	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.

OAR	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	# of Targeted Posit by Grade						
					1-4	5-8	9-11	12	13	14	15
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			3		7		1
318-Secretary	1		1	1		1					
343-Management and Program Analysis	11		1	11			1	5	3		1
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**							

:ions

SES	Other	Total # of Targeted Positions	Max # of Offers estimated	# to Restructure	# to Eliminate	Comments
			5			
		11	2	11		
		1	1		1	
		10	2	10		

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					3	
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		1				
343-Management and Program Analysis	2	1	1	2						
690-Industrial Hygiene	1			1						
819-Environmental Engineering	1			1						

			3			
		3	3	3		
			1			
		1	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			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			1	1	3		3
303-Miscellaneous Clerk and Assistant	1	1		1			1				
318-Secretary	6	1	3	6			1	2			
340-Program Management	6	2	1	5							
341-Administrative Officer	1	1		1			1				
343-Management and Program Analysis	89	20	28	86				1	16	6	1

			1			
		1	1		1	
			10			
		8	2	8		
		1	1		1	
		3	1		3	
		1		1		
		24	5	24		

344-Management and Program Clerical and Assistance	3	2	1	3		2	1				
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**							

		3	1	3		

VERA/VSIP Business Case Checklist

Region or Program Office: **Office of Air and Radiation (OAR)**

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 chart below.

OFFICE/ LOCATION ALL DC UNLESS OTHERWISE INDICATED	SERIES	GRADE(S)	TOTAL TARGETED POSITIONS	MAXIMUM # OF BUYOUTS TO BE OFFERED
OAA/IO	301	11, 12, 13	4	**3**
	303	5	1	
	343	13,14	2	
OAA/OAPPS	301 (NS)	15	2	
	343	12, 13, 14	4	
OAP/IO	318	10	1	**3**
OAP/PMS	343	13,14	6	
OAP/CPPD/ESIB	343	13	1	
OAP/CPPD/ESCIB	343	13	2	
OAP/SPD/SPIB	343	13	1	
OAP/CCD/GGRPB	343	13	2	
ORIA/NCRFO (LAS VEGAS, NV)	303	8	1	**3**

ORIA/NAREL (MONTGOMERY, AL)	318	9	1	
ORIA/IED	344	9	1	
OAQPS/CORE/AAG (RTP, NC)	343	14	1	**3**
OAQPS/PACS (RTP, NC)	343	14	1	
OAQPS/AQAD/AAMG (RTP, NC)	343	14	1	
OTAQ/IO	318	10	1	**8**
OTAQ/IO/COSDC	318	8	1	
	343	13	1	
OTAQ/IO/PPBS	343	13, 14, 15	4	
OTAQ/IO/COSAA (ANN ARBOR, MI)	301	9, 13, 15	3	
	343	12, 13	3	
OTAQ/IO/CSC (ANN ARBOR, MI)	301	13	1	
	343	11, 12, 13	3	
OTAQ/CD/IO (ANN ARBOR, MI/DC)	301 (AA)	13	1	
	341 (DC)	11	1	
	343 (AA)	12	1	
OTAQ/CD/FCCIT	344	88	1	
OTAQ/TATD/IO (ANN ARBOR, MI)	301	13	3	
	318	8	1	
	343	15	1	
OTAQ/TCD/IO (ANN ARBOR, MI/DC)	301(AA)	13	1	
	343 (AA) 343 (DC)	12 13	2 1	
	344	8	1	
OTAQ/TCD/CEMC	301	13	1	
OTAQ/TCD/LFIAC	301	15	1	
OTAQ/ASD (ANN ARBOR, MI)	301	9	2	

ADDITIONAL INFORMATION

How OAR will operate without the eliminated/restructured positions.
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 constitutes 40% of our workforce. We are requesting authority to offer VSIP/VERA in order to reach the goal of 20 voluntary separations. 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 chart above. 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

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	$ 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	$2,120,000	$2,120,000
B. VERA/ VSIP Payout Cost	0	0
C. Leave Payout Cost	0	0
D. Post VERA/VSIP Annual Payroll Cost	0	0
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	$180,000	$180,000
H. Post VERA/VSIP Annual WCF Cost	0	0
I. WCF for # New Hires	$22,500	$45,000

J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$202,500	$225,000
Projected Savings with VERA/VSIP (F + J)	$2,096,625	$1,893,250

A. Assumes annual payroll cost of average salary of eligible positions ($106,000).
E. Assumes hiring 5 GS-12, step 5 positions in Washington, DC. Start date April 2018.
G-I. Assumes $9K WCF per person.

OAR

Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions	5		21				
Restructure or reduce highly graded supervisory and non-supervisory positions	8		3				
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities	29		1				
Consolidate and streamline functions/activities/reduce number of programs							
Total	42	0	25	0	0	0	0

OAR will accept 20 offers from either appropriation

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
					26	0		
					11	0		
					0	0		
					30	0		
					0	0		
0	0	0	0	0	67	20	1.8	

AO

OAR

OARM

OCFO

OCSPP

OECA

OEI

OGC

OIG
OITA
OLEM
ORD

Theme	AO			OAR			OARM	
	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0		0	0		0	0

Appropriation	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
Science and Technology								
Environmental Program and Management								
Inland Oil Spill Programs								
Hazardous Substance Superfund								
Leaking Underground Storage Tanks								
Inspector General								
Hazardous Waste Electronic Manifest System Fund								
Water Infrastructure Finance and Innovation Fund								
Total								

	OCSPP			OECA			OEI			OGC	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
	0	0		0	0		0	0		0	0
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers

	OIG			OITA		
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce
	0	0		0	0	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce

AO

OARM

OCFO

OCSPP

OECA

OEI

OGC

OIG
OITA

OLEM
ORD
OW
Region 2
Region 4
Region 6
Region 8

Region 10

	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
OARM	702	121	164	643
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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
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OCSPP	1147	203	225	876
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REGION 1	568	137	201	521
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REGION 5	1086	258	309	978
REGION 6	748	227	166	669
REGION 7	522	75	112	444
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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 8	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* See Below	# to Restructure	# to Eliminate	Comments
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						3				3				*Supervisory EPS series 0028, total accepted offers: 4 *GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
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						14	17			31	4	4		*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
29-Environmental Protection Assistant	1	1		1		1								1	1	1		*EPA, series 0029, total accepted offers: 1
301-Miscellaneous Administration and Program	16	3	4	14						2	1			3	1			*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
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						5				5	1	1		*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
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						1				1				
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						1				1				
301-Miscellaneous Administration and Program	1		1	1							1			1		1		*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
341-Administrative Officer	2	1		2				2						2	1		1	*Administrative Officer, series 0341, total accepted offers: 1
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**										48	8	7	1	

*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

Region 8 VERA/VSIP Business Case

As of May 1st, 2017 Region 8 employed 525 full-time, permanent employees. Approximately 97 of our employees are retirement eligible and additional 127 employees are eligible for Voluntary Early Retirement Authority. This Voluntary Separation Incentive Payments/Voluntary Early Retirement Act (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:

- 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.

Budget Information

Table A - Direct Costs for VERA/VSIP	
Targeted Positions (See details in Attachment 1)	
Targeted Positions for VSIP X $25,000 (maximum cash buy-out)[1]	$200,000
Annual Leave Buyout for 8 Targeted Positions for VERA, Optional Retirement or Resignation	$175,181[2]
Total Maximum Direct Costs	$375,181

Table B - Estimated Savings for FY 2018 through FY 2020				
	FY 2017 Payroll	Estimated FY 2018 Savings[3]	Estimated FY 2019 Savings	Estimated FY 2020 Savings
A. Total Annual Payroll Costs (before VERA/VSIP)*	$76,360,459	$78,956,715	$80,930,632	$82,953,898
B. Payroll Savings (Payroll for 8 VERA/VSIP targeted positions with 9/30/17 Buyout Date with 0% of year remaining in 2017)[4]	$0	($1,554,474)[5]	($1,593,335)	($1,633,169)
C. Working Capital Fund Savings	$0	($33,088)	($33,915)	($34,763)
D. VSIP Buyout ($25,000 X 8)	$200,000	$0	$0	$0
E. Leave Payout Estimate (presumes 320 hours at GS 14/10 average salary)	$175,181	$0	$0	$0
F. Total Costs (A+B+C+D+E)	$76,735,640	$77,369,153	$79,303,382	$81,285,966
G. Total Projected Savings with VERA/VSIP (A-F)	**($375,181)**	**$1,587,562**	**$1,627,250**	**$1,667,932**

[1] Maximum of 8 positions
[2] Assumes 320 hours of leave at the GS-14 Step 10 level for 8 positions
[3] Payroll costs are assumed to increase 3.4% in FY18 and 2.5% in FY19 and FY20.
[4] Reimbursable and special accounts are excluded.
[5] Savings estimates are based on 8 GS-14 Step 10 positions due to the predominant grade levels of the positions being offered.

	Consolidate Divisions/Branches	Eliminate Positions	Reduce Grades	Reduce Programs
OCSPP	X	X (Admin)		
OITA	X	X (Admin)	X	X
OAR		X (Admin)	X	
OW	X	X (Admin)		
OECA		X	X	X
OCFO		X		
AO		X	X	
OLEM	X		X	
ORD	X		X	
OARM	X		X	
OEI		X	X	
OGC		X		
Reg 9		X	X	

	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										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
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	Series	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				**1**			**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	2210-Information Technology Management	Total		1			1	0	0	0	0	0	0	0	0	0	0	0	0	0	
BOSTON,MASSACHUSETTS				**1**			**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	2210-Information Technology Management	Total		1			1	0	0	0	0	0	0	0	0	0	0	0	0	0	
CINCINNATI,OHIO				**1**	**1**		**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	343-Management and Program Analysis	Total		1	1		1	0	0	0	0	0	0	0	0	0	0	0	0	0	
DENVER,COLORADO				**1**		**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	2210-Information Technology Management	Total		1		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
DURHAM,NORTH CAROLINA				**63**	**17**	**13**	**57**	**0**	**0**	**0**	**0**	**7**	**7**	**7**	**0**	**0**	**21**	**0**	**21**	**0**	**See footnote below**
	1101-General Business and Industry	Total		1			1	0	0	0	0	0	1	0	0	0	1	0	1	0	
		OITO	SBMD	1			1						1				1		1		
	1301-General Physical Science	Total		1	1		1	0	0	0	0	1	0	0	0	0	1	0	1	0	
		OEIP	EQMD	1	1							1					1		1		
	2210-Information Technology Management	Total		48	11	10	41	0	0	0	0	2	3	4	0	0	9	0	9	0	Excludes INFOSEC/Security positions
		OIM		3	1	1	3					1	1	1			3		3		
		ODSTA		7	4	2	7					1	2	3			6		6		
	301-Miscellaneous Administration and Program	Total		2			2	0	0	0	0	1	1	0	0	0	2	0	2	0	
		OEIP	FLAD	1			1					1					1		1		
		OIM		1			1						1				1		1		
	340-Program Management	Total		1	1		1	0	0	0	0	0	0	0	0	0	0	0	0	0	
	343-Management and Program Analysis	Total		8	2	3	8	0	0	0	0	3	1	2	0	0	6	0	6	0	
		OBOS		1		1	1					1					1		1		
		OISP		1		1	1					1					1		1		
		OIM		1		1	1							1			1		1		
		OEIP	FLAD	1	1		1							1			1		1		
		OITO	SBMD	3	1		3					1	1				2		2		
	501-Financial Administration and Program	Total		1	1		1	0	0	0	0	0	0	1	0	0	1	0	1	0	
		OITO	SBMD	1	1		1							1			1		1		
	510-Accounting	Total		1	1		1	0	0	0	0	0	1	0	0	0	1	0	1	0	
		OITO	SBMD	1	1		1						1				1		1		
LAS VEGAS,NEVADA				**1**	**1**		**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	2210-Information Technology Management	Total		1	1		1	0	0	0	0	0	0	0	0	0	0	0	0	0	
NEW YORK, NEW YORK				**1**			**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	2210-Information Technology Management	Total		1			1	0	0	0	0	0	0	0	0	0	0	0	0	0	
PHILADELPHIA,PENNSYLVANIA				**1**				**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	2210-Information Technology Management	Total		1				0	0	0	0	0	0	0	0	0	0	0	0	0	
SEATTLE,WASHINGTON				**2**			**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
	2210-Information Technology Management	Total		2			2	0	0	0	0	0	0	0	0	0	0	0	0	0	
WASHINGTON,DC				**271**	**55**	**65**	**249**	**0**	**0**	**0**	**0**	**80**	**41**	**38**	**0**	**0**	**159**	**0**	**159**	**0**	**See footnote below**
	1035-Public Affairs	Total		1				0	0	0	0	0	0	0	0	0	0	0	0	0	
	1101-General Business and Industry	Total		3			3	0	0	0	0	1	1	0	0	0	2	0	2	0	
		OIM		1			1					1					1		1		
		OITO	SBMD	1			1						1				1		1		
	1301-General Physical Science	Total		1	1		1	0	0	0	0	1	0	0	0	0	1	0	1	0	
		OEIP	EQMD	1	1		1					1					1		1		
	1529-Mathematical Statistics	Total		1	1		1	0	0	0	0	0	1	0	0	0	1	0	1	0	
		OEIP	EQMD	1	1		1						1				1		1		
	2210-Information Technology Management	Total		93	17	16	87	0	0	0	0	18	10	8	0	0	36	0	36	0	Excludes INFOSEC/Security positions
		OIM		16	6	4	15					3	7	4			14		14		
		OISP		11	2	1	10					4		1			5		5		
		ODSTA		7		2	7					4	2	1			7		7		
		OCAPPM		6		1	6					5		1			6		6		
		OITO	IO	2			2						1	1			2		2		
		OEIP	FLAD	1		1	1					1					1		1		
		OEIP	EQMD	1			1					1					1		1		
	28-Environmental Protection Specialist	Total		14	3	2	14	0	0	0	0	7	2	5	0	0	14	0	14	0	
		OBOS		1			1						1				1		1		
		OIM		7	1	1	7					5		3			8		8		
		OEIP	FLAD	1	1		1						1				1		1		
		OEIP	EQMD	3	1		3					2		2			4		4		
	301-Miscellaneous Administration and Program	Total		19	2	5	17	0	0	0	0	7	6	2	0	0	15	0	15	0	
		OBOS		4		2	4					2	1				3		3		

		OIM		8	2	1	8					2	3	2			7		7		
		OCAPPM		2		1	2					2	1				3		3		
		OEIP	ERMD	1			1					1					1		1		
		OEIP	EQMD	1			1						1				1		1		
	306-Government Information Specialist	Total		7	4	2	7	0	0	0	0	4	0	2	0	0	6	0	6	0	
		OISP		1	1		1							1			1		1		
		OEIP	FLAD	5	3	2	5					4		1			5		5		
	308-Records Management	Total		4	1	1	4	0	0	0	0	1	1	1	0	0	3	0	3	0	
		OEIP	ERMD	4	1	1	4					1	1	1			3		3		
	318-Secretary	Total		2		1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
	335-Computer Clerk and Assistant	Total		1				0	0	0	0	0	0	0	0	0	0	0	0	0	
	340-Program Management	Total		7	2	1	6	0	0	0	0	0	0	0	0	0	0	0	0	0	
	341-Administrative Officer	Total		1			1	0	0	0	0	0	0	0	0	0	0	0	0	0	
	343-Management and Program Analysis	Total		105	22	33	99	0	0	0	0	36	18	16	0	0	70	0	70	0	
		OBOS		17	4	6	15					9	1	2			12		12		
		OIM		24	3	8	22					8	4	4			16		16		
		OISP		3		1	3					3					3		3		
		ODSTA		9	2	4	8						4	3			7		7		
		OCAPPM		21	6	4	21					9	4	4			17		17		
		OEIP	IO	4	2	1	4					1	1	1			3		3		
		OEIP	FLAD	1			1					1					1		1		
		OEIP	ERMD	3			2							1			1		1		
		OITO	IO	2	1	1	2							1			1		1		
		OITO	SBMD	10	3	4	10					5	4				9		9		
	399-Administration and Office Support Student Trainee	Total		1			1	0	0	0	0	0	0	0	0	0	0	0	0	0	
	501-Financial Administration and Program	Total		1	1		1	0	0	0	0	0	0	1	0	0	1	0	1	0	
		OITO	SBMD	1	1		1							1			1		1		
	510-Accounting	Total		3	1	1	3	0	0	0	0	1	1	1	0	0	3	0	3	0	
		OITO	SBMD	3	1	1	3					1	1	1			3		3		
	560-Budget Analysis	Total		6		3	6	0	0	0	0	3	1	2	0	0	6	0	6	0	
		OBOS		3		2	3					2		1			3		3		
		OCAPPM		1			1					1					1		1		
		OEIP	IO	1		1	1							1			1		1		
		OITO	SBMD	1			1						1				1		1		
	905-General Attorney	Total		1			1	0	0	0	0	1	0	0	0	0	1	0	1	0	
		OBOS		1			1					1					1		1		
	Grand Total			**343**	**74**	**79**	**314**	**0**	**0**	**0**	**0**	**87**	**48**	**45**	**0**	**0**	**180**	**30**	**180**	**0**	

*Max offers will be determined by office. See the OEI Business Case for more detail. In total, OEI will offer no more than 30 VERA/VSIPs.
**All positions will be restructured to either consolidate functions, lower grade levels, or better align with OEI's mission and/or business needs.

