-General Investigating	5	1	3
201-Human Resources Management	6	2	2
2210-Information Technology Management	12	2	5
260-Equal Employment Opportunity	2		1
28-Environmental Protection Specialist	58	12	25
29-Environmental Protection Assistant	1		1
301-Miscellaneous Administration and Program	23	4	8
303-Miscellaneous Clerk and Assistant	15	6	2
306-Government Information Specialist	11	3	7
308-Records Management	2		
318-Secretary	11	3	6
326-Office Automation Clerical and Assistance	1		
335-Computer Clerk and Assistant	1		1

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
71														
15														
1														
17														
1														
1														
1														
1														
1														
2														
16														
1														
14														
730														
1														
10														
2														
1														
2														
9														
1														
9														
3														
147														
3														
1														
2														
5														
6														
12														
2														
52														
1														
20														
14														
9														
1														
10														
1														
1														

340-Program Management	12	4	6
341-Administrative Officer	3		2
342-Support Services Administration	3		
343-Management and Program Analysis	24	2	15
3502-Laboring	1		
401-General Natural Resources Management and Biological Sciences	91	14	15
408-Ecology	2		
415-Toxicology	4		3
499-Biological Science Student Trainee	1		
501-Financial Administration and Program	7	3	4
505-Financial Management	1		1
510-Accounting	2		1
560-Budget Analysis	11	4	3
5703-Motor Vehicle Operating	2		
601-General Health Science	1		1
690-Industrial Hygiene	1		
801-General Engineering	1	1	
80-Security Administration	2		
819-Environmental Engineering	212	39	70
840-Nuclear Engineering	1		1
905-General Attorney	65	10	18
950-Paralegal Specialist	1	1	
986-Legal Assistance	1		1
BAY ST LOUIS,MISSISSIPPI	**11**	**1**	**3**
1301-General Physical Science	2		1
28-Environmental Protection Specialist	1		
340-Program Management	2		2
343-Management and Program Analysis	3	1	
401-General Natural Resources Management and Biological Sciences	2		
819-Environmental Engineering	1		
CHARLOTTE,NORTH CAROLINA	**1**		
819-Environmental Engineering	1		
CRAWFORDVILLE,FLORIDA	**1**		
401-General Natural Resources Management and Biological Sciences	1		
DURHAM,NORTH CAROLINA	**1**	**1**	
28-Environmental Protection Specialist	1	1	
GULFPORT,MISSISSIPPI	**3**		
1301-General Physical Science	1		
819-Environmental Engineering	2		
JACKSON,MISSISSIPPI	**1**		**1**
819-Environmental Engineering	1		1
JACKSON,TENNESSEE	**1**		**1**
819-Environmental Engineering	1		1
JACKSONVILLE,FLORIDA	**1**		**1**
1301-General Physical Science	1		1
LOUISVILLE,KENTUCKY	**1**	**1**	
819-Environmental Engineering	1	1	

11														
3														
3														
22														
1														
77														
2														
4														
7														
1														
2														
8														
2														
1														
1														
1														
1														
195														
1														
60														
1														
1														
11														
2														
1														
2														
3														
2														
1														
1														
1														
1														
1														
1														
1														
2														
2														
1														
1														
1														
1														
1														
1														
1														
1														

MOBILE,ALABAMA	**1**		**1**
401-General Natural Resources Management and Biological Sciences	1		1
WEST PALM BEACH,FLORIDA	**1**	**1**	
401-General Natural Resources Management and Biological Sciences	1	1	
Grand Total	**914**	**166**	**297**

1														
1														
1														
1														
823														

Region 5	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
CARTERVILLE,ILLINOIS	**1**		**1**
1301-General Physical Science	1		1
CHICAGO HTS,ILLINOIS	**1**		
401-General Natural Resources Management and Biological Sciences	1		
CHICAGO,ILLINOIS	**1036**	**255**	**296**
1035-Public Affairs	18	5	5
1060-Photography	1		
1082-Writing and Editing	2	1	
1084-Visual Information	2		1
1101-General Business and Industry	2	1	
1102-Contracting	20	2	6
1106-Procurement Clerical and Technician	1		1
1109-Grants Management	12	1	3
1160-Financial Analysis	5	2	
1301-General Physical Science	201	43	50
1306-Health Physics	2	1	1
1315-Hydrology	3		
1320-Chemistry	25	8	1
1340-Meteorology	1		1
1350-Geology	11	5	2
1399-Physical Science Student Trainee	3		
1530-Statistics	1	1	
1702-Education and Training Technician	2	1	1
1750-Instructional Systems	1		
1810-General Investigating	5	3	1
18-Safety and Occupational Health Management	3		
2001-General Supply	2		
201-Human Resources Management	10	3	2
20-Community Planning	4		
2210-Information Technology Management	31	6	5
260-Equal Employment Opportunity	4	1	2
28-Environmental Protection Specialist	160	46	73
301-Miscellaneous Administration and Program	24	5	13
303-Miscellaneous Clerk and Assistant	25	9	9
305-Mail and File	1		
306-Government Information Specialist	12	3	5
308-Records Management	9	1	4
318-Secretary	4		1
326-Office Automation Clerical and Assistance	1		
335-Computer Clerk and Assistant	1	1	
340-Program Management	22	10	6
341-Administrative Officer	5	1	3

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
1														
1														
939														
18														
1														
2														
2														
2														
18														
1														
12														
5														
180														
2														
1														
22														
1														
9														
1														
2														
1														
4														
2														
1														
8														
3														
30														
4														
155														
24														
25														
1														
11														
9														
3														
1														
1														
22														
5														

343-Management and Program Analysis	34	13	8
344-Management and Program Clerical and Assistance	3	1	1
399-Administration and Office Support Student Trainee	11	1	
401-General Natural Resources Management and Biological Sciences	42	7	5
403-Microbiology	1		
408-Ecology	3	1	
415-Toxicology	3	2	
471-Agronomy	1		
501-Financial Administration and Program	4	3	1
505-Financial Management	1		1
510-Accounting	15	5	5
560-Budget Analysis	7	1	1
599-Financial Management Student Trainee	2		
601-General Health Science	4	2	1
80-Security Administration	2		2
819-Environmental Engineering	159	23	43
890-Agricultural Engineering	1		
893-Chemical Engineering	1		1
899-Engineering and Architecture Student Trainee	3		
905-General Attorney	94	32	29
950-Paralegal Specialist	3	3	
986-Legal Assistance	1		1
999-Legal Occupations Student Trainee	3		
#N/A	2	1	1
CINCINNATI,OHIO	**1**		**1**
1301-General Physical Science	1		1
CLEVELAND,OHIO	**1**		
28-Environmental Protection Specialist	1		
DETROIT,MICHIGAN	**2**		**1**
1301-General Physical Science	1		1
415-Toxicology	1		
ELMHURST,ILLINOIS	**1**		
1301-General Physical Science	1		
FLINT,MICHIGAN	**1**		
1035-Public Affairs	1		
GREEN BAY,WISCONSIN	**1**		
1301-General Physical Science	1		
GROSSE ILE,MICHIGAN	**13**		**3**
1301-General Physical Science	9		1
1670-Equipment Services	1		
303-Miscellaneous Clerk and Assistant	1		1
401-General Natural Resources Management and Biological Sciences	2		1
INDIANAPOLIS,INDIANA	**2**		
1301-General Physical Science	1		
401-General Natural Resources Management and Biological Sciences	1		
MADISON,WISCONSIN	**1**		**1**
401-General Natural Resources Management and Biological Sciences	1		1

34														
3														
2														
36														
1														
3														
3														
1														
4														
1														
15														
7														
2														
4														
2														
134														
1														
1														
89														
3														
1														
1														
2														
1														
1														
1														
1														
2														
1														
1														
1														
1														
1														
1														
1														
1														
11														
7														
1														
1														
2														
2														
1														
1														
1														
1														

MINNEAPOLIS,MINNESOTA	**1**	**1**	
1301-General Physical Science	1	1	
ST PAUL,MINNESOTA	**1**		
1301-General Physical Science	1		
TRAVERSE CITY,MICHIGAN	**2**	**1**	**1**
28-Environmental Protection Specialist	1		1
819-Environmental Engineering	1	1	
WESTLAKE,OHIO	**17**	**1**	**5**
1301-General Physical Science	6	1	2
1350-Geology	2		1
301-Miscellaneous Administration and Program	1		1
401-General Natural Resources Management and Biological Sciences	2		
819-Environmental Engineering	6		1
Grand Total	**1082**	**258**	**309**

1														
1														
2														
1														
1														
14														
4														
2														
1														
2														
5														
978														

Region 6	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ADA,OKLAHOMA	**1**		
28-Environmental Protection Specialist	1		
DALLAS,TEXAS	**687**	**204**	**158**
1001-General Arts and Information	1	1	
1035-Public Affairs	11	3	4
1102-Contracting	7	1	1
1109-Grants Management	10		5
1160-Financial Analysis	1		
1301-General Physical Science	148	44	22
1306-Health Physics	1	1	
1350-Geology	3	1	1
18-Safety and Occupational Health Management	1	1	
201-Human Resources Management	6		1
2210-Information Technology Management	9	2	2
260-Equal Employment Opportunity	2	1	
28-Environmental Protection Specialist	139	49	41
29-Environmental Protection Assistant	1	1	
301-Miscellaneous Administration and Program	19	7	3
306-Government Information Specialist	3	1	2
308-Records Management	1	1	
318-Secretary	14	6	5
326-Office Automation Clerical and Assistance	1		
340-Program Management	8	6	1
341-Administrative Officer	3	2	1
342-Support Services Administration	7	1	3
343-Management and Program Analysis	21	7	3
344-Management and Program Clerical and Assistance	1	1	
391-Telecommunications	2		1
401-General Natural Resources Management and Biological Sciences	49	4	4
415-Toxicology	3	1	1
501-Financial Administration and Program	8	3	2
505-Financial Management	1		
510-Accounting	3	1	1
560-Budget Analysis	1		1
80-Security Administration	1		
819-Environmental Engineering	132	43	39
905-General Attorney	63	13	10
950-Paralegal Specialist	5	2	3
986-Legal Assistance	1		1
EL PASO,TEXAS	**6**	**2**	**2**
1301-General Physical Science	1		
28-Environmental Protection Specialist	1	1	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
1														
1														
619														
1														
9														
5														
9														
1														
136														
1														
3														
1														
6														
8														
2														
134														
1														
18														
3														
1														
13														
1														
8														
3														
6														
20														
1														
2														
23														
3														
8														
3														
1														
127														
55														
5														
1														
6														
1														
1														

318-Secretary	1	1	
819-Environmental Engineering	3		2
HOUSTON,TEXAS	**41**	**19**	**6**
1035-Public Affairs	1	1	
1301-General Physical Science	8	3	4
1320-Chemistry	19	10	1
1399-Physical Science Student Trainee	2		
28-Environmental Protection Specialist	1		
343-Management and Program Analysis	1	1	
344-Management and Program Clerical and Assistance	1	1	
401-General Natural Resources Management and Biological Sciences	3	1	1
819-Environmental Engineering	4	1	
905-General Attorney	1	1	
NEW ORLEANS,LOUISIANA	**1**		
1301-General Physical Science	1		
PAWHUSKA,OKLAHOMA	**2**	**2**	
819-Environmental Engineering	2	2	
Grand Total	**738**	**227**	**166**

1														
3														
40														
1														
8														
19														
1														
1														
1														
1														
3														
4														
1														
1														
1														
2														
2														
669														

Region 7	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
COLUMBUS,KANSAS	**1**		
401-General Natural Resources Management and Biological Sciences	1		
DES MOINES,IOWA	**1**	**1**	
819-Environmental Engineering	1	1	
FENTON,MISSOURI	**3**		
1301-General Physical Science	2		
28-Environmental Protection Specialist	1		
KANSAS CITY,KANSAS	**53**	**12**	**9**
1301-General Physical Science	14	3	3
1320-Chemistry	17	4	2
1399-Physical Science Student Trainee	1		
2210-Information Technology Management	1		1
28-Environmental Protection Specialist	4	1	1
318-Secretary	1		
343-Management and Program Analysis	1	1	
401-General Natural Resources Management and Biological Sciences	7	1	
690-Industrial Hygiene	1	1	
819-Environmental Engineering	6	1	2
KANSAS CITY,MISSOURI	**6**	**1**	
1301-General Physical Science	4		
343-Management and Program Analysis	1	1	
819-Environmental Engineering	1		
LENEXA,KANSAS	**442**	**61**	**101**
1035-Public Affairs	11	2	2
1084-Visual Information	2		1
1101-General Business and Industry	2	1	
1102-Contracting	10	1	1
1109-Grants Management	6	3	
1160-Financial Analysis	1		1
1301-General Physical Science	102	10	21
1340-Meteorology	1		
1350-Geology	3		
1410-Librarian	1	1	
2001-General Supply	1		
2005-Supply Clerical and Technician	1	1	
201-Human Resources Management	4		3
20-Community Planning	2		
2210-Information Technology Management	9	2	
260-Equal Employment Opportunity	1		
28-Environmental Protection Specialist	43	5	13
301-Miscellaneous Administration and Program	6	2	
306-Government Information Specialist	3	2	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
1														
1														
1														
1														
3														
2														
1														
46														
12														
16														
1														
4														
1														
6														
1														
5														
6														
4														
1														
1														
384														
10														
2														
2														
10														
6														
1														
89														
2														
1														
1														
1														
4														
1														
6														
1														
39														
6														
3														

308-Records Management	2		1
318-Secretary	15	1	2
326-Office Automation Clerical and Assistance	1		
340-Program Management	11	2	6
342-Support Services Administration	2		2
343-Management and Program Analysis	29	3	4
399-Administration and Office Support Student Trainee	2		
401-General Natural Resources Management and Biological Sciences	33	2	1
408-Ecology	3		1
415-Toxicology	1		
501-Financial Administration and Program	3		
503-Financial Clerical and Assistance	2		1
505-Financial Management	1		1
510-Accounting	4		1
511-Auditing	1		1
560-Budget Analysis	1		
690-Industrial Hygiene	1		
801-General Engineering	1		1
808-Architecture	1	1	
80-Security Administration	1		
819-Environmental Engineering	63	14	25
840-Nuclear Engineering	2		
899-Engineering and Architecture Student Trainee	2		
905-General Attorney	42	8	10
950-Paralegal Specialist	5		1
99-General Student Trainee	3		
#N/A	1		1
NORWOOD,OHIO	**1**		**1**
560-Budget Analysis	1		1
SHALIMAR,FLORIDA	**1**		
510-Accounting	1		
WEBB CITY,MISSOURI	**1**		**1**
1301-General Physical Science	1		1
Grand Total	**509**	**75**	**112**

2														
15														
1														
11														
2														
27														
1														
23														
3														
1														
2														
2														
1														
4														
1														
1														
1														
1														
1														
1														
53														
2														
37														
5														
1														
1														
1														
1														
1														
1														
1														
444														

Region 8	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
BUTTE,MONTANA	**1**	**1**	
1301-General Physical Science	1	1	
DENVER,COLORADO	**486**	**92**	**110**
1035-Public Affairs	11	1	1
1101-General Business and Industry	1		
1102-Contracting	6		3
1109-Grants Management	7	1	1
1160-Financial Analysis	2		1
1301-General Physical Science	102	21	19
1320-Chemistry	2	1	
1350-Geology	1		
1530-Statistics	1		1
1640-Facility Operations Services	1		
2005-Supply Clerical and Technician	1		
201-Human Resources Management	3		1
2210-Information Technology Management	11	2	3
260-Equal Employment Opportunity	1		
28-Environmental Protection Specialist	117	20	32
29-Environmental Protection Assistant	1	1	
301-Miscellaneous Administration and Program	16	3	4
306-Government Information Specialist	3	1	1
308-Records Management	1		
318-Secretary	2		
326-Office Automation Clerical and Assistance	1	1	
340-Program Management	4		3
343-Management and Program Analysis	19	3	8
401-General Natural Resources Management and Biological Sciences	9		1
403-Microbiology	1		
415-Toxicology	9	3	
501-Financial Administration and Program	7	2	3
503-Financial Clerical and Assistance	2		1
510-Accounting	6	1	1
601-General Health Science	1		
690-Industrial Hygiene	1		
80-Security Administration	2		1
819-Environmental Engineering	86	17	21
905-General Attorney	43	12	3
950-Paralegal Specialist	2	1	
986-Legal Assistance	1		
#N/A	2	1	1
GOLDEN,COLORADO	**14**	**3**	**4**
1301-General Physical Science	2	1	1

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
1														
1														
451														
11														
1														
5														
7														
2														
94														
2														
1														
1														
1														
1														
3														
11														
1														
115														
1														
14														
3														
1														
1														
1														
4														
19														
6														
1														
8														
7														
2														
5														
1														
1														
2														
79														
35														
2														
2														
13														
2														

1320-Chemistry	7	2	1
2210-Information Technology Management	1		
301-Miscellaneous Administration and Program	1		
401-General Natural Resources Management and Biological Sciences	3		2
HELENA,MONTANA	**25**	**2**	**12**
1035-Public Affairs	1		
1301-General Physical Science	7		4
1315-Hydrology	1		
2210-Information Technology Management	1		1
28-Environmental Protection Specialist	5		4
301-Miscellaneous Administration and Program	1		1
341-Administrative Officer	2	1	
401-General Natural Resources Management and Biological Sciences	1		
501-Financial Administration and Program	1		1
819-Environmental Engineering	4		1
905-General Attorney	1	1	
LIBBY,MONTANA	**1**		**1**
819-Environmental Engineering	1		1
PIERRE,SOUTH DAKOTA	**1**		
819-Environmental Engineering	1		
Grand Total	**528**	**98**	**127**

6														
1														
1														
3														
24														
1														
7														
1														
1														
5														
1														
2														
1														
1														
3														
1														
1														
1														
1														
1														
491														

Region 9	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
CARSON CITY,NEVADA	**3**	**1**	**2**
1301-General Physical Science	2	1	1
819-Environmental Engineering	1		1
HONOLULU,HAWAII	**7**	**1**	**3**
1035-Public Affairs	1		1
1301-General Physical Science	3	1	1
28-Environmental Protection Specialist	2		1
401-General Natural Resources Management and Biological Sciences	1		
LONG BEACH,CALIFORNIA	**2**		
1301-General Physical Science	1		
819-Environmental Engineering	1		
LOS ANGELES,CALIFORNIA	**19**	**2**	**3**
1035-Public Affairs	1		
1301-General Physical Science	1		
1810-General Investigating	1		
2210-Information Technology Management	1		1
28-Environmental Protection Specialist	8	1	1
318-Secretary	1		
343-Management and Program Analysis	1		1
401-General Natural Resources Management and Biological Sciences	2		
819-Environmental Engineering	3	1	
PACIFICA,CALIFORNIA	**1**		
343-Management and Program Analysis	1		
RICHMOND,CALIFORNIA	**11**	**5**	**2**
1301-General Physical Science	3	1	1
1320-Chemistry	4	2	
2210-Information Technology Management	1	1	
401-General Natural Resources Management and Biological Sciences	3	1	1
SACRAMENTO,CALIFORNIA	**3**		**1**
1301-General Physical Science	2		1
401-General Natural Resources Management and Biological Sciences	1		
SAN DIEGO,CALIFORNIA	**8**		**4**
28-Environmental Protection Specialist	6		2
819-Environmental Engineering	2		2
SAN FRANCISCO,CALIFORNIA	**677**	**134**	**193**
1035-Public Affairs	5		1
1071-Audiovisual Production	1		
1082-Writing and Editing	2	1	1
1101-General Business and Industry	7	1	5
1102-Contracting	12	3	1
1109-Grants Management	13	1	8
1301-General Physical Science	99	19	25

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
3														
2														
1														
7														
1														
3														
2														
1														
2														
1														
1														
19														
1														
1														
1														
1														
8														
1														
1														
2														
3														
1														
1														
11														
3														
4														
1														
3														
3														
2														
1														
7														
5														
2														
619														
4														
1														
2														
7														
12														
12														
84														

1320-Chemistry	1		1
1370-Cartography	2		1
1410-Librarian	1	1	
150-Geography	1		1
1810-General Investigating	1		1
18-Safety and Occupational Health Management	1		1
201-Human Resources Management	4	3	1
2210-Information Technology Management	21	7	11
260-Equal Employment Opportunity	1		1
28-Environmental Protection Specialist	201	37	59
29-Environmental Protection Assistant	3	1	2
301-Miscellaneous Administration and Program	6	1	3
303-Miscellaneous Clerk and Assistant	8	3	2
306-Government Information Specialist	1		
308-Records Management	1		1
318-Secretary	6	3	1
340-Program Management	7	4	2
341-Administrative Officer	6	3	2
342-Support Services Administration	1		1
343-Management and Program Analysis	11	3	3
391-Telecommunications	3	1	1
401-General Natural Resources Management and Biological Sciences	42	3	6
415-Toxicology	3	1	2
501-Financial Administration and Program	2	1	1
505-Financial Management	1		1
510-Accounting	3	1	1
560-Budget Analysis	14	4	2
561-Budget Clerical and Assistance	1		
690-Industrial Hygiene	1	1	
80-Security Administration	2		1
819-Environmental Engineering	112	16	28
893-Chemical Engineering	1		
905-General Attorney	68	15	15
#N/A	1		
SHIPROCK,NEW MEXICO	**1**		
401-General Natural Resources Management and Biological Sciences	1		
STATELINE,NEVADA	**1**	**1**	
819-Environmental Engineering	1	1	
TUCSON,ARIZONA	**2**	**1**	
28-Environmental Protection Specialist	2	1	
YREKA,CALIFORNIA	**1**		
28-Environmental Protection Specialist	1		
Grand Total	**736**	**145**	**208**

1														
2														
1														
1														
1														
1														
4														
20														
1														
192														
3														
6														
8														
1														
1														
6														
7														
6														
1														
11														
3														
33														
3														
2														
1														
3														
14														
1														
1														
2														
99														
61														
1														
1														
1														
1														
2														
2														
1														
1														
677														

Region 10	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANCHORAGE,ALASKA	**27**	**3**	**3**
1301-General Physical Science	5		
28-Environmental Protection Specialist	14	2	1
340-Program Management	1		1
343-Management and Program Analysis	1	1	
401-General Natural Resources Management and Biological Sciences	4		1
819-Environmental Engineering	1		
89-Emergency Management Specialist	1		
BOISE,IDAHO	**20**	**6**	**3**
1301-General Physical Science	10	4	1
28-Environmental Protection Specialist	6	1	1
340-Program Management	1	1	
343-Management and Program Analysis	1		
401-General Natural Resources Management and Biological Sciences	1		
819-Environmental Engineering	1		1
COEUR D ALENE,IDAHO	**1**		**1**
28-Environmental Protection Specialist	1		1
EUGENE,OREGON	**1**	**1**	
28-Environmental Protection Specialist	1	1	
JUNEAU,ALASKA	**2**		**1**
1301-General Physical Science	1		1
28-Environmental Protection Specialist	1		
KING,WASHINGTON	**1**		
306-Government Information Specialist	1		
LACEY,WASHINGTON	**9**	**1**	**4**
1035-Public Affairs	1		
28-Environmental Protection Specialist	6	1	2
343-Management and Program Analysis	1		1
401-General Natural Resources Management and Biological Sciences	1		1
MANCHESTER,WASHINGTON	**1**		
403-Microbiology	1		
PORT ORCHARD,WASHINGTON	**19**	**1**	**3**
1301-General Physical Science	1		
1311-Physical Science Technician	1		
1320-Chemistry	10	1	1
1640-Facility Operations Services	1		
28-Environmental Protection Specialist	3		2
318-Secretary	1		
343-Management and Program Analysis	1		
401-General Natural Resources Management and Biological Sciences	1		
PORTLAND,OREGON	**22**	**6**	**4**
1035-Public Affairs	1	1	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
27														
5														
14														
1														
1														
4														
1														
1														
19														
10														
6														
1														
1														
1														
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2														
1														
1														
1														
1														
7														
1														
4														
1														
1														
1														
1														
18														
1														
1														
10														
3														
1														
1														
1														
22														
1														

1301-General Physical Science	4	1	
201-Human Resources Management	1		
28-Environmental Protection Specialist	6	3	1
318-Secretary	1		
340-Program Management	2		2
343-Management and Program Analysis	1		
401-General Natural Resources Management and Biological Sciences	2		1
408-Ecology	1		
819-Environmental Engineering	2	1	
905-General Attorney	1		
RICHLAND,WASHINGTON	**7**		**3**
1301-General Physical Science	4		2
819-Environmental Engineering	3		1
SEATTLE HEIGHTS,WASHINGT	**1**		
819-Environmental Engineering	1		
SEATTLE,WASHINGTON	**435**	**90**	**102**
1035-Public Affairs	8	2	1
1109-Grants Management	20	5	5
1301-General Physical Science	67	12	13
1306-Health Physics	1		
1315-Hydrology	1	1	
1320-Chemistry	4		1
1340-Meteorology	1		
201-Human Resources Management	2		1
2210-Information Technology Management	9	2	2
260-Equal Employment Opportunity	1	1	
28-Environmental Protection Specialist	146	27	38
29-Environmental Protection Assistant	1	1	
301-Miscellaneous Administration and Program	19	5	1
303-Miscellaneous Clerk and Assistant	2	1	
306-Government Information Specialist	4		2
308-Records Management	2		2
318-Secretary	7	4	1
340-Program Management	6	2	3
342-Support Services Administration	1		
343-Management and Program Analysis	11	3	2
401-General Natural Resources Management and Biological Sciences	17	4	3
408-Ecology	5	1	4
415-Toxicology	6	2	
482-Fish Biology	1		
501-Financial Administration and Program	2	1	
503-Financial Clerical and Assistance	1	1	
510-Accounting	3		
560-Budget Analysis	7	3	
690-Industrial Hygiene	1		
80-Security Administration	2		
819-Environmental Engineering	38	6	14

4														
1														
6														
1														
2														
1														
2														
1														
2														
1														
7														
4														
3														
1														
1														
394														
8														
13														
58														
1														
1														
3														
1														
2														
9														
1														
134														
1														
18														
2														
4														
2														
7														
6														
11														
16														
5														
6														
1														
2														
1														
3														
6														
1														
2														
35														

89-Emergency Management Specialist	2		
905-General Attorney	35	6	8
950-Paralegal Specialist	1		
#N/A	1		1
Grand Total	**546**	**108**	**124**

2														
30														
1														
1														
501														

Buyout/Departure Date = Sept 30, 2017

	Table A - Direct Costs for VERA / VSIP	2017	2018	2019
5	<-- Targeted Positions for VSIP Buyout x $25,000	$125,000	$0	$0
	Annual Leave Payout for Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x (240 + 150 AL hours) x Targeted Postions (@ G14/Step 5)}	$106,459	$0	$0
	Total Maximum Direct Costs	**$231,459**	**$0**	**$0**

		Table B - Estimated Savings for FY 2018 through FY	2017	2018	2019	Factors	
	A	Pre-VERA / VSIP Annual Payroll Costs (before	$12,300,000	$4,190,277	$3,683,626	3%	103%
	B	VERA / VSIP Payout Cost ($25,000 x Targeted	$125,000	$0	$0		
	C	Leave Payout Cost (presumes 240 ceiling hours at	$106,459	$0	$0		
	D	Payroll Savings (Payroll @ G14/S5 Targeted	$0	($871,723)			
5	E	<-- Payroll for new hires @ G9/Step 1 for two-thirds		$249,123	$389,726	0.66 FTE mid-Feb - Sept, 2018)	
	F	***Post VERA/VSIP Annual Payroll Cost (F = A + B + C + D***	*$12,531,459*	*$3,567,676*	*$4,073,351*		
	G	Pre-VERA / VSIP Annual WCF Costs (before	$574,466	$221,190	$228,379		
	H	Working Capital Fund Savings (7.15K in FY17;		($36,500)	($37,230)		
	I	Working Capital Fund Costs for New Hires for two-		$24,090	$37,230		
	J	*WCF Costs for VERA / VSIP (J = G + H + I)*	*$574,466*	*$208,780*	*$228,379*		
	Projected Savings with VERA / VSIP (F + J)		**###########**	**##########**	**$4,301,730**		

#	**Total VERA/VSIP Target**	FTE	80.3	30.3	FY19 Payroll increase --->		3.25%		
33%	Grade / Step = GS 14 / 5 Salary	Full Year	$126,960	$131,086	$132,397		hr/year		
350	Grade / Step = GS 14 / 5 Benefits		$41,897	$43,258	$43,691		2087	$60.83	per hour rate
	WCF Costs in 2017 is $7,154		$7,154	$7,300	$7,446				
#	**Total New Hires Target**								
	Grade / Step = GS 9 / 1 plus 33% benefits		$54,974	$56,761	$58,605				
	Grade / Step = GS 14 / 5 Benefits		$18,141	$18,731	$19,340				

VERA/VSIP Proposal:
Office of International and Tribal Affairs

The Office of International and Tribal Affairs (OITA) proposes offering VERA and VSIP to GS-13 through GS-15 non-supervisory staff and to a small number of staff in administrative positions in order to facilitate the consolidation of programs and functions across the organization.

OITA currently has 74 non-temporary employees, the majority of whom are at the GS-13 to GS-15 grade levels. We propose to offer VERA/VSIP buyouts primarily to eligible employees at these grade levels, and will restructure the positions vacated by departing employees. The maximum number of positions eligible will be based upon current staffing levels and anticipated organizational needs, with adjustments to be made in accordance with future restructuring efforts.

OITA seeks to align the work of its international and tribal programs with administration priorities. Because of the administration's focus on fewer high-priority initiatives for international and tribal programs, OITA will need fewer higher-graded employees to serve as program leads. (The reduction in the number of key program areas is more significant in the international programs than in the tribal programs, and OITA is targeting fewer positions in its American Indian Environmental Office, accordingly).

Although OITA offered VERA/VSIP in 2014, the Office still has GS-13 through GS-15 level employees performing some functions that could be performed by staff at lower grades. As part of the office's efforts to realign its work and consolidate functions, less complex work will be restructured into lower-graded positions, which will facilitate consolidating more complex duties (e.g., policy development, multilateral negotiations, etc.) among the higher-graded staff who remain following the VERA/VSIP process. EPA offers in-house training (e.g., COR certification, IA Project Officer certification, etc.) that can help prepare lower-graded staff to assume some of the less complex duties currently being performed by higher-graded employees.

A reduction in the number of programs and the number of staff should also allow OITA to further consolidate some administrative functions, with slightly fewer staff providing administrative support to the office's programs. (OITA's 2014 VERA/VSIP process saw the departure of a number of key administrative support staff. Although some further consolidation is possible, there are currently fewer opportunities to reduce administrative functions than to collapse program management functions).

OITA's current structure is already "flat." The office anticipates no reorganization as a result of VERA/VSIP. Realignments within each of OITA's constituent organizations are more likely, with teams being combined or staff assignments being consolidated.

Tentative areas of workforce reshaping and restructuring include:

- A reduction in the number of formal teams. Staff in OITA's program components are currently divided into a total of nine teams, each of which is headed by a GS-15 Senior Advisor. Combining existing teams will allow us to reduce the need for a number of higher-graded staff.

- A reduction in the number of GS-15s other than Senior Advisors. OITA's international programs currently have three non-supervisory GS-15s serving in positions other than team leaders. Several of these GS-15s support programs that OITA plans to significantly reduce in order to align the office's international priorities with the focus areas identified by the new administration. As the GS-15s who support these programs depart, OITA will restructure the positions to reduce their full promotion potential and to restructure the positions to support new priority programs.

- Realignment of resources across OITA will increase efficiencies in managing assistance agreements and contracts, which should reduce the number of staff needed to administer these vehicles. Some work currently supported by employees at the GS-13, 14, and 15 grade levels – in both the international and tribal programs -- can be reassigned to staff at lower grades.

OITA will target a total of six positions: one GS-0028-13 position in its American Indian Environmental Office; two GS-0301-14 positions and two GS-0301-15 positions in its International Programs (Office of Regional and Bilateral Affairs and Office of Global Affairs and Policy); and one GS-0303-09 administrative support position in its Office of Regional and Bilateral Affairs.

VSIP

VSIP will be offered for each of the six targeted positions, with a maximum of five offers being accepted. If OITA receives and accepts the maximum number of requests, $125,000 will be required for buy-outs.

A number of staff who occupy the targeted positions are already retirement eligible. VSIP will serve as an incentive for these employees to retire from federal service.

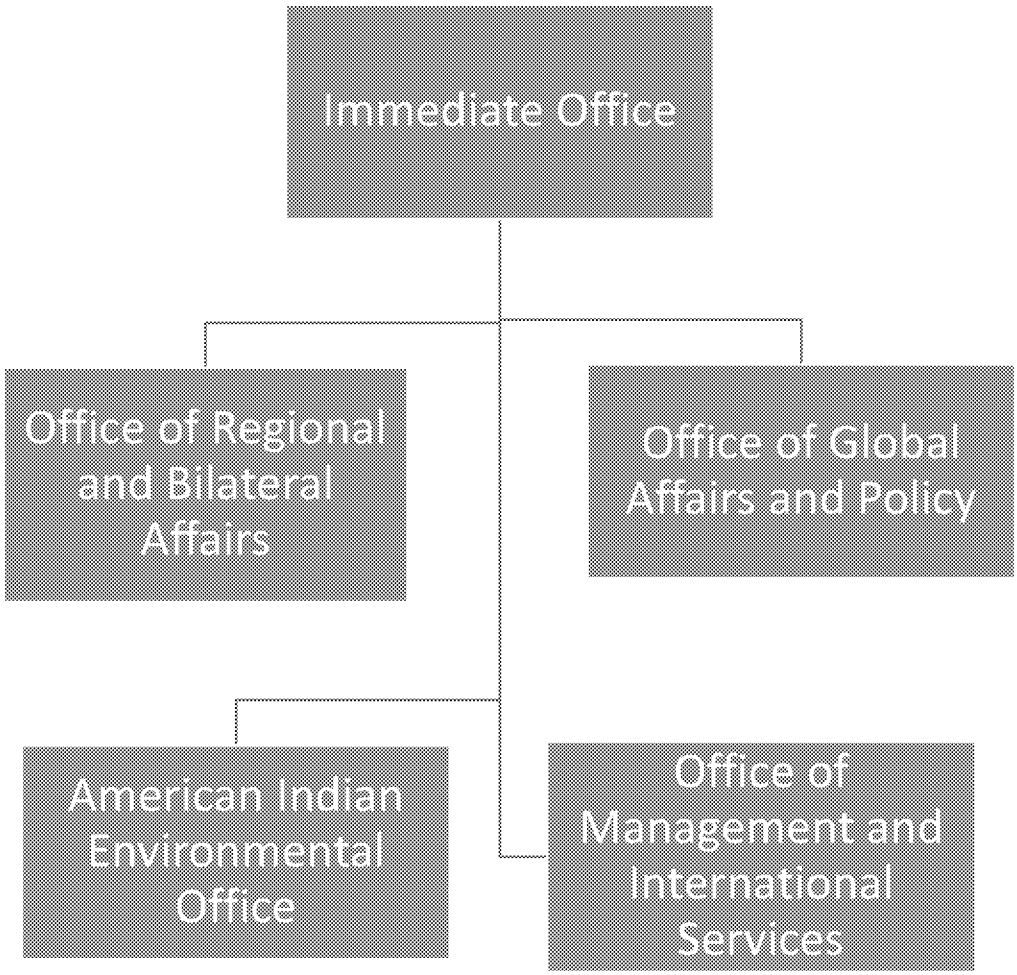
VERA

Nineteen employees in OITA are VERA eligible. The estimate of the total number of employees in the office who are expected to take early retirement is two.

The administration's focus on a smaller number of key international and tribal programs will result in the need for fewer higher-graded employees as program leads. Reductions in major initiatives may necessitate the transfer of up to ten OITA employees to other parts of the agency. OITA may also need to make significant changes to portfolio assignments for up to twenty other employees as a result of rapidly changing focus areas for our programs. OITA seeks VERA authority as one option for alleviating the need to transfer employees.

Office of International and Tribal Affairs

Organizational Chart



	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
OARM	702	121	164	643
OAR	1155	184	271	1002
OCFO	315	51	83	283
OECA	730	176	164	686
OIG	276	44	58	251
OITA	74	12	19	70
AO	730	76	80	311
OEI	348	71	81	312
OGC	234	37	51	183
OLEM	495	113	134	451
ORD	1794	427	324	1463
OCSPP	1147	203	225	876
OW	602	103	94	502
REGION 1	568	137	201	521
REGION 2	785	205	238	726
REGION 3	828	199	217	722
REGION 4	914	166	297	823
REGION 5	1086	258	309	978
REGION 6	748	227	166	669
REGION 7	522	75	112	444
REGION 8	529	98	127	491
REGION 9	741	145	208	677
REGION 10	548	108	124	501
EPA	**15871**	**3236**	**3747**	**13585**

VSIP

When an agency has received approval from OPM to offer VSIPs, any employee (as defined in 5 U.S.C. 2105) who meets these general eligibility requirements may receive an offer. The employee must:

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer; and
5. Not be included in any of the ineligibility categories listed below.

Employees in the following categories are not eligible for a VSIP:

1. Are reemployed annuitants;
2. Have a disability such that the individual is or would be eligible for disability retirement;
3. Have received a decision notice of involuntary separation for misconduct or poor performance;
4. Previously received any VSIP from the Federal Government;
5. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
6. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid; and
7. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

VERA

To be eligible to retire under VERA, an employee must:

(1) Meet the VERA minimum age and service requirements (i.e., the employee has completed at least 20 years of creditable service and is at least age 50, or has completed at least 25 years of creditable service regardless of age);

The minimum age and service requirements are set by statute in 5 U.S.C. 8336(d)(2) for CSRS employees, and in 5 U.S.C. 8414(b)(1) for FERS employees. OPM has no authority to waive either the minimum age or service requirement for VERA eligibility.

(2) Have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA;

(3) Hold a position that is not a time-limited appointment;

(4) Have not received a final removal decision based upon misconduct, or unacceptable performance;

(5) Hold a position covered by the agency's VERA; and
(6) Retire under the VERA option during the agency's VERA window.

Region 7	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Positions by Grade: 1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
COLUMBUS,KANSAS	**1**	**0**	**0**	**1**										0				
401-General Natural Resources Management and Biological Sciences	1			1					0					0				
DES MOINES,IOWA	**1**	**1**	**0**	**1**										0				
819-Environmental Engineering	1	1		1					1					1				
FENTON,MISSOURI	**3**	**0**	**0**	**3**										0				
1301-General Physical Science	2			2					0					0				
28-Environmental Protection Specialist	1			1			0							0				
KANSAS CITY,KANSAS	**53**	**12**	**9**	**46**										0				
1301-General Physical Science	14	3	3	12					5		1			6				
1320-Chemistry	17	4	2	16				1	2	1	2			6				
1399-Physical Science Student Trainee	1													0				
2210-Information Technology Management	1		1	1										0				
28-Environmental Protection Specialist	4	1	1	4				2						2				
318-Secretary	1													0				
343-Management and Program Analysis	1	1		1					1					1				
401-General Natural Resources Management and Biological Sciences	7	1		6					1					1				
690-Industrial Hygiene	1	1		1					1					1				
819-Environmental Engineering	6	1	2	5					3					3				
KANSAS CITY,MISSOURI	**6**	**1**	**0**	**6**										0				
1301-General Physical Science	4			4										0				
343-Management and Program Analysis	1	1		1					1					1				
819-Environmental Engineering	1			1										0				
LENEXA,KANSAS	**442**	**61**	**101**	**384**										0				
1035-Public Affairs	11	2	2	10					2		1			3				
1084-Visual Information	2		1	2				1						1				
1101-General Business and Industry	2	1		2					1					1				
1102-Contracting	10	1	1	10										0				
1109-Grants Management	6	3		6										0				
1160-Financial Analysis	1		1	1					1					1				
1301-General Physical Science	102	10	21	89					21	4	6			31				3 RPM positions within 1301 occupational series will be considered safe positions. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.
1340-Meteorology	1													0				
1350-Geology	3			2										0				
1410-Librarian	1	1		1			1							1				
2001-General Supply	1			1										0				
2005-Supply Clerical and Technician	1	1		1		1								1				
201-Human Resources Management	4		3	4					2		1			3				
20-Community Planning	2			1										0				
2210-Information Technology Management	9	2		6										0				
260-Equal Employment Opportunity	1			1										0				
28-Environmental Protection Specialist	43	5	13	39				7	7	2	2			18				
301-Miscellaneous Administration and Program	6	2		6			1				0			1				
306-Government Information Specialist	3	2		3			2							2				
308-Records Management	2		1	2					1					1				
318-Secretary	15	1	2	15			3							3				
326-Office Automation Clerical and Assistance	1			1										0				
340-Program Management	7	1	3	7						1	3			4				
340-Program Management	5	1	4	5														
342-Support Services Administration	2		2	2				1		1				2				
343-Management and Program Analysis	29	3	4	27				3	4					7				
399-Administration and Office Support Student Trainee	2			1										0				
401-General Natural Resources Management and Biological Sciences	33	2	1	23					1	1	1			3				
408-Ecology	3		1	3					1					1				
415-Toxicology	1			1										0				
501-Financial Administration and Program	3			2										0				
503-Financial Clerical and Assistance	2		1	2		1								1				
505-Financial Management	1		1	1							1			1				
510-Accounting	4		1	4										0				
511-Auditing	1		1	1										0				
560-Budget Analysis	1			1										0				
690-Industrial Hygiene	1			1										0				
801-General Engineering	1		1	1										0				
808-Architecture	1	1		1					1					1				
80-Security Administration	1			1										0				

819-Environmental Engineering	63	14	25	53				1	28	6	4			39				1 OSC and 2 RPM (total of 3) positions within 819 occupational series will be considered safe positions. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.
840-Nuclear Engineering	2			2										0				
899-Engineering and Architecture Student Trainee	2													0				
905-General Attorney	41	8	9	36						10	7			17				
905-General Attorney	1		1	1														
950-Paralegal Specialist	5		1	5				1						1				
99-General Student Trainee	3													0				
NORWOOD,OHIO	**1**	**0**	**1**	**1**										0				
560-Budget Analysis	1		1	1						1				1				
SHALIMAR,FLORIDA	**1**	**0**	**0**	**1**										0				
510-Accounting	1			1										0				
WEBB CITY,MISSOURI	**1**	**0**	**1**	**1**										0				
1301-General Physical Science	1		1	1					1					1				
Grand Total	**509**	**75**	**112**	**444**	0	2	7	17	86	27	29	0	0	168	* 45	** 45	0	

* 45 is the maximum amount of offers throughout Region 7

** All positions would be a part of restructuring/reorganizing based on the Division/Occupational Series where the offers are accepted.

SAFE POSITIONS -- Six positions are identified as safe positions. See comments in occupational series 1301 and 819 above. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.

Region 7 – VERA/VSIP Business Case

Region 7 is requesting approval authority for the use of Voluntary Early Retirement Authority (VERA/Early-Out) and Voluntary Separation Incentive Payments (VSIP/Buy-Out). Region 7's low attrition rate (around 4%) will not generate enough attrition to create a sufficient number of vacancies to rebalance and reshape our workforce. In order to avoid the use of more drastic authorities, Region 7 would like to utilize VERA and VSIP to reach the OMB mandated reduction level of full time employee equivalents.

Targeting decisions were made by senior managers based on the specific mission needs required to reshape the Region 7 workforce with new skills and competencies. Through attrition gained by VERA and VSIP, we expect fewer higher graded positions and the most complex work (i.e., GS-13 level and above) will be reassigned to remaining higher graded positions in order to concentrate this work into fewer positions. In addition to creating more workforce balance between higher and lower graded positions, our restructuring is expected to introduce enhanced integration of multimedia approaches and advanced technology skills to more efficiently and effectively implement program objectives.

Region 7 will offer a total of 45 VERA/VSIP opportunities up to 168 non-SES positions which are eligible for either a Regular Retirement or an Early Retirement. The following occupational series are not the focus for VERA/VSIP in Region 7: SES, GS-510, GS-511, GS-1102, GS-1109, GS-2210 as well as Phased Retirees. Region 7 will not be offering VSIP to employees not currently eligible for Regular Retirement or an Early Retirement. As with other federal workforce restructuring authorities, the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

Region 7 will use these authorities in three focused themes to help transform the workforce:

- ***Restructure or reduce highly graded supervisory and non-supervisory positions*** in occupational series GS-028, GS-201, GS-301, GS-308, GS-340, GS-342, GS-343, GS-401, GS-408, GS-505, GS-560, GS-690, GS-808, GS-819, GS-905, GS-1035, GS-1101, GS-1160, GS-1301, and GS-1320 at the GS-13 through GS-15 grade levels, across all divisions and geographic locations within Region 7 to meet our changing mission requirements and move to new models of work. The change in program priorities of the Agency and the Region has decreased the need for many specialized non-supervisory positions. The work of the non-supervisory positions can be consolidated, eliminated, or redistributed to lower-graded positions.

- ***Restructure to focus on core business functions*** in our Regional Programmatic Support positions in occupations series GS-028, GS-201, GS-340, GS-342, GS-343, GS-501, GS-505, GS-510, GS-950, GS-1035, GS-1084, GS-1101, GS-1109, GS-1160, and GS-1320 at the GS-9 through GS-15 grade levels, supervisory and non-supervisory positions, across all divisions within the Kansas and Missouri offices to more efficiently and effectively implement program objectives. Restructuring some of the positions performing these functions could reduce redundancies and promote greater efficiencies.