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

Office of Environmental Information (OEI)
VERA/VSIP Business Case

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 in order 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.

VSIP-Specific Information

We plan to offer VSIP/VERA to the following categories of non-supervisory employees at the GS-13 through GS-15 levels in specified organizations: GS-0028 Environmental Protection Specialist, GS-0301 Miscellaneous Administration/Program Management, GS-0306 Government Information Specialist, GS-0308 Records and Information Management Specialist, GS-0343 Program/Management Analyst, GS-0501 Financial Management Analyst, GS-0510 Accountant, GS-0560 Budget Analyst, GS-0905 Attorney Advisor, GS-1101 Contract Support Analyst, GS-1301 Physical Scientist, GS-1529 Mathematical Statistician, and GS-2210 IT Specialist. 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.

OEI will prioritize VERA/VSIP offers by highest grade levels—prioritizing GS-15s first, then GS-14s, and lastly GS-13 employees. 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**
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. 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 (8), 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	
Max. Buyout Amount: 30 Targeted Positions for VSIP × $25,000	$ 750,000
Annual Leave Pay Out: Hourly rate based on the average grade and step (14/5) of the targeted pool $60.83 × 240 Hours × 30 Targeted Positions	$ 437,976
Total Maximum Direct Costs	$ 1,187,976

Table B – Estimated Savings or FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost (Appropriated and WCF; assuming 2% increase each year)	$58,118,909.46	$59,281,287.65
B. VERA/ VSIP Payout Cost	$750,000	
C. Leave Payout Cost	$437,976	
D. Post VERA/VSIP Annual Payroll Cost	$54,310,169	$55,472,548
E. Payroll for 30 New Hires	$573,179.00	$650,296.00
F. Payroll Savings for 30 VERA/VSIP Targeted Positions (F = A – B – C – D – E)	$2,047,585.00	$3,158,444.00
G. Pre-VERA/VSIP Annual WCF Cost	$2,886,314.64	$2,886,314.64
H. Post VERA/VSIP Annual WCF Cost (30 departures)	$2,612,246.70	$2,612,246.70
I. WCF for 30 New Hires	$274,067.94	$274,067.94
J. WCF Savings for 30 VERA/VSIP Targeted Positions (J = G – H – I)	$0	$0

Projected Savings with VERA/VSIP (F + J)	$2,047,585.00	$3,158,444.00

Attachments
Attachment 1 – Targeted Positions Template
Attachment 2 – Current and Proposed Organization Charts

Guiding Questions for Workforce Planning

Key Priorities, Initiatives and Other Drivers

A. What is/are the applicable Administrator's priority/ies and business processes for my organization?

B. Are there other new initiatives or programs to consider or older existing programs that have less relevance that will affect your workforce?

C. Is there current/pending legislation or regulations that may place increased or decreased demand on your workforce?

D. What scientific or technical advances influence your work and how can they be used to enhance or streamline your efforts?

E. What significant demographic issues (internal or external) will affect the demand on your organization's workforce (e.g., the Agency's significant retirement eligibleaging workforce, competition for top notch talent especially in cutting edge areas)?

F. Does my organization need to undergo structural change so that the workforce can most effectively meet its mission?

G. Are the current business processes and organizational structures sufficient for carrying out the key priorities?

H. How do A-G above affect my program/regional office?

Positions - Identification of Key Functions and Skill Sets

A. Which skills do we have and which do we need?

- What skill sets are needed?
  - Specifically what do we need more of (GS series, grade)?
  - Which occupations will be affected by scientific and technological advancements?
  - What opportunities exist for retraining?

- What is being done to achieve efficiencies and become more streamlined that will result in a need for different skill sets?
  - How will technology be used to enhance services provided and create efficiencies for employees?

- What new functions/skills are needed?
  - Specifically, what work do we want to do that is new/different we can't currently do or that reflects a change in mission priorities or requirements?

- What current functions are no longer needed?
    - Specifically, what work do we no longer need to do (or need to do less of) given changing gAgency priorities or changing business practices?

- 5 Budget Submission guides realignment (?? Keep in??)

Commented [HL1]: What?

- What skill sets are no longer needed or can be reduced?
    - How will work be redefined to address priorities?
    - Specifically, what can we decide to scale back?

Technical Criteria for VERA/VSIP

1. Where are we now?
2. Where do we want to be? What are our specific mission needs? What has changed/is changing? What processes can/must we do differently?
3. How will VERA/VSIP assist us in getting where we want to be/in reaching our specific goal(s)? (For example, a goal could be a voluntary reduction of employees in positions with obsolete skills and the establishment of new positions with different skills to assist in accomplishing the mission.)
4. How many positions are we targeting?
5. What are the targeted positions? (title, series, grade, locations)
6. Why are these positions being targeted (too many of these type of positions, need different skill sets, competency gaps, etc.)
7. How many rehires would we like to make? What types of positions (titles, series, grade levels, career ladders) are needed?
8. How long are do we want the authority (the ending date of the authority)?
9. When is the last date that employees must be off the rolls (cannot be beyond the ending date of the authority)?
10. What is the maximum number of offers (approvals)?
11. How are we going to decide who receives an offer/approval?

VERA/VSIP: Questions to ask yourself?

Where are we now?
Where do we want to be? What are our specific mission needs? What has changed/is changing?
What processes can/must we do differently?
How will VERA/VSIP assist us in getting where we want to be/in reaching our specific goal(s)?
For example, a goal could be a voluntary reduction of employees in positions with obsolete skills and the establishment of new positions with different skills to assist in accomplishing the mission.
How many positions are we targeting?
What are the targeted positions? (title, series, grade, locations)
Why are these positions being targeted (too many of these type of positions, need different skill sets, competency gaps, etc.)
How many rehires would we like to make? What types of positions (titles, series, grade levels, career ladders) are needed?
How long are do we want the authority (the ending date of the authority)?
When is the last date that employees must be off the roles (cannot be beyond the ending date of the authority)?
What is the maximum number of offers (approvals)?
How are we going to decide who receives an offer/approval?

Commented [HL2]: Isn't this redundant?

Region 7

Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions			62	17			22
Restructure to focus on core business functions (administrative support)			11	6			
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	73	23	0	0	22

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
					0	0	
			3	1	3	1	
3			59	12	143	32	
			13	6	24	12	
					0	0	
					0	0	
3	0	0	75	19	170	45	9%

Comments
Estimated approximately 10% of the remaining targeted positions after primary theme (row 7)
R7 Primary Theme - Very Accurate Estimate of targeted positions.
Estimated approximately 90% of the remaining targeted positions after primary theme (row 7)
Across Multiple Appropriations involves 70%'B' 30%'T' for R7

AO

OAR

OARM

OCFO

OCSPP

OECA

OEI

OGC

OIG
OITA
OLEM
ORD

Theme	AO			OAR			OARM	
	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0		0	0		0	0

Appropriation	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
Science and Technology								
Environmental Program and Management								
Inland Oil Spill Programs								
Hazardous Substance Superfund								
Leaking Underground Storage Tanks								
Inspector General								
Hazardous Waste Electronic Manifest System Fund								
Water Infrastructure Finance and Innovation Fund								
Total								

	OCSPP			OECA			OEI			OGC	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
	0	0		0	0		0	0		0	0
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers

	OIG			OITA		
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce
	0	0		0	0	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce

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Region 10

VERA/VSIP Business Case Summary: REGION 1

Region 1 is requesting approval authority for the use of Voluntary Early Retirement Authority (VERA/Early-Out) and Voluntary Separation Incentive Payments (VSIP/Buy-Out), 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 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. Table 1 reflects the number of offers limited to each Office, Branch, Section or Unit, and eligible Occupational Titles, Series and Grade levels.

Table 1. Administrative and Support, Maximum of 5 VERA/VSIP Offers

# VERA VSIP Offers	Limited to Division	Limited to Branch/Section/Unit	Occupational Title(s), Series and Grade All Positions Non-Supervisory, Unless Otherwise Stated.
1	ORA	Office of Public Affairs	Information Specialist, GS-0304-07
1	OSRR	All OSRR	Management and Program Clerical Assistance, GS-0344-08; Administrative Support Assistant GS-0303-7/8; and Environmental Protection Assistant, GS-0029-07/08
1	OEP	All OEP	Environmental Protection Assistant, GS-0029-08
1	OARM	Comptroller's Office	Accounting Technician, GS-0525-09
1	OARM	Customer Service and Facilities	Miscellaneous Clerk and Assistant, GS-0303-04

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

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. Table 2 reflects the number of offers limited to each Office, Branch, Section or Unit, and eligible Occupational Titles, Series and Grade levels.

Table 2. Reduce and Restructure Highly Graded Positions, Maximum of 12 VERA/VSIP Offers			
# V/V Offers	Limited to Division	Limited to Branch/Section/Unit	Occupational Title(s), Series and Grade All Positions Non-Supervisory, Unless Otherwise Stated.
1	OEME	N/A	Chemist, GS-1320-13
1	OEME	N/A	Physical Environmental Scientist, GS-1301-13
1	OEME	N/A	Physical Environmental Scientist, GS-1301-15
1	ORA	Office of Regional Administrator	Physical Scientist, GS-1301-15
1	OSRR	Technical and Enforcement Support Section	General Investigation, GS-1810-13
1	OEP	N/A	*Supervisory* Environmental Protection Specialist, GS-0028-14
1	OEP	Water Permits Branch	Environmental Protection Specialist, GS-0028-12
2	OARM	Information Technology, all Sections	Information Technology Specialist, GS-2210-14
1	OARM	Information Technology, all Sections	Information Technology Specialist (excludes Security), GS-2210-13
1	ORC	N/A	Environmental Protection Specialist, GS-0028-14
1	ORA	Office of Civil Rights and Urban Affairs	Attorney, GS-0905-15

Restructure Positions to Focus on Core Business Functions and Technical and Programmatic Priorities: Region 1 plans to restructure some technical, scientific, and programmatic positions, to better align with current programmatic priorities. For our technical positions, shifts in priorities often require a different skill set or expertise, which are better suited under a different classification of job series and/or grade level. This is applicable to our technical, policy, and/or experts in our wetlands, air, grants management programs, as well as some of our positions in remediation and restoration. Region 1 plans to restructure two Remedial Project Manager (RPMs) positions to reflect the national standard of classification, as either an engineer or a life/physical scientist. In our enforcement program, Region 1 plans to diversify the workload to provide an increased focus on legal areas not delegated or covered by state agencies, and restructure attorney positions to reflect different areas of expertise. Similarly, our technical enforcement program and assistance and pollution prevention program are working to improve

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

the coordination of extramural resource management functions and integrated compliance strategies, which will result in restructuring a small number of technical positions to a lower grade level. Two positions will be restructured to realign core business needs within our Comptroller's and Facilities units.

Region 1 will offer a maximum of 19 VERA/VSIP opportunities to 76 individuals/positions in the Boston, Massachusetts location. Table 3 reflects the number of offers limited to each Office, Branch, Section or Unit, and eligible Occupational Titles, Series and Grade levels.

Table 3. Restructure Positions to Focus on Technical and Programmatic Priorities and Core Business Functions, Maximum of 19 VERA/VSIP Offers			
# V/V Offers	Limited to Division	Limited to Branch/Section/Unit	Occupational Title(s) All Positions Non-Supervisory, Unless Otherwise Stated.
2	OES	A&P2 Branch	Environmental Engineer GS-0819-13; and Environmental Protection Specialist GS-0028-13
2	OES	Legal Enforcement Branch: *Superfund Legal and Regulatory Legal*	General Attorney, GS-0905-15
1	OES	Technical Enforcement Branch	Environmental Engineer, GS-0819-14; and Environmental Protection Specialist, GS-0028-14
2	OES	Technical Enforcement Branch	Environmental Engineer, GS-0819-13; Physical Scientist, GS-1301-13; Life Scientists, GS-0401-13; and Environmental Protection Specialist, GS-0028-13
1	OES	Technical Enforcement Branch	Environmental Engineer GS-0819-12; Physical Scientist GS-1301-12; Life Scientists, GS-0401-12; and Environmental Protection Specialist, GS-0028-12
1	OSRR	Technical and Support Branch: *Technical and Enforcement Support Section Only*	Environmental Protection Specialist, GS-0028-13
2	OSRR	Remediation & Restoration 1 Branch	Environmental Protection Specialist (RPM), GS-0028-13
2	OSRR	Remediation and Restoration 2 Branch: *Brownfields, RCRA Corrective Action, RCRA Waste Management Section Only*	Environmental Engineer, GS-0819-13; Physical Scientist, GS-1301-13
1	OSRR	Technical and Support Branch: *Technical and Enforcement Support Section Only*	Environmental Engineer, GS-0819-13
1	OEP	Grants, Tribal & Municipal Assistance Branch	Administrative and Program Management, GS-0301-13
1	OEP	Air Programs Branch: *Air Permits, Toxics and Indoor Programs Only*	Physical Scientist, GS-1301-13
1	OEP	Wetlands, Water Quality and Information Management Branch: *Wetlands Protection Section Only*	Natural Resources Mgmt & Biologist, GS-0401-13
1	OARM	Comptroller's Office	Financial Administration and Program Management, GS-0501-12
1	OARM	Customer Service and Facilities	Support Services Administration, GS-0342-12

Region 1 does not anticipate any involuntary adverse actions as a result of not offering a VERA/VSIP opportunity. Management may need to make direct reassignments to cover critical positions, as well as consider details and temporary promotions in rare instances. We do not anticipate a reorganization beyond the unit level, following the implementation of the VERA/VSIP proposal. Therefore, we are

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

providing one divisional level organizational chart.

Region 1 anticipates personnel actions as a result of the VERA/VSIP proposal, should it fully be executed, may include details, reassignments, a few merit promotions, and should we have a critical need that does not exist within the Region/Agency, external hires at the entry level wherever feasible. The primary goals for the VERA/VSIP, should we have full participation of 36 offers, will enable the Region to reset how we deploy non-supervisory GS-14/15 positions, and begin to rebalance grade distribution among GS-13 and GS-12 positions. Both grade reduction efforts will be complemented by the use of standardized Position Descriptions for technical positions, and will enable us to retire some occupational series we no longer need.

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	
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 240 x # of Targeted Positions}	$ 665,219
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	93,872,740 *	96,233,640
B. VERA/ VSIP Payout Cost	900,000	
C. Leave Payout Cost	665,219**	
D. Post VERA/VSIP Annual Payroll Cost	88,301,517***	90,662,416
E. Payroll for # New Hires	0	0
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	4,150,004	5,571,223
G. Pre-VERA/VSIP Annual WCF Cost	2,774,000	
H. Post VERA/VSIP Annual WCF Cost	2,630,000	
I. WCF for # New Hires	0	
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	144,000****	
Projected Savings with VERA/VSIP (F + J)	4,150,004	5,571,223

*This is the Annual Payroll Cost per Bas v. 1 for Region 1 multiplied by 1.5% for WIGIs, Promotions & 1.9% COLA for FY2018 and 1.5% WIGIs, Promotions and 1% COLA for FY 2019
** 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
*** Assumed the Step 10 for each grade level targeted

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

****Annual WCF costs $ 4,000 per position

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

	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										Max # of Offers	# to Restructure	# to Eliminate	Comments
					1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions				
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: 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														
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**														
0344-Management and Program Clerical Assistance; 0303-Administrative Support Assistant and 0029-Environmental Protection Assistant, Grades GS-7/8						3								3	1		1	Eliminate 1 GS-0029-08 or GS-0344-07 (OSRR). 1 V/V offer limited to GS-0344/0303/0029-7/8, to all OSRR employees.
0819-Environmental Engineer; and 0028-Environmental Protection Specialist, Grades GS-13									7					7	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 Branch only.
0819-Environmental Engineer; and 0028-Environmental Protection Specialist, Grades GS-14										4				4	1	1		Restructure 1 GS-0819/0028-13 (OES). 1 V/V offer limited to GS-0819/0028-14, Technical Enforcement Branch.
0819-Environmental Engineer; 0028-Environmental Protection Specialist; 1301-Physical Scientist; and 0401-Life/Biological Scientis, Grades GS-13									22					22	2	2		Restructure 2 GS-12 0819/1301/0401/0028 (OES). - 2 V/V offers limited GS-12's in four series: 0819/1301/0401/0028, in Technical Enforcement Branch.
0819-Environmental Engineer; 0028-Environmental Protection Specialist; 1301-Physical Scientist; and 0401-Life/Biological Scientist, Grades GS-12								6						6	1		1	Eliminate 1 GS-12 0819/1301/0401/0028 (OES). 1 V/V offer limited GS- 12's in four series: 0819/1301/0401/0028, Technical Enforcement Branch.