- ***Consolidate or reduce administrative or support functions*** positions GS-301, GS-306, GS-318, GS-503, GS-1410 and GS-2005 at the GS-6 through GS-11 grade levels across all divisions in the Kansas offices to better align with current and projected workload needs. Region 7 may realign administrative support resources and combine functions to capitalize on efficiencies and for enhancing the positions with new skills and competencies. Region 7 will be in a position to pursue additional administrative support consolidation scenarios, or at the very least, will continue to consolidate the administrative support functions into fewer positions.

Region 7's goal is to reduce the overall workforce from 497 permanent employees to 452 permanent employees for FY 2017. VSIP opportunities will be offered to up to 45 employees. The estimate of the total number of employees in Region 7 who are expected to take early retirement is 10.

Specific Region 7 Divisional Plans:

Superfund Division.

- 3 Remedial Project Manager positions within 1301 occupational series will be safe positions.
- 1 On Scene Coordinator and 2 Remedial Project Manager (total of 3) positions within 819 occupational series will be safe positions.
- Maximum offers up to 2 RPMs and 2 OSCs

Budget Information

Table A – Direct Costs for VERA/VSIP	
45 of Targeted Positions for VSIP x $25,000	$1,125,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {$45.16 x 240 x 45 of Targeted Positions}	$ 488,000
Total Maximum Direct Costs	$1,613,000

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$63.00M	$63.00M
B. VERA/ VSIP Payout Cost	$1.13M	0
C. Leave Payout Cost	$ .49M	0
D. Post VERA/VSIP Annual Payroll Cost	$57.20M	$58.63M
E. Payroll for # New Hires	$ .39M	$ .40M
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$ 3.79M	$ 3.97M
G. Pre-VERA/VSIP Annual WCF Cost	$ 2.40M	$ 2.40M
H. Post VERA/VSIP Annual WCF Cost	$ 2.22M	$ 2.23M
I. WCF for # New Hires	$ .01M	$ .01M
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$ .17M	$ .16M
Projected Savings with VERA/VSIP (F + J)	$ 3.96M	$ 4.13M

AO	Series	Total Non-Term Employees	Retirement Eligible
COMBINED		344	75
AO COUNT		*339*	*74*
	0301 - Staff Assistant		
		20	6
OAES	0343 - Program/Management Analyst		
	0560 - Budget Analyst		
		19	3
OCHP	0343 - Program/Management Analyst		
	1301- Environmental Scientist		
	0401- Biologist		
	1001- Public Liaison Specialist		
		14	3
OCIR	0301 - Information Management Specialist		
	0343 - Program/Management Analyst		
	0905 - Attorney - Adviser		
	0301 - Congressional Liaison Specialist		
		39	8
OCR	0260 - Equal Employment Specialist/Manager		
Durham, NC	0260 - Equal Employment Specialist/Manager - Durham, NC		
Las Vegas, NV	0260 - Equal Employment Specialist/Manager - Las Vegas, NV		
Cincinnati, OH	0260 - Equal Employment Specialist/Manager - Cincinnati, OH		
		21	3
OEX	0326 - Office Automation Assistant/Clerk		
	0303 - Information Management Assistant		
	0301 - Information Management Specialist		
		16	3
OHS	0028 - Environmental Protection Specialist		
	0132 - Intelligence Operations Specialist		
	0343 - Program/Management Analyst		
	0819 - Environmental Engineer		
		10	2
OP	0028 - Environmental Protection Specialist		
	0110 - Economist		
	0301 - Staff Assistant		
	0301 - Program Specialist		
	0301 - Information Management Specialist		

		# of Targeted Positions by Grade											
VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	SL	Total # of Targeted Positions	Max # of Offers	# to Restructure
80	311												
75	*298*										0		
		0	0	2	2	4	0	0	0	0	8	3	3
7	31	0	0	2	2	4	0	0	0	0	8		
		0	0	0	1	4	1	1	0	0	7	2	2
		0	0	0	0	0	1	0	0	0	1	1	1
6	35	0	0	0	1	4	2	1	0	0	8		
		0	0	0	0	1	1	0	0	0	2	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	0	2	0	0	0	2	1	1
		0	0	0	0	2	0	0	0	0	2	0	0
3	11	0	0	0	0	3	3	1	0	0	7		
		0	0	0	4	0	0	0	0	0	4	1	1
		0	0	0	2	6	0	2	0	0	10	3	3
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	1	7	0	0	0	8	1	1
34	36	0	0	0	6	7	7	3	0	0	23		
		0	0	0	1	3	5	0	0	0	9	1	1
		0	0	0	1	0	1	0	0	0	2	2	2
		0	0	0	0	0	1	0	0	0	1	1	1
		0	0	0	0	0	1	0	0	0	1	1	1
4	30	0	0	0	2	3	8	0	0	0	13		
		1	2	0	0	0	0	0	0	0	3	2	2
		0	1	0	0	0	0	0	0	0	1	1	1
		0	0	0	0	0	2	0	0	0	2	1	1
2	14	1	3	0	0	0	2	0	0	0	6		
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
3	9	0	0	0	0	1	0	3	0	0	4		
		0	0	0	0	0	0	2	0	0	2	2	2
		0	0	0	0	1	0	1	0	0	2	2	2
		0	0	0	1	0	0	0	0	0	1	1	1
		0	0	0	1	0	0	0	0	0	1	1	1
		0	0	0	1	0	0	0	0	0	1	1	1

# to Eliminate	Comments
0	Restructure position
0	Reduce non-supersivory GS-13/14/15. Restructure position.
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure position to lower grade
0	Restructure positions
0	Restructure positions and centralize functions including positions from RTP (2) and LV (1)
0	Restructure to move positions to HQ
0	Restructure to move position to HQ
0	Restructure to move position to HQ
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position

	0301 - Regulatory Impact Analyst		
	0343 - Program/Management Analyst		
	1301 - Senior Advisor Climate Adaptation		
		100	25
OPEEE	0301 - Public Liaison Specialist		
	1001 - Environmental Education Specialist		
	1035 - Public Affairs Specialist		
		11	4
OSDBU	0301- Information Management Specialist		
	0301 - Staff Assistant		
	0343 - Program/Management Analyst		
Los Angeles, CA	0343 - Program/Management Analyst		
		12	3
SAB	1301 - Environmental Scientist		
	1301 - Ethics Official		
	0343- Management Analyst		
	0401- Biologist		
	0110- Economist		
		18	5
OPA	0343 - Program/Management Analyst		
	1001 - Web/Communications Specialist		
	1035 - Public Affairs Specialist		
	0301 - Communications Specialist		
	1084 - Visual Information Specialist		
	1060 - Photographer		
	2210 - Information Technology Specialist		
		33	16
		339	74

		0	0	0	0	0	1	0	0	0	1	1	1
		0	0	0	2	4	4	3	0	0	13	8	8
		0	0	0	0	0	0	0	0	1	1	1	0
26	115	1	0	0	3	5	3	6	0	1	20		
		0	0	0	0	0	2	1	0	0	3	2	2
		0	0	0	0	2	2	0	0	0	4	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
2	10	0	0	0	0	3	4	1	0	0	8		
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	1	0	0	0	0	0	0	1	1	1
		0	0	1	0	1	1	2	0	0	5	1	1
		0	0	0	0	0	1	0	0	0	1	1	1
4	12	0	0	2	0	2	2	2	0	0	8		
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	0	1	0	0	0	1	1	1
		0	0	0	0	3	0	0	0	0	3	1	1
		0	0	0	0	0	2	1	0	0	3	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
4	16	0	0	0	0	3	3	3	0	0	9		
		0	0	0	3	1	2	0	0	0	6	1	1
		0	0	0	0	3	1	1	0	0	5	1	1
		0	0	0	0	5	2	1	0	0	8	1	1
		0	0	0	0	0	0	1	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
		0	0	0	0	1	0	0	0	0	1	1	1
5	32	1	0	0	3	12	3	3	0	0	22		
75	298	1	3	4	19	47	41	23	0	1	139	65	64

0	Restructure position
0	Restructure positions
1	Position deleted
0	Restructure positions
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure to move position to HQ
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure positions
0	Restructure positions
0	Restructure positions
0	Restructure position
0	Restructure position
0	Restructure position
0	Restructure position
1	

OAR	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANN ARBOR,MICHIGAN	**282**	**46**	**73**
1102-Contracting	1		
110-Economist	3		
1301-General Physical Science	21	1	8
1320-Chemistry	7	3	
1399-Physical Science Student Trainee	1		
1550-Computer Science	4	2	
1640-Facility Operations Services	4		
1801-General Inspection, Investigation, and Compliance	14	2	3
1910-Quality Assurance	1		
201-Human Resources Management	2		
2210-Information Technology Management	8	1	2
28-Environmental Protection Specialist	51	11	16
301-Miscellaneous Administration and Program	13	2	3
318-Secretary	1		1
343-Management and Program Analysis	11		1
4714-Model Making	1		
801-General Engineering	21	2	4
802-Engineering Technical	12	2	4
803-Safety Engineering	1	1	
819-Environmental Engineering	14	2	5
830-Mechanical Engineering	62	12	19
850-Electrical Engineering	4	2	
854-Computer Engineering	2		1
893-Chemical Engineering	12	3	6
899-Engineering and Architecture Student Trainee	4		
905-General Attorney	3		
99-General Student Trainee	4		
ANNAPOLIS,MARYLAND	**1**		
343-Management and Program Analysis	1		
AUTAUGA,ALABAMA	**1**		
1320-Chemistry	1		
DALLAS,TEXAS	**1**		
1301-General Physical Science	1		
DURHAM,NORTH CAROLINA	**345**	**54**	**78**
1035-Public Affairs	1		
1101-General Business and Industry	7	1	
110-Economist	9	1	
1301-General Physical Science	66	13	4
1530-Statistics	6		1
2210-Information Technology Management	9	1	
28-Environmental Protection Specialist	112	15	32

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers estimated	# to Restructure	# to Eliminate	Comments
248											5			
1														
1														
16														
5														
4														
2														
14														
1														
2														
8														
50														
11			3		7		1			11	2	2		
1		1								1	1		1	
11			1	5	3		1			10	2	2		
1														
21														
8														
1														
13														
57														
4														
2														
12														
2														
1														
1														
1														
1														
294											3			
1														
7														
7														
49														
4														
8														
98														

301-Miscellaneous Administration and Program	27	8	7
306-Government Information Specialist	1		
340-Program Management	7	2	3
343-Management and Program Analysis	14	3	3
401-General Natural Resources Management and Biological Sciences	3		
408-Ecology	1		
501-Financial Administration and Program	1		1
560-Budget Analysis	2		1
601-General Health Science	12	1	1
819-Environmental Engineering	64	9	25
893-Chemical Engineering	3		
LAS VEGAS,NEVADA	**23**	**8**	**3**
1102-Contracting	1		
1301-General Physical Science	10	4	1
1306-Health Physics	1		
2210-Information Technology Management	1		
28-Environmental Protection Specialist	5	2	1
303-Miscellaneous Clerk and Assistant	1	1	
343-Management and Program Analysis	2	1	1
690-Industrial Hygiene	1		
819-Environmental Engineering	1		
MONTGOMERY,ALABAMA	**39**	**9**	**10**
1102-Contracting	1		
1301-General Physical Science	25	7	7
1306-Health Physics	1		
1320-Chemistry	6	1	2
1529-Mathematical Statistics	1		1
1640-Facility Operations Services	1		
2210-Information Technology Management	2		
318-Secretary	1	1	
690-Industrial Hygiene	1		
SAN DIEGO,CALIFORNIA	**1**	**1**	
301-Miscellaneous Administration and Program	1	1	
WASHINGTON NAVY YARD,DC	**1**		
1301-General Physical Science	1		
WASHINGTON,DC	**450**	**66**	**107**
1035-Public Affairs	21		2
1102-Contracting	4		
110-Economist	18	3	2
1301-General Physical Science	43	9	4
1306-Health Physics	5	1	2
1320-Chemistry	3		2
1350-Geology	2		
1515-Operations Research	1	1	
1530-Statistics	2	1	
1550-Computer Science	1		
1801-General Inspection, Investigation, and Compliance	1		

25														
1														
7														
14						3				3	3	3		
3														
1														
1														
2														
7														
56														
3														
22											1			
10														
1														
1														
5														
1		1								1	1		1	
2														
1														
1														
32											1			
1														
23														
1														
3														
1														
1														
1			1							1	1		1	
1														
1														
1														
403											10			
17														
4														
17														
36														
5														
3														
1														
2														
1														

2210-Information Technology Management	9	2	3
28-Environmental Protection Specialist	160	8	36
301-Miscellaneous Administration and Program	18	5	7
303-Miscellaneous Clerk and Assistant	1	1	
318-Secretary	6	1	3
340-Program Management	6	2	1
341-Administrative Officer	1	1	
343-Management and Program Analysis	89	20	28
344-Management and Program Clerical and Assistance	3	2	1
399-Administration and Office Support Student Trainee	1		
401-General Natural Resources Management and Biological Sciences	6	2	
408-Ecology	1		
801-General Engineering	3		1
819-Environmental Engineering	33	5	11
830-Mechanical Engineering	2		1
861-Aerospace Engineering	1		
893-Chemical Engineering	2	1	
905-General Attorney	4	1	2
99-General Student Trainee	2		
#N/A	1		1
Grand Total	**1144**	**184**	**271**

9														
137														
18			1	1	3		3			8	2	2		
1			1							1	1		1	
6			1	2						3	1		1	
5														
1			1							1				
86				1	16	6	1			24	5	5		
3		2	1							3	1	1		
6														
1														
3														
31														
2														
1														
2														
4														
1														
1002										67	20	5	15	

5/9/2017

OARM	OARM Office/Division	Total Non-Term Employees
CINCINNATI,OHIO	**Total # All Series:**	**68**
1654-Printing Services	OARM-Cincinnati	1
318-Secretary	OARM-Cincinnati	2
343-Management and Program Analysis	OARM-Cincinnati (Records Management)	12
DURHAM,NORTH CAROLINA	**Total # All Series:**	**131**
201-Human Resources Management	OARM-RTP	55
801-General Engineering	OARM-RTP	1
WASHINGTON,DC	**Total # All Series:**	**433**
1001-General Arts and Information	OROM/IO	1
1102-Procurement Analyst	OAM	96
1106-Procurement Clerical and Technician	OAM	1
1109-Grants Management	OGD	22
	OGD/Fellowships, IAGs and SEEs Branch	
	OGD/National Policy, Training and Compliance	
	OGD/Suspension and Debarment	
	OGD/Grants Management Branch	
2210-Information Technology Management		25
	OAM	
	OHR	
301-Miscellaneous Administration and Program		21
	OROM/AOSD	
	OROM/RAPD	
	OAM	
	OHR (Conflict and Info. Management Specialist)	
	OALJ	
303-Miscellaneous Clerk and Assistant	OHR	2
	OGD	
306-Government Information Specialist	OAM	3
318-Secretary	OAM	2
326-Office Automation Clerical and Assistance		2
	OAM	
	OHR	
341-Administrative Officer	OAM	2
342-Support Services Administration	OA	11
		106

			# of Targeted Positions by Grade										
Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers
9	**21**	**65**			**1**		**2**					**3**	**3**
1		1					1					1	**1**
1		2			1							1	**1**
3	3	12					1					1	**1**
11	**19**	**111**				**1**		**1**				**2**	**2**
3	6	44				1						**1**	**1**
1		1						1				**1**	**1**
93	**112**	**407**	1	5	4	13	46	54	26	0	0	149	93
	1	1							1			1	**1**
19	24	90					4	13	7			24	**16**
1		1		1								1	**1**
6	5	22											
						3	2	1				6	**2**
							1	1				2	**2**
								1				1	**1**
									1			1	**1**
	Total 1109 Proposed:		**0**	**0**	**0**	**3**	**3**	**3**	**1**	**0**	**0**	**10**	**6**
1	9	25											
							5	2	1			8	**8**
1	2	4					2	1	1			**4**	**2**
	Total 2210 Proposed:		**0**	**0**	**0**	**0**	**7**	**3**	**2**	**0**	**0**	**12**	**10**
7	7	20											
							1					1	**1**
					1							1	**1**
					1							1	**1**
1	4	5					2	2	1			**5**	**2**
						1						**1**	**1**
	Total 301 Proposed:		**0**	**0**	**2**	**1**	**3**	**2**	**1**	**0**	**0**	**9**	**6**
2		2		1								1	**1**
				1								1	**1**
2	1	3				3						3	**3**
1	1	2			2							2	**2**
1		2											
				1								1	**1**
1		1	1									1	**1**
	Total 326 Proposed:		**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**2**
	1	2				1						1	**1**
6	3	11				1	8	1	1			**11**	**10**
21	24	99											

# to Restructure	# to Eliminate	Comments
3	0	
1		
1		
1		
0	2	
	1	
	1	
81	12	
1		Restructure, web content development and lower grade
16		
1		
2		
2		
1		
1		
6		
5	3	
2		
7	3	
1		Analytical skills
1		Restructure
1		
2		
	1	
5	1	
	1	
1		
3		
2		
1		
	1	
1	1	
1		
10		Plus 1 for restructuring since one is not part of the V/V

343-Management and Program Analysis	OROM/FACMD	
	OROM/RAPD	
	OROM/AOSD	
	OAM	
	OGD	
	OHR	
	OA	32
510-Accounting	OAM	4
511-Auditing	OAM	5
905-General Attorney	OROM/FACMD	26
1801 - Compliance Specialist	OGD	
Grand Total		**698**

						1		4	1			6	**3**
							1					1	**1**
									3			3	**2**
							1	2				3	**3**
								1				1	**1**
4	5	16						14	2			16	**5**
2	15	27		1		2	14	6	6			29	**10**
	Total 343 Proposed:			**1**		**3**	**16**	**27**	**12**			**59**	**25**
1	1	4					1	3				4	**2**
2	2	5				1	3	1	1			6	**4**
2	7	23						1				1	**1**
							1					1	1
121	**164**	**643**	**1**	**5**	**5**	**14**	**48**	**55**	**26**	**0**	**0**	**154**	**98**

2	1	
1		Analytical skills
2		Restructure to lower grade
3		
1		
5		
10		No Supervisory Positions Offered
24	1	
0	2	
2	2	
0	1	Attorney position not needed, legal support provided by OGC
1		
84	14	

Occupational Series	Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	Targeted Positions by Grad							
					1-4	5-8	9-11	12	13	14	15	SES
0303-Miscellaneous Clerk and Assistant	1	1	0	1	0	1	0	0	0	0	0	0
0318-Secretary	4	3	0	3	0	3	0	0	0	0	0	0
0343-Management and Program Analysis	85	13	20	77	0	0	1	2	11	2	2	0
0501-Financial Specialist	75	11	21	70	0	2	33	16	2	9	5	0

le

Other	Total # of Targeted Positions	OCFO Office	Geographic Location*	Max # of Offers	# to Restructure	# to Eliminate
0	1	OB	1 DC	1	0	1
0	3	OC	1 LV 2 DC	2	0	2
0	18	OC	2 Durham 1 Norwood 15 DC	3	3	0
0	67	OC	21 Durham 12 LV 18 Norwood 16 DC	9	2	7

0503-Financial Technician	2	1	0	2	0	2	0	0	0	0	0	0
0510-Accountant	76	14	21	71	0	0	2	18	28	11	10	0
TOTAL	243	43	62	224	0	8	36	36	41	22	17	0

Final as of 5/30/2017

0	2	OC	1 LV 1 DC	1	0	1
0	69	OC	16 Durham 4 LV 23 Norwood 26 DC	11	2	9
0	160			27	7	20

Norwood, Ohio (Norwood); and Washington, DC (DC)

OCSPP	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANN ARBOR,MICHIGAN	**1**		
401-General Natural Resources Management and Biological Sciences	1		
ARLINGTON,VIRGINIA	**588**	**113**	**133**
1001-General Arts and Information	1	1	
110-Economist	12	3	1
1301-General Physical Science	21	3	4
1320-Chemistry	62	17	12
150-Geography	1		
1529-Mathematical Statistics	1		
1530-Statistics	3		2
2210-Information Technology Management	20	3	8
28-Environmental Protection Specialist	142	25	33
301-Miscellaneous Administration and Program	20	3	7
303-Miscellaneous Clerk and Assistant	2	1	
306-Government Information Specialist	8	1	1
326-Office Automation Clerical and Assistance	1		1
340-Program Management	8	2	4
343-Management and Program Analysis	42	12	21
399-Administration and Office Support Student Trainee	1		
401-General Natural Resources Management and Biological Sciences	156	26	32
403-Microbiology	5	2	1
405-Pharmacology	2		
408-Ecology	3		
414-Entomology	7		
415-Toxicology	19	5	
430-Botany	1	1	
434-Plant Pathology	3	2	
440-Genetics	1	1	
471-Agronomy	2	1	1
482-Fish Biology	1		
486-Wildlife Biology	4		2
499-Biological Science Student Trainee	2		
560-Budget Analysis	1		
601-General Health Science	5	1	
690-Industrial Hygiene	5		2
701-Veterinary Medical Science	1		
819-Environmental Engineering	8	3	1
905-General Attorney	1		
99-General Student Trainee	15		
#N/A	1		
ATHENS,GEORGIA	**2**		**1**
28-Environmental Protection Specialist	1		1

	# of Targeted Positions by Grade*												
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers***	# to Restructure	# to Eliminate
1													
1													
527													
1							1			1			
10													
17							1			1			
55							2			2			
1													
1													
3													
19													
130							5			5			
20							2			2			
2		2								2			2
8													
1													
8													
42							5			5			
1													
142							9			9			
5													
2													
3													
5													
15													
1													
3													
1													
2													
1													
4													
2													
1													
3							1			1			
5													
1													
8													
3													
1													
2													
1													

Comments
1 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos
1 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions
2 - non sup/OPP. OPP will accept 7 offers from the 13 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions
5 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos
2 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos
2 - OPP
3 - non sup GS-15 /OPP, and additional 2 are associated with the OPP reorg. OPP will accept 8 offers from the 14 GS-15 n
9 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions
1 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions

401-General Natural Resources Management and Biological Sciences	1		
CANADA	**1**		
408-Ecology	1		
CHICAGO,ILLINOIS	**1**	**1**	
28-Environmental Protection Specialist	1	1	
DALLAS,TEXAS	**4**	**1**	
28-Environmental Protection Specialist	4	1	
DRAKESVILLE,IOWA	**1**		**1**
1320-Chemistry	1		1
DURHAM,NORTH CAROLINA	**2**		
1320-Chemistry	1		
560-Budget Analysis	1		
FORT MEADE,MARYLAND	**18**	**5**	**4**
1320-Chemistry	8	2	1
28-Environmental Protection Specialist	2	1	1
343-Management and Program Analysis	1	1	
401-General Natural Resources Management and Biological Sciences	2		1
403-Microbiology	5	1	1
GAINESVILLE,FLORIDA	**1**		**1**
28-Environmental Protection Specialist	1		1
GULF BREEZE,FLORIDA	**1**		
1529-Mathematical Statistics	1		
NEW YORK, NEW YORK	**1**		
1320-Chemistry	1		
SAN FRANCISCO,CALIFORNIA	**2**	**1**	
28-Environmental Protection Specialist	1		
401-General Natural Resources Management and Biological Sciences	1	1	
SANTURCE,PUERTO RICO	**1**		**1**
1320-Chemistry	1		1
WASHINGTON,DC	**370**	**82**	**84**
1035-Public Affairs	2		1
1082-Writing and Editing	2	2	
110-Economist	9		2
1301-General Physical Science	18	4	
1320-Chemistry	22	6	5
1412-Technical Information Services	1	1	
1530-Statistics	1	1	
2210-Information Technology Management	18	5	2
28-Environmental Protection Specialist	114	24	22
301-Miscellaneous Administration and Program	26	9	10
303-Miscellaneous Clerk and Assistant	1	1	
306-Government Information Specialist	1		1
318-Secretary	1	1	
340-Program Management	9	1	8
341-Administrative Officer	2	1	
343-Management and Program Analysis	43	8	15
401-General Natural Resources Management and Biological Sciences	38	4	3

1													
1													
1													
1													
1							1			1			
4													
4													
1													
1													
2													
1													
1													
17													
7													
2													
1													
2							1			1			
5													
1													
1													
1													
1													
1													
1													
2													
1													
1													
1													
1													
314													
2							1			1			
2													
6							1			1			
14													
18							2			2			
1													
1													
15													
99							12			12			
26					6		6			12			
1			1							1		0	1
1													
1													
9													
2													
42							2			2			
21													

1 - non sup/OPP. OPP will accept 8 offers from the 14 GS-15 non sup admin. series (1001, 0028, 0301, 0343, 0028). All pos

1 - non sup/OPP. OPP will accept 7 offers from the 14 GS-15 non sup science series (1301, 1320, 0401, 0601). All positions

1 - non sup/IO. IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or 0501.