0819-Environmental Engineer; 1301-Physical Scientist, Grades GS-13									19					19	2	2		Restructure 2 GS-0819/1301-12 (OSRR). 2 V/V offers limited GS-0819/1301-13, to Remediation and Restoration Branch 2 - Brownfields, RCRA Corrective Action, RCRA Waste Management Sections Only.
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		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.
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					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	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)
260-Equal Employment Opportunity	1			1														
28-Environmental Protection Specialist	85	22	39	84				1	2	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.
0028-Environmental Protection Specialist (RPM)									2					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.
0028-Supervisory Environmental Protection Specialist										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.
29-Environmental Protection Assistant	8	2	5	8		3								3	1		1	Eliminate 1 GS-0029-08, (OEP). 1 V/V offer limited to GS-0029-08, to all OEP employees.

301-Miscellaneous Administration and Program	9	2	3	9					1					1	1	1		Restructure 1 GS-0028-12 (OEP). 1 V/V offer limited to GS-0301-13, Grants, Tribal & Municipal Assistance Branch.
303-Miscellaneous Clerk and Assistant	2	1		2	1									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								1	1		1	Eliminate 1 GS-0304-07 (ORA). 1 V/V offer limited GS-0304-07, Public Affairs Unit.
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						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.
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					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.
499-Biological Science Student Trainee	9			2														
501-Financial Administration and Program	9		3	8				2						2	1	1		Restructure 1 GS-0501-11 (OARM). 1 V/V offer limited GS-0501-12 in Comptrollers Office.
510-Accounting	3		1	3														

525-Accounting Technician	1		1	1			1							1	1		1	Eliminate 1 GS-0525-09 (OARM). 1 V/V offer limited to GS-0525-09 in Comptrollers Office.
560-Budget Analysis	4	2	2	4														
80-Security Administration	1			1														
819-Environmental Engineering	121	29	56	116					1					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 Enforcment Support Section only.
899-Engineering and Architecture Student Trainee	2																	
905-General Attorney	54	17	17	53							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		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
1320-Chemistry	16	5	6	14					9					9	1	1		Restructure 1 GS-1320-12 (OEME). 1 V/V offer limited to all OEME GS-1320-13 employees.
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	10	10	0		112	36	25	11	

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

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20														
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DRAFT

FY 2017 Region 9 Employee Survey for Early Outs, Buyouts Interest

Survey Introduction/Instructions

*The Agency may request approval from the Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) to offer **early outs** under the Voluntary Early Retirement Authority (VERA) and **buyouts** under the Voluntary Separation Incentive Payments (VSIP) provisions. If approved, employees will be required to separate from EPA no later than September 30, 2017.*

As part of our planning process, we are conducting a survey to determine if Region 9 employees may be interested in this opportunity. The VERA/VSIP request must include a list of eligible positions by organization, position title, grade level, and duty location. This suvey gathers position information. ***You will not be asked to personally identify yourself.***

Eligibility:

- ***Voluntary Early Retirement Authority (VERA)*** *is commonly referred to as an "Early Out". VERA allows employees to voluntarily retire early with an immediate annuity, if they meet the following eligibility requirements:*
    - *Permanent employee in an eligible position, job series, grade level and duty location; and*
    - *Age 50 with 20+ years of service OR <u>any age</u> with 25+ years of service*

- ***Voluntary Separation Incentive Payment (VSIP)*** *is commonly referred to as a "Buyout". VSIP allows agencies to offer a lump-sum payment (up to the $25,000) as an incentive to voluntarily separate by regular/optional retirement, voluntary early retirement (VERA), or resignation, if they meet the following eligibility requirements:*
    - *Permanent employee in an eligible position, job series, grade level, and duty location; and*
    - *3+ continuous years of federal employment*

Only permanent EPA Region 9 Federal employees may complete this survey. The survey may be completed only once. Responses to the survey will not be captured unless all mandatory questions are answered.

**1. Are you a permaent EPA Region 9 federal employee?*
[ ] Yes [ ] No
If response to question #1 is no, send: I'm sorry, only permanent EPA R9 federal employees may complete this survey; and discontinue survey.

**2. If offered an early out, buyout with a separation date no later than September 30, 2017, would you be interested?*
[ ] Yes [ ] Not Interested
If response to question #2 is not interested, send: Your "not interested" response has been recorded. Thank you for completing this survey; and discontinue survey.

**3. What is your official permanent home organization? (choose one)*
(drop down box: AIR, ENF, EMD, LND, ORA/OPA, ORC, WTR, SFD)

**3. What is your official permanent position title? (This information is available in your electronic Official Personnel File or you may ask your supervisor, division administrative officer, or the Human Capital & Planning Office, ext. 2-3817).*

Text box

**4. What is your permanent grade level? (choose one)*
(drop down box: GS-7, GS-8, GS-9, GS-10, GS-11, GS-12, GS-13, GS-14, GS-15, SES)

**5. Are you currently a permanent supervisor/manager? (choose one)*
(drop down box (yes, no)

**6. What is your official duty station? (provide city, state)*

text box (30-character limit)

**7. Should you apply to leave no later than September 30, 2017, will you separate by:*
[ ] Regular Retirement [ ] Early Retirement [ ] Resignation (not eligible for early retirement)

9. Comments (optional, 150-character limit)

Text Box

Thank you for completing this survey.

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget approved EPA's request to offer Voluntary Separation Incentive Payments (buy-outs) and Voluntary Early Retirement Authority (early-outs).

This effort largely mirrors ~~a~~ similar VERA/VSIP activities EPA administered 4 years ago to reach new efficiencies and to comply with fiscal sequestration demands required by Congress when EPA reduced its FTE ceiling to approximately 15,000. At that time, two rounds of VERA/VSIP were conducted. Two common rationales/themes were identified by a majority of the offices to support streamlining of the workforce: Reduce and Restructure Administrative Support Positions and Rebalance Grade Structure (reduce the number of positions at senior grade levels in areas where higher level expertise was no longer needed). Other themes included reducing generalized programmatic positions and decreasing the number of supervisory positions. These changes created opportunities for offices to bring in the skill sets necessary for meeting evolving mission needs and adjust supervisory ratios that were in many cases quite low. All of these themes are represented in our current VERA/VSIP effort.

To date, ~~A~~acting assistant administrators of the program offices and acting regional administrators have all contributed to identify positions and the number of positions which can be restructured to gain efficiencies or abolished if the skillset is no longer needed. The themes in the 2017 Agency's business case include:

- ~~delayering to increase staff to~~reducing the number of supervisors ~~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 and activities~~/activities and/or reducing the number of programs~~.

Positions targeted include Management and Program Analysts, Environmental Protection Specialists, Attorneys, Physical Scientists and Environmental Engineers. The maximum number of offers we would accept is 1227, or 8% of the current workforce. Offices with the highest percentage of maximum offers include: Region 6, Region 3, OLEM, AO and OARM. Examples of the reshaping options offices are attempting include the following:
- OCFO will eliminate some clerk, secretary and technician positions where the skills are no longer needed.
- a region will reduce the number of higher graded non-supervisory environmental protection specialists
- OECA will reduce and reshape positions across all of its job series except for criminal investigators (e.g., chemists, environmental protection specialists, legal assistants, budget analysts, environmental engineers) to establish a more efficient and effective Federal enforcement and compliance program aligned with Agency priorities.

The application period opened on July 13, 2017 and closes at 11:59 p.m. EST on July 26, 2017. Approvals of applications submitted during this window will be accepted on a first come, first served basis. Should the number of applications exceed the maximum number of offers designated by an office, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) 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.

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The decision to take advantage of a VERA/VSIP is entirely voluntary. Personnel taking a VERA/VSIP must leave the EPA by September 2, 2017.

As of July ~~17~~18, 2017, EPA received ~~377~~ 398 applications. In previous~~past~~ years VERA/VSIP actions~~programs~~, the Agency acceptance rate was approximately 33% of the maximum number of offers allowed (1227 in this case with approximately 405 accepting the offer).

For FY17, EPA has a workforce of 15,031. Under this reduction, which estimates a 400 position elimination and a continued hiring freeze with resulting attrition, EPA may drop to a workforce of 13,300. EPA last employed a similar number of FTEs, 13,442, in FY 1987.

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VERA/VSIP Office Impacts
[EMBED Excel.Sheet.12]

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[EMBED Excel.Sheet.12]

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VERA/VSIP Office Impacts
[EMBED Excel.Sheet.12]

VERA/VSIP Checklist

Commented [HD1]: Need to add costing info. specifics.

Region or Program Office: _____

Business Case

A brief, ~~two one~~-page summary that describes the circumstances leading to the request (e.g., change in Administrator priorities, de-emphasis of specific programs). ~~and explain why the region/program believes that VERA and VSIP are the appropriate tools for making the required adjustments to the workforce.~~ Your business case must include a detailed summary of the program/region/ personnel and/or budgetary situation that will result in an excess of personnel because of reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.

Commented [HD2]: Is this really required? Do we need to hint that it's to avoid permanent management -directed reassignments, RIFs etc.? If so, we should be explicit and give them suggestions.

Commented [HL3R2]: We can pull this out and provide the explanation in the overall agency business case: The agency believes that encouraging voluntary attrition through the use of VERA and VSIP will help to reduce the need for directed reassignments, transfer of function and/or reduction in force procedures due to the need to restructure and reduce the agency's workforce.

Information Required for VERA and VSIP Requests

- ~~Identify the date on which the agency expects to effect the substantial restructuring, reorganization, etc. The date provided should not be earlier than the ending date provided in the next bullet.~~
- ~~The time period during which the agency plans to offer VERA and VSIP.~~
- Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level and any other factors related to the position). *
- A one paragraph description of how the program/region will operate without the eliminated/restructured positions.
- A one paragraph explanation of how VSIP will be used in conjunction with VERA.

Commented [HD4]: This doesn't make sense?

Commented [HD5]: Do we need this? Can't we just say we will begin in Oct. 2017?

Commented [HL6R5]: It's required in the agency's business case. Pull it out if we'll supply this info.

Commented [HD7]: Aren't we providing this? From mid-May to end of FY?

Commented [HL8R7]: Same as previous comment.

VSIP

- A description of the categories of employees who will be offered VSIP (identified by organizational unit, geographic location, occupational category, grade level and any other factors such as skills and knowledge, or retirement eligibility). *
- The number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved). *
- A proposed organizational chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.

VERA

- Provide the total number of non-temporary employees in the agency or component of the agency undergoing change. *
- Provide the total number of non-temporary employees in the program/region who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation.
- ~~Provide~~ Verify the total number of employees in the agency/organization who are eligible for early retirement. Exclude all employees who are eligible for optional retirement. *
- Include this statement: "The estimate of the total number of employees in the agency/organization who are expected to take early retirement is_____.
- Provide a ~~one paragraph~~ description of the types of personnel actions anticipated as a result of the program/region's need for VERA (e.g., details, reassignments, etc.). This information need not be comprehensive. It should, however, be detailed enough to show how VERA will assist you in accomplishing your restructuring, reshaping, and/or downsizing plans—and the personnel actions you expect to take in concert with VERA to accomplish your goals.

Commented [HD9]: Isn't this in the V/V Eligibility charts JK prepared for each office?

Commented [HL10R9]: yes

Commented [HD11]: Should we provide examples?

* Data must also be captured in the Targeted Positions Excel spreadsheet sent to programs/regions

Budget Information

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Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x $25,000	$ Amount
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}	$ Amount
Total Maximum Direct Costs	$ Sum

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost		
B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost		
E. Payroll for # New Hires		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost		
H. Post VERA/VSIP Annual WCF Cost		
I. WCF for # New Hires		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)		
Projected Savings with VERA/VSIP (F + J)		

* Data must also be captured in the Targeted Positions Excel spreadsheet sent to programs/regions

Table A - Direct Costs for VERA/VSIP		
25	Targeted Positions for VSIP x $25,000 (maximum cash buy-out)	$ 625,000
	Annual Leave Buyout for 25 Targeted Positions for VERA, Optional Retirement or Resignation ($58.81 per hour x 240 X 25)	$ 352,860
	Total Maximum Direct Costs	**$ 977,860**

VERA/VSIP Business Case: 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 (decreasing supervisor-to-staff ratio): Pending the completion of a regional review of all supervisory positions, we will achieve workforce reductions in the following organizations.

- **Office of the Regional Administrator:** Reduce and reshape the Public Affairs Office by one Supervisory Public Affairs Specialist, GS-1035-14 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, GS-2210-14 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, GS-301-11 position.

- **Air Division:** Reduce and reshape the administrative support team by one Secretary, GS-318-8 position.

- **Water Division:** Reduce and reshape the administrative support team by three Environmental Protection Assistant, GS-029 positions including one position at the GS-7 level and two positions at GS-8 level.

Restructure or reduce highly-graded supervisory and 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, GS-028 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.

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- **Superfund Division.** Reduce and reshape one non-supervisory Environmental Scientist (On-Scene Coordinator), GS-1301-14 position in the Emergency Response Section to be backfilled 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, GS-028 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, GS-819-13 positions and two Environmental Scientist, GS-1301-13 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, GS-13 position from any of the interdisciplinary occupations including Life Scientist, GS-401, Environmental/Physical Scientists, GS-1301, or Environmental Engineer, GS-819. The reduction will allow us to reassign staff to align with program activities.

    - Restructuring one Remedial Project Manager, GS-13 position from any of the interdisciplinary occupations including Life Scientist, GS-401, Environmental/Physical Scientists, GS-1301, or Environmental Engineer, GS-819. The reductions will be used to reassign staff to align with program activities.

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

- **Office of Regional Counsel:** Reduce two non-supervisory Attorney-Advisor, GS-905 positions including one position at the GS-14 level and one position at the GS-15 level to realign staffing with program activities.

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-one 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.

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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 which 208 are eligible for VERA.

The FY17 Region 9 workforce reduction plan targets 23 positions, which includes 165 permanent employees of which 46 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.

Region 9 currently has one temporary Pathways Intern on-board.

Attachments:

- Reorganization Charts
- Targeted Positions Spreadsheet

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Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) are captured in footnotes.

Table A – Direct Costs for VERA/VSIP	
23 Targeted Positions for VSIP x $25,000	$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 **23** Targeted Positions} note: (A)	$91,694
Total Maximum Direct Costs	$666,694

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost note: (B)	$114,278,729	$115,135,819
B. VERA/ VSIP Payout Cost	$575,000	$0
C. Leave Payout Cost	$91,694	$0
D. Post VERA/VSIP Annual Payroll Cost note: (C), (D)	$110,418,722	$111,246,862
E. Payroll for # New Hires	none	none
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$3,193,313	$3,888,957
G. Pre-VERA/VSIP Annual WCF Cost note: (E)	$4,420,981	$4,487,295
H. Post VERA/VSIP Annual WCF Cost	$4,307,758	$4,372,373
I. WCF for # New Hires	none	none
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$113,223	$114,922
Projected Savings with VERA/VSIP (F + J)	$3,306,536	$4,003,879

Notes;

(A) Based on [HYPERLINK "https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/SF.pdf"], all grades at step 10.
(B) Using PPE 4/29/17, based on same pre-VERA/VSIP FTE level, assume 1.5% COLA increase in FY18, 1% COLA increase in FY19.
(C) Based on all grades at step 10, assume 30% benefits and 1.5% COLA increase for ¾ of FY18.
(D) Based on all grades at step 10, assume 30% benefits and 1% COLA increase for ¾ of FY19.
(E) Using FY17 WCF level, assume 1.5% increase in WCF in FY18 and FY19.

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Example Theme and Justifications from Past VERA/VSIP Efforts

Theme: Use of VERA/VSIP to Restructure Nonsupervisory GS 13/14/15 Workforce

A significant proportion of EPA's workforce is classified in nonsupervisory high-graded (i.e., GS 13, 14 and 15) positions:

Several drivers impact the sustainability of this workforce distribution:

- Program priorities evolve over time. The specific knowledge that was once required to address a particular sector, program or pollutant may no longer be needed or may be needed at a level that is not sufficient to support a stand-alone, high graded position. In these cases, it can be difficult for individuals whose positions are based on such specific knowledge to effectively transition to other comparably graded work.

- Program evolution and process improvements impact the number of people we need as well as the required skill sets. Examples include:
    - Next Generation Compliance Strategy - Will require new skills in our technical and legal staff to utilize new monitoring technologies, work with communities and community-collected information on local impacts, and develop innovative enforcement approaches to improve compliance. These changes also impact regulatory and permitting personnel who assist states and others in adopting/ issuing regulations and permits that are consistent with Next Generation principles.
    - Re-engineering our partnerships with States/tribes - Will require us to balance EPA's obligation to provide certain oversight/accountability with the need to avoid duplication of work. The ability to effectively manage these multiple roles requires a high degree of collaboration, communication and interpersonal skills.
    - Skills Marketplace and other collateral duty approaches - Moving from a 1 person/1 program approach to greater cross-training and work-sharing will support our mission regardless of where short or long-term vacancies arise. Employees will need greater collaboration and self-management skills, and an ability to apply their degrees/technical backgrounds to a variety of programs.
    - Advanced automation/IT technologies – Will continue to streamline and redefine our work, allowing people to manage workloads more effectively and with greater consistency. For example, in EPA's grants programs, the project officer role will benefit from automated applications, tracking and oversight. These are changes that will impact optimal workload. As the focal point for negotiations/issue resolution, PO's will require enhanced communication, matrix management and problem-solving skills.

- Current attrition rates inhibit change and impact our ability to retain the next generation workforce. Such low attrition rates restrict our ability to rebalance our future workforce in terms of size, skills, and grade distribution. Entry level hiring is limited, as is our ability to effectively restructure higher graded positions to focus on more transferable skills rather than specific programs, sectors or pollutants. These new positions, although fewer in number, would ~~provide career advancement opportunities for existing GS-12's.~~

Commented [HL1]: Restructuring already captured and the next sentence does say, "new."

~~this~~ supporting ~~retention and~~ sound succession management by ensuring the right skills and competencies are in place for ~~furthering~~ the next generation of senior technical staff and future managers.

Given these drivers, we propose to reduce and restructure our nonsupervisory high-graded workforce by offering VERA/VSIP to GS-13, 14 and 15's in our largest categories of technical/professional positions. To ensure we have a sufficient pool of applicants, we will open the VERA/VSIP to GS 14/15 supervisors/managers in these categories as well. Vacant supervisory/manager positions created by VERA/VSIP provide an opportunity to evaluate whether such positions should be eliminated or restructured based on skill gaps/workforce/span of control factors. ~~; vacancies that need to be filled will assist with our workforce profile goals since the likely pool of candidates is our GS13 and 14 staff.~~

Example Justifications for Past VERA/VSIP Requests

Reshape the workforce by eliminating obsolete positions and consolidating skills

Reduce and rebalance FTEs as well as extramural program requirements

Implement Next Generation Compliance

Restructure FTE ceilings to meet changing priorities

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

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 some current and new job classification series to create a higher-performing organization

Restructure, reorganize and reduce existing staff layers to improve organizational productivity while reducing the personnel ceiling number to meet agency reductions in staffing and associated payroll costs, and to reduce the number of supervisors and supervisory units

Reduce and rebalance the current top-heavy GS-13 to -15 grade structure so that the agency can recruit at lower grade and career ladder levels

Reshape and reduce scientific positions in a manner that yields a workforce with the skill sets to address the ~~a~~Agency's highest science priorities, including reducing the current number of employees trained and working in traditional core research

Increase the number of employees trained and working in exposure sciences, informational sciences, mathematics and statistics, modeling and computer sciences, and social sciences

Revitalize critical post-doctoral candidate program ~~through resumption of hiring~~ to increase our technical expertise, advance innovation, and employ cutting-edge ideas and techniques that are essential to effectively addressing interdisciplinary research problems

Commented [HL2]: We may have to hire but the federal government is also supposed to be downsizing

Restructure and realign offices

Reduce and reshape non-supervisory environmental program positions

Reduce and restructure the work assigned to employees in specific occupational series and grades to achieve staffing reductions, then restructure positions to recruit candidates having technologically advanced skills

Reduce the number of non-supervisory positions for specific occupations and grade levels

Supervisory ratios—10:1

VERA/VSIP Checklist

Commented [HD1]: Need to add costing info. specifics.

Region or Program Office: _____

Business Case

A brief, one-page summary that ~~Should~~ describes the circumstances leading to the request (e.g., change in Administrator priorities, de-emphasis of specific programs) and explain why the region/program believes that VERA and VSIP are the appropriate tools for making the required adjustments in the workforce. ~~This~~ Your business case must include a detailed summary of the program/region/~~agency's~~ personnel and/or budgetary situation that will result in an excess of personnel because of reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.

Commented [HD2]: Is this really required? Do we need to hint that it's to avoid permanent management -directed reassignments, RIFs etc.? If so, we should be explicit and give them suggestions.

Commented [HD3]: This doesn't make sense?

~~Combined~~Information Required for VERA and VSIP Requests

- Identify the date on which the agency expects to effect the substantial restructuring, reorganization, etc. The date provided should not be earlier than the ending date provided in the ~~second~~ next bullet.
- The time period during which the agency plans to offer VERA and VSIP.
- Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level and any other factors related to the position). *
- A one paragraph description of how the program/region will operate without the eliminated/restructured positions.
- A~~n~~ one paragraph explanation of how VSIP will be used in conjunction with VERA.

Commented [HD4]: Do we need this? Can't we just say we will begin in Oct. 2017?

Commented [HD5]: Aren't we providing this? From mid-May to end of FY?

VSIP

- A description of the categories of employees who will be offered VSIP (identified by organizational unit, geographic location, occupational category, grade level and any other factors such as skills and knowledge, or retirement eligibility). *
- The number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved). *
- A proposed organizational chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.

VERA

- Provide the total number of non-temporary employees in the agency or component of the agency undergoing change. *
- Provide the total number of non-temporary employees in the program/region who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation.
- Provide the total number of employees in the agency/organization who are eligible for early retirement. Exclude all employees who are eligible for optional retirement. *
- Include this stement: "~~an~~The estimate of the total number of employees in the agency/organization who are expected to take early retirement~~. The number~~ is_____.
- Provide a one paragraph description of the types of personnel actions anticipated as a result of the program/region's need for VERA. This information need not be comprehensive. It should, however, be detailed enough to show how VERA will assist you in accomplishing your restructuring, reshaping, and/or downsizing plans—and the personnel actions you expect to take in concert with VERA to accomplish your goals.

Commented [HD6]: Isn't this in the V/V Eligibility charts JK prepared for each office?

Commented [HD7]: Should we provide examples?

* Data must also be captured in the Targeted Positions Excel spreadsheet sent to programs/regions

* Data must also be captured in the Targeted Positions Excel spreadsheet sent to programs/regions

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**	

OEI

Occupation	Total Onboard as of 7/1/2012 WFP Template Submission	Projected WFP Reductions through 2016	Total Onboard as of 10/23/2013
OEI	**407**	**-15**	**391**
0028 - Environmental Protection Specialist	47	-2	41
0301 - Miscellaneous Administration and Program	47	-3	46
0318 - Secretary	6	-1	5
0343 - Management and Program Analysis	116	-4	105
0391 - Telecommunications	2	0	2
0399 - Administration and Office Support Student Trainee	3	-1	2
0401 - Natural and Biological Sciences	2	-1	2
0403 - Microbiology	1	-1	1
0408 - Ecology	1	-1	1
0415 - Toxicology	1	0	1
0501 - Financial Administration and Program		0	2
0510 - Accounting	4	0	4
0560 - Budget Analysis	2	0	2
0893 - Chemical Engineering	1	0	1
0905 - General Attorney	1	0	1
1101 - General Business and Industry		0	1
1301 - General Physical Science	2	0	1
1320 - Chemistry	1	0	1
1529 - Mathematical Statistics	1	0	1
1530 - Statistics	3	0	3
2210 - Information Technology Management	126	-1	129
2299 - Information Technology Student Trainee		0	1
Leader	40	0	39

Eligible for Regular Retirement as of 4/1/2014	VERA / VSIP Early Retirement Eligible as of 4/1/2014	Ineligible for Retirement as of 4/1/2014
63	**99**	**229**
6	7	28
5	13	28
2	1	2
15	26	64
1		1
		2
1	1	
		1
		1
		1
		2
	1	3
	1	1
		1
		1
		1
	1	
	1	
1		
2		1
26	30	73
		1
4	17	18

	407	-15	391

Shaded rows indicate admistrative/general occupations that are in decline agency wide based

People Plus Data as of 10/23/2013 Pulled 10/23/2013

Data excludes Pay Plans CC, ED, EF, EH, and EX

63	99	229

on 2012-2013 workforce planning data.

The Office of Enforcement Compliance and Assurance (OECA)
Request for
Voluntary Early Retirement Authority
And
Voluntary Separation Incentive Payments
For
Staff Assigned to Headquarters Offices in Washington, DC

I. Introduction

II. Background

III. Reshaping OECA Workforce and Meeting Lower FTE Ceilings

IV. Budget Neutrality

V. Performance Measures to Assess use of the VERA and VSIP Authority

VI. Template for VERA Request

VII. Template for VSIP Request

Attachments

1. OECA Current Organizational Structure
2. OECA Proposed Organizational Structure
3. Targeted Positions for VERA/VSIP
4. Methodology for VSIP and/or VERA Acceptance Process

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), Office of Enforcement and Compliance (OECA) is requesting approval authority through **September 30, 2013** for the use of Voluntary Early Retirement Authority (VERA/Early-Out) and Voluntary Separation Incentive Payments (VSIP/Buy-Out). OECA will use these authorities to:

- Lower the number of FTEs in OECA;
- Redirect or refocus resources within the enforcement and compliance programs in order to accelerate efforts to increase compliance with the nation's environmental law;
- Focus on obtaining new skills in order to accelerate its *Next Generation Compliance* approach (the increased use of new technologies and innovative compliance strategies that will yield more effective compliance with the nation's environmental laws);
- Reshape the workforce to reflect changes in programmatic direction; strengthen programmatic expertise with appropriate skill mix by reducing administrative support through efficiencies and by eliminating obsolete skills, and realigning full-time equivalents (FTE) across programs;
- Realign the organization's remaining FTEs across offices to take advantage of efficiencies by combining functions; and
- Preserve extramural funds necessary to meet the changing mission requirements for *Next Generation Compliance.*

Next Generation Compliance is a paradigm shift in the way OECA does enforcement and compliance. OECA intends to reduce pollution by improving compliance with EPA regulations in ways that are more effective and efficient, relying heavily on advances in information and monitoring technology. The sheer number of regulated facilities, the increasing contributions of large numbers of smaller sources to important environmental problems and federal and state budget constraints means we can no longer rely primarily on the traditional single facility inspection and enforcement approach to ensure compliance across the country. A key element of this approach is assisting states in modifying their programs to implement electronic reporting with their regulated facilities.

The *Next Generation Compliance (Next Gen) Investment* involves work in six areas:

- Monitoring and Targeting - to invest in equipment to monitor pollution and train federal and state inspectors to use it;
- Electronic-Reporting -to help states modify their programs to implement electronic reporting;
- IT Infrastructure - to modernize electronic reporting systems;
- Transparency - to identify new data sets that can be integrated with compliance and enforcement information that is visible to the public;
- New Approaches/Tools To Improve Compliance In Rules - to increase the "self-reporting" of rules by e-reporting, self-certification, third party reviews, issuance of technical guidance and public disclosure; and

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- Innovative Enforcement Approaches - to respond to minor violations with automated "Notices of Violations," to conduct further research, and to develop and pilot innovative tools to expand and expedite administrative penalty orders.

In 2010, the Office of Compliance (OC), a component of OECA, offered early outs and buyouts to its personnel and was successful in reshaping its workforce, and meeting reduced FTE levels. OC was able to reshape its workforce due to a change in strategic direction, reduce administrative support and realign FTEs across the office. OECA wants to continue to build on that successful platform and use the VERA/VSIP authorities in the same manner that will allow OECA to become a more efficient organization, enabling the office to enlarge its enforcement capabilities through strategic use of newer technologies, consolidation of some administrative functions across nine offices and expanded outreach to the regulated communities and other stakeholders.

OECA will offer a combination of VERA and VSIP to staff in targeted GS/GM 5-15 graded positions and in the following specific job series: 0303 Miscellaneous Clerks, 0343 Management and Program Analysts, Administrative and Office support areas such as 0341, Administrative Officers, and 0318 Secretaries, 0028 Environmental Protection Specialists, 1001 Communication Specialists, 0301 Administrative Specialists, and 0905 attorneys in each of OECA's nine Headquarters offices. As noted in section III, the decision to reduce the number of positions in the specific job series listed above was made by senior managers based on the specific mission needs to implement *Next Generation Compliance*, to reshape the workforce, and to meet lower FTE ceilings.

In addition, the buyout and early retirement options will enable the organization to reduce obsolete skills in a number of job series such as 0303 miscellaneous clerk and assist (clerk typist) and to consolidate a broader range of functions under administrative titles such as 0301 Administrative Management Specialist, 0318 Secretary, and 0341 Administrative Officer. As technology use across the workforce has expanded, many of the activities of the administrative staff (e.g., typing, filing, screening calls, scheduling meetings, photocopying, mailing documents, time keeping, and making travel reservations) have been assumed by the office's professional and technical staff that perform these functions electronically at their desktop. This change in the work environment has diminished the need for positions in the administrative field.

Administrative support still required by OECA is vastly different in nature. Many of these activities can be performed as part of a broader array of duties of lower graded, junior staff, such as legal research, project tracking, software proficiency (report development and database management, coordination and liaison work, and sophisticated electronic formatting of documents).

Environmental Specialist, 0028 and 0343 Management and Program Specialist utilize similar knowledge and abilities such as analytical decision making and critical thinking, so enforcement and compliance work that require those types of skills can be shared to create more efficiency with the reduced number of positions in those job series. In addition, the need for a separate 1001

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communication specialist is reduced as the organization expands its use of technology and social media to communicate enforcement and compliance information to the stake holders and public.

The need for 0905 Attorney positions can be reduced; since all attorneys have the same professional qualifications. With the exception of the attorney positions that deal with the majority of personnel issues and civil enforcement cases, the rest of the assigned attorney positions within OECA fall under the General Attorney category and, as such, are involved in rendering legal advice and services with respect to questions, regulations, practices, or other matters falling within the purview of a federal government agency regardless of function or subject matter area of work. Therefore, those attorneys can be reassigned to work in any of OECA's offices that will consolidate functional work assignments and lower the attorney position requirements with the implementation of *Next Generation Compliance* technologies. The decision as to who receives the VSIPs and VERAs will be made on the basis of the submission timeframe under the "first-in, first-out" concept with a maximum number of VSIP and VERA offers for each of the specific job series. The specific details are shown in Attachment 4.

During this same time period, OECA will need to acquire more professional skills such as 0819 Environmental, 0893 Chemical and 0830 Mechanical Engineers that are able to identify, analyze, advise, consult and report on the testing, and the effects of procedural changes and appraising the validity of results of the self-certification programs that are being developed under the new approaches/tools to improve compliance in rules. The need for more 1300 Physical Scientific skills is also growing, as the demand for *Next Gen* compliance grows. Third party reviews, continuous emissions monitoring and public disclosures will create the need for more testing of self-certification programs to increase our ability to detect violations that impact public health, reduce transaction costs, and better engage the public to drive behavioral changes in the regulated community.

The continued growing need for additional 2210 Information Management (IT) Specialist will manifest as Electronic Reporting, remote monitoring, and self-certification program requirements expand and federal and state budgets are constrained. As OECA obtains more complete, timely, and accurate information through electronic reporting we need to make it public, where it can be used to drive better environmental performance.

II. Background

Since 1970, EPA has pursued its mission to protect human health and the environment. EPA employs approximately 17,000 people across the country, which includes 13 program offices Headquartered in Washington, DC; 10 regional offices; and more than a dozen laboratories.

OECA is one of the 13 program offices located at EPA headquarters. It is comprised of nine offices: the Immediate Office (IO), the Federal Facilities Enforcement Office (FFEO), the Office of Environmental Justice (OEJ); the Office of Compliance (OC); the Office of Civil Enforcement (OCE); the Office of Criminal Enforcement, Forensics and Training (OCEFT); the Office of Administration and Policy (OAP); the Office of Site Remediation Enforcement (OSRE); and

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Office of Federal Activities (OFA). With an operating budget of $ 231,000,000 for FY 2012 and a staff of approximately 856 assigned to headquarters, OECA is committed to implementing a strong enforcement and compliance program focused on identifying and reducing non-compliance and deterring future violations. To identify and address the most significant environmental issues/violations, OECA utilizes a variety of activities, including data collection and analysis, compliance monitoring, assistance and incentives, civil and criminal enforcement efforts and innovative problem-solving approaches. Over 50% of OECA's employees are Program Analysts, Environmental Protection Specialists, Attorneys, Information Technology Specialists, and Administrative Support Staff.

As OECA realigns resources to more efficiently and effectively meet its mission needs, FTE ceilings and workforce composition in its offices need to change. By realigning its workforce to address important public health and environmental compliance problems as well as top program priorities, allows OECA to invest in *Next Gen* modern monitoring technology to detect pollution problems, effectively monitor electronic reporting from facilities to obtain timely and accurate information, enhance transparency to advise the public of environmental performance and implement innovative enforcement approaches to drive compliance.