1 - non sup/OPPT and they will accept up to 1.

2 - non sup (1 is OSCP/1 OPPT). OSCP will accept one offer. OPPT will accept 1 non sup.

12 - non sup (All OPPT). OPPT will accept up to 12 non sups.

6 - non sup (2 are IO/4 are OPPT). IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or

1 - OPPT

2 - non sup (1 is IO/1 is OSCP). OSCP will accept one offer. IO will accept up to 3 offers from the 6 non-sup 15s- either in 1

403-Microbiology	3	3	
408-Ecology	1	1	
415-Toxicology	20	3	1
482-Fish Biology	1		
501-Financial Administration and Program	1		1
560-Budget Analysis	2		2
601-General Health Science	2		1
690-Industrial Hygiene	2	1	
819-Environmental Engineering	4		2
893-Chemical Engineering	14	3	5
905-General Attorney	9	1	3
#N/A	3	2	
Grand Total	**994**	**203**	**225**

3													
1													
17							3			3			
1													
1							1			1			
2													
1													
2													
4							1			1			
12													
6							2			2			
3													
876	0	2	1	0	6	0	59	0	0	68	50***	47	3

*OCSPP numbers include those eligible for VERA and retirement only, not those only elig

**These numbers reflect a snapshot in time based on a run done in April 2017.

***Total max number of offers is accurate but the detailed lines are not filled out becaus

Columns Q & R are not filled out because again, they do not match up one for one. The o

3 - non sup (1 is OSCP/2 are OPPT). OSCP will accept one offer. OPPT will accept up to 2 non sups.
1 - non sup/IO.IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or 0501.
1 - non sup/OPPT. OPPT will accept one non sup.
2 - non sup (1 is IO/1 is OPPT). IO will accept up to 3 offers from the 6 non-sup 15s- either in 1035, 301, 0343, 0905 or 050

;ible for VSIP.

;e positions do not match up one for one. Descriptions are in column S.

nly positions in our package that OCSPP plans to eliminate at this time are GS-0303 and they are marked in column R. Oth

OECA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
all locations			
	69	**22**	**12**
1301-General Physical Science	35	9	4
1301-General Physical Science	*25*	*6*	*4*
1301-General Physical Science	*1*	*1*	
1301-General Physical Science	*5*	*1*	
1301-General Physical Science	*1*	*1*	
1301-General Physical Science	*1*		
1301-General Physical Science	*1*		
1301-General Physical Science	*1*		
1320-Chemistry	27	11	7
1350-Geology	1	1	
415-Toxicology	1		
401-General Natural Resources Management and Biological Sciences	5	1	1
	5	**2**	**0**
1801-General Inspection, Investigation, and Compliance	5	2	0
1801-General Inspection, Investigation, and Compliance	*2*	*1*	
1801-General Inspection, Investigation, and Compliance	*1*	*1*	
1801-General Inspection, Investigation, and Compliance	*1*		
1801-General Inspection, Investigation, and Compliance	*1*		
	33	**10**	**9**
2210-Information Technology Management	33	10	9
2210-Information Technology Management	*26*	*9*	*6*
2210-Information Technology Management	*7*	*1*	*3*
	69	**15**	**25**
28-Environmental Protection Specialist	69	15	25
28-Environmental Protection Specialist	*66*	*14*	*24*
28-Environmental Protection Specialist	*1*		*1*
28-Environmental Protection Specialist	*2*	*1*	
	52	**15**	**17**
301-Miscellaneous Administration and Program	30	11	12
301-Miscellaneous Administration and Program	*14*	*5*	*7*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*	*1*	

	# of Targeted Positions by Grade												
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
59				**3**	**33**	**11**	**12**			**59**	**5**	**3**	**2**
29				3	12	5	9			29			
19													
1													
5													
1													
1													
1													
1													
26					20	4	2			26			
1					1					1			
1						1				1			
2						1	1			2			
5					**4**	**1**				**5**	**1**		**1**
5					4	1				5			
2													
1													
1													
1													
33			**1**		**14**	**11**	**7**			**33**	**3**	**2**	**1**
33			1		14	11	7			33			
26													
7													
69					**24**	**18**	**27**			**69**	**7**	**3**	**4**
69					24	18	27			69			
66													
1													
2													
51		**2**	**21**	**10**	**10**	**6**	**2**			**51**	**5**	**2**	**3**
30			17	5	5	1	2			30			
14													
1													
1													

Comments
restuctured positions will reflect change of series, duties and/or lower FPL
two IT security postions included; restuctured positions will reflect change of series, duties and/or lower FPL
restuctured positions will reflect change of series, duties and/or lower FPL
restuctured positions will reflect change of series, duties and/or lower FPL

301-Miscellaneous Administration and Program	*1*		*1*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*		*1*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*3*	*2*	*1*
301-Miscellaneous Administration and Program	*1*		
301-Miscellaneous Administration and Program	*1*	*1*	
301-Miscellaneous Administration and Program	*1*	*1*	
301-Miscellaneous Administration and Program	*1*		*1*
301-Miscellaneous Administration and Program	*1*	*1*	
301-Miscellaneous Administration and Program	*1*		*1*
306-Government Information Specialist	1		
308-Records Management	3		1
318-Secretary	2		1
341-Administrative Officer	6	0	1
341-Administrative Officer	*5*		*1*
341-Administrative Officer	*1*		
986-Legal Assistance	1	1	
1601-Equipment, Facilities, and Services	1		
344-Management and Program Clerical and Assistance	1		1
950-Paralegal Specialist	1		1
1001-General Arts and Information	2		
1035-Public Affairs	1	1	
1412-Technical Information Services	1		
1083-Technical Writing and Editing	1	1	
1311-Physical Science Technician	1	1	
	116	**29**	**39**
340-Program Management	11	2	5
340-Program Management	*7*	*0*	*0*
340-Program Management	*4*		*2*
343-Management and Program Analysis	102	27	34
343-Management and Program Analysis	*96*	*24*	*33*
343-Management and Program Analysis	*3*	*2*	
343-Management and Program Analysis	*1*	*1*	
343-Management and Program Analysis	*1*		
343-Management and Program Analysis	*1*		*1*

560-Budget Analysis	1		
1160-Financial Analysis	1		
110-Economist	1		
	45	**6**	**22**
819-Environmental Engineering	32	5	17

1													
1													
1													
1													
1													
3													
1													
1													
1													
1													
1													
1													
1					1					1			
3				1	1	1				3			
2			2							2			
5			1	4						5			
4										0			
1										0			
1		1								1			
1					1					1			
1		1								1			
1					1					1			
2						2				2			
1						1				1			
1						1				1			
1					1					1			
1			1							1			
105		**3**	**6**	**4**	**36**	**20**	**31**			**99**	**12**	**6**	**6**
9						2	1			3			
0										0			
3										0			
94		3	5	4	35	18	29			94			
88										0			
3										0			
1										0			
1										0			
1										0			
										0			
1							1			1			
1					1					1			
			1										
44		**0**	**0**	**2**	**17**	**13**	**12**			**44**	**4**	**2**	**2**
31				2	10	9	10			31			

restuctured positions will reflect change of series, duties and/or lower FPL
does not include SES

restuctured positions will reflect change of series, duties and/or lower FPL

819-Environmental Engineering	*18*	*4*	*8*
819-Environmental Engineering	*1*		
819-Environmental Engineering	*2*		*1*
819-Environmental Engineering	*11*	*1*	*8*
830-Mechanical Engineering	1		
893-Chemical Engineering	10	1	4
893-Chemical Engineering	*2*		
893-Chemical Engineering	*1*		
893-Chemical Engineering	*1*		
893-Chemical Engineering	*6*	*1*	*4*
1530-Statistics	1		
1529-Mathematical Statistics	1		1
	175	**38**	**40**
905-General Attorney	175	38	40
905-General Attorney	*164*	*33*	*33*
905-General Attorney	*1*		
905-General Attorney	*1*		
905-General Attorney	*1*	*1*	
905-General Attorney	*5*	*1*	*1*
905-General Attorney	*3*		
Grand Total	**564**	**137**	**164**

17													
1													
2													
11													
1					1					1			
10					6	2	2			10			
2										0			
1										0			
1										0			
6										0			
1						1				1			
1						1				1			
156				**2**	**4**	**49**	**91**			**146**	**14**	**7**	**7**
156				2	4	49	91			146			
66													
1													
1													
1													
5													
3													
522		**5**	**28**	**21**	**142**	**129**	**182**			**506**	**51**	**25**	**26**

restuctured positions will reflect change of series, duties and/or lower FPL
does not include SES

OEI	Series	Office
ATLANTA,GEORGIA		
	2210-Information Technology Management	Total
BOSTON,MASSACHUSETTS		
	2210-Information Technology Management	Total
CINCINNATI,OHIO		
	343-Management and Program Analysis	Total
DENVER,COLORADO		
	2210-Information Technology Management	Total
DURHAM,NORTH CAROLINA		
	1101-General Business and Industry	Total
		OITO
	1301-General Physical Science	Total
		OEIP
	2210-Information Technology Management	Total
		OIM
		ODSTA
	301-Miscellaneous Administration and Program	Total
		OEIP
		OIM
	340-Program Management	Total
	343-Management and Program Analysis	Total
		OBOS
		OISP
		OIM
		OEIP
		OITO
	501-Financial Administration and Program	Total
		OITO
	510-Accounting	Total
		OITO
LAS VEGAS,NEVADA		
	2210-Information Technology Management	Total
NEW YORK, NEW YORK		
	2210-Information Technology Management	Total
PHILADELPHIA,PENNSYLVANIA		
	2210-Information Technology Management	Total
SEATTLE,WASHINGTON		
	2210-Information Technology Management	Total
WASHINGTON,DC		
	1035-Public Affairs	Total
	1101-General Business and Industry	Total
		OIM

					# of Targeted Positions by Grade									
Division	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1		1	1	0	0	0	0	0	0	0	0	0	0
	1		1	1	0	0	0	0	0	0	0	0	0	0
	63	17	13	57	0	0	0	0	7	7	7	0	0	21
	1			1	0	0	0	0	0	1	0	0	0	1
SBMD	1			1						1				1
	1	1		1	0	0	0	0	1	0	0	0	0	1
EQMD	1	1							1					1
	48	11	10	41	0	0	0	0	2	3	4	0	0	9
	3	1	1	3					1	1	1			3
	7	4	2	7					1	2	3			6
	2			2	0	0	0	0	1	1	0	0	0	2
FLAD	1			1					1					1
	1			1						1				1
	1	1		1	0	0	0	0	0	0	0	0	0	0
	8	2	3	8	0	0	0	0	3	1	2	0	0	6
	1		1	1					1					1
	1		1	1					1					1
	1		1	1							1			1
FLAD	1	1		1							1			1
SBMD	3	1		3					1	1				2
	1	1		1	0	0	0	0	0	0	1	0	0	1
SBMD	1	1		1							1			1
	1	1		1	0	0	0	0	0	1	0	0	0	1
SBMD	1	1		1						1				1
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	1				0	0	0	0	0	0	0	0	0	0
	1				0	0	0	0	0	0	0	0	0	0
	2			2	0	0	0	0	0	0	0	0	0	0
	2			2	0	0	0	0	0	0	0	0	0	0
	271	55	65	249	0	0	0	0	80	41	38	0	0	159
	1				0	0	0	0	0	0	0	0	0	0
	3			3	0	0	0	0	1	1	0	0	0	2
	1			1					1					1

Max # of Offers*	# to Restructure**	# to Eliminate	Comments
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**21**	**0**	**See footnote below**
0	1	0	
	1		
0	1	0	
	1		
0	9	0	Excludes INFOSEC/Security positions
	3		
	6		
0	2	0	
	1		
	1		
0	0	0	
0	6	0	
	1		
	1		
	1		
	1		
	2		
0	1	0	
	1		
0	1	0	
	1		
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**0**	**0**	
0	0	0	
0	**159**	**0**	**See footnote below**
0	0	0	
0	2	0	
	1		

		OITO
	1301-General Physical Science	Total
		OEIP
	1529-Mathematical Statistics	Total
		OEIP
	2210-Information Technology Management	Total
		OIM
		OISP
		ODSTA
		OCAPPM
		OITO
		OEIP
		OEIP
	28-Environmental Protection Specialist	Total
		OBOS
		OIM
		OEIP
		OEIP
	301-Miscellaneous Administration and Program	Total
		OBOS
		OIM
		OCAPPM
		OEIP
		OEIP
	306-Government Information Specialist	Total
		OISP
		OEIP
	308-Records Management	Total
		OEIP
	318-Secretary	Total
	335-Computer Clerk and Assistant	Total
	340-Program Management	Total
	341-Administrative Officer	Total
	343-Management and Program Analysis	Total
		OBOS
		OIM
		OISP
		ODSTA
		OCAPPM
		OEIP
		OEIP
		OEIP
		OITO
		OITO
	399-Administration and Office Support Student Trainee	Total
	501-Financial Administration and Program	Total
		OITO

SBMD	1			1						1				1
	1	1		1	0	0	0	0	1	0	0	0	0	1
EQMD	1	1		1					1					1
	1	1		1	0	0	0	0	0	1	0	0	0	1
EQMD	1	1		1						1				1
	93	17	16	87	0	0	0	0	18	10	8	0	0	36
	16	6	4	15					3	7	4			14
	11	2	1	10					4		1			5
	7		2	7					4	2	1			7
	6		1	6					5		1			6
IO	2			2						1	1			2
FLAD	1		1	1					1					1
EQMD	1			1					1					1
	14	3	2	14	0	0	0	0	7	2	5	0	0	14
	1			1						1				1
	7	1	1	7					5		3			8
FLAD	1	1		1						1				1
EQMD	3	1		3					2		2			4
	19	2	5	17	0	0	0	0	7	6	2	0	0	15
	4		2	4					2	1				3
	8	2	1	8					2	3	2			7
	2		1	2					2	1				3
ERMD	1			1					1					1
EQMD	1			1						1				1
	7	4	2	7	0	0	0	0	4	0	2	0	0	6
	1	1		1							1			1
FLAD	5	3	2	5					4		1			5
	4	1	1	4	0	0	0	0	1	1	1	0	0	3
ERMD	4	1	1	4					1	1	1			3
	2		1	1	0	0	0	0	0	0	0	0	0	0
	1				0	0	0	0	0	0	0	0	0	0
	7	2	1	6	0	0	0	0	0	0	0	0	0	0
	1			1	0	0	0	0	0	0	0	0	0	0
	105	22	33	99	0	0	0	0	36	18	16	0	0	70
	17	4	6	15					9	1	2			12
	24	3	8	22					8	4	4			16
	3		1	3					3					3
	9	2	4	8						4	3			7
	21	6	4	21					9	4	4			17
IO	4	2	1	4					1	1	1			3
FLAD	1			1					1					1
ERMD	3			2							1			1
IO	2	1	1	2							1			1
SBMD	10	3	4	10					5	4				9
	1			1	0	0	0	0	0	0	0	0	0	0
	1	1		1	0	0	0	0	0	0	1	0	0	1
SBMD	1	1		1							1			1

	1		
0	1	0	
	1		
0	1	0	
	1		
0	36	0	Excludes INFOSEC/Security positions
	14		
	5		
	7		
	6		
	2		
	1		
	1		
0	14	0	
	1		
	8		
	1		
	4		
0	15	0	
	3		
	7		
	3		
	1		
	1		
0	6	0	
	1		
	5		
0	3	0	
	3		
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	70	0	
	12		
	16		
	3		
	7		
	17		
	3		
	1		
	1		
	1		
	9		
0	0	0	
0	1	0	
	1		

	510-Accounting	Total
		OITO
	560-Budget Analysis	Total
		OBOS
		OCAPPM
		OEIP
		OITO
	905-General Attorney	Total
		OBOS
	Grand Total	

*Max offers will be determined by office. See the OEI Business Case for more detail. In total, OEI will o
**All positions will be restructured to either consolidate functions, lower grade levels, or better align w

	3	1	1	3	0	0	0	0	1	1	1	0	0	3
SBMD	3	1	1	3					1	1	1			3
	6		3	6	0	0	0	0	3	1	2	0	0	6
	3		2	3					2		1			3
	1			1					1					1
IO	1		1	1							1			1
SBMD	1			1						1				1
	1			1	0	0	0	0	1	0	0	0	0	1
	1			1					1					1
	343	**74**	**79**	**314**	**0**	**0**	**0**	**0**	**87**	**48**	**45**	**0**	**0**	**180**

ffer no more than 30 VERA/VSIPs.
vith OEI's mission and/or business needs.

0	3	0	
	3		
0	6	0	
	3		
	1		
	1		
	1		
0	1	0	
	1		
30	**30****	**0**	

OGC	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
CINCINNATI,OHIO	**2**		**1**	**2**
905-General Attorney	2		1	2
DURHAM,NORTH CAROLINA	**2**	**2**		**2**
905-General Attorney	2	2		2
SAN DIEGO,CALIFORNIA	**1**		**1**	**1**
905-General Attorney	1		1	1
WASHINGTON,DC	**223**	**35**	**49**	**178**
1222-Patent Attorney	1		1	1
1860-Equal Opportunity Investigation	1	1		1
2210-Information Technology Management	4		1	4
28-Environmental Protection Specialist	3	1		2
301-Miscellaneous Administration and Program	13	4	3	13
306-Government Information Specialist	1			1
340-Program Management	2	1	1	2
341-Administrative Officer	1			1
343-Management and Program Analysis	8	1		7
344-Management and Program Clerical and Assistance	9	1	2	4
360-Equal Opportunity Compliance	2	1	1	2
560-Budget Analysis	1			1
905-General Attorney	173	25	37	136
950-Paralegal Specialist	2		1	1
#N/A	2		2	2
Grand Total	**228**	**37**	**51**	**183**

# of Targeted Positions by Grade													
1-4	5-8	9-11	12	13	14	15	SES	Other SL	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
			2						2	1	1		
								1	1	1		1	
			2					1	3	2	1	1	

OITA	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8
ARLINGTON,VIRGINIA	**1**			**1**		
301-Miscellaneous Administration and Program	1			1		
WASHINGTON,DC	**73**	**12**	**19**	**69**		
2210-Information Technology Management	1			1		
28-Environmental Protection Specialist	5	1		5		
301-Miscellaneous Administration and Program	45	6	12	41		
303-Miscellaneous Clerk and Assistant	2	2		2		
340-Program Management	5	2	3	5		
343-Management and Program Analysis	15	1	4	15		
Grand Total	**74**	**12**	**19**	**70**		

# of Targeted Positions by Grade											
9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
		1					1	1	1		
			2	2			4	3	2		
1							1	1	1		
1		1	2	2			6	5	5		

OLEM	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ARLINGTON,VIRGINIA	**269**	**65**	**71**
1035-Public Affairs	4		
110-Economist	9		1
1301-General Physical Science	35	11	7
1320-Chemistry	5	1	2
1350-Geology	2	1	
2210-Information Technology Management	13	1	3
28-Environmental Protection Specialist	74	19	25
301-Miscellaneous Administration and Program	3	2	1
303-Miscellaneous Clerk and Assistant	2	2	
318-Secretary	1		
340-Program Management	9	3	5
343-Management and Program Analysis	64	17	16
344-Management and Program Clerical and Assistance	2		1
401-General Natural Resources Management and Biological Sciences	7		
415-Toxicology	1		
601-General Health Science	5	1	1
819-Environmental Engineering	22	4	6
881-Petroleum Engineering	1	1	
893-Chemical Engineering	10	2	3
ATHENS,GEORGIA	**1**	**1**	
1301-General Physical Science	1	1	
BOSTON,MASSACHUSETTS	**3**	**1**	
28-Environmental Protection Specialist	2	1	
819-Environmental Engineering	1		
CINCINNATI,OHIO	**7**	**3**	**2**
1301-General Physical Science	2	1	
1306-Health Physics	2	1	1
28-Environmental Protection Specialist	1		1
401-General Natural Resources Management and Biological Sciences	1	1	
819-Environmental Engineering	1		
DENVER,COLORADO	**1**		
819-Environmental Engineering	1		
DURHAM,NORTH CAROLINA	**4**	**1**	
1320-Chemistry	1	1	
343-Management and Program Analysis	1		
830-Mechanical Engineering	1		
893-Chemical Engineering	1		
EDISON,NEW JERSEY	**20**	**7**	**2**
1301-General Physical Science	12	4	1
1320-Chemistry	4	2	
343-Management and Program Analysis	2	1	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
234														
4										0				
3					2		1			3	2	2		
32					7	9	4			20	7	7		
4						1				1	1	1		
2					2					2	1	1		
12					2	2	1			5	3	3		
71					16	14	14			44	9	9		
3					2		1			3	2	2		
2			2							2	2	2		
1		1								1	1	1		
8										0				
59					21	11	8			40	11	11		
2										0				
1										0				
										0				
4						2	1			3	1	1		
18					5	1	2			8	2	2		
1					1					1	1	1		
7					5	1	1			7	2	2		
1														
1										0				
3														
2							1			1	1	1		
1										0				
7														
2										0				
2										0				
1										0				
1							1			1	1	1		
1										0				
1														
1										0				
4														
1										0				
1										0				
1										0				
1										0				
17														
10						1	1			2	2	2		
3							1			1	1	1		
2					1					1	1	1		

401-General Natural Resources Management and Biological Sciences	1		1
819-Environmental Engineering	1		
ERLANGER,KENTUCKY	**1**		
343-Management and Program Analysis	1		
FRANKFURT,GERMANY	**1**		
1301-General Physical Science	1		
KANSAS CITY,KANSAS	**1**		
1320-Chemistry	1		
LAS VEGAS,NEVADA	**11**	**2**	**2**
1301-General Physical Science	7	1	1
1320-Chemistry	1		
343-Management and Program Analysis	1	1	
690-Industrial Hygiene	1		
819-Environmental Engineering	1		1
LENEXA,KANSAS	**2**	**1**	**1**
1301-General Physical Science	1		1
801-General Engineering	1	1	
NORFOLK,VIRGINIA	**1**		
1301-General Physical Science	1		
WASHINGTON,DC	**172**	**31**	**56**
1035-Public Affairs	1		
110-Economist	1		
1301-General Physical Science	13	1	3
2210-Information Technology Management	4		4
28-Environmental Protection Specialist	46	3	15
301-Miscellaneous Administration and Program	6	2	3
318-Secretary	2		1
340-Program Management	4		2
343-Management and Program Analysis	76	20	23
401-General Natural Resources Management and Biological Sciences	3		
415-Toxicology	2		1
560-Budget Analysis	1	1	
601-General Health Science	1		1
819-Environmental Engineering	3	1	1
893-Chemical Engineering	6	1	1
ADD SERIES	3	2	1
Grand Total	**494**	**112**	**134**

1										0				
1										0				
1														
1										0				
1														
1										0				
1														
1										0				
9														
5						1				1	1	1		
1										0				
1										0				
1										0				
1										0				
2														
1						1				1	1	1		
1						1				1	1	1		
1														
1										0				
169														
1										0				
										0				
13					2	3				5	3	3		
4										0				
46					4	3	7			14	5	5		
6				1	1		1			3	2	2		
2			1							1	1	1		
4										0				
75			1	1	17	12	8			39	23	23		
2										0				
2						1	1			2	1	1		
1					1					1	1	1		
1					1					1	1	1		
3						1	1			2	2	2		
6					1		1			2	1	1		
3										0				
451	0	1	4	2	91	65	56	0	0	219	94	94		

ORD	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ADA,OKLAHOMA	**44**	**12**	**9**
1102-Contracting	2		2
1301-General Physical Science	14	3	1
1311-Physical Science Technician	2		
1315-Hydrology	7	2	3
1316-Hydrologic Technician	2		
1320-Chemistry	1		
1350-Geology	1		
301-Miscellaneous Administration and Program	2	1	
343-Management and Program Analysis	1	1	
401-General Natural Resources Management and Biological Sciences	3	2	1
408-Ecology	3	1	1
470-Soil Science	2	1	
819-Environmental Engineering	2	1	
893-Chemical Engineering	1		1
899-Engineering and Architecture Student Trainee	1		
ANN ARBOR,MICHIGAN	**1**		**1**
1301-General Physical Science	1		1
ARLINGTON,VIRGINIA	**104**	**26**	**14**
1035-Public Affairs	1		
110-Economist	1	1	
1301-General Physical Science	21	5	3
1315-Hydrology	1	1	
150-Geography	1		
1529-Mathematical Statistics	5	1	1
1530-Statistics	5	2	
2210-Information Technology Management	1		
28-Environmental Protection Specialist	2	1	
301-Miscellaneous Administration and Program	9	3	2
340-Program Management	3	2	1
341-Administrative Officer	2	1	1
343-Management and Program Analysis	12	4	4
401-General Natural Resources Management and Biological Sciences	16	2	
408-Ecology	5		1
415-Toxicology	7	2	
601-General Health Science	9	1	
819-Environmental Engineering	3		1
ATHENS,GEORGIA	**38**	**12**	**2**
1301-General Physical Science	3	2	1
1315-Hydrology	1		
1320-Chemistry	11	4	
1550-Computer Science	2	1	

	# of Targeted Positions (INCLUSIVE POOLS) by Grade												
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
42						7	2			9	9	9	0
2										0	0	0	0
13						1				1	1	1	0
2										0	0	0	0
7						3				3	3	3	0
2										0	0	0	0
1										0	0	0	0
1										0	0	0	0
2						1				1	1	1	0
1						1				1	1	1	0
3							1			1	1	1	0
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Comments

1640-Facility Operations Services	1	1	
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
340-Program Management	1		
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	4	2	
403-Microbiology	1		1
408-Ecology	3	1	
415-Toxicology	1		
560-Budget Analysis	1		
819-Environmental Engineering	4	1	
854-Computer Engineering	1		
ATLANTA,GEORGIA	**2**		**2**
301-Miscellaneous Administration and Program	1		1
819-Environmental Engineering	1		1
BOSTON,MASSACHUSETTS	**4**	**1**	
1301-General Physical Science	1		
28-Environmental Protection Specialist	1	1	
401-General Natural Resources Management and Biological Sciences	1		
819-Environmental Engineering	1		
CHAPEL HILL,NORTH CAROLI	**33**	**12**	**3**
1301-General Physical Science	2	1	
1320-Chemistry	1		1
1530-Statistics	1		
2210-Information Technology Management	1	1	
318-Secretary	1	1	
341-Administrative Officer	1		
401-General Natural Resources Management and Biological Sciences	11	3	2
403-Microbiology	1	1	
404-Biological Science Technician	1	1	
601-General Health Science	9	2	
602-Medical Officer	2	2	
610-Nurse	2		
CHICAGO,ILLINOIS	**1**		**1**
1301-General Physical Science	1		1
CINCINNATI,OHIO	**313**	**83**	**56**
1035-Public Affairs	4		2
110-Economist	4	1	
1301-General Physical Science	38	10	6
1306-Health Physics	2		1
1311-Physical Science Technician	5	2	1
1315-Hydrology	2		
1320-Chemistry	23	2	3
1515-Operations Research	1		
1529-Mathematical Statistics	2	2	
1530-Statistics	2	2	
18-Safety and Occupational Health Management	1		

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2210-Information Technology Management	4	4	
28-Environmental Protection Specialist	4		
301-Miscellaneous Administration and Program	7	2	3
308-Records Management	1		
318-Secretary	4	2	1
340-Program Management	2		2
341-Administrative Officer	3	1	
343-Management and Program Analysis	24	6	9
401-General Natural Resources Management and Biological Sciences	51	13	3
403-Microbiology	23	7	2
404-Biological Science Technician	5	1	
408-Ecology	10	2	
415-Toxicology	8	2	1
440-Genetics	1		
470-Soil Science	2		1
499-Biological Science Student Trainee	1		
560-Budget Analysis	6	4	
601-General Health Science	5	3	1
690-Industrial Hygiene	2		
801-General Engineering	4		2
802-Engineering Technical	5		1
80-Security Administration	1	1	
819-Environmental Engineering	34	12	6
830-Mechanical Engineering	3	2	1
854-Computer Engineering	1		1
893-Chemical Engineering	17	2	9
899-Engineering and Architecture Student Trainee	1		
CORVALLIS,OREGON	**46**	**19**	**2**
110-Economist	1		
1301-General Physical Science	3	3	
1320-Chemistry	1	1	
1530-Statistics	3	2	
1550-Computer Science	1		
1640-Facility Operations Services	1		
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
28-Environmental Protection Specialist	1	1	
301-Miscellaneous Administration and Program	2	1	
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	10	3	
408-Ecology	13	7	1
435-Plant Physiology	2		1
470-Soil Science	1		
482-Fish Biology	1		
499-Biological Science Student Trainee	1		
501-Financial Administration and Program	1	1	
DALLAS,TEXAS	**1**		

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1301-General Physical Science	1		
DENVER,COLORADO	**5**	**1**	
1301-General Physical Science	1		
301-Miscellaneous Administration and Program	1		
343-Management and Program Analysis	2		
601-General Health Science	1	1	
DULUTH,MINNESOTA	**58**	**17**	**21**
1301-General Physical Science	2	1	
1320-Chemistry	13	5	5
1640-Facility Operations Services	1		1
2210-Information Technology Management	1		
341-Administrative Officer	1		
343-Management and Program Analysis	2		1
401-General Natural Resources Management and Biological Sciences	23	5	11
404-Biological Science Technician	1	1	
408-Ecology	7	3	1
415-Toxicology	6	2	1
690-Industrial Hygiene	1		1
DURHAM,NORTH CAROLINA	**530**	**138**	**110**
101-Social Science	1		
1035-Public Affairs	4	1	1
1101-General Business and Industry	1		
1102-Contracting	1		
1301-General Physical Science	130	24	19
1306-Health Physics	3	1	
1311-Physical Science Technician	1		
1315-Hydrology	1		
1320-Chemistry	28	8	7
1350-Geology	1	1	
1399-Physical Science Student Trainee	1		
1412-Technical Information Services	2		
150-Geography	1		
1529-Mathematical Statistics	4	3	
1530-Statistics	3		1
1550-Computer Science	4		1
1640-Facility Operations Services	1	1	
180-Psychology	2		
184-Sociology	1		
2210-Information Technology Management	14	5	2
28-Environmental Protection Specialist	6	1	1
301-Miscellaneous Administration and Program	12	3	2
303-Miscellaneous Clerk and Assistant	1	1	
318-Secretary	1	1	
340-Program Management	6	2	3
341-Administrative Officer	8	4	2
343-Management and Program Analysis	55	8	27
399-Administration and Office Support Student Trainee	1		

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401-General Natural Resources Management and Biological Sciences	117	34	33
403-Microbiology	3	1	
404-Biological Science Technician	1	1	
408-Ecology	7	2	1
413-Physiology	2	1	
415-Toxicology	30	9	3
560-Budget Analysis	13	2	
601-General Health Science	16	2	
602-Medical Officer	1	1	
690-Industrial Hygiene	2		
801-General Engineering	4	1	2
802-Engineering Technical	10	5	
819-Environmental Engineering	22	9	4
830-Mechanical Engineering	2	1	
856-Electronics Technical	1	1	
858-Bioengineering and Biomedical Engineering	1		1
893-Chemical Engineering	3	3	
#N/A	1	1	
EDISON,NEW JERSEY	**8**	**5**	**2**
1301-General Physical Science	1	1	
28-Environmental Protection Specialist	1	1	
343-Management and Program Analysis	1		1
401-General Natural Resources Management and Biological Sciences	1	1	
601-General Health Science	1	1	
819-Environmental Engineering	2		1
893-Chemical Engineering	1	1	
GROSSE ILE,MICHIGAN	**2**		
819-Environmental Engineering	2		
GULF BREEZE,FLORIDA	**58**	**12**	**13**
101-Social Science	1		
1102-Contracting	2	1	
1301-General Physical Science	1		
1320-Chemistry	2	1	1
150-Geography	1		
1601-Equipment, Facilities, and Services	1		1
1640-Facility Operations Services	1		1
2001-General Supply	1		1
2210-Information Technology Management	2		1
301-Miscellaneous Administration and Program	1		1
341-Administrative Officer	1		
343-Management and Program Analysis	2	1	1
401-General Natural Resources Management and Biological Sciences	23	5	3
403-Microbiology	5	2	2
404-Biological Science Technician	1		1
408-Ecology	10	2	
415-Toxicology	1		
560-Budget Analysis	1		

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690-Industrial Hygiene	1		
GULF,FLORIDA	**1**	**1**	
401-General Natural Resources Management and Biological Sciences	1	1	
HAMPTON,VIRGINIA	**1**		**1**
819-Environmental Engineering	1		1
LAKEWOOD,COLORADO	**1**		
343-Management and Program Analysis	1		
LAS VEGAS,NEVADA	**41**	**15**	**12**
1102-Contracting	1		
1301-General Physical Science	13	6	3
1311-Physical Science Technician	1		
1320-Chemistry	7	2	2
1530-Statistics	1	1	
1550-Computer Science	1		1
1640-Facility Operations Services	1		
2210-Information Technology Management	2	1	
28-Environmental Protection Specialist	1		1
301-Miscellaneous Administration and Program	3	1	2
343-Management and Program Analysis	4	2	2
401-General Natural Resources Management and Biological Sciences	1	1	
408-Ecology	3	1	1
560-Budget Analysis	1		
690-Industrial Hygiene	1		
LENEXA,KANSAS	**1**		
1301-General Physical Science	1		
LOS ANGELES,CALIFORNIA	**3**		**2**
1301-General Physical Science	1		
1315-Hydrology	1		1
819-Environmental Engineering	1		1
NARRAGANSETT,RHODE ISLAN	**66**	**27**	**17**
1087-Editorial Assistance	1	1	
1102-Contracting	1	1	
110-Economist	2		
1301-General Physical Science	15	7	8
1311-Physical Science Technician	2		
1320-Chemistry	3	3	
1360-Oceanography	2	2	
1550-Computer Science	1	1	
1640-Facility Operations Services	2		1
2210-Information Technology Management	1	1	
301-Miscellaneous Administration and Program	1		
341-Administrative Officer	1		1
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	19	8	5
404-Biological Science Technician	1		
408-Ecology	10	2	2
560-Budget Analysis	1	1	

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690-Industrial Hygiene	1		
NEW YORK, NEW YORK	**1**		
1301-General Physical Science	1		
NEWPORT,OREGON	**10**	**4**	
1301-General Physical Science	1		
1360-Oceanography	1		
150-Geography	1	1	
401-General Natural Resources Management and Biological Sciences	4	2	
408-Ecology	2		
482-Fish Biology	1	1	
NORWOOD,OHIO	**1**		
301-Miscellaneous Administration and Program	1		
OAKLAND,CALIFORNIA	**1**		
#N/A	1		
PHILADELPHIA,PENNSYLVANI	**1**		
819-Environmental Engineering	1		
SAN FRANCISCO,CALIFORNIA	**1**		**1**
819-Environmental Engineering	1		1
SEATTLE,WASHINGTON	**3**		**1**
343-Management and Program Analysis	1		
401-General Natural Resources Management and Biological Sciences	1		1
415-Toxicology	1		
SILVER SPRING,MARYLAND	**1**		
414-Entomology	1		
ST PAUL,MINNESOTA	**1**		
1301-General Physical Science	1		
ST PETERSBURG,FLORIDA	**1**		
408-Ecology	1		
WASHINGTON,DC	**196**	**32**	**53**
1035-Public Affairs	2		
1082-Writing and Editing	1		1
1101-General Business and Industry	2		1
1301-General Physical Science	31	4	11
1399-Physical Science Student Trainee	1		
190-General Anthropology	1		
2210-Information Technology Management	8		5
28-Environmental Protection Specialist	4	1	
301-Miscellaneous Administration and Program	18	4	6
318-Secretary	1	1	
340-Program Management	3	1	2
341-Administrative Officer	2		
343-Management and Program Analysis	56	6	13
344-Management and Program Clerical and Assistance	1		
399-Administration and Office Support Student Trainee	7		
401-General Natural Resources Management and Biological Sciences	28	9	4
403-Microbiology	1		
408-Ecology	1		

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415-Toxicology	1		
501-Financial Administration and Program	2		1
560-Budget Analysis	12	1	6
601-General Health Science	3		1
602-Medical Officer	1		
801-General Engineering	1	1	
819-Environmental Engineering	6	3	1
#N/A	2	1	1
WILMINGTON,NORTH CAROLIN	**1**		**1**
2210-Information Technology Management	1		1
Grand Total	**1580**	**417**	**324**

1						1				1	0	0	0
2							1			1	1	1	0
12						1				1	1	1	0
3						1				1	0	0	0
										0	0	0	0
1										0	0	0	0
5							2			2	2	2	0
2									1	1	1	1	0
1										0	0	0	0
1											0	0	0
1463	0	0	2	2	13	132	136	0	11	296	183	183	0

Max # total is correct but could vary from location estimates because of pools. Pools are used whereever Max# is lower than Targeted# (e.g. 6 of 10 in a pool of 0400 series family across locations may accept)

Note: Max number of offers per series for all locations are listed under Washington DC

Office of Water		Total Non-Term Employees
ARLINGTON,VIRGINIA- OST		**1**
28-Environmental Protection Specialist		1
CINCINNATI,OHIO - OGWDW		**31**
1301-General Physical Science		3
28-Environmental Protection Specialist		4
318-Secretary		1
343-Management and Program Analysis		1
401-General Natural Resources Management and Biological Sciences		1
819-Environmental Engineering		8
1350-Geology		
601-General Health Science		
1320-Chemistry		
MONTCLAIR,NEW JERSEY - OGWDW		**1**
28-Environmental Protection Specialist		1
WASHINGTON,DC		**547**
28-Environmental Protection Specialist		167
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
301-Miscellaneous Administration and Program		22
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
303-Miscellaneous Clerk and Assistant - OWOW		1
340-Program Management		16
341-Administrative Officer - OGWDW		1
343-Management and Program Analysis		78
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
344-Management and Program Clerical and Assistance- OGWDW		1
401-General Natural Resources Management and Biological Sciences		39
	OGWDW	
	OST	

			# of Targeted Positions by Grade										
Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers
		1											
		1					1					1	
2	**4**	**30**											
		3					2	1				3	
1	1	4					1	2				3	
		1			1							1	
		1					1					1	
		1						1				1	
	1	8					6		1			7	
							1					1	
							1					1	
							4	3				7	
		1											
		1						1				1	
101	**90**	**470**											
27	33	164										126	10
							2	3	2				
							8	14	6				
							1	11	4				
							12	14	6				
							17	16	10				
9	3	21										17	
						2	2	1	3				
						1	3						
					1		1						
							1	1					
								1					
1		1			1							1	
7	5	16											5
	1							1				1	
21	24	74										59	
							4	5	4				
							7	2	2				
							4	1	2				
							6	7	3				
							5	4	3				
1		1			1							1	
4	3	24										18	
							2						
							6	3	2				

Attachment 3

# to Restructure	# to Eliminate	Comment

	OWM	
	OWOW	
403-Microbiology		6
	OGWDW	
	OST	
408-Ecology (OWOW)		8
415-Toxicology (OST)		3
801-General Engineering		1
819-Environmental Engineering		44
	OGWDW	
	OST	
	OWM	
	OWOW	
893-Chemical Engineering		5
	OST	
	OWM	
1301-General Physical Science		73
	OGWDW	
	OST	
	OWM	
	OWOW	
1315-Hydrology (OGWDW)		1
1320-Chemistry		4
	OGWDW	
	OST	
	OWOW	
1350-Geology (OGWDW)		2
1515-Operations Research (OST)		1
1529-Mathematical Statistics (OGWDW)		2
2210-Information Technology Management		28
	OAA	
	OGWDW	
	OST	
	OWM	
	OWOW	
110-Economist		10
	OAA	
	OGWDW	
	OST	
1160-Financial Analysis		12
560-Budget Analysis		3
	OST	
	OWOW	
601-General Health Science		3
	OGWDW	
	OST	

							1						
							4						
1	1	6										8	2
							2						
							3	3					
		1						1				1	
1		1						1				1	
1		1					1					1	
3	6	34										28	
							4	4	5				
							3	2	2				
							5	2					3
							1						
1	1	5										5	
							1	2					
								1	1				
9	4	51										50	
							7	8					
							12	4					
							5	1	2				
							7	1	3				
1		1					1					1	
1	1	3										3	5
							1						
								1					
								1					
1		2						1	1			2	
	1	1							1			1	
1		1						1				1	
6	3	25										22	2
							1	4					
							4	3	1				
								1					
							1						
							3	3	1				
1	1	9										9	
							1	1					
							1	1					
							3	1	1				
		6											
	2	3										3	2
							1	1					
							1						
1	1	2										2	
								1					
									1				

1109-Grants Management (OGWDW)	1
905-General Attorney	8
301- Scientific & Senior Level Positions	5
OAA	
OGWDW	
OST	
OWOW	
Grand Total	**580**

1		1						1				1	
2		8											
4		1										2	1
											2		
103	**94**	**502**			4	3	172	143	67		2	391	30

		1 supervisory
15	15	

Region 1	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targ b 1-4	5-8	9-11	12	13
BOSTON,MASSACHUSETTS	**511**	**120**	**185**	**473**					
0344-Management and Program Clerical Assistance						1			
0303-Administrative Support Assistant						1			
0029-Environmental Protection Assistant						1			
0028-Environmental Protection Specialist									5
0819-Environmental Engineer									2
0819-Environmental Engineer									
0028-Environmental Protection Specialist									
0819-Environmental Engineer									12
0028-Environmental Protection Specialist									4
1301-Physical Scientist									1
0401-Life/Biological Scientist									5
0819-Environmental Engineer								4	
0028-Environmental Protection Specialist								2	
0819-Environmental Engineer									9
1301-Physical Scientist									10
1035-Public Affairs	11	1	5	11					
1101-General Business and Industry	2			2					
1102-Contracting	7			5					
1109-Grants Management	8	4	2	7					
1160-Financial Analysis	2		1	2					
1301-General Physical Science	72	18	22	70					1
1306-Health Physics	1			1					
1315-Hydrology	2		1	2					
1350-Geology	1	1		1					
1399-Physical Science Student Trainee	1								
1810-General Investigating	1	1		1					1

geted Positions								
y Grade								
14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
				1	1		1	Eliminate 1 GS-0029-08, GS-0303-7, GS-0344-07 (OSRR). 1 V/V offer limited to GS-0344/0303/0029-7/8, to all OSRR employees.
				1				
				1				
				5	2	1	1	Eliminate 1 GS-0819/0028-13 (OES); Restructure 1 GS-0819/0028-12 (OES). 2 V/V offers limited GS-0819/0028-13, in A&P2
				2				
2				2	1	1		Restructure 1 GS-0819/0028-13 (OES). 1 V/V offer limited to GS-0819/0028-14, Technical Enforcement Branch
2				2				
				12	2	2		0819/1301/0401/0028 (OES). - 2 V/V offers limited GS-13's in four series: 0819/1301/0401/0028, in Technical Enforcement Branch.
				4				
				1				
				5				
				4	1		1	Eliminate 1 GS-12 0819/0028 (OES). 1 V/V offer limited GS- 12's Restructure 2 GS-0819/1301-12 (OSRR). 2 V/V offers limited GS-
				2				
				9	2	2		
				10				
	1			2	2	1	1	Eliminate 1 GS-1301-15 (ORA). 1 V/V offer limited to GS-1301-15, ORA Immediate Office. Restructure 1 GS-1301-12 (OEP). 1 V/V offer limited GS-1301-13, Air Programs Branch: Air Permits, Toxics and Indoor Programs.
				1	1		1	Eliminate 1 GS-1810-13 (OSRR). 1 V/V offer limited to GS-1810-13 on Technical and Enforcement Support Branch.