With the addition of more engineers, scientists, and IT specialists, OECA will be able to rely heavily on advances in information and monitoring technology. The sheer number of regulated facilities, the increasing contributions of large numbers of smaller sources to important environmental problems, and federal and state budget constraints, means we can no longer rely primarily on the traditional single facility inspection and enforcement approach to ensure compliance across the country. OECA's investment in these skills will increase out ability to detect violations that impact public health, maximize the number of inspections our resources can accommodate and make better data available on a real time basis for decision making.

Attachment 1 reflects the current office structure in OECA with 856 FTEs and Attachment 2 reflects the reduction in FTEs to 817 that is needed. Although there will be no changes in office structure, FTE ceilings reductions will need to be realigned to reflect workload priorities and shifts in mission-critical functions. VERA/VSIP authorities will be targeted to eight specific job series across all of the offices in OECA to assist in achieving sufficient flexibility. In concert with training opportunities, OECA will be positioned to successfully reshape its workforce as the Office of Compliance achieved in its 2010 early out/buyout.

III. Reshaping the OECA Workforce and Meeting Lower FTE Levels

Today, we rely almost exclusively on time-consuming and expensive pollution tests that make it hard to quickly find and investigate the worst air, waste, and water pollution, and for communities to know about pollution that affects them. It is increasingly difficult to ensure compliance using outdated tools and old approaches, as the universe of regulated pollution sources is outstripping the resources available to state and federal inspectors to find and correct non-compliance.

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Increased media attention and quests for transparency, increased interaction with external stakeholders, new enhanced security requirements and improved proficiency working in a team environment, have also contributed to workforce challenges and changes. The work skills needed to meet the requirements of a changing OECA are different than those needed 15 or 25 years ago.

OECA needs to reshape its workforce to meet technical, administrative, and programmatic challenges facing the organization. The work of the office has changed significantly with the evolution of technology including information technology, more advanced monitoring equipment, and improved video/audio communications. The traditional approach of conducting individual inspections and enforcement to drive compliance is not feasible with the size of the regulated universe and limited government inspection resources.

While OECA has achieved impressive pollution control and health benefits through vigorous civil and criminal enforcement methods, traditional enforcement methods alone will not address all noncompliance problems. We already know about more violations than we can address. EPA cannot conduct enough compliance inspections to ensure that the health and environmental benefits of laws passed by Congress are realized. The ever growing number of regulated facilities, the increasing number of smaller sources contributing to environmental problems, and federal and state budget constraints, mean the EPA needs to innovate if it is to achieve gains in compliance over the long-term.

With better monitoring and targeting, the expansion of electronic reporting and enhanced transparency, we will be able to develop and implement new enforcement approaches to address violations in innovative ways, such as responding to minor violations with automated Notices of Violations and compliance assistance reminders that notify key stakeholders that facilities are in violation and responding to moderate violations with expedited administrative penalty orders. We need to be able to do this without decreasing the resources we invest in judicial enforcement to address the most serious violations that require complicated injunctive relief.

Tomorrow's workforce will rely heavily on technology, electronic data collection. In addition, the employees will need to address the changing nature of regulations, to apply scientific discovery and technical skills to understand and solve challenges to our environmental health; and to partner with the private sector, State, local, and tribal governments. To accomplish this bold vision, OECA's need for the new skills identified in the introduction will continue to grow.

In FY 2011, EPA launched an agencywide workforce planning initiative in conjunction with the agency's annual budget cycle, OECA participated fully in the process that focused on identifying critical occupations necessary to meet it current and future business/mission areas and workforce requirements. FY 2012 represented the first year that workforce planning focused on linking occupations with strategic goals. From this point forward, OECA will complete workforce plans annually in conjunction with the budget preparation process. Through this process and the identification of workforce gaps, OECA is moving forward with developing and implementing strategies to close the workforce gap. OECA's next step is to assess the office-specific results and work collaboratively to refine and improve the process.

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Successfully completing this phase of OECA's succession planning will depend largely on OECA's ability to take advantage of VERA and VSIP authorities. Since this authority will give OECA the ability to more closely align its workforce with strategic goals and work towards more comprehensive position management across the organization. OECA considers strategic succession planning to be one of our most complex challenges. Our mission demands a highly scientific/technical workforce whose expertise shifts to track with ongoing technical and scientific demands. We are challenged with maintaining our institutional knowledge and gaining new expertise with limited resources.

Restructure FTE ceilings throughout OECA to meet changing priorities - In addition to providing flexibility to hire staff with the skills required to meet our organization's mission in the next three to five years and redeploy expected savings toward mission critical areas, VERA/VSIP authorities will assist OECA in shaping the new organization with the necessary skills to take OECA well into the next decade and beyond to meet changing OECA priorities.

Reaching Lower FTE Ceilings – OECA will need to reduce its FTE from 856 to 817 and use the resulting funds to rebalance the extramural needs of the organization. In addition, OECA's ongoing focus on new enforcement and compliance approaches along with substantive technological changes in how work is accomplished necessitates an influx of new skills, such as 0819 Environmental Scientist, 830 Mechanical Engineers, 0893 Chemical Engineers, 1300 Physical Scientist group, and an increase need for additional 2210 IT Specialist, at the same time it lowers its FTE ceiling. To accomplish this, the ten new hires will be selected from the job series previously mentioned. The new skills provided by the ten new hirers can be used in a number of OECA offices including OC, OEJ, and OCE. Final determination on where the new employees will be located will be dependent on which employees accept the early out/buyout and how the remaining staff and functions can be consolidated to take advantage of the newly acquired skills; the ten new employees will bring to the organization. Critical knowledge of team building principles, working cooperatively and collaboratively with others as well as strong communication skills will be required, along with the standard enforcement and compliance policy analysis skills. All nine of OECA's offices will need to realign resources and supplement the remaining workforce with at least one of the new skill sets shown above to either increase workload capabilities or replace positions with obsolete skills. All nine offices will need to share or have at least one 2210 IT specialist to support the new technology advances in the *Next Gen* compliance and enforcement strategy that call for more reliance on technology and monitoring equipment. With the exception of the Immediate Office, OECA will consolidate the personnel management and administrative management function within the Office of Administration and Policy. In addition, OECA will realign resources and combine some other additional functions to capitalize on efficiencies. This approach will give OECA a better chance of meeting lower ceilings and obtaining new skills faster.

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 Fiscal Year 2013 will be used or required. As mandated by the Office of Management and Budget (OMB) for early-out/buy-out requests, OECA's request certifies that the early-out/buy-out will be budget neutral. This means the early

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out/buyout will not result in any increased costs above current or future FY appropriations to pay for buy-out cash payments, annual leave cash payouts, or any other costs, including those associated with refilling the resulting vacancies. Table 1 below provides a summary of the numbers of employees who are eligible for voluntary retirement (also called optional or standard retirement) and the number of employees who are eligible for early retirement, **based on a combination of age and years of service under VERA.** Attachment 3 provides more details on these figures.

Table 1 Summary of Employees Eligible to Retire				
Organization	**Number of Employees in OECA**	**Optional Retirement Eligible Employees**	**Early Retirement Eligible Employees**	**Total Number of Employees Eligible for VERA/VSIP**
OECA	**856**	**106**	**115**	**221**

Over the past 10 years (from FY 2001-FY 2011) the average attrition rate for EPA including retirements was 4.9%. However, OECA's attrition rate is much smaller. In FY 2010, OECA's attrition rate was .7% and in FY 2011, it was 1.15%. Using the same rate of attrition, as last fiscal year, OECA can expect an approximate reduction of about 20 additional employees due to attrition in FY 2012 and FY 2013. Attrition alone will, therefore, be insufficient to meet the potentially significant reductions facing OECA to meet the needs of the organization to rebalance the FTEs and extramural requirements for the FY 2013 operating year.

Table 2 provides the summary details of the number of combined VERA/VSIPs that OECA plans to offer along with the number of new hires needed to complete the realignment process. Based on current OECA attrition rates, and with the additional authority to use VERA and VSIP, OECA should be able to meet the planned staffing ceiling reduction shown in the following table.

Table 2 Workforce Reshaping					
Affected Office	**Current Staffing Level**	**Desired VERA/VSIP Offers**	**Anticipated Attrition in FY 2012 and FY 2013**	**Desired Hires to Reshape Workforce**	**Planned Reduced Ceiling Staffing Levels after VERA/VSIP Offer**
OECA	**856**	**(29)**	**(20)**	**10**	**817**

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Table 3 provides detailed calculations showing how OECA has assured budget neutrality in the proposal. OECA plans to use FY 2013 appropriated funds to pay for the direct cost associated with the buy-out. If the organization is under a Continuing Spending Resolution (CR), OECA will comply with all applicable funding restrictions. In addition, OECA will have carry-over funds to pay for the VSIP and annual leave payout, if the VSIP is approved.

We anticipate that any savings, estimated in Table 4 for Fiscal Year 2013, as a result of the buy-out, will be used to meet OECA's ongoing program goals and responsibilities.

Direct Cost

***Targeted Positions (See details in Attachment 3):**	
29 Targeted Positions for VSIP x $25,000 (maximum cash buy-out)	$725,000
29 Targeted Positions for VERA, Optional Retirement, or Resignation x $24,368 (estimated/average annual leave pay-out, based on GS-13, Step 5[fully loaded = $60.92 per hour] times 400 annual leave hours)	$706,672
Total maximum direct cost	**$1,431,672**

Estimated Savings

Table 4 Estimated Savings in FY 2013	
*Salary for 29 positions (based on GS-13, Step 5[fully loaded = $60.92 per hour] ($126,714 x 29)	$3,674,706
**Working Capital funds for telephone, computer and internet ($5,000 x 29 = $145,000.00	$145,000
(minus Direct Cost)	($1,431,672)
(Minus Salary for 10 New employees for 3 months [$126,714/4=$31,678.5063,357 x10 employees =)	($316,785)
(Minus Working capital cost for 10 New employees for 3 months[$5,000/4=$1,2502,500 x 10 New employees =)	($12,500)
(Minus salary for 29 positions for 5 months) [$126,714/12=10,559.50] {$10,559.50 x 5 x29 employees =)	($1,531,127.50)
(Minus Working capital cost for 5 months ($5,000/12=417.00 x 5 x 29 = $60,465)	($60,465)
Total Savings Projected for FY 2013	**$467,156.50**
Total Savings Projected for FY 2014 and beyond	**$3,819,706**

*Salary calculations for Direct Cost and Estimated Savings are based on GS-13, Step 5 in Washington, D.C. Annual Salary as of 6/12 is $100,904 or $48.35 per hour, with an

additional 26% increase to hourly figures to account for benefits, hourly amount which equals to $60.92 or $126,714 annually.

**Working Capital Fund cost are based on $5,000 per position per year for computer, telephone and internet access. Cost for 29 positions for one year is ($5,000 x 29 = $145,000). Cost for 4 months is calculated as follows: ($5000/12= $417.00 per month x 4=$1,668 per position; $1,668 x 29 =$48,372).

Indirect Cost

The indirect costs are difficult to gauge because most are specific to the employee. Indirect cost such as security clearances are based on the position and employee, if the employee already has one the cost is reduced. Transit subsidy and parking are indirect costs that are employee specific and can only be determined after the employee has been recruited and tentatively selected.

V. Performance Measures to Assess Use of the VERA and VSIP Authority

The following performance measures will be used to assess the effectiveness of VERA and VSIP:

- FY 2012 and FY 2013 Action Plans Annual Progress Reports: Summarize the progress made towards advancing the cross-cutting fundamental strategies contained in the FY 2011-2015 Strategic Plan and the specific commitments in the FY 2012 and FY 2013 Action Plans;
- Ability to reach adjusted FTE ceilings in OECA Offices by June 30, 2013 as determined by FTE and salary utilization reports;
- Number of vacancies created by departures that lead to new positions filled by hires into restructured positions that call for new skills; and
- The organizations ability to meet payroll within lower budget constraints.

These performance measure were successfully used in the 2010 Office of Compliance buy-out and early-out offer and OECA plans on adopting the same performance measures for the entire organization, since they were so successfully applied in that smaller component.

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VI. Voluntary Early Retirement Authority (VERA)

1. Clearly states reason(s) why the authority (VERA) is needed.

The reason why VERA is needed is to:

a. Reduce FTE to rebalance FTEs and extramural program requirements

OECA needs to reduce the number of FTEs from 856 to 817 to meet expected payroll deficient levels and increase the amount of funds available for extramural requirements. The reductions in FTEs are not achievable by attrition alone. EPA has recently initiated a 2 for 1 hiring initiative to ensure that only critical occupation series positions are backfilled and the decisions on which positions to fill are made at the most senior levels. In implementing the agency hiring restriction, OECA's senior leadership will review every proposed hire, and may be more restrictive than the agency's current 2 for 1 approach by not filling all of the vacant positions. However, even with these restrictions in place, OECA will not meet the needed FTE reductions, since there are currently very few vacant positions to be filled at this time. Therefore, irrespective of the FY 2013 budget, OECA will still need to reduce its FTE levels from 856 to 817.

b. Reshape the workforce by eliminating obsolete positions and consolidating skills

OECA is undertaking a number of efforts to consolidate and streamline our administrative and recordkeeping functions which will allow OECA to reduce its FTE ceiling from 856 to 817 and includes such actions as consolidating the human resources function under one central office; more "Self-service" use of agency systems, such as GovTrip, by professional staff and desktop training and modernization of programmatic software programs such as the Waste Import Export Tracking System (WEITS). The use of VERA authorities will allow OECA to address its workforce needs based on programmatic requirements in *Next Gen* implementation strategies, while recognizing the fiscal realities of lower FTE ceilings.

Recognizing that workforce and succession planning are on-going efforts, OECA is reviewing its strategic workforce planning process by focusing on OECA's strategic goals and objectives, reviewing the current workforce and forecasting future needs. Based on the *Workforce Planning Gap Analysis Report 2012, and EPA's Workforce Needs 2012-2015*, OECA will continue to need more scientific and technical occupational series to meet tomorrow's needs in the areas of 1300 Physical Scientist, 0819 Environmental, 0893 Chemical and 0830 Mechanical Engineers, along with additional 2210 IT Specialist, while reducing the number of 0303 Miscellaneous Clerks, 0343 Management and Program Analysts, Administrative and Office support areas such as 0341, Administrative Officers, and 0318 Secretaries, 0028 Environmental Protection Specialists, 1001 Communication Specialists, 0301 Administrative Specialists, and 0905 Attorneys.

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This targeted reduction is a direct result of the increased use of state of the art technology such as voicemail, desktop PCs, mobile devices, and web-based collaboration tools. As technology use across the workforce has expanded, many of the activities of the administrative staff (e.g., typing, filing, screening calls, scheduling meetings, photocopying, mailing documents, time keeping, and making travel reservations) have been assumed by the office's professional and technical staff that perform these functions electronically at their desktop without a need for secretarial assistance. This change in the work environment has diminished the need for positions in the administrative field. Administrative support still required by OECA is vastly different in nature. Many of these activities can be performed as part of a broader array of duties of lower graded, junior staff, such as legal research, project tracking, software proficiency (report development and database management, coordination and liaison work, and sophisticated electronic formatting of documents). Reducing FTE currently aligned with these administrative functions will allow the programs to focus more on core mission functions, along with updating Agency data systems and tools, and OECA's new and emerging approach to promoting compliance with regulations and permits.

c. Implement *Next Generation* Compliance

OECA intends to reduce pollution by improving compliance with EPA regulations in ways that are more effective and efficient relying heavily on advances in information and monitoring technology. The sheer number of regulated facilities, the increasing contributions of large numbers of smaller sources to important environmental problems, and federal and state budget constraints, means we can no longer rely primarily on the traditional single facility inspection and enforcement approach to ensure compliance across the country. Our FY 2013 budget redirection investment builds on our FY 2012 *Regaining Ground* proposal that invests in 21st century technology to increase our ability to detect violations that impact public health. Reducing transaction costs and engaging the public more will drive behavioral changes in the regulated community. In FY 2013, we are proposing to redirect 44 FTE and $3.8 million (extramural) to build the infrastructure that will allow us to push forward in implementing a new paradigm, *Next Generation Compliance* in the six areas set forth below. A key element of this approach is assisting states in modifying their programs to implement electronic reporting with their regulated facilities. We are hopeful that STAG funds provided to OEI to facilitate and expanded reporting can support that effort.

d. Attrition alone will not allow OECA to reach the lower FTE ceiling

Using the same rate of attrition, as last fiscal year and based on OECA's need to reduce the FY 2013 FTE ceiling to 817 while rebalancing the extramural funds, OECA can expect an approximate reduction of about 20 additional employees due to attrition in FY 2012 and FY 2013. Attrition alone will, therefore, be insufficient to meet necessary reductions OECA needs in the FY 2013 operating year.

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2. The time period for which VERA is requested.

OECA is requesting VERA authority through September 30, 2013.

3. The date on which the Agency expects to effect the substantial delayering, etc. (e.g., reorganization, reduction in force, transfer of functions, or other workforce restructuring or reshaping).

The reshaping of the majority of the workforce will be expected no later than March 9, 2013.

4. Show the time period during which the agency plans to offer voluntary early retirement.

OECA is requesting VERA authority through September 30, 2013.

5. Provide the total number of non-temporary employees in the agency or component of the agency undergoing change.

The total number of non-temporary OECA employees located in Washington, D.C is 856.

6. Provide the total number of non-temporary employees in the agency who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the agency's situation (e.g., substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping).

The total number of non-temporary employees in OECA, who may be involuntarily seperated, downgraded, transferred, or reassigned as a result of the agency's situation is 90.

7. Provide the total number of employees in the agency/organization who are eligible for voluntary early retirement (i.e., as described in this request).

There are a total of **115** employees who are eligible for VERA. Of the 115 eligible for VERA, OECA has 93 VERA eligible employees in the eight targeted job series Tables 3-1 and 3-2 in attachment 3 provide detailed information on the specific number of employees excluded and the job series associated with that position. Therefore based on this analysis, only 93 of the 115 positions will be eligible for VERA consideration.

8. Include an estimate of the total number of employees in the agency/organization who are expected to take early retirement.

The estimated number is six.

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9. Provide a description of the types of personnel actions anticipated as a result of agency's need for voluntary early retirement authority.

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

- Directed reassignments actions;
- Detail actions;
- Separation actions;
- Retirement actions; and
- Recruitment actions.

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VII. Voluntary Separation Incentive Payment (VSIP)

1. The Reason for the VSIP Request:

OECA is requesting VSIP authority to:

a. Reduce FTE to rebalance FTE requirements and extramural program requirements to support the *Next Generation Compliance (Next Gen) Investment*

OECA needs to reduce the number of FTE and rebalance the extramural program funds needed to support the *Next Gen Investment*. In addition, OECA anticipates the need for further reductions to meet expected payroll levels and address unfunded program priorities. These reductions are not achievable by attrition alone. EPA has recently initiated a 2 for 1 hiring initiative to ensure that only critical occupation series positions are backfilled and the decisions on which positions to fill are made at the most senior levels. In implementing the Agency hiring restriction, OECA's senior leadership will be reviewing every proposed hire, and may be more restrictive than the Agency's current 2 for 1 approach by not filling all of the eligible vacant positions. However, even with these restrictions in place, OECA will not meet the reduced FTE ceilings, from 856 to 817, since there are currently very few vacant positions to be filled at this time. Therefore, irrespective of the FY 2013 budget, OECA will still need to reduce its FTE levels. To help reduce FTEs, OECA has identified 156 employees that are targeted for VSIP and /or VERA offers in eight job series.

b. Reshape the workforce by eliminating obsolete positions and consolidating skills

OECA is undertaking a number of efforts to consolidate and streamline our administrative and recordkeeping functions which will allow OECA to reduce its FTE ceiling include such actions as consolidating the human resources function under one central office; more "Self-service" use of agency systems, such as GovTrip, by professional staff and desktop training and modernization of programmatic software programs such as the Waste Import Export Tracking System (WEITS). The use of VSIP authority will allow OECA to address its workforce needs based on programmatic requirements in *Next Gen* implementation strategies, while recognizing the fiscal realities of lower FTE ceilings.

Recognizing that workforce and succession planning are on-going efforts, OECA is reviewing its strategic workforce planning process by focusing on OECA's strategic goals and objectives, reviewing the current workforce and forecasting future needs. Based on the *Workforce Planning Gap Analysis Report 2012, and EPA's Workforce Needs 2012-2015*, OECA will continue to need more scientific and technical occupational series to meet tomorrow's needs in the areas of 1300 Physical Scientist, 0819 Environmental, 0893 Chemical and 0830 Mechanical Engineers, along with additional 2210 IT Specialist, while reducing the number of 0303 Miscellaneous Clerks, 0343 Management and Program Analysts, Administrative and Office support areas such as 0341, Administrative Officers, and 0318 Secretaries, 0028 Environmental Protection

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Specialists, 1001 Communication Specialists, 0301 Administrative Specialists, and 0905 Attorneys.

This targeted reduction is a direct result of the increased use of state of the art technology such as voicemail, desktop PCs, mobile devices, and web-based collaboration tools. As technology use across the workforce has expanded, many of the activities of the administrative staff (e.g., typing, filing, screening calls, scheduling meetings, photocopying, mailing documents, time keeping, and making travel reservations) have been assumed by the office's professional and technical staff that perform these functions electronically at their desktop without a need for secretarial assistance. This change in the work environment has diminished the need for positions in the administrative field. Administrative support still required by OECA is vastly different in nature. Many of these activities can be performed as part of a broader array of duties of lower graded, junior staff, such as legal research, project tracking, software proficiency (report development and database management, coordination and liaison work, and sophisticated electronic formatting of documents). Reducing FTE currently aligned with these administrative functions will allow the programs to focus more on core mission functions, along with updating agency data systems and tools, and OECA's new and emerging approach to promoting compliance with regulations and permits.

c. Implement *Next Generation* Compliance

OECA intends to reduce pollution by improving compliance with EPA regulations in ways that are more effective and efficient relying heavily on advances in information and monitoring technology. The sheer number of regulated facilities, the increasing contributions of large numbers of smaller sources to important environmental problems, and federal and state budget constraints, means we can no longer rely primarily on the traditional single facility inspection and enforcement approach to ensure compliance across the country. Our FY 2013 budget redirection investment builds on our FY 2012 *Regaining Ground* proposal that invests in 21st century technology to increase our ability to detect violations that impact public health. Reducing transaction costs and engaging the public more will drive behavioral changes in the regulated community. In FY 2013, we are proposing to redirect 44 FTE and $3.8 million (extramural) to build the infrastructure that will allow us to push forward in implementing a new paradigm, *Next Generation Compliance* in the six areas set forth below. A key element of this approach is assisting states in modifying their programs to implement electronic reporting with their regulated facilities. We are hopeful that STAG funds provided to OEI to facilitate and expanded reporting can support that effort.

d. Supplement the attrition numbers, since attrition alone will not allow OECA to reach the lower FTE ceiling required in FY 2013

Using the same rate of attrition as last fiscal year, OECA can expect an approximate reduction of about 20 additional employees due to attrition in FY 2012 and FY 2013. Attrition alone will, therefore, be insufficient to meet the potentially significant FTE reductions needed by OECA in FY 2013 to rebalance FTEs and extramural funding to

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support *Next Gen,* refocus on obtaining new skills, and preserve extramural funds necessary to meet the changing mission requirements.

2. Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level, and any other factors related to the position).

The table shown below identifies the job series, title of the positions and number of employees that are targeted for the VSIP offer. All positions are in OECA and located in Washington, D.C. The VSIP offers will be made to employees in targeted positions who are either regular retirement eligible or early retirement eligible. Table 3-3 in Attachment 3 details the specific office, job series and grade of the targeted positions.

Targeted Positions for VSIP and/or VERA Offers				
Series	**Title**	**Regular Retirement Eligible**	**Early Retirement Eligible**	**Total**
0028	Environmental Protection Specialist	19	20	39
0301	Administrative Management	3	5	8
0303	Administrative Management Clerk	1	1	2
0318	Secretary	5	5	10
0341	Administrative Officer	1	2	3
0343	Management and Program Analyst	24	31	55
0905	Attorney	10	28	38
1001	Communication Specialist	0	1	1
	Total	**63**	**93**	**156**

3. A description of the categories of employees who will be offered incentives (identified by organizational unit, geographic location, occupational category, grade level, and any other factors such as skills and knowledge, or retirement eligibility).

Attachment 3 identifies the categories of employees who will be offered incentives and in addition, the positions with obsolete skills such as clerk typist will be offered incentives.

4. The time period during which the incentives may be paid.

OECA is requesting VSIP authority through September 30, 2013. The employees must be separated by March 9, 2013. The VSIP will be paid between April 21, 2013 and June 15, 2013. OECA will establish an open period to accept applications once VERA/VSIP approval has been received in order for employees to be separated by March 9, 2013.

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5. The number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved).

OECA has 156 positions that will be targeted for the VSIP/VERA offer and will approve up to 29 VSIPs, totaling a maximum of $725,000. OECA is planning on a maximum VSIP amount of no more that $25,000 per VSIP eligible employee, or the amount of severance pay to which an employee is entitled (whichever is less). In addition, payments totaling up to $706,672 for annual leave payout will be included in the cost associated with VSIP. As reflected in Attachment 4, tables 4-3 and 4-4 detail how the specific number of VSIPs will be offered to all employees in target series in specific offices and table 4-5, in the same attachment, shows the specific job series, grades, and offices that are excluded from the VSIP/VERA request. Decisions on who will receive VSIPs will be made on a first-in, first out selection procedure, detailed in Attachment 4.

6. A description of how the Agency will operate without the eliminated/restructured positions.

Without the eliminated/restructured positions, OECA will become a more efficient organization. We will no longer have any positions with obsolete skills and will have consolidated a number of administrative function that were formerly performed by a variety of positions that include the job series such as 0303 miscellaneous clerk and assist (clerk typist). In addition, we will have consolidated a broader range of functions under administrative titles such as 0301 Administrative Management Specialist, 0318 Secretary, and 0341 Administrative Officer to perform such functions as human resource management, physical security and facility management functions.

In addition, the Environmental Specialist, 0028 and 0343 Management and Program Specialist utilize similar knowledge and abilities such as analytical decision making and critical thinking. We will reassign work to either of those positions (job series) as needed and create a more efficient use of resources.

With the reduced number of 0905 attorneys, OECA will rely more on technology solution such as e-Discovery and the application of *Next Gen* compliance strategies that include electronic reporting, innovative enforcement and self implementing rules to enable efficiencies with fewer attorney positions.

We will realign positions within the nine offices to take advantage of the most efficient organization strategies. In addition, OECA's efforts to implement Next Generation Compliance will allow us to harness the tools of the 21st century and make the enforcement program more efficient and effective for the future. By reshaping and realigning the remaining workforce, OECA will be able to take advantage of electronic reporting to support new technologies, develop and disseminate advanced monitoring tools, upgrade agency IT infrastructure to more fully exploit the wealth of available monitoring data, and modernize the EPA's approach to enforcement by ensuring new and existing rules incorporate electronic reporting.

OECA's focus on these areas will lead to improved compliance and transparency, and more efficient processes that do not rely on FTE to process documentation associated with paper-based

reporting. The use of advanced monitoring tools will allow OECA to more easily identify, investigate and address the worst violations that affect our communities. With the increase of data from monitoring and e-reporting, new analytic capabilities will be used to review and understand the data we have and ensure that it is used in strategic decision-making and targeting.

7. A proposed organizational chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.

Two organizational charts are attached. Attachment 1 reflects the "current" organization and Attachment 2, reflects the expected changes in OECA's structure after the agency has completed the incentive payments.

8. If the agency has requested VERA, an explanation of how that authority will be used in conjunction with VSIP.

OECA has requested VERA. OECA will use the authority to increase the number of employees in the targeted job series who would be eligible to accept a VSIP offer, if they were allowed to retire early. Currently, there are only 63 targeted employees' positions that are eligible to accept a VSIP offer without VERA approval. The number of targeted positions would increase to 156 and will increase the probability of reaching the OECA goal to reduce FTEs by 29.

OECA will make VERA and VSIP offers simultaneously to all targeted employees during the same offer period, requiring the same separation date. VERA authority will be available to those employees in the targeted position who are not eligible for regular retirement. A total of 29 VSIPs offers will be approved and the combined use of VERA authority along with the VSIP offers will increase the odds of OECA reaching the needed reduction of FTEs.

Decisions on who receives VSIP will be offered on a "first-in, first-out" basis in conjunction with caps on the total number of VSIP offers capped by series. In offering VSIPs in conjunction with VERA, OECA expects greater employee interest and that a number of employees will request the incentives. This will maximize the effectiveness of the separation incentives and enable OECA to reshape its workforce to meet its future organizational needs.

9. If the agency is offering separation incentives under other statutory authority, a description of how that authority is being used.

OECA is not offering separation incentives under any other statutory authority.

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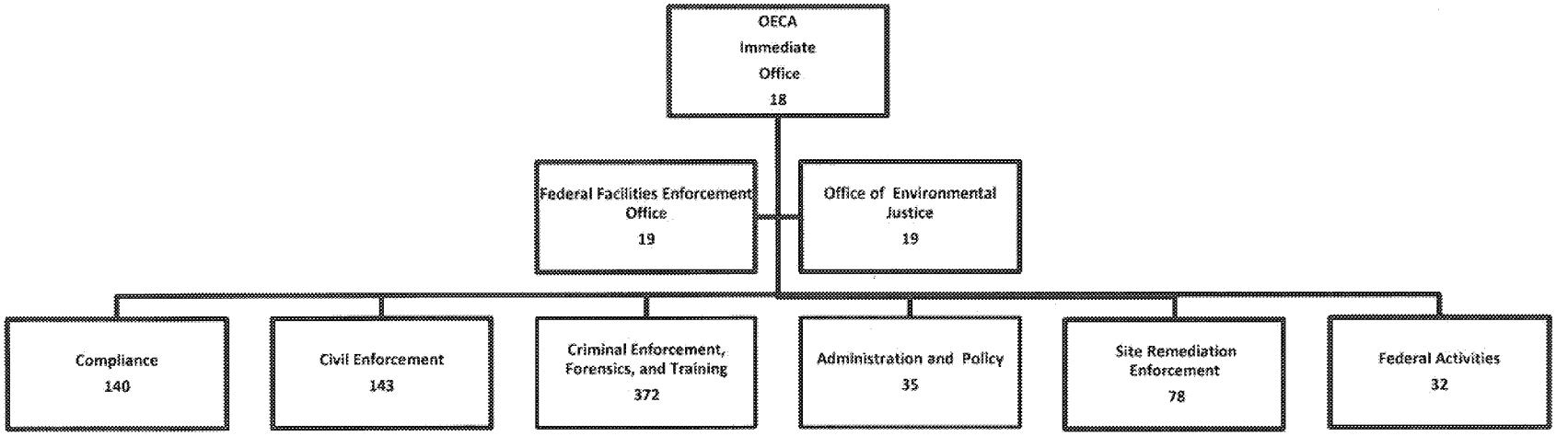
Attachment 1: OECA Current Organizational Structure



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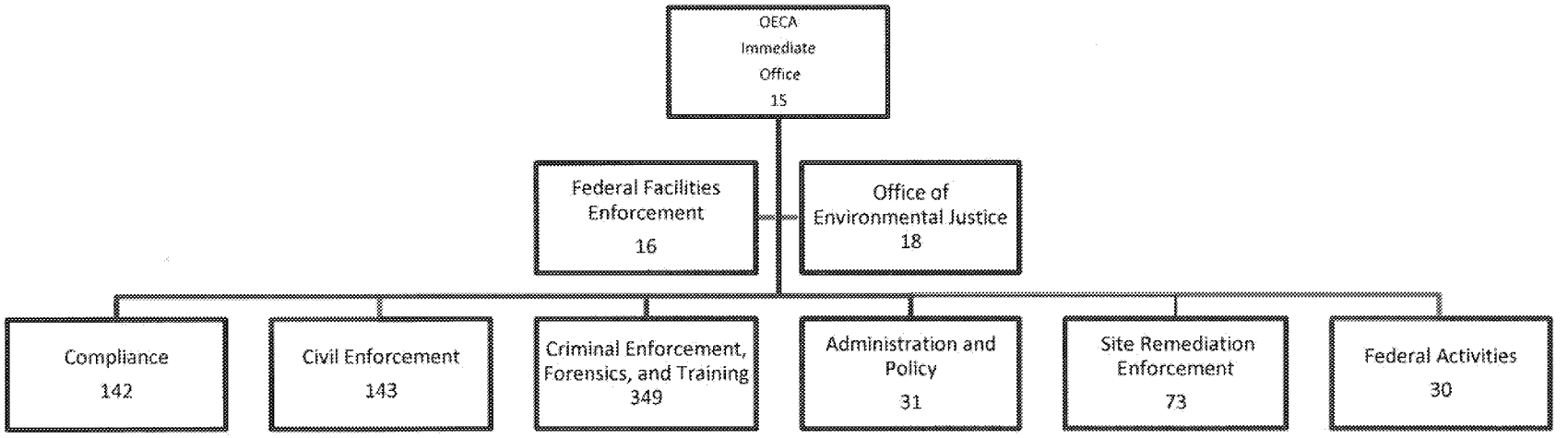
Attachment 2: OECA Proposed Organizational Structure



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Targeted Positions for VERA/VSIP
By Series/Grade and Maximum Number of
VSIP and/or VERA to be offered in Each Series or Group
(All Positions Located in Washington, DC)

Table 3-1 shows the breakdown by job series and number of positions that are targeted for VSIP and/ or VERA in OECA.