18-Safety and Occupational Health Management	2			1					
201-Human Resources Management	5	2	2	5					
2210-Information Technology Management	19	4	6	19					6
260-Equal Employment Opportunity	1			1					
28-Environmental Protection Specialist	85	22	39	84				1	2
0028-Environmental Protection Specialist (RPM)									2
0028-Supervisory Environmental Protection Specialist									
29-Environmental Protection Assistant	8	2	5	8		3			
301-Miscellaneous Administration and Program	9	2	3	9					1
303-Miscellaneous Clerk and Assistant	2	1		2	1				

2				8	3	3		Restructure 2 GS-2210-13; and 1 GS-2210-12 (OARM). 2 V/V offers to GS-2210-14 and 1 V/V offer to GS-2210-13, limited to Information Technology Branch (Boston, Ma only) (excludes security IT Spec. and phased retirement participant)
1				4	3	2	1	Eliminate 1 GS-0028-12 (OEP). 1 V/V offer limited to GS-0028-12, in Water Permits Branch. Restructure 1 GS-0028-12/13 (ORC). 1 V/V offer limited to GS-0028-14, Office of Regional Counsel. Restructure 1 GS-0028-7/9/12 (OSRR). 1 V/V offer limited to, GS-0028-13, Technical and Support Branch - Technical and Enforcement Support Section only.
				2	2	2		Restructure 2 GS-0819/1301-13 Remedial Project Managers (RPM) (OSRR). 2 V/V offers limited GS-0028-13 (RPMS only) in Remediation and Restoration 1 Branch.
3				3	1		1	Eliminate 1 GS-0028-14 (OEP). 1 V/V offer limited to Supervisory GS-0028-14, to all Supervisory OEP employees.
				3	1		1	Eliminate 1 GS-0029-08, (OEP). 1 V/V offer limited to GS-0029-08, to all OEP employees.
				1	1	1		Restructure 1 GS-0028-12 (OEP). 1 V/V offer limited to GS-0301-13, Grants, Tribal & Municipal Assistance Branch.
				1	1		1	Eliminate 1 GS-0303-04 (OARM). 1 V/V offer limited to 1 GS-0303-04, Customer Services and Facilities Unit.

304-Information Receptionist	1	1		1		1			
306-Government Information Specialist	1		1	1					
318-Secretary	4	1	1	4					
326-Office Automation Clerical and Assistance	2	1		2					
340-Program Management	8	3	5	8					
342-Support Services Administration	3	1	1	1				1	
343-Management and Program Analysis	13	3	4	13					
344-Management and Program Clerical and Assistance	1		1	1					
399-Administration and Office Support Student Trainee	1								
401-General Natural Resources Management and Biological Sciences	29	4	6	18					1
499-Biological Science Student Trainee	9			2					
501-Financial Administration and Program	9		3	8				2	
510-Accounting	3		1	3					
525-Accounting Technician	1		1	1			1		
560-Budget Analysis	4	2	2	4					
80-Security Administration	1			1					
819-Environmental Engineering	121	29	56	116					1
899-Engineering and Architecture Student Trainee	2								
905-General Attorney	54	17	17	53					

				1	1		1	Eliminate 1 GS-0304-07 (ORA). 1 V/V offer limited GS-0304-07, Public Affairs Unit.
				1	1	1		Restructure 1 GS-0342-9/11 (OARM). 1 V/V offer limited to GS-0342-12, in Customer Services and Facilities Unit.
				1	1	1		Restructure 1 GS-0401/1301-12 (OEP). 1 V/V offer limited to GS-0401-13, Wetlands, Water Quality and Information Branch - Wetlands Protection Section only.
				2	1	1		Restructure 1 GS-0501-11 (OARM). 1 V/V offer limited GS-0501-12 in Comptrollers Office.
				1	1		1	Eliminate 1 GS-0525-09 (OARM). 1 V/V offer limited to GS-0525-09 in Comptrollers Office.
				1	1	1		Restructure 1 GS-0819-7/9/12 (OSRR). 1 V/V offer limited to GS-0819-13, Technical and Support Branch - Technical and Enforcement Support Section only.
	8			8	3	3		Restructure 1 GS-0260-12/13 (ORA) - 1 V/V offer limited to GS-0905-15, in OCRUA; Restructure 2 GS-0905-14 (OES) - 2 V/V offers limited GS-0905-15 in Legal Enforcement Branch - Superfund and Regulatory Legal Offices.

950-Paralegal Specialist	3			3					
99-General Student Trainee	2								
NORTH CHELMSFORD,MASSACH	**56**	**17**	**16**	**45**					
1301-General Physical Science	13	6	1	10					1
1320-Chemistry	16	5	6	14					9
1399-Physical Science Student Trainee	1								
18-Safety and Occupational Health Management	1			1					
2210-Information Technology Management	1		1	1					
28-Environmental Protection Specialist	2		2	2					
318-Secretary	1	1		1					
340-Program Management	1	1		1					
342-Support Services Administration	2			2					
343-Management and Program Analysis	1		1	1					
401-General Natural Resources Management and Biological Sciences	5	3		5					
819-Environmental Engineering	11	1	5	7					
899-Engineering and Architecture Student Trainee	1								
Grand Total	**567**	**137**	**201**	**521**	1	7	1	10	73

	1			2	2	2		Restructure 1 GS-1301-12 (OEME). 1 V/V offer limited to all GS-1301-13 OEME employees. Restructure 1 GS-1301-14 (OEME). 1 V/V offer limited to all GS-1301-15 OEME employees
				9	1	1		Restructure 1 GS-1320-12 (OEME). 1 V/V offer limited to all OEME GS-1320-13 employees.
10	10	0		112	36	25	11	

Region 2	Division	Branch	Section	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
ALBANY,NEW YORK				**5**	**1**		**4**
1035-Public Affairs				1			1
1301-General Physical Science				2	1		2
819-Environmental Engineering				2			1
BUFFALO,NEW YORK				**2**	**1**		**1**
1035-Public Affairs				1	1		1
1301-General Physical Science				1			
EDISON,NEW JERSEY				**143**	**34**	**45**	**130**
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-1301 and 1320.	DESA	HWSB					
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-401,1301, and 1320.	DESA	Lab					
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-401,819, 1301, and 1350.	DESA	MAB					
1301-General Physical Science				66	15	29	63
1320-Chemistry				19	6	3	16
1350-Geology				1		1	1
28-Environmental Protection Specialist				4	1		4
303-Miscellaneous Clerk and Assistant				2	2		2
318-Secretary				4		2	4
401-General Natural Resources Management and Biological Sciences				20	3	3	14
403-Microbiology				4			4
690-Industrial Hygiene				1			1
801-General Engineering				2	1		2
819-Environmental Engineering				19	6	6	18
830-Mechanical Engineering				1		1	1
GUAYNABO,PUERTO RICO				**47**	**9**	**10**	**44**
1035-Public Affairs				1			1
1301-General Physical Science				12	2	1	12
1350-Geology				1			1
318-Secretary				3	1	2	3
401-General Natural Resources Management and Biological Sciences				1		1	1
510-Accounting				1			1
819-Environmental Engineering				23	6	6	22

# of Targeted Positions by Grade												
1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
				10					10	1	1	
				9					9	1	1	
				14					14	1	1	

Comments
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Note: multi-series clusters include multiple GS-1301-13s.
Note: Multi-series clusters include multiple GS-1320-13s.
Note: DESA/MAB multi-series cluster includes a GS-1350-13.
Note: DESA/MAB multi-series cluster includes several GS-819-13s.
Note: Multi-series clusters include multiple GS-819-13s.

905-General Attorney				4			3
#N/A				1			
NEW YORK, NEW YORK				**582**	**159**	**181**	**542**
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-028, 819, 1301, and 1320.	CASD	APB					
multi-series - all GS-13s in branch;regardless of sub-organization, Includes GS-028, 401, 819, and 1301.	CASD	SMPB					
multi-series - UIC program: includes GS-819, 1301, and 1350 staff. Titles include Environmental Engineer, Environmental Scientist, Geologist, Lead Environmental Scientist (the word Lead is a reflection of a processing glitch and an outdated PD), and Physical Scientist .	DECA	WCB	GCS				
1035-Public Affairs				14	3	4	13
1102-Contracting				9	4	2	9
1109-Grants Management				11	2	3	11
1160-Financial Analysis				1	1		1
1301-General Physical Science				107	20	41	97
1306-Health Physics				2	1		2
1315-Hydrology				4	3		4
1320-Chemistry				1	1		1
1350-Geology				15	9	2	14
1550-Computer Science				2			2
1810-General Investigating				1			
201-Human Resources Management				7	2	2	7
2210-Information Technology Management				12	3	2	12
260-Equal Employment Opportunity				1		1	1
28-Environmental Protection Specialist				41	9	11	41
28 **subset** - Environmental Protection Specialist	CASD	APB	APS				
301-Miscellaneous Administration and Program				4	3		4
301 **subset** - Congressional & Intergov. Relations Spec.	PAD	ICAB					
303-Miscellaneous Clerk and Assistant				12	2	8	12
306-Government Information Specialist				3		2	2
308-Records Management				2		1	1
318-Secretary				26	3	14	26
318 **subset** - Secretary	CASD	RIAB					
326-Office Automation Clerical and Assistance	CASD	HWPB		1	1		1
340-Program Management				8	3	2	7

				18					18	1	1	
				14					14	1	1	
			3	4					7	4	4	
					1				1	1	1	
				1					1	1	1	
	7								7	7		7
	1								1	1		1
1									1	1		1

Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Backfill with full-performance level (FPL) of GS-12 (at entry level if external).
Positions will be restructured to support functions other than UIC (>25% change in duties); changes to series and FPLs are also possible.
Note: Multi-series clusters include multiple GS-1301-13s.
Note: CASD/APB multi-series cluster includes a GS-1320-13.
Note: DECA/WCB multi-series cluster includes several GS-1350-13s.
Note: CASD/SMB multi-series cluster includes several GS-028-13s.
Backfill with lower FPL (and probably different series).
Backfill with different series and lower FPL.
All seven GS-6 NYC office assistants are targeted; for one incumbent, V/V eligibility may be in question.
Employee is part-time.

341-Administrative Officer				1	1		1
342-Support Services Administration				1			
343-Management and Program Analysis				8	2	1	8
401-General Natural Resources Management and Biological Sciences				33	6	2	23
401 subset - Aquatic Biologist	CWD	CWRB	NS				
415-Toxicology				1	1		1
501-Financial Administration and Program				4		1	4
505-Financial Management				1			1
510-Accounting				9		5	9
525-Accounting Technician				3		2	3
560-Budget Analysis				5		4	5
801-General Engineering				1	1		1
808-Architecture				1			1
819-Environmental Engineering				147	45	51	139
819 subset - Environmental Engineering	CWD	DWMiB	SRF				
901-General Legal and Kindred Administration				1			1
905-General Attorney	ORC			76	30	17	71
950-Paralegal Specialist				5	3	2	5
963-Legal Instruments Examining	ORC	IO		1		1	1
NEW YORK,NEW YORK				**2**		**1**	**2**
1035-Public Affairs				1		1	1
401-General Natural Resources Management and Biological Sciences				1			1
ST THOMAS,VIRGIN ISLANDS				**2**		**1**	**2**
401-General Natural Resources Management and Biological Sciences				1			1
819-Environmental Engineering				1		1	1
STAMFORD,CONNECTICUT				**1**	**1**		**1**
1301-General Physical Science				1	1		1
Grand Total				**784**	**205**	**238**	**726**

				1					1	1	1	
				1					1	1	1	
						14			14	2	2	
			5						5	5		5
		1							1	1		1
1	8	1	8	72	1	14	0	0	105	30	15	15

Note: CASD/SMB multi-series cluster includes several GS-401-13s.
Position will be restructured to support functions other than CWA 301(h), 403(c), and 316(a&b), so >25% change in duties. A reduction in FPL and change in series/title is also likely.
Note: Multi-series clusters include multiple GS-819-13s.
Position will be restructured to support functions other than construction grants (>25% change in duties). A reduction in FPL is also likely.
Backfill at the GS-11 or 12 with GS-14 FPL. Targeted pool includes all GS-15 General Attorneys and Attorney-Advisers, but does not include supervisors or team leaders.

Region 3	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANNAPOLIS JUNC,MARYLAND	**1**		
28-Environmental Protection Specialist	1		
ANNAPOLIS,MARYLAND	**21**	**6**	**6**
1035-Public Affairs	1		
1301-General Physical Science	5	1	3
28-Environmental Protection Specialist	9	1	3
318-Secretary	1	1	
340-Program Management	2	2	
341-Administrative Officer	1		
343-Management and Program Analysis	1	1	
819-Environmental Engineering	1		
BLUEMONT,VIRGINIA	**1**		
819-Environmental Engineering	1		
CHARLESTON,WEST VIRGINIA	**2**		
301-Miscellaneous Administration and Program	1		
905-General Attorney	1		
FORT MEADE,MARYLAND	**45**	**11**	**9**
1301-General Physical Science	16	5	4
1320-Chemistry	15	3	3
1399-Physical Science Student Trainee	1		
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	1		
301-Miscellaneous Administration and Program	2		1
342-Support Services Administration	1		
401-General Natural Resources Management and Biological Sciences	4	1	
819-Environmental Engineering	3	2	
905-General Attorney	1		1
HERNDON,VIRGINIA	**1**		**1**
905-General Attorney	1		1
PHILADELPHIA,PENNSYLVANI	**739**	**180**	**197**
1035-Public Affairs	19	6	3
1101-General Business and Industry	1		
1102-Contracting	12	5	2
1109-Grants Management	11	4	3
1160-Financial Analysis	5	2	
1301-General Physical Science	154	26	28
1306-Health Physics	1		1
1315-Hydrology	1	1	
1340-Meteorology	1		
1350-Geology	5	1	2
1399-Physical Science Student Trainee	4		
1810-General Investigating	4	3	

	# of Targeted Positions by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
1														
1										0	0	0	0	
20														
										0	0	0	0	
5					1	2	1			4	2	2	0	
9					1	2	2			5	2	2	0	
1		1								1	1	1	0	
2							1			1	1	1	0	
1										0	0	0	0	
1										0	0	0	0	
1										0	0	0	0	
1														
1										0	0	0	0	
2														
1										0	0	0	0	
1										0	0	0	0	
38														
16				1	5	2	1			9	2	2	0	
11					4	1				5	2	2	0	
1										0	0	0	0	
										0	0	0	0	
1					1					1	1	1	0	
1						1				1	1	1	0	
1										0	0		0	
3					1					1	1	1	0	
3				1		1				2	1	1	0	
1							1			1	1	1	0	
1														
1						1				1	1	1	0	
643														
19				1	7	2				10	4	3	1	
1										0	0	0	0	
12										0	0	0	0	
9				4	3					7	2	1	1	
5					2					2	1	1	0	
130				1	41	10	4			56	18	15	3	
1						1				1	1	1	0	
1						1				1	1	1	0	
1										0	0	0	0	
5					2	1				3	1	1	0	
										0	0	0	0	
4				1	2					3	3	0	3	

18-Safety and Occupational Health Management	1		
201-Human Resources Management	12	3	1
2210-Information Technology Management	19	7	5
2299-Information Technology Student Trainee	2		
260-Equal Employment Opportunity	1		1
28-Environmental Protection Specialist	89	29	43
299-Human Resources Management Student Trainee	1		
29-Environmental Protection Assistant	1		1
301-Miscellaneous Administration and Program	13	2	6
303-Miscellaneous Clerk and Assistant	9	1	
306-Government Information Specialist	1		1
308-Records Management	1		
318-Secretary	18	3	9
326-Office Automation Clerical and Assistance	2	2	
340-Program Management	10	4	5
342-Support Services Administration	4	1	3
343-Management and Program Analysis	19	4	3
350-Equipment Operator	1	1	
401-General Natural Resources Management and Biological Sciences	75	5	4
408-Ecology	3	1	1
414-Entomology	1		
415-Toxicology	9	3	5
457-Soil Conservation	1	1	
499-Biological Science Student Trainee	4		
501-Financial Administration and Program	6	4	2
505-Financial Management	1	1	
510-Accounting	8	1	4
525-Accounting Technician	1		
560-Budget Analysis	1	1	
819-Environmental Engineering	128	33	35
893-Chemical Engineering	1		1
899-Engineering and Architecture Student Trainee	2		
905-General Attorney	70	23	27
950-Paralegal Specialist	4	1	1
#N/A	2	1	
RICHMOND,VIRGINIA	**1**		**1**
1301-General Physical Science	1		1
TITUSVILLE,PENNSYLVANIA	**1**		**1**
1301-General Physical Science	1		1
WASHINGTON,DC	**1**		
28-Environmental Protection Specialist	1		
WHEELING,WEST VIRGINIA	**13**	**2**	**2**
1301-General Physical Science	2	1	
1315-Hydrology	1	1	
28-Environmental Protection Specialist	2		1
401-General Natural Resources Management and Biological Sciences	7		
819-Environmental Engineering	1		1

1										0	0	0	0	
10				1	2	1				4	2	1	1	
19				3	6	1				10	3	2	1	
										0	0	0	0	
1						1				1	1	1	0	
88			9	14	37	8	6			74	21	16	5	
1										0	0	0	0	
1		1								1	1	0	1	
13			1			3	4			8	3	2	1	
9		1								1	1	1	0	
1				1						1	1	1	0	
1										0	0	0	0	
18		7	6							13	8	5	3	
2		1								1	1	0	1	
10						0	4			4	4	4	0	
4			3	1						4	2	1	1	
16			2	2	2	1				7	3	2	1	
1		1								1	1	1	0	
42					5	3	1			9	3	3	0	
3					1	1				2	1	0	1	
1										0	0	0	0	
9					6	3				9	2	1	1	
1					1					1	1	1	0	
										0	0	0	0	
6			1	5						6	2	1	1	
1							1			1	1	1	0	
7					4	1				5	2	1	1	
1										0	0	0	0	
1						1				1	1	1	0	
111					49	11	11			71	20	17	3	
1					1					1	1	1	0	
										0	0	0	0	
70						23	27			50	17	13	4	
4				2	1					3	2	1	1	
1										0	0	0	0	
1														
1						1				1	1	1	0	
1														
1					1					1	1	1	0	
1														
1						1				1	1	1	0	
13														
2					1					1	1	1	0	
1					1					1	1	1	0	
2					1					1	1	1	0	
7										0	0	0	0	
1					1					1	1	1	0	

Grand Total	826	199	217

722										411	159	124	35	

Region 4	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ATHENS,GEORGIA	**85**	**14**	**15**
1301-General Physical Science	20	4	5
1311-Physical Science Technician	1	1	
1320-Chemistry	20	4	2
18-Safety and Occupational Health Management	1		
2210-Information Technology Management	2		
28-Environmental Protection Specialist	1		
301-Miscellaneous Administration and Program	1	1	
318-Secretary	2		
341-Administrative Officer	1		
343-Management and Program Analysis	2		
401-General Natural Resources Management and Biological Sciences	18	2	4
415-Toxicology	1		
819-Environmental Engineering	15	2	4
ATLANTA,GEORGIA	**806**	**148**	**275**
1001-General Arts and Information	1	1	
1035-Public Affairs	13		4
1071-Audiovisual Production	2		1
1084-Visual Information	1		1
1101-General Business and Industry	2		2
1102-Contracting	9	1	1
1106-Procurement Clerical and Technician	1	1	
1109-Grants Management	10	3	3
1160-Financial Analysis	3	1	
1301-General Physical Science	158	27	61
1315-Hydrology	5	1	
1320-Chemistry	1		
1350-Geology	2	2	
150-Geography	1		
1810-General Investigating	5	1	3
201-Human Resources Management	6	2	2
2210-Information Technology Management	12	2	5
260-Equal Employment Opportunity	2		1
28-Environmental Protection Specialist	58	12	25
29-Environmental Protection Assistant	1		1
301-Miscellaneous Administration and Program	23	4	8
303-Miscellaneous Clerk and Assistant	15	6	2
306-Government Information Specialist	11	3	7
308-Records Management	2		
318-Secretary	11	3	6
326-Office Automation Clerical and Assistance	1		
335-Computer Clerk and Assistant	1		1

	# of Targeted Positions (Revised as of 6/6/2017) by Grade													
VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
71	0	0	1	1	0	0	0	0	0	2				
15										0				
1			1							1				
17										0				
1										0				
1										0				
1				1						1				
1										0				
1										0				
										0				
2										0				
16										0				
1										0				
14										0				
730	0	1	2	3	12	3.5	2.5	0	0	24				
1										0				
10										0				
2										0				
1										0				
2										0				
9										0				
1										0				
9										0				
3										0				
147					3	1	1			5				
3										0				
1										0				
2										0				
										0				
5										0				
6										0				
12										0				
2										0				
52			2	1	1					4				
1										0				
20										0				
14		1								1				
9										0				
1										0				
10										0				
1										0				
1										0				

340-Program Management	12	4	6
341-Administrative Officer	3		2
342-Support Services Administration	3		
343-Management and Program Analysis	24	2	15
3502-Laboring	1		
401-General Natural Resources Management and Biological Sciences	91	14	15
408-Ecology	2		
415-Toxicology	4		3
499-Biological Science Student Trainee	1		
501-Financial Administration and Program	7	3	4
505-Financial Management	1		1
510-Accounting	2		1
560-Budget Analysis	11	4	3
5703-Motor Vehicle Operating	2		
601-General Health Science	1		1
690-Industrial Hygiene	1		
801-General Engineering	1	1	
80-Security Administration	2		
819-Environmental Engineering	212	39	70
840-Nuclear Engineering	1		1
905-General Attorney	65	10	18
950-Paralegal Specialist	1	1	
986-Legal Assistance	1		1
BAY ST LOUIS,MISSISSIPPI	**11**	**1**	**3**
1301-General Physical Science	2		1
28-Environmental Protection Specialist	1		
340-Program Management	2		2
343-Management and Program Analysis	3	1	
401-General Natural Resources Management and Biological Sciences	2		
819-Environmental Engineering	1		
CHARLOTTE,NORTH CAROLINA	**1**		
819-Environmental Engineering	1		
CRAWFORDVILLE,FLORIDA	**1**		
401-General Natural Resources Management and Biological Sciences	1		
DURHAM,NORTH CAROLINA	**1**	**1**	
28-Environmental Protection Specialist	1	1	
GULFPORT,MISSISSIPPI	**3**		
1301-General Physical Science	1		
819-Environmental Engineering	2		
JACKSON,MISSISSIPPI	**1**		**1**
819-Environmental Engineering	1		1
JACKSON,TENNESSEE	**1**		**1**
819-Environmental Engineering	1		1
JACKSONVILLE,FLORIDA	**1**		**1**
1301-General Physical Science	1		1
LOUISVILLE,KENTUCKY	**1**	**1**	
819-Environmental Engineering	1	1	

11										0				
3										0				
3										0				
22				1						1				
1										0				
77					1					1				
2										0				
4										0				
										0				
7										0				
1										0				
2										0				
8										0				
2										0				
1										0				
1										0				
1				1						1				
1										0				
195					7	1				8				
1										0				
60						1.5	1.5			3				
1										0				
1										0				
11	0	0	0	0	0	0	0	0	0	0				
2										0				
1										0				
2										0				
3										0				
2										0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
2	0	0	0	0	0	0	0	0	0	0				
										0				
2										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				