Table 3-1 Targeted Positions for VSIP and/or VERA Offers

Series	Title	Regular Retirement Eligible	Early Retirement Eligible	Total
0028	Environmental Protection Specialist	19	20	39
0301	Administrative Management	3	5	8
0303	Administrative Management Clerk	1	1	2
0318	Secretary	5	5	10
0341	Administrative Officer	1	2	3
0343	Management and Program Analyst	24	31	55
0905	Attorney	10	28	38
1001	Communication Specialist	0	1	1
	Total for Table 3-1	**63**	**93**	**156**

Table 3-2 shows the breakdown of the targeted positions, by office, title, grade and series that that have been excluded from the VSIP and VERA offers in OECA.

Table 3-2 Job Series and Positions Excluded from OECA VERA and /or VSIP Offers

Series	Title	GRADE	Number of VSIP Targeted Positions Excluded	Number of VERA Targeted Positions Excluded	Total
0301	Information Management Specialist in OC	12	0	1	1
0301	Information Management Specialist in OC	13	1		1
0301	Information Management Specialist in OC	14	1	1	2
0301	Supervisory Information Management Specialist positions in OC, located in DC	15	0	1	1
0905	Attorneys in OCE that work on Civil Enforcement cases	14	3	0	3
0905	Attorneys in OCE that work on Civil Enforcement cases	15	5	0	5
	Total for Table 3-2		**10**	**3**	**13**

Table 3-3 lists the five occupational series that have a maximum number of VSIP offers, in conjunction with VERA associated with each particular series.

Table 3-3 Targeted Positions for VSIP and/or VERA in five specific job series				
OECA Offices in DC	**Series**	**Grade (GS/GM)**	**Current Number Targeted Positions**	**Up To Maximum Number of VSIP and/or VERA**
	0028	**13**		
Office of Compliance (OC)			2	
Office of Civil Enforcement (OCE)			1	
Office of Site Remediation Enforcement (OSRE)			3	
Office of Environmental Justice (OEJ)			2	
Office of Federal Activities (OFA)			1	
	0028	**14**		
OC			7	
OCE			3	
OFA			1	
OSRE			1	7 to 9
	0028	**15**		
Federal Facilities Enforcement Office (FFEO)			1	
OC			9	
OCE			4	
OFA			1	
OEJ			1	
OSRE			2	
	Total 0028		**39**	
	0301	**11**		
OCE			1	
OFA			1	
OC			1	
Office of Criminal Enforcement, Forensics and Training Enforcement (OCEFT)			2	2 to 3
OSRE			1	
	0301	**13**		
Immediate Office (IO)			2	
	Total 0301		**8**	
OC	**0343**	**11**	1	

Office of Administration and Policy (OAP)	**0343**	**13**	5	
OC			7	
OCE			4	
OCEFT			4	8 to 10
OFA			2	
OSRE			5	
OAP	**0343**	**14**	5	
OC			3	
Office of Environmental Justice (OEJ)			1	
OFA			1	
OSRE			1	
OAP	**0343**	**15**	3	
OC			4	
OCE			2	
OCEFT			4	
OFA			2	
OSRE			1	
	Total 0343		**55**	
FFEO	**0905**	**14**	1	
OC			1	
OCE			2	
OCEFT			1	
OSRE			3	
FFEO	**0905**	**15**	3	
OAP			1	8 to 10
OC			5	
OCE			11	
OCEFT			1	
OFA			1	
OSRE			8	
	Total 0905		**38**	
All Offices are located in DC				
OC	**0318**	**8**	1	
OC	**0318**	**9**	3	
OCE			2	
OAP			1	2 to 3
OCEFT			2	
OAP	**0318**	**10**	1	

	Total 0318		**10**	
Total for Table 3-3			**150**	**27**

Table 3-4 reflects a list of three job series consolidated into one group. The VSIP and/or VERA will be offered to the first 2 employees requesting it in any of those three job series, since the number of eligible positions in any one series is very limited.

Table 3-4 Targeted Positions Eligible for VSIP and or VERA offers in three specific job series				
OECA Office in Washington, DC	**Series**	**Grade (GS/GM)**	**Current Number Targeted Positions**	**Up To Maximum Number of VERA/VSIPs to be Offered in Series**
OCE	**0303**	**5**	1	2 to 3
OFA	**0303**	**7**	1	
OSRE	**0341**	**10**	1	
OSRE	**0341**	**11**	1	
OCE	**0341**	**12**	1	
IO	**1001**	**15**	**1**	
Total for Table 3-4			**6**	**2**

Table 3-5 shows the total number of targeted employees and the total number of VSIP offers to be made.

Table 3-5 Total number of Targeted Positions to be offered VSIP and/or VERA and total number of VSIPs to be offered		
	Current Number of Targeted Positions	Up To Maximum Number of VSIPs to be Offered in Series
Total for Table 3-3	150	27
Total for Table 3-4	6	2
Total for Table 3-5	**156**	**29**

Methodology for VSIP and/or VERA Acceptance Process

The total number of VSIPs offered will be 29. The use of VERA will be used in conjunction with the VSIP offers. The submissions selection process will be based on a "first-in, first-out" process for each of the five specific job series shown in Example Table 4-1, which has a target cap of 27 and the three job series combined in Example Table 4-2 have a targeted cap of 2. In addition, the maximum number of VSIP and/or VERA offers per series column is the maximum number of VSIP offers and/or VERA offers that will be accepted in that particular occupational series or group of series up to the total capped quantity of 29 VSIP offers.

Table 4-1 Example (Job Series)			
Job Series	Title	Targeted Number of VSIP and/or VERA Offers Per Targeted Series	Maximum Number of VSIP and/or VERA Offers Per Targeted Series
0028	Environmental Protection Specialist	7	**9**
0301	Administrative Management Specialist	2	**3**
0318	Secretary	2	**3**
0343	Management and Program Analyst	8	**10**
0905	Attorney	8	**10**
	Total VERA/VSIP Offered	**27**	

Table 4-2 Example (Consolidated Job Series)			
Job Series	Title	Targeted Number of VSIP and/or VERA VERA/VSIP Offers Per Combined Targeted Series	Maximum Number of VSIP and/or VERA Offers Per Combined Targeted Series
0303	Miscellaneous Clerk and Assistant	2	3
0341	Administrative Officer		
1001	Communication specialist		
	Total VERA/VSIP Offered	**2**	

The following information is providing to explain how this process will work:

For example, suppose that the following 35 VERA/VSIP packages are submitted on July 16, July 23, and July 30, 2012 respectively and these dates are within the submission window. OECA will time and date stamp submissions as they are received. Example Table 4-3 illustrates

the 35 submission packages and the date and time the packages were submitted to OECA for a VERA/VSIP offer.

Example Table 4-3 Submitted packages			
Time and Date Submitted	**Series**	**Title**	**Number of Submission**
09:30 am July 16, 2012	0028	Environmental Protection Specialist	1
09:45 am July 16,2012	0301	Administrative Management Specialist	2
10:11 am July 16, 2012	0318	Secretary	3
12:01pm July 16,2012	0343	Management and Program Analyst	4
12:02 pm July 16, 2012	0905	Attorney	5
1:15 pm July 16, 2012	0028	Environmental Protection Specialist	6
1:16 pm July 16, 2012	0301	Administrative Management Specialist	7
2:19 pm July 16, 2012	0318	Secretary	8
3:21pm July 16 ,2012	0343	Management and Program Analyst	9
3:35 pm July 16, 2012	0905	Attorney	10
3:55 pm July 16, 2012	0303	Miscellaneous Clerk and Assistant	11
4:15 pm July 16, 2012	0343	Management and Program Analyst	12
07:30 am July 23, 2012	0343	Management and Program Analyst	13
07:31 am July 23, 2012	0343	Management and Program Analyst	14
08:40 am July 23, 2012	0343	Management and Program Analyst	15
09:30 am July 23, 2012	1001	Communication specialist	16
09:35 am July 23, 2012	0301	Administrative Management Specialist	17
10:30 am July 23, 2012	0318	Secretary	18
10:35 am July 23, 2012	0301	Administrative Management Specialist	19
11:30 am July 23, 2012	0341	Administrative Officer	20
12:30 pm July 23, 2012	0905	Attorney	21
1:30 pm July 23, 2012	0318	Secretary	22
07:45 am July 30, 2012	0905	Attorney	23
08:15 am July 30, 2012	0905	Attorney	24
08:35 am July 30, 2012	0028	Environmental Protection Specialist	25
08:45 am July 30, 2012	0028	Environmental Protection Specialist	26
08:55 am July 30, 2012	0318	Secretary	27
09:00 am July 30, 2012	0301	Administrative Management Specialist	28
09:11 am July 30, 2012	0905	Attorney	29
09:42 am July 30, 2012	0341	Administrative Officer	30
09:43 am July 30, 2012	0343	Management and Program Analyst	31
09:45 am July 30, 2012	0905	Attorney	32
09:45 am July 30, 2012	1001	Communication specialist	33
10:30 am July 30, 2012	0905	Attorney	34
11:55 am July 30, 2012	0343	Management and Program Analyst	35

Step 1:
Review the first 29 submission packages by placing the submission number in the column, as demonstrated in Example Table 4-4, which reflects the VERA/VSIP submission package position and how many of each series was submitted up to the maximum submission number.

Example Table 4-4 Ranking										
Series	Accept 1	Accept 2	Accept 3	Accept 4	Accept 5	Accept 6	Accept 7	Accept 8	Accept 9	Accept 10
0028	1	6	25	26						
0301	2	7	17	19	28					
0318	3	8	18	22	27					
0343	4	9	12	13	14	15	31	35		
0905	5	10	21	23	23	29	32	34		
0303	11									
1001	16	33								
0341	20	30								

Step 2:
Next total the number of request for each series and group against the target and maximum VSIP offers and/or VERA to be offered in Example Table 4-5

Example Table 4-5				
Series	**Number of Packages Submitted**	**Target**	**Maximum by Job Series**	**Accepted**
0028	4	7	9	4
0301*	5	2	3	3
0318	5	2	3	3
0343	8	8	10	8
0905	8	8	10	8
0303*	1	2	3	3
1001*	2			
0341*	2			
Total	**35**	**29**		**29**

* Note: Only the first three submissions were accepted for job series 0301 and only for first submission for job series 0303, 1001, and 0341, since they each met the maximum allocation for that particular job series.

This process addresses the "first-in, first-out procedure and still allows OECA some control over the mix of job series that will be reduced while still providing adequate assurance that our target numbers of 29 is met.

Guiding Questions for Workforce Planning

Key Priorities, Initiatives and Other Drivers

A. What is/are the applicable Administrator's priorities and business processes for my organization?
B. Are there other new initiatives or programs to consider or older existing programs that have less relevance that will affect your workforce?
C. Is there current/pending legislation or regulations that may place increased or decreased demand on your workforce?
D. What scientific or technical advances influence your work and how can they be used to enhance or streamline your efforts?
E. What significant demographic issues (internal or external) will affect the demand on your organization's workforce (e.g., the Agency's aging workforce, competition for top notch talent especially in cutting edge areas)?
F. Does my organization need to undergo structural change so that the workforce can most effectively meet mission?
G. Are the current business processes and organizational structures sufficient for carrying out the key priorities?
H. How do A-G above affect my program/regional office?

Identification of Key Functions and Skill Sets

A. Which skills do we have and which do we need?
- What skill sets are needed?
  - Specifically what do we need more of (GS series, grade)?
  - What opportunities exist for retraining?
- What is being done to achieve efficiencies and become more streamlined that will result in a need for different skill sets?
  - How will technology be used to enhance services provided and create efficiencies for employees?
- What new functions/skills are needed?
  - Specifically, what work do we want to do that is new/different we can't currently do or that reflects a change in mission priorities or requirements?
- What current functions are no longer needed?
  - Specifically, what work do we no longer need to do (or need to do less of) given changing Agency priorities or changing business practices?
- What skill sets are no longer needed or can be reduced?
  - How will work be redefined to address priorities?
  - Specifically, what can we decide to scale back?

Technical Criteria for VERA/VSIP

1. Where are we now?
2. How will VERA/VSIP assist us in getting where we want to be/in reaching our specific goal(s)? (For example, a goal could be a voluntary reduction of employees in positions with obsolete skills and the establishment of new positions with different skills to assist in accomplishing the mission.)
3. How many positions are we targeting?
4. What are the targeted positions? (title, series, grade, locations)
5. Why are these positions being targeted (too many of these type of positions, need different skill sets, competency gaps, etc.)
6. How many rehires would we like to make? What types of positions (titles, series, grade levels, career ladders) are needed?
7. What is the maximum number of offers (approvals)?
8. How are we going to decide who receives an offer/approval?

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Guiding Questions for Workforce Planning

Key Priorities, Initiatives and Other Drivers

A. What is/are the applicable Administrator's priority/ies and business processes for my organization?

B. Are there other new initiatives or programs to consider or older existing programs that have less relevance that will affect your workforce?

C. Is there current/pending legislation or regulations that may place increased or decreased demand on your workforce?

D. What scientific or technical advances influence your work and how can they be used to enhance or streamline your efforts?

E. What significant demographic issues (internal or external) will affect the demand on your organization's workforce (e.g., the Agency's aging workforce, competition for top notch talent especially in cutting edge areas)?

F. Does my organization need to undergo structural change so that the workforce can most effectively meet mission?

G. Are the current business processes and organizational structures sufficient for carrying out the key priorities?

H. How do A-G above affect my program/regional office?

~~Positions~~ - Identification of Key Functions and Skill Sets

A. Which skills do we have and which do we need?

- What skill sets are needed?
  - Specifically what do we need more of (GS series, grade)?
  - Which occupations will be affected by scientific and technological advancements?
  - What opportunities exist for retraining?

  remove color

- What is being done to achieve efficiencies and become more streamlined that will result in a need for different skill sets?
  - How will technology be used to enhance services provided and create efficiencies for employees?

- What new functions/skills are needed?
  - Specifically, what work do we want to do that is new/different we can't currently do or that reflects a change in mission priorities or requirements?

- What current functions are no longer needed?
  - Specifically, what work do we no longer need to do (or need to do less of) given changing Agency priorities or changing business practices?

- ~~5 Budget Submission guides realignment (?? Keep in??)~~

- What skill sets are no longer needed or can be reduced?
  - How will work be redefined to address priorities?
  - Specifically, what can we decide to scale back?

Technical Criteria for VERA/VSIP

1. Where are we now?
2. Where do we want to be? What are our specific mission needs? What has changed/is changing? What processes can/must we do differently?
3. How will VERA/VSIP assist us in getting where we want to be/in reaching our specific goal(s)? (For example, a goal could be a voluntary reduction of employees in positions with obsolete skills and the establishment of new positions with different skills to assist in accomplishing the mission.)
4. How many positions are we targeting?
5. What are the targeted positions? (title, series, grade, locations)
6. Why are these positions being targeted (too many of these type of positions, need different skill sets, competency gaps, etc.)
7. How many rehires would we like to make? What types of positions (titles, series, grade levels, career ladders) are needed?
8. ~~How long are do we want the authority (the ending date of the authority)?~~
9. ~~When is the last date that employees must be off the rolls (cannot be beyond the ending date of the authority)?~~
10. What is the maximum number of offers (approvals)?
11. How are we going to decide who receives an offer/approval?

VERA/VSIP: Questions to ask yourself?

Where are we now?
Where do we want to be? What are our specific mission needs? What has changed/is changing?
What processes can/must we do differently?
How will VERA/VSIP assist us in getting where we want to be/in reaching our specific goal(s)?
For example, a goal could be a voluntary reduction of employees in positions with obsolete skills and the establishment of new positions with different skills to assist in accomplishing the mission.
How many positions are we targeting?
What are the targeted positions? (title, series, grade, locations)
Why are these positions being targeted (too many of these type of positions, need different skill sets, competency gaps, etc.)
How many rehires would we like to make? What types of positions (titles, series, grade levels, career ladders) are needed?
How long are do we want the authority (the ending date of the authority)?
When is the last date that employees must be off the roles (cannot be beyond the ending date of the authority)?
What is the maximum number of offers (approvals)?
How are we going to decide who receives an offer/approval?