MOBILE,ALABAMA	**1**		**1**
401-General Natural Resources Management and Biological Sciences	1		1
WEST PALM BEACH,FLORIDA	**1**	**1**	
401-General Natural Resources Management and Biological Sciences	1	1	
Grand Total	**914**	**166**	**297**

1	0	0	0	0	0	0	0	0	0	0				
1										0				
1	0	0	0	0	0	0	0	0	0	0				
1										0				
823	0	1	3	4	12	3.5	2.5	0	0	26	25	15	10	

Region 5	Series	Div/Off
CARTERVILLE, ILLINOIS		
	1301-General Physical Science	Total
CHICAGO HTS, ILLINOIS		
	0401-General Natural Resources Mana	Total
	1035-Public Affairs	Total
		SFD
	1060-Photography	Total
	1082-Writing and Editing	Total
		ORA
	1084-Visual Information	Total
	1101-General Business Industry	Total
	1102-Contracting	Total
		RMD
	1106-Procurement Clerical and Techni	Total
	1109-Grants Management	Total
	1160-Financial Analysis	Total
		LCD
		WD
	1301-General Physical Science	Total
		ARD
		GLNPO
	1306-Health Physics	Total
	1315-Hydrology	Total
	1320-Chemistry	Total
		ORA
	1340-Meteorology	Total
	1350-Geology	Total
		LCD
		SFD
	1399-Physical Science Student Trainee	Total
	1530-Statistics	Total
		LCD

Branch/Section	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targete by G 1-4	5-8	9-11	12	13
	1		1	1	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1				0	0	0	0	0
	1				0	0	0	0	0
	1036	255	296	939	0	8	3	54	55
	18	5	5	18	0	0	0	0	1
Community Involvement									1
	1			1	0	0	0	0	0
	2	1		2	0	0	0	2	0
Multimedia Communications Section								2	
	2		1	2	0	0	0	0	0
	2	1		2	0	0	0	0	0
	20	2	6	18	0	0	0	0	1
Acquisition & Assistance Branch									1
	1		1	1	0	0	0	0	0
	12	1	3	12	0	0	0	0	0
	5	2		5	0	0	0	1	2
RCRA Compliance Section 2								1	
STP									2
	201	43	50	180	0	0	0	0	0
APB									
IO									
	2	1	1	2	0	0	0	0	0
	3			1	0	0	0	0	0
	25	8	1	22	0	0	0	0	0
Planning & Quality Assurance Group									
	1		1	1	0	0	0	0	0
	11	5	2	9	0	0	0	2	3
Corrective Action 1								2	
All									3
	3				0	0	0	0	0
	1	1		1	0	0	0	0	1
All									1

ed Positions								
rade								
14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
52	8	0	0	181	78	70	8	
0	0	0	0	1	1	1	0	
				1	1	1		Would offer the "Lead" position.
0	0	0	0	0	0	0	0	
0	0	0	0	2	1	0	1	
				2	1		1	Could restructure to one position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	
				1	1	1		Focus on core contract operations. Offer to 1102s that are procurement analysts, then reshape workforce to have more contract specialists
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	3	2	2	0	
				1	1	1		Would restructure to GS-1301/819 position
				2	1	1		Would restructure the position to a lower grade.
2	1	0	0	3	2	2	0	
2				2	1	1		Would restructure to a lower grade.
	1			1	1	1		Would restructure to a lower grade.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
1	0	0	0	1	1	1	0	
1				1	1	1		Would restructure to a lower graded position
0	0	0	0	0	0	0	0	
0	0	0	0	5	2	2	0	
				2	1	1		Would restructure to GS-1301/819 position
				3	1	1		Would restructure to GS-1301/819 position
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	
				1	1	1		Would restructure to GS-1301/819 position.

	1702-Education and Training Technicia	Total
		RMD
	1750-Instructional Systems	Total
	1810-General Investigation	Total
		SFD
	0018-Safety and Occupational Health I	Total
	2001-General Supply	Total
	0201-Human Resources Management	Total
	0020-Community Planning	Total
	2210-Information Technology Manage	Total
		RMD
	0260-Equal Employment Opportunity	Total
		ORA
		RMD
	0028-Environmental Protection Specia	Total
		ORA
		ARD
		GLNPO
		LCD
		LCD
		LCD
		LCD
		LCD
		LCD
		LCD
		WD
		WD
		WD
		WD
		WD

	2	1	1	2	0	0	1	0	0
HCB							1		
	1			1	0	0	0	0	0
	5	3	1	4	0	0	0	0	2
All									2
	3			2	0	0	0	0	0
	2			1	0	0	0	0	0
	10	3	2	8	0	0	0	0	0
	4			3	0	0	0	0	0
	31	6	5	30	0	0	0	0	3
Information Technology Section									3
	4	1	2	4	0	0	0	0	3
Office of Civil Rights									2
Employee Services Branch									1
	160	46	73	155	0	0	0	36	31
OECA								1	2
IVPS								2	
All									6
State and Tribal Services Section								6	
Internal Services Section								2	
All (non-tribal)									12
Pesticides & Toxics Compliance								1	
RCRA/TSCA Programs								2	
Underground Storage								3	
Materials Management Branch									
WWB only								1	
IT & Support Section								1	
Watersheds Section									2
GWDW Sections 1 & 2								5	
GWDW Sections 1 & 2									2

0	0	0	0	1	1	0	1	
				1	1		1	The duties will be assigned to remaining employees.
0	0	0	0	0	0	0	0	
0	0	0	0	2	1	1	0	
				2	1	1		Could be restructured to a lower grade.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	3	1	1	0	
				3	1	1		Work would be restructured to focus on moving away from Lotus Notes System Administration (Lotus Notes experts) to new technology.
0	0	0	0	3	2	1	1	
				2	1	1		Would restructure from two to one position
				1	1		1	The duties will be assigned to remaining employees in the Office of Civil Rights.
0	1	0	0	68	30	29	1	
				3	1	1		Would like to restructure to combine duties.
				2	1	1		Would restructure to a GS-1301/819 positions.
				6	1	1		Would restructure to a technical series at a lower grade or in the same series to a lower grade.
				6	2	1	1	Would like to combine the existing duties of the six eligible down to five and offer two positions. Would create an opportunity for one displaced GS-0028-12 in another section to move into this position.
				2	1	1		Could restructure to GS-306 position.
				12	4	4		Would like to offer and restructure to GS-1301.
				1	1	1		Would restructure to GS-1301/819 position
				2	1	1		Would restructure to GS-1301/819 positions
				3	1	1		Would restructure to GS-1301/819 positions
	1			1	1	1		Would restructure the branch by moving the duties into other existing sections or changing it to a section.
				1	1	1		Would restructure to GS-1301/819/401 position
				1	1	1		Would restructure to GS-1301/819/401 position
				2	1	1		Would restructure to GS-1301/819/401 position
				5	4	4		Would restructure to GS-1301/819 positions
				2	1	1		Would restructure to GS-1301/819 positions

CHICAGO, ILLINOIS		WD
		WD
		WD
		WD
		SFD
		SFD
		SFD
		SFD
	0301-Miscellaneous Administration an	Total
		ARD
		SFD
		RMD
	0303-Miscellaneous Clerk and Assistan	Total
		ARD
		GLNPO
		ORC
		RMD
	0305-Mail and File	Total
	0306-Government Information Special	Total
	0308-Records Management	Total
	0318-Secretary	Total
	0326-Office Automation Clerical and A	Total
	0335-Computer Clerk and Assistant	Total
		GLNPO
	0340-Program Management	Total
	0341-Administrative Officer	Total
	0343-Management and Program Analy	Total
		ARD
		WD
		WD
		SFD
		RMD
	0344-Management and Program Cleric	Total
		WD
	0399-Administration and Office Suppo	Total
	0401-General Natural Resources Mana	Total
		LCD
	0403-Microbiology	Total
	0408-Ecology	Total

UIC Sections 1 & 2								2	
NPDES Branch only									1
NPDES Section 2								1	
NPDES Section 2									2
Chemical Emergency Preparedness & Prevention									3
Enforcement Support								6	
Site Assessments and Grants Section									1
Site Assessments and Grants Section								3	
	24	5	13	24	0	0	0	1	0
IO									
All									
Lab QA Core								1	
	25	9	9	25	0	7	1	0	0
ALL						2			
All						1			
All						4			
Lab QA Core							1		
	1			1	0	0	0	0	0
	12	3	5	11	0	0	0	0	0
	9	1	4	9	0	0	0	0	0
	4		1	3	0	0	0	0	0
	1			1	0	0	0	0	0
	1	1		1	0	0	1	0	0
All							1		
	22	10	6	22	0	0	0	0	0
	5	1	3	5	0	0	0	0	0
	34	13	8	34	0	0	0	4	3
STPS									1
Groundwater and Drinking Water Br only									1
IT & Support Section								1	
Emergency Response Section 2									1
Employee Services Branch								3	
	3	1	1	3	0	1	0	0	0
WECA Section 2						1			
	11	1		2	0	0	0	0	0
	42	7	5	36	0	0	0	2	1
All								2	1
	1			1	0	0	0	0	0
	3	1		3	0	0	0	0	1

				2	1	1		Would restructure to GS-1301/819 positions
				1	1	1		Would restructure to GS-1301/819 positions
				1	1	1		Would restructure to GS-1301/819 positions
				2	1	1		Would restructure to GS-1301/819 positions
				3	1	1		Restructure to GS-1301/0819
				6	1	1		Restructure to GS-1301/0819
				1	1	1		Restructure to a GS-1301/0819
				3	1	1		Restructure to a GS-1301/0819
2	0	0	0	3	2	2	0	
1				1	1	1		Would restructure to a lower grade.
1				1	1	1		Would restructure to a lower grade.
				1				Included in GS-303-09 Lab offer.
0	0	0	0	8	6	6	0	
				2	2	2		Could combine duties or restructure to secretary series.
				1	1	1		Would restructure to a different series and grade.
				4	2	2		Could restructure to combine the duties of the two Branch APAs and restructure the Records Management Assistant to a legal tech position.
				1	1	1		Offer includes the GS-301-12 in Lab. Would eliminate the GS-09 position and restructure the GS-12 to one GS-11 position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	0	1	
				1	1		1	No longer need.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	7	5	4	1	
				1	1	1		Would restructure to GS-1301 position.
				1	1	1		Would restructure to a lower grade.
				1	1	1		Would restructure to GS-306 position
				1	1	1		Restructure to a 1301 position
				3	1		1	Would eliminate one of the positions that focuses on SEEP management.
0	0	0	0	1	1	1	0	
				1	1	1		Would restructure to GS-306 position
0	0	0	0	0	0	0	0	
0	0	0	0	3	2	2	0	
				3	2	2		Would restructure to GS-1301/819 positions
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	

		WD
	0415-Toxicology	Total
	0471-Agronomy	Total
	0501-Financial Administration and Pro	Total
	0505-Financial Management	Total
	0510-Accounting	Total
		RMD
	0560-Budget Analysis	Total
		RMD
	0599-Financial Management Student T	Total
	0601-General Health Science	Total
		LCD
	0080-Security Administration	Total
	0819-Environmental Engineering	Total
		LCD
		WD
	0890-Agricultural Engineering	Total
	0893-Chemical Engineering	Total
	0899-Engineering and Architecture Stu	Total
	0905-General Attorney	Total
		ORC
		ORC
		ORC
	0950-Paralegal Specialist	Total
		ORC
	0986-Legal Assistance	Total
	0999-Legal Occupations Studetn Train	Total

IT & Support Section									1
	3	2		3	0	0	0	0	0
	1			1	0	0	0	0	0
	4	3	1	4	0	0	0	0	0
	1		1	1	0	0	0	0	0
	15	5	5	15	0	0	0	0	2
CB (Lead Accountants + Cost Recovery non-lead)									2
	7	1	1	7	0	0	0	3	0
CB								3	
	2			2	0	0	0	0	0
	4	2	1	4	0	0	0	0	0
All									
	2		2	2	0	0	0	0	0
	159	23	43	134	0	0	0	0	1
All									
IT & Support Section									1
	1			1	0	0	0	0	0
	1		1	1	0	0	0	0	0
	3				0	0	0	0	0
	94	32	29	89	0	0	0	0	0
IO									
All									
Multimedia Branch I & II (supervisory)									
	3	3		3	0	0	0	3	0
All								3	
	1		1	1	0	0	0	0	0
	3			1	0	0	0	0	0

				1	1	1		Would restructure to GS-1301/0401 position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	3	1	1	0	
				3	1	1		The one offer will go to Team Lead Accountant GS-0510-13 positions and the one (1) non-Team Lead Accountant GS-0510-13 position who is also eligible. If one of the two (2) Team Lead Accountants accepts the offer, the two Teams in the Section will be restructured under the remaining Team Lead Accountant with some employees reporting directly to the Section Chief. If the position accepting the VERA/VSIP is a non-Team Lead GS-13 Accountant, then in the future, reconciliation work would be performed by a GS-12 Accountant within the Team with the affidavit and testimony functions performed by the Team Leader.
0	0	0	0	3	1	1	0	
				3	1	1		Restructure within the series.
0	0	0	0	0	0	0	0	
1	0	0	0	1	1	1	0	
1				1	1	1		Would restucture to a lower grade.
0	0	0	0	0	0	0	0	
1	0	0	0	2	2	2	0	
1				1	1	1		Would restructure to a lower grade position.
				1	1	1		Would restructure to GS-2210 position.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
45	6	0	0	51	7	5	2	
	2			2	1		1	Could eliminate one Regional Counsel Deputy position, to be in line with the other Offices/Divisions in the Region.
45				45	5	5		Would restructure to include more IT skills and modern electronic management.
	4			4	1		1	Could eliminate Deputy Branch Chief position by eliminating redundancies and reducing fewer direct reports by realligning the Labor Relations Attorneys into an existing section.
0	0	0	0	3	2	2	0	
				3	2	2		Would restructure to legal tech positions or GS-306 positions.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	

	#N/A	Total
CINCINATTI, OHIO		
	1301-General Physical Science	Total
CLEVELAND, OHIO		
	0028-Environmental Protection Specia	Total
DETROIT, MICHIGAN		
	1301-General Physical Science	Total
	0415-Toxicology	Total
ELMHURST, ILLINOIS		
	1301-General Physical Science	Total
FLINT, MICHIGAN		
	1035-Public Affairs	Total
GREEN BAY, WISCONSIN		
	1301-General Physical Science	Total
GROSSE ISLE, MICHIGAN		
	1301-General Physical Science	Total
	1670-Equipment Services	Total
	0303-Miscellaneous Clerk and Assistan	Total
	0401-General Natural Resources Mana	Total
INDIANAPOLIS, INDIANA		
	1301-General Physical Science	Total
	0401-General Natural Resources Mana	Total
MADISON, WISCONSIN		
	0401-General Natural Resources Mana	Total
		WD
MINNEAPOLIS, MINNESOTA		
	1301-General Physical Science	Total
ST PAUL, MINNESOTA		
	1301-General Physical Science	Total
TRAVERSE CITY, MICHIGAN		
	0028-Environmental Protection Specia	Total
	0819-Environmental Engineering	Total
WESTLAKE, OHIO		
	1301-General Physical Science	Total
	1350-Geology	Total
	0301-Miscellaneous Administration an	Total
	0401-General Natural Resources Mana	Total
	0819-Environmental Engineering	Total
	Grand Total	

	2	1	1	2	0	0	0	0	0
	1		**1**	**1**	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	2		**1**	**2**	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1			1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	1			**1**	0	0	0	0	0
	1			1	0	0	0	0	0
	13		**3**	**11**	0	0	0	0	0
	9		1	7	0	0	0	0	0
	1			1	0	0	0	0	0
	1		1	1	0	0	0	0	0
	2		1	2	0	0	0	0	0
	2			**2**	0	0	0	0	0
	1			1	0	0	0	0	0
	1			1	0	0	0	0	0
	1		**1**	**1**	0	0	0	1	0
	1		1	1	0	0	0	1	0
Groundwater and Drinking Water Br								1	
	1	**1**		**1**	0	0	0	0	0
	1	1		1	0	0	0	0	0
	1				0	0	0	0	0
	1				0	0	0	0	0
	2	**1**	**1**	**2**	0	0	0	0	0
	1		1	1	0	0	0	0	0
	1	1		1	0	0	0	0	0
	17	**1**	**5**	**14**	0	0	0	0	0
	6	1	2	4	0	0	0	0	0
	2		1	2	0	0	0	0	0
	1		1	1	0	0	0	0	0
	2			2	0	0	0	0	0
	6		1	5	0	0	0	0	0
	1082	**258**	**309**	**978**					

0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	1	1	1	0	
0	0	0	0	1	1	1	0	
				1	1	1		Would restructure to 1301/0819 position in Chicago instead of Madison, WI.
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	
				182	79	71	8	

Region 6	Total Non-Term Employees	Regular Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4
ADA,OKLAHOMA	1			1	
0028-Environmental Protection Specialist	1			1	
DALLAS,TEXAS	687	204	158	619	0
0018-Safety and Occupational Health Managemen	1	1		1	
0028-Environmental Protection Specialist	139	49	40	134	
0029-Environmental Protection Assistant	1	1		1	
0080-Security Administration	1				
0201-Human Resources Management	6		1	6	
0260-Equal Employment Opportunity	2	1		2	
0301-Miscellaneous Administration and Program	19	7	3	18	
0306-Government Information Specialist	3	1	2	3	
0308-Records Management	1	1		1	
0318-Secretary	14	6	5	13	
0326-Office Automation Clerical and Assistance	1			1	
0340-Program Management	8	6	1	8	
0341-Administrative Officer	3	2	2	3	
0342-Support Services Administration	7	1	3	6	
0343-Management and Program Analysis	21	7	3	20	
0344-Management and Program Clerical and Ass	1	1		1	
0391-Telecommunications	2		1	2	
0401-General Natural Resources Management an	49	4	4	23	
0415-Toxicology	3	1	1	3	
0501-Financial Administration and Program	8	3	1	8	
0505-Financial Management	1				
0510-Accounting	3	1	1	3	
0560-Budget Analysis	1		1	1	
0819-Environmental Engineering	132	43	39	127	
0905- Nonsupervisory General Attorney	63	13	10	55	
0950-Paralegal Specialist	5	2	3	5	
0986-Legal Assistance	1		1	1	
1001-General Arts and Information	1	1		1	
1035-Public Affairs	11	3	4	9	
1102-Contracting	7	1	2	5	
1109-Grants Management	10		5	9	
1160-Financial Analysis	1			1	

# of Targeted Positions by Grade												
5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted	Max # of Offers	# to Restructure	# to Eliminate	Comments
6	4	26	70	60	30			196	132	132	0	
	2	8	25	11	3			49	45	45		
1								1	1	1		
			1					1	1	1		
			4	1	1			6	5	5		
	1							1	1	1		
4								4	4	4		
		1						1	1	1		
		1						1	1	1		
		2	2	1				5	5	5		
		1	3					4	4	4		
				1				1	1	1		
		4						4	2	2		
		1	19	8	6			34	29	29		
				30	17			47	4	4		
		5						5	2	2		
1								1	1	1		
			1					1	1	1		
		1	1					2	1	1		

1301-General Physical Science	148	44	22	136	
1306-Health Physics	1	1		1	
1350-Geology	3	1	1	3	
2210-Information Technology Management	9	2	2	8	
EL PASO,TEXAS	6	2	2	6	
1301-General Physical Science	1			1	
0028-Environmental Protection Specialist	1	1		1	
0318-Secretary	1	1		1	
0819-Environmental Engineering	3		2	3	
HOUSTON,TEXAS	41	19	6	40	
0028-Environmental Protection Specialist	1			1	
0343-Management and Program Analysis	1	1		1	
0344-Management and Program Clerical and Ass	1	1		1	
0401-General Natural Resources Management a	3	1	1	3	
0819-Environmental Engineering	4	1		4	
0905- Nonsupervisory General Attorney	1	1		1	
1035-Public Affairs	1	1		1	
1301-General Physical Science	8	3	4	8	
1320-Chemistry	19	10	1	19	
1399-Physical Science Student Trainee	2			1	
NEW ORLEANS,LOUISIANA	1			1	
1301-General Physical Science	1			1	
PAWHUSKA,OKLAHOMA	2	2		2	
0819-Environmental Engineering	2	2		2	
Grand Total	738	227	166	669	

	1	2	14	5	3			25	21	21		
				3				3	2	2		
			1	2				3	3	3		
				1				1	1	1		
			1	1				2	2	2		
1		2	11	4				18	12	12	0	
		1						1	1	1		
1								1	1	1		
		1						1	1	1		
			1					1	1	1		
				1				1	1	1		
			2					2	2	2		
			8	3				11	5	5		
7	4	28	82	66	30			217	147	147	0	

Cell: D8
Comment: Tony:
Our report shows 1 less in this category.

Cell: D19
Comment: Tony:
Our report shows 1 more in this category.

Cell: D26
Comment: Tony:
Our report shows 1 less in this category.

Cell: D36
Comment: Tony:
Our report shows 1 more in this category.

Region 7

COLUMBUS,KANSAS

401-General Natural Resources Management and Biological Sciences

DES MOINES,IOWA

819-Environmental Engineering

FENTON,MISSOURI

1301-General Physical Science

28-Environmental Protection Specialist

KANSAS CITY,KANSAS

1301-General Physical Science

1320-Chemistry

2210-Information Technology Management

28-Environmental Protection Specialist

318-Secretary

343-Management and Program Analysis

401-General Natural Resources Management and Biological Sciences

690-Industrial Hygiene

819-Environmental Engineering

KANSAS CITY,MISSOURI

1301-General Physical Science

343-Management and Program Analysis

819-Environmental Engineering

LENEXA,KANSAS

1035-Public Affairs

1084-Visual Information

1101-General Business and Industry

1102-Contracting

1109-Grants Management

1160-Financial Analysis

1301-General Physical Science

1340-Meteorology

1350-Geology

1410-Librarian

2001-General Supply

2005-Supply Clerical and Technician

201-Human Resources Management

20-Community Planning

				# of Targeted Positions by Grade									
Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions
1	**0**	**0**	**1**										0
1			1					0					0
1	**1**	**0**	**1**										0
1	1		1					1					1
3	**0**	**0**	**3**										0
2			2					0					0
1			1			0							0
52	**12**	**9**	**46**										0
14	3	3	12					5		1			6
17	4	2	16				1	2	1	2			6
1		1	1										0
4	1	1	4				2						2
1													0
1	1		1					1					1
7	1		6					1					1
1	1		1					1					1
6	1	2	5					3					3
6	**1**	**0**	**6**										0
4			4										0
1	1		1					1					1
1			1										0
435	**61**	**101**	**383**										0
11	2	2	10					2		1			3
2		1	2				1						1
2	1		2					1					1
10	1	1	10										0
6	3		6										0
1		1	1					1					1
102	10	21	89					21	4	6			31
1													0
3			2										0
1	1		1			1							1
1			1										0
1	1		1		1								1
4		3	4					2		1			3
2			1										0

Max # of Offers	# to Restructure	# to Eliminate	Comments
			3 RPM positions within 1301 occupational series will be considered safe positions. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.

2210-Information Technology Management
260-Equal Employment Opportunity
28-Environmental Protection Specialist
301-Miscellaneous Administration and Program
306-Government Information Specialist
308-Records Management
318-Secretary
326-Office Automation Clerical and Assistance
340-Program Management
340-Program Management
342-Support Services Administration
343-Management and Program Analysis
401-General Natural Resources Management and Biological Sciences
408-Ecology
415-Toxicology
501-Financial Administration and Program
503-Financial Clerical and Assistance
505-Financial Management
510-Accounting
511-Auditing
560-Budget Analysis
690-Industrial Hygiene
801-General Engineering
808-Architecture
80-Security Administration
819-Environmental Engineering
840-Nuclear Engineering
905-General Attorney
905-General Attorney
950-Paralegal Specialist
NORWOOD,OHIO
560-Budget Analysis
SHALIMAR,FLORIDA
510-Accounting
WEBB CITY,MISSOURI
1301-General Physical Science
Grand Total

* 45 is the maximum amount of offers throughout Region 7

** All positions would be a part of restructuring/reorganizing based on the Division/Occupational Series where the offers

SAFE POSITIONS -- Six positions are identified as safe positions. See comments in occupational series 1301 and 819 abov

9	2		6										0
1			1										0
43	5	13	39				7	7	2	2			18
6	2		6			1				0			1
3	2		3			2							2
2		1	2					1					1
15	1	2	15			3							3
1			1										0
7	1	3	7						1	3			4
5	1	4	5										
2		2	2				1		1				2
29	3	4	27				3	4					7
33	2	1	23					1	1	1			3
3		1	3					1					1
1			1										0
3			2										0
2		1	2		1								1
1		1	1							1			1
4		1	4										0
1		1	1										0
1			1										0
1			1										0
1		1	1										0
1	1		1					1					1
1			1										0
63	14	25	53				1	28	6	4			39
2			2										0
41	8	9	36						10	7			17
1		1	1										
5		1	5				1						1
1	**0**	**1**	**1**										0
1		1	1						1				1
1	**0**	**0**	**1**										0
1			1										0
1	**0**	**1**	**1**										0
1		1	1					1					1
501	**75**	**112**	**443**	0	2	7	17	86	27	29	0	0	168

; are accepted.

e. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.

			1 OSC and 2 RPM (total of 3) positions within 819 occupational series will be considered safe positions. Maximum of 2 RPM/OSC position offers will be approved in total in 1301 and 819.
* 45	** 45	0	

Region 8	Total Non-Term Employees	Retirement Eligible
BUTTE,MONTANA	**1**	**1**
1301-General Physical Science	1	1
DENVER,COLORADO	**486**	**92**
1035-Public Affairs	11	1
1101-General Business and Industry	1	
1102-Contracting	6	
1109-Grants Management	7	1
1160-Financial Analysis	2	
1301-General Physical Science	102	21
1320-Chemistry	2	1
1350-Geology	1	
1530-Statistics	1	
1640-Facility Operations Services	1	
2005-Supply Clerical and Technician	1	
201-Human Resources Management	3	
2210-Information Technology Management	11	2
260-Equal Employment Opportunity	1	
28-Environmental Protection Specialist	117	20
29-Environmental Protection Assistant	1	1
301-Miscellaneous Administration and Program	16	3
306-Government Information Specialist	3	1
308-Records Management	1	
318-Secretary	2	
326-Office Automation Clerical and Assistance	1	1
340-Program Management	4	
343-Management and Program Analysis	19	3
401-General Natural Resources Management and Biological Sciences	9	
403-Microbiology	1	
415-Toxicology	9	3
501-Financial Administration and Program	7	2
503-Financial Clerical and Assistance	2	
510-Accounting	6	1
601-General Health Science	1	
690-Industrial Hygiene	1	
80-Security Administration	2	
819-Environmental Engineering	86	17

		# of Targeted Positions by Grade												
VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers* See Below	# to Restructure	# to Eliminate
	1													
	1													
110	**451**													
1	11													
	1													
3	5													
1	7													
1	2													
19	94						3				3			
	2													
	1													
1	1													
	1													
	1													
1	3													
3	11													
	1													
32	115						14	17			31	4	4	
	1		1								1	1	1	
4	14						2	1			3	1		
1	3													
	1													
	1													
	1													
3	4													
8	19													
1	6													
	1													
	8													
3	7													
1	2													
1	5													
	1													
	1													
1	2													
21	79						5				5	1	1	

Comments
*Supervisory EPS series 0028, total accepted offers: 4 *GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*EPA, series 0029, total accepted offers: 1
*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2

905-General Attorney	43	12
950-Paralegal Specialist	2	1
986-Legal Assistance	1	
#N/A	2	1
GOLDEN,COLORADO	**14**	**3**
1301-General Physical Science	2	1
1320-Chemistry	7	2
2210-Information Technology Management	1	
301-Miscellaneous Administration and Program	1	
401-General Natural Resources Management and Biological Sciences	3	
HELENA,MONTANA	**25**	**2**
1035-Public Affairs	1	
1301-General Physical Science	7	
1315-Hydrology	1	
2210-Information Technology Management	1	
28-Environmental Protection Specialist	5	
301-Miscellaneous Administration and Program	1	
341-Administrative Officer	2	1
401-General Natural Resources Management and Biological Sciences	1	
501-Financial Administration and Program	1	
819-Environmental Engineering	4	
905-General Attorney	1	1
LIBBY,MONTANA	**1**	
819-Environmental Engineering	1	
PIERRE,SOUTH DAKOTA	**1**	
819-Environmental Engineering	1	
Grand Total	**528**	**98**

*Max Number of Offers - Notes:
GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
GS-15 non-supervisory attorneys, series 0905, total accepted offers: 2
Supervisory EPS series 0028, total accepted offers: 4
Administrative Officer, series 0341, total accepted offers: 1
EPA, series 0029, total accepted offers: 1
Grand total, max accepted offers: 8

3	35													
	2													
1	2													
4	**13**													
1	2						1				1			
1	6													
	1													
	1													
2	3													
12	**24**													
	1													
4	7													
	1													
1	1													
4	5						1				1			
1	1							1			1		1	
	2				2						2	1		1
	1													
1	1													
1	3													
	1													
1	**1**													
1	1													
	1													
	1													
127	**491**										48	8	7	1

*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
*Administrative Officer, series 0341, total accepted offers: 1

Region 9	Total Non-Term Employees	Retire Eligible	VERA Eligible (Excludes RE)	VSIP
CARSON CITY,NEVADA	**3**	**1**	**2**	**3**
1301-General Physical Science	2	1	1	2
819-Environmental Engineering	1		1	1
HONOLULU,HAWAII	**7**	**1**	**3**	**7**
1035-Public Affairs	1		1	1
1301-General Physical Science	3	1	1	3
28-Environmental Protection Specialist	2		1	2
401-General Natural Resources Management and Biological Sciences	1			1
LONG BEACH,CALIFORNIA	**2**			**2**
1301-General Physical Science	1			1
819-Environmental Engineering	1			1
LOS ANGELES,CALIFORNIA	**19**	**2**	**3**	**19**
1035-Public Affairs	1			1
1301-General Physical Science	1			1
1810-General Investigating	1			1
2210-Information Technology Management	1		1	1
28-Environmental Protection Specialist	8	1	1	8
318-Secretary	1			1
343-Management and Program Analysis	1		1	1
401-General Natural Resources Management and Biological Sciences	2			2
819-Environmental Engineering	3	1		3
PACIFICA,CALIFORNIA	**1**			**1**
343-Management and Program Analysis	1			1
RICHMOND,CALIFORNIA	**11**	**5**	**2**	**11**
1301-General Physical Science	3	1	1	3
1320-Chemistry	4	2		4
2210-Information Technology Management	1	1		1
401-General Natural Resources Management and Biological Sciences	3	1	1	3
SACRAMENTO,CALIFORNIA	**3**		**1**	**3**
1301-General Physical Science	2		1	2
401-General Natural Resources Management and Biological Sciences	1			1
SAN DIEGO,CALIFORNIA	**8**		**4**	**7**
28-Environmental Protection Specialist	6		2	5
819-Environmental Engineering	2		2	2
SAN FRANCISCO,CALIFORNIA	**677**	**134**	**193**	**619**
1035-Public Affairs	3			3
1035-Supervisory Public Affairs Specialist	2		1	2
1071-Audiovisual Production	1			1
1082-Writing and Editing	2	1	1	2
1101-General Business and Industry	7	1	5	7
1102-Contracting	12	3	1	12

# of Targeted Positions by Grade												
1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate
				1				2	1	1	

Comments
Adjusted count to remove targeted OPA positions
ORA, Office of Public Affairs (supervisory positions only)

1109-Grants Management	13	1	8	12
1301-General Physical Science	70	11	12	55
1301-Environmental Scientist (ENF)	9	2	4	9
1301-Environmental Scientist (EMD)	1		1	1
1320-Chemistry	1		1	1
1370-Cartography	2		1	2
1410-Librarian	1	1		1
150-Geography	1		1	1
1810-General Investigating	1		1	1
18-Safety and Occupational Health Management	1		1	1
201-Human Resources Management	4	3	1	4
2210-Information Technology Management	19	5	11	18
2210-Supv Information Technology Specialist	2	2		2
260-Equal Employment Opportunity	1		1	1
28-Environmental Protection Specialist	170	33	55	161
28-Environmental Protection Specialist (ENF)	31	4	4	31
29-Environmental Protection Assistant (WTR)	3	1	2	3
301-Miscellaneous Administration and Program	5	1	3	5
301-Administrative Specialist (ORA)	1			1
303-Miscellaneous Clerk and Assistant	8	3	2	8
306-Government Information Specialist	1			1
308-Records Management	1		1	1
318-Secretary	6	3	1	6
340-Program Management	7	4	2	7
341-Administrative Officer	6	3	2	6
342-Support Services Administration	1		1	1
343-Management and Program Analysis	11	3	3	11
391-Telecommunications	3	1	1	3
401-General Natural Resources Management and Biological Sciences	33	3	3	24
415-Toxicology	3	1	2	3
501-Financial Administration and Program	2	1	1	2
505-Financial Management	1		1	1
510-Accounting	3	1	1	3
560-Budget Analysis	14	4	2	14
561-Budget Clerical and Assistance	1			1
690-Industrial Hygiene	1	1		1
80-Security Administration	2		1	2
819-Environmental Engineering	76	9	16	63
819-Environmental Engineering (ENF)	10	3	2	10
893-Chemical Engineering	1			
905-General Attorney	16	2	3	9
905-Attorney-Adviser (Excludes Supv Attorney)	52	13	12	52
401-819-1301 On-Scene Coordinator	8	4	4	8
401-819-1301 Remedial Project Manager	48	6	15	48
#N/A	1			
SHIPROCK,NEW MEXICO	**1**			**1**

				2					9	2	2	
				1					1	1	1	
					1				2	1	1	
			1	4	1	1			31	7	7	
	3								3	3	3	
		1							1	1	1	
				2					10	2	2	
					1	1			52	2	2	
				1	1				8	2	2	
				1					48	1	1	

Adjusted Count for SFD OSC 14, OSC 13 & RPM; ENF & EMD
Enforcement Divisoin
EMD, Infrastructure Branch
Adjusted count to remove EMD position
EMD, Infrastructure Services Branch
Adjusted to remove Enforcement Division (ENF) positions
ENF Division. One GS-12 and four GS-13. One non-supervisory GS-14 and one non-supervisory GS-15.
Water Division. One GS-7 and two GS-8 positions.
Adjusted count to remove ORA position
Office of the Regional Administrator, Immediate Office
Adjusted count to remove Air position
Adjusted count for SFD RPM & OSC positions
Adjusted for ENF & SFD RPM & OSC
Enforcement Division
Adjusted to remove non-supervisory Attorney positions
Ofc of Regional Counsel (Excludes Supervisors)
Superfund Division, Emergency Response Section
Superfund Division

401-General Natural Resources Management and Biological Sciences	1			1
STATELINE,NEVADA	**1**	**1**		**1**
819-Environmental Engineering	1	1		1
TUCSON,ARIZONA	**2**	**1**		**2**
28-Environmental Protection Specialist	2	1		2
YREKA,CALIFORNIA	**1**			**1**
28-Environmental Protection Specialist	1			1
Grand Total	**736**	**145**	**208**	**677**

	3	1	1	11	5	2			167	23	23	

Region 10	Series	Div/Off	Branch/ Section	Unit	Total Non-Term Employees	Retire Eligible	VERA Eligible (does not include RE)	VSIP	# of 1-4	5-8	9-11	12
ANCHORAGE,ALASKA					27	3	3	27				
	1301-General Physical Science	Subtotal			5			5	0	0	0	0
	28-Environmental	Subtotal			14	2	1	14				
	340-Program Management	Subtotal			1		1	1				
	343-Management	Subtotal			1	1		1				
	401-General Natural	Subtotal			4		1	4				
	819-Environmental	Subtotal			1			1				
	89-Emergency Management	Subtotal			1			1				
BOISE,IDAHO					20	6	3	19				
	1301-General Physical Science	Subtotal			10	4	1	10				
	28-Environmental	Subtotal			6	1	1	6				
	340-Program Management	Subtotal			1	1		1				
	343-Management	Subtotal			1			1				
	401-General Natural	Subtotal			1							
	819-Environmental	Subtotal			1		1	1				
COEUR D ALENE,IDAH					1		1	1				
	28-Environmental	Subtotal			1		1	1				
EUGENE,OREGON					1	1		1				
	28-Environmental	Subtotal			1	1		1				
JUNEAU,ALASKA					2		1	2				
	1301-General Physical Science	Subtotal			1		1	1				
	28-Environmental	Subtotal			1			1				
					1			1				

Targeted Positions by Grade									
13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
0	0	0	0	0	**0**	**0**	**0**	**0**	

KING,WASHINGTON	306-Government Information Specialist	Subtotal			1			1				
LACEY,WASHINGTON					9	1	4	7				
	1035-Public Affairs	Subtotal			1			1				
	28-Environmental Protection Specialist	Subtotal			6	1	2	4				
	343-Management and Program Analysis	Subtotal			1		1	1				
	401-General Natural Resources Management and	Subtotal			1		1	1				
CHESTER,WASHING					1			1				
	403-Microbiology	Subtotal			1			1				
ORCHARD,WASHING					19	1	3	18				
	1301-General Physical Science	Subtotal			1			1				
	1311-Physical Science Technician	Subtotal			1			1				
	1320-Chemistry	Subtotal			10	1	1	10				
	1640-Facility Operations Services	Subtotal			1							
	28-Environmental Protection Specialist	Subtotal			3		2	3				
	318-Secretary	Subtotal			1			1				
	343-Management and Program Analysis	Subtotal			1			1				
	401-General Natural Resources Management and	Subtotal			1			1				
PORTLAND,OR					22	6	4	22				
	1035-Public Affairs	Subtotal			1	1		1				
	1301-General Physical Science	Subtotal			4	1		4				
	201-Human Resources Management	Subtotal			1			1				
	28-Environmental Protection Specialist	Subtotal			6	3	1	6				
		OWW										
	318-Secretary	Subtotal			1			1				
	340-Program Management	Subtotal			2		2	2				
	343-Management and P	Subtotal			1			1				

	1				1	0.5	0.5		Restructure to GS 14 engineer or scientist. Max of one offer in either Seattle or Portland.

	and Program Analysis											
	401-General Natural Resources Management and	Subtotal			2		1	2				
	408-Ecology	Subtotal			1			1				
	819-Environmental Engineering	Subtotal			2	1		2				
	905-General Attorney	Subtotal			1			1				
RICHLAND,WA					**7**		**3**	**7**				
	1301-General Physical Science	Subtotal			4		2	4				
		ECL		HPO								
	819-Environmental Engineering	Subtotal			3		1	3				
LE HEIGHTS,WASHIN					**1**			**1**				
	819-Environmental Engineering	Subtotal			1			1				
					435	**90**	**102**	**394**				
	1035-Public Affairs	Subtotal			8	2	1	8				
	1109-Grants Management	Subtotal			20	5	5	13				
	1301-General Physical Science	Subtotal			67	12	13	58				
	1306-Health Physics	Subtotal			1			1				
	1315-Hydrology	Subtotal			1	1		1				
	1320-Chemistry	Subtotal			4		1	3				
	1340-Meteorology	Subtotal			1			1				
	201-Human Resources Management	Subtotal			2		1	2				
	2210-Information Technology Management	Subtotal			9	2	2	9				
	260-Equal Employment Opportunity	Subtotal			1	1		1				
	28-Environmental Protection Specialist	Subtotal			146	27	38	134				
		ECL		ABU								
		ECL	EMP	SPAR								
		OCE										

		1			1	1	1		Restructure to lower GS-14.
2					2	2	2		Restructure position to be more technical.
1					1	1	1		Restructure into GS 13 scientific, technical or engineering series.
4					4	2	2		Restructure one EPS 13 to EPS 13 UST nonsupervisory team lead. Restructure one to a GS 12 scientist or engineer.

SEATTLE,WA		OCE										7
		OERA									1	
		OWW										
		OWW										
		OWW										3
		RAD		PACE								3
	29-Environmental Protection Assistant	Subtotal			1	1		1				
		ECL								1		
	301-Miscellaneous Administration and	Subtotal			19	5	1	18				
	303-Miscellaneous Clerk and	Subtotal			2	1		2				
	306-Government Information Specialist	Subtotal			4		2	4				
	308-Records Management	Subtotal			2		2	2				
	318-Secretary	Subtotal			7	4	1	7				
	340-Program Management	Subtotal			6	2	3	6				
	342-Support Services Administration	Subtotal			1							
	343-Management and Program Analysis	Subtotal			11	3	2	11				
	401-General Natural Resources Management and	Subtotal			17	4	3	16				
	408-Ecology	Subtotal			5	1	4	5				
		OERA										
	415-Toxicology	Subtotal			6	2		6				
		OERA										
	482-Fish Biology	Subtotal			1			1				
	501-Financial Administration and Program	Subtotal			2	1		2				
	503-Financial Clerical and Assistance	Subtotal			1	1		1				
		OMP									1	
	510-Accounting	Subtotal			3			3				
	560-Budget Analysis	Subtotal			7	3		6				
	690-Industrial Hygiene	Subtotal			1			1				

					7	2	2		Restructure into GS 12 scientific, technical or engineering series.
					1	1	1		Restructure to focus on information management, FOIA, etc.
	2				2	0.5	0.5		Restructure to GS 14 engineer or scientist. Max of one offer in either Seattle or Portland.
9					9	1	1		Restructure into GS 13 scientific, technical or engineering series.
					3	1	1		Restructure into GS 12 scientific, technical or engineering series.
2					5	3	3		Restructure for efficiencies from combining functions.
					1	1		1	Eliminate position due to changing nature of work.
4					4	1	1		Restructure to GS-12 ecologist
2					2	1	1		Restructure to a different scientific discipline.
					1	1		1	Have eliminated need for current job functions.

	80-Security Administration	Subtotal			2			2				
	819-Environmental Engineering	Subtotal			38	6	14	35				
	89-Emergency Management Specialist	Subtotal			2			2				
	905-General Attorney	Subtotal			35	6	8	30				
	950-Paralegal Specialist	Subtotal			1			1				
	#N/A	Subtotal			1		1	1				
	Grand Total				**546**	**108**	**124**	**501**	0	1	2	13

24	3	1	0	0	44	19	17	2	

Insert Date

MEMORANDUM

SUBJECT: Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP) Application Window February 12, 2014 to March 5, 2014

FROM: Insert Name

Insert Title (Assistant or Regional Administrator)

TO: All Insert Region or AAship EPA Employees

I am reaching out as a reminder to all employees that March 5, 2014 is the deadline for submission of applications for Voluntary Early Retirement (VERA) and Voluntary Separation Incentive Payment (VSIP) through the on-line automated application process available at: [HYPERLINK "http://intranet.epa.gov/rtp/2014buyout/"] Applications submitted after March 5, 2014 but prior to March 12, 2014 will only be accepted on a first come first serve basis. This reminder is a follow-up to the insert Assistant or Regional Administrator's memorandum of <insert date memorandum date> sent by email to all employees and attached for your reference.

In his/her/my memorandum, the Assistant or Regional Administrator offered VERA/VSIP to eligible employees, specified the criteria for eligibility and the "window" for submission of applications from February 12, 2014 to March 5, 2014.

If you are interested and have not yet applied, please submit your application prior to the closing date. If you have questions about the application process or about any other aspect of VERA/VSIP, please contact the Las Vegas Human Resources Shared Service Center; a list of contacts is at: [HYPERLINK "http://intranet.epa.gov/ohr/benefits/benefitscoordinators.htm"]

Insert Date

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities

FROM: Insert Name
Insert Title (Assistant or Regional Administrator)

TO: All Insert Region or AAship Employees

Administrator McCarthy and Deputy Administrator Perciasepe are doing everything possible to ensure that we continue to be a high performing organization. Part of that effort involved working with senior leadership in developing voluntary retirement and separation requests. This decision was not made lightly because we value our dedicated employees and appreciate the work you perform on behalf of the American people.

As you may be aware, the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) have approved our request to offer VSIP (also known as buy-out) and VERA (also known as early-out) opportunities. As our organization implements various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission.

In accordance with statute and regulations, we identified for OPM the specific grades, occupational series, and geographic locations designated for VERA and VSIP, and we have received approval from OPM for the categories identified in Attachment A. The total number of VSIPs offered will be INSERT #. If the number of applications received exceeds the total number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date - EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of applications that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Las Vegas (LV) Human Resources Shared Service Center (HR SSC) can provide you with more information about VSIPs and VERAs, as well as benefits and retirements, and can assist you with retirement annuity estimates. Attachment C provides a list of your LV HR SSC contacts.

If you decide to apply, you should do so early in the application period, which opens on February 12, 2014 and closes at 11:59 p.m. Eastern time on March 5, 2014. Applications submitted

between 12:00 a.m. EST, March 6, 2014 and 11:59 p.m. EST, March 12, 2014, will be accepted on a first come, first service basis if there are not more applications than available VERA/VSIP offers.

Applications will be accepted during this period using the **[HYPERLINK "http://134.67.213.40/EarlyOut2014.nsf/EO2014.xsp"]**. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA or VSIP, you must depart during the separation window which ends on April 4, 2014.

The decision to take advantage of a VERA or VSIP is **entirely voluntary**. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help INSERT NAME OF REGION OR AAship most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

ED_001372_00004241-00002

Attachment A

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

PLEASE INSERT CHART FROM YOUR REGION/AASHIP'S VERA/VSIP PACKAGE THAT CONTAINS THE FOLLOWING AS APPROPRIATE: ORGANIZAITON, TITLE, SERIES, GRADE, GEOGRAPHIC LOCATION, AND MAXIMUM NUMBER OF VSIP OFFERS BY ORGANIZATION/SERIES/GRADE/LOCATION

ED_001372_00004241-00003