Workforce Planning Considerations

November 2013

Reshape the workforce by eliminating obsolete positions and consolidating skills

Reduce and rebalance FTEs as well as extramural program requirements

Implement Next Generation Compliance

Restructure FTE ceilings to meet changing priorities

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

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 some current and new job classification series to create a higher-performing organization

Restructure, reorganize and reduce existing staff layers to improve organizational productivity while reducing the personnel ceiling number to meet agency reductions in staffing and associated payroll costs, and to reduce the number of supervisors and supervisory units

Reduce and rebalance the current top-heavy GS-13 to -15 grade structure to create backfill opportunities for recruiting at generally lower grade and career ladder levels

Reshape and reduce scientific positions in a manner that yields a workforce with the skill sets to address the Agency's highest science priorities, including reducing the current number of employees trained and working in traditional core research

Increase the number of employees trained and working in exposure sciences, informational sciences, mathematics and statistics, modeling and computer sciences, and social sciences

Revitalize critical post-doctoral candidate program through resumption of hiring to increase our technical expertise, advance innovation, and employ cutting-edge ideas and techniques that are essential to effectively addressing interdisciplinary research problems

Restructure and realign offices

Reduce and reshape non-supervisory environmental program positions

Reduce and restructure the work assigned to employees in specific occupational series and grades to achieve staffing reductions, then restructure positions to recruit candidates having technologically advanced skills

Reduce the number of non-supervisory positions for specific occupations and grade levels

Supervisory ratios—8:1

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget approved EPA's request to offer Voluntary Separation Incentive Payments (buy-outs) and Voluntary Early Retirement Authority (early-outs).

This effort largely mirrors ~~a~~ similar VERA/VSIP activities EPA administered 4 years ago to reach new efficiencies and to comply with fiscal sequestration demands required by Congress when EPA reduced its FTE ceiling to approximately 15,000. At that time, two rounds of VERA/VSIP were conducted. Two common rationales/themes were identified by a majority of the offices to support streamlining of the workforce: Reduce and Restructure Administrative Support Positions and Rebalance Grade Structure (reduce the number of positions at senior grade levels in areas where higher level expertise was no longer needed). Other themes included reducing generalized programmatic positions and decreasing the number of supervisory positions. These changes created opportunities for offices to bring in the skill sets necessary for meeting evolving mission needs and adjust supervisory ratios that were in many cases quite low. All of these themes are represented in our current VERA/VSIP effort.

To date, ~~A~~acting assistant administrators of the program offices and acting regional administrators have all contributed to identify positions and the number of positions which can restructured to gain efficiencies or abolished if the skillset is no longer needed. The themes in the Agency's business case include:

- ~~delayering to increase staff to~~reducing the number of supervisor~~s 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~~ and/or reducing the number of programs.

Positions targeted include Management and Program Analysts, Environmental Protection Specialists, Attorneys, Physical Scientists and Environmental Engineers. The maximum number of offers we would accept is 1227, or 8% of the current workforce. Offices with the highest percentage of maximum offers include: Region 6, Region 3, OLEM, AO and OARM. Examples of the reshaping options offices are attempting include the following:

- OCFO will eliminate some clerk, secretary and technician positions where the skills are no longer needed.
- a region will reduce the number of higher graded non-supervisory environmental protection specialists.
- OECA will reduce and reshape positions across all of its job series except for criminal investigators (e.g., chemists, environmental protection specialists, legal assistants, budget analysts, environmental engineers) to establish a more efficient and effective Federal enforcement and compliance program aligned with Agency priorities.

The application period opened on July 13, 2017 and closes at 11:59 p.m. EST on July 26, 2017. Approvals of applications submitted during this window will be accepted on a first come, first served basis. Should the number of applications exceed the maximum number of offers designated by an office, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) 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.

The decision to take advantage of a VERA/VSIP is entirely voluntary. Personnel taking a VERA/VSIP must leave the EPA by September 2, 2017.

As of July ~~17~~18, 2017, EPA received ~~377~~398 applications. In past programs, the Agency acceptance rate was approximately 33% of the maximum number of offers allowed (1227 in this case with approximately 405 accepting the offer).

For FY17, EPA has a workforce of 15,031. Under this reduction, which estimates a 400 position elimination and a continued hiring freeze with resulting attrition, EPA may drop to a workforce of 13,300. EPA last employed a similar number of FTEs, 13,442, in FY 1987.

Commented [HD1]: Still can't confirm this number

VERA/VSIP Office Impacts
[EMBED Excel.Sheet.12]

Use of VERA/VSIP to Restructure Nonsupervisory GS 13/14/15 Workforce

A significant proportion of EPA's workforce is classified in nonsupervisory high-graded (i.e., GS 13, 14 and 15) positions:

(Insert table showing data on GS 13s, 14s and 15s)

Several drivers impact the sustainability of this workforce distribution:

- Program priorities evolve over time. The specific knowledge that was once required to address a particular sector, program or pollutant may no longer be needed or may be needed at a level that is not sufficient to support a stand-alone, high graded position. In these cases, it can be difficult for individuals whose positions are based on such specific knowledge to effectively transition to other comparably graded work.

- Program evolution and process improvements impact the number of people we need as well as the required skill sets. Examples include:
    - Next Generation Compliance Strategy - Will require new skills in our technical and legal staff to utilize new monitoring technologies, work with communities and community-collected information on local impacts, and develop innovative enforcement approaches to improve compliance. These changes also impact regulatory and permitting personnel who assist states and others in adopting/ issuing regulations and permits that are consistent with Next Generation principles.
    - Re-engineering our partnerships with States/tribes - Will require us to balance EPA's obligation to provide certain oversight/accountability with the need to avoid duplication of work. The ability to effectively manage these multiple roles requires a high degree of collaboration, communication and interpersonal skills.
    - Skills Marketplace and other collateral duty approaches - Moving from a 1 person/1 program approach to greater cross-training and work-sharing will support our mission regardless of where short or long-term vacancies arise. Employees will need greater collaboration and self-management skills, and an ability to apply their degrees/technical backgrounds to a variety of programs.
    - Advanced automation/IT technologies – Will continue to streamline and redefine our work, allowing people to manage workloads more effectively and with greater consistency. For example, in EPA's grants programs, the project officer role will benefit from automated applications, tracking and oversight. These are changes that will impact optimal workload. As the focal point for negotiations/issue resolution, PO's will require enhanced communication, matrix management and problem-solving skills.

- Current attrition rates inhibit change and impact our ability to retain the next generation workforce.

Insert graph/table on attrition rates

Such low attrition rates restrict our ability to rebalance our future workforce in terms of size, skills, and grade distribution. Entry level hiring is limited, as is our ability to effectively restructure higher graded positions to focus on more transferable skills rather than specific programs, sectors or pollutants. These new positions, although fewer in number, would provide career advancement opportunities for existing GS-12's, thus supporting retention and sound succession management by furthering the next generation of senior technical staff and future managers.

Given these drivers, we propose to reduce and restructure our nonsupervisory high-graded workforce by offering VERA/VSIP to GS-13, 14 and 15's in our largest categories of technical/professional positions. To ensure we have a sufficient pool of applicants, we will open the VERA/VSIP to GS 14/15 supervisors/managers in these categories as well. Vacant supervisory/manager positions created by VERA/VSIP provide an opportunity to evaluate whether such positions should be backfilled based on workforce/span of control factors; vacancies approved for backfilling will assist with our workforce profile goals since the likely pool of candidates is our GS13 and 14 staff.

U.S. Environmental Protection Agency
Request for
Voluntary Separation Incentive Payments
and
Voluntary Early Retirement Authority
for
Organization XYZ

I. Introduction

II. Background

III. Reshaping the Workforce

IV. Budget Neutrality/Costs/Savings

V. Template for Combined VSIP/VERA Request

Attachments:

Attachment 1 – Current Organization Chart
Attachment 2 – New Organization Chart
Attachment 3 – Targeted Positions and Maximum Number of VSIPs to be Offered to Targeted Positions by Office and Series

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U.S. Environmental Protection Agency
Office XYZ,
Voluntary Separation Incentive Payments
and
Voluntary Early Retirement Authority

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 XX/XX/XX for the use of Voluntary Separation Incentive Payments (VSIP/Buy-Out) and Voluntary Early Retirement Authority (VERA/Early-Out). Organization XYZ will use these authorities to:

Both the VSIP and VERA opportunities will be offered to staff in targeted series in the XX components of Organization XYZ. As noted in section III, targeting decisions were made by senior managers based on the specific mission needs required to reshape their offices. 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.

II. Background

III. Reshaping the Workforce

IV. Budget Neutrality/Costs/Savings

Budget Neutrality

This request for VSIP and VERA, if approved, will be conducted so that no funds or resources other than those appropriated for use in Fiscal Year (FY) XXXX will be used or required.

As mandated by the Office of Management and Budget (OMB) for early-out/buy-out requests, Organization XYZ's request certifies that the early-out/buy-out will be budget neutral. That is, the early-out/buy-out authority will not result in any increased costs above current or future FY appropriations to pay for costs incurred for buy-out cash payments, annual leave cash payouts, or any other costs, including those associated with refilling the resulting vacancies.

Direct Costs

Estimated Savings

Indirect Costs

V. Combined Request for Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA)

Agency:

ED_001372_00006132-00002

Covered Component(s):

VSIP and VERA

1. Explain the workforce situation the organization needs to address through VSIP and VERA that would otherwise require involuntary personnel actions, e.g., delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.

2. Identify the end date for separations under VSIP and VERA.

Provide the end date for the authorities as well as the final date for employees to separate from the agency's employment roles.

Required information for VSIP request

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 related to the position, such as skills and knowledge gaps.

4. **Describe the categories of employees who will be offered VSIP by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills or knowledge gaps, or retirement eligibility.**

This should be a description of all groups of employees who will receive VSIP offers. The agency should use categories such as position titles, occupational series, grade levels or function(s) performed (e.g., maintenance workers, support staff, etc.). The request should also specify the geographic area(s) where the employees are located.

5. Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to $25,000).

6. Describe how the organization will operate without the eliminated positions and functions identified in number 1.

7. Provide a proposed organization chart showing the expected changes to the organization's structure after completing the VSIP plan.

This chart should show the agency (or component within the agency, if the VSIP request is for a single component) minus the eliminated or restructured or redescribed positions (different grade, title, function(s), etc.). In order to effectively show the meaning of this information, it would be useful to display a current organization chart as well.

8. If requesting, or will request, VERA, describe how that authority will be used in conjunction with VSIP.

This discussion should explain the extent to which the agency believes it will reach its voluntary separation goals by combining VERA with VSIP as an enticement for voluntary separation. If the agency believes the VERA, when used with VSIP may entice certain employees to retire early to receive

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a VSIP, it should provide that information and explain the anticipated, positive effect that VERA will have on the VSIP acceptance rate.

9. If offering VSIPs under another statutory authority, describe how VSIPs are being used under that authority.

Not applicable.

Required information for VERA request

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.

(Note: The date provided should not be earlier than the ending date provided in number 2)

11. Provide the total number of permanent employees in the agency or covered component(s).

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.

For example, if you are requesting VERA based on a need to reshape your workforce to correct skills imbalances, you will likely experience voluntary separations, reassignments, and reclassifications. The sum of these anticipated actions is the number we're seeking.

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.)

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

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.

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Attachments

Attachment 1 – Current Organization Chart

Attachment 2 – New Organization Chart

Attachment 3 – Targeted Positions and Maximum Number of VSIPs to be Offered to Targeted Positions by Office and Series

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VERA and VSIP Requests

Each package submitted for review and routing should contain the following information:

1. Specific details about the organization for which VERA and VSIP authorities are being requested that is broken down by subcomponent, office, division, etc.

2. Detailed reason why VERA and VSIP are being requested and what would the organization do if the request for a VERA and VSIP is denied.

    - The request must include a detailed summary of the organization's personnel and/or budgetary situation that will result in an excess of personnel because of a substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping. The organization's reasons for the request must be consistent with the agency's human capital goals and strategic plan.

3. A description of how the organization will operate without the eliminated or restructured positions and functions (i.e., how will the organization be able to meet its goals, responsibilities and/or fulfill its mission).

4. A detailed description of how the organization plans to reshape its workforce.

5. The date(s) on which the organization expects to implement the substantial reshaping of its workforce.

6. A description of the types of personnel actions that the organization anticipates may be necessary as a result of the agency's need for VERA and VSIP. Examples of personnel actions include separations, transfers, reassignments, and downgradings.

7. A list of targeted occupations by series, grade, title, location and organization subcomponent (e.g., office or division).

8. A short explanation of how VERA will be used in conjunction with VSIP. This discussion should explain the extent to which the organization believes it will reach its goals by combining VERA with VSIP as an enticement for voluntary separation.

9. The time period(s) for which the organization plans to offer VERA and VSIP and when employees should be off the rolls. The agency should identify factors that might cause delays or complications. The agency should provide an explanation for the length of the time period required.

10. The total number of non-temporary employees in the organization (listed by grade, series, title, location and organization subcomponent).

11. The total number of non-temporary employees in the organization who, if the request isn't approved, will be involuntarily separated, downgraded, transferred, or reassigned as a result of the substantial reshaping of the workforce (listed by grade, series, title, location and organization subcomponent).

12. The total number of non-temporary employees in the organization who are eligible for voluntary early retirement and optional retirement.

13. An estimate of the total number of non-temporary employees in organization who are expected to actually retire during the period covered by the request.

14. A description of the categories of employees who will be offered VSIP, identified by organizational unit, geographic location, occupational series, grade level, and any other factors, such as skills, knowledge, or retirement eligibility. When considering 'retirement eligibility' to determine the categories of employees who will be offered VSIP, the organization is advised to ensure its process is in compliance with the Age Discrimination in Employment Act of 1967 (ADEA), as amended.

15. The number and maximum amounts of VSIPs to be offered.

16. Selection criteria for VSIP (e.g., seniority, first-in/first-out).

17. Direct costs for VERA and VSIP. VERA and VSIP must be budget neutral. The organization must provide the basis for any calculations, attrition rates, averages and estimates used in the request.

18. Projected savings from the reshaping of the workforce. In projecting savings or attrition from VERA and VSIP, the agency should not assume that all or even most of the employees eligible for VERA and VSIP will actually retire. The organization must provide the basis for any calculations, attrition rates, averages and estimates used in the request.

19. Current organization chart (i.e., before VERA and VSIP).

20. New organization chart (i.e., after VERA and VSIP).

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget approved EPA's request to offer Voluntary Separation Incentive Payments (buy-outs) and Voluntary Early Retirement Authority (early-outs).

This effort largely mirrors ~~a~~ similar VERA/VSIP activities EPA administered 4 years ago to reach new efficiencies and to comply with fiscal sequestration demands required by Congress when EPA reduced its FTE ceiling to approximately 15,000. At that time, two rounds of VERA/VSIP were conducted. Two common rationales/themes were identified by a majority of the offices to support streamlining of the workforce: Reduce and Restructure Administrative Support Positions and Rebalance Grade Structure (reduce the number of positions at senior grade levels in areas where higher level expertise was no longer needed). Other themes included reducing generalized programmatic positions and decreasing the number of supervisory positions. These changes created opportunities for offices to bring in the skill sets necessary for meeting evolving mission needs and adjust supervisory ratios that were in many cases quite low. All of these themes are represented in our current VERA/VSIP effort.

To date, ~~A~~acting assistant administrators of the program offices and acting regional administrators have all contributed to identify positions and the number of positions which can restructured to gain efficiencies or abolished if the skillset is no longer needed. The themes in the Agency's business case include:

- delayering to increase staff to supervisor 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 and/or reducing the number of programs.

Positions targeted include Management and Program Analysts, Environmental Protection Specialists, Attorneys, Physical Scientists and Environmental Engineers. The maximum number of offers we would accept is 1227, or 8% of the current workforce. Offices with the highest percentage of maximum offers include: Region 6, Region 3, OLEM, AO and OARM. Examples of the reshaping options offices are attempting include the following:
- OCFO will eliminate some clerk, secretary and technician positions where the skills are no longer needed.
- a region will reduce the number of higher graded non-supervisory environmental protection specialists
- OECA will reduce and reshape positions across all of its job series (except for criminal investigators) to establish a more efficient and effective Federal enforcement and compliance program aligned with Agency priorities.

The application period opened on July 13, 2017 and closes at 11:59 p.m. EST on July 26, 2017. Approvals of applications submitted during this window will be accepted on a first come, first served basis. Should the number of applications exceed the maximum number of offers designated by an office, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) 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.

The decision to take advantage of a VERA/VSIP is entirely voluntary. Personnel taking a VERA/VSIP must leave the EPA by September 2, 2017.

As of July ~~17~~18, 2017, EPA received ~~377~~ 398 applications. In past programs, the Agency acceptance rate was approximately 33% of the maximum number of offers allowed (1227 in this case with approximately 405 accepting the offer).

For FY17, EPA has a workforce of 15,031. Under this reduction, which estimates a 400 position elimination and a continued hiring freeze with resulting attrition, EPA may drop to a workforce of 13,300. EPA last employed a similar number of FTEs, 13,442, in FY 1987.

Commented [HD1]: Still can't confirm this number

VERA/VSIP Office Impacts
[EMBED Excel.Sheet.12]

EPA

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund		Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
Delayering (increasing supervisor to staff ratio)	3	3	66	24	0	0	15	5	0	0	28	24	112	56	0.38%
Consolidate or reduce administrative or support functions	5	1	260	100	0	0	28	22	0	0	61.5	44.5	354.5	167.5	1.14%
Restructure or reduce highly graded supervisory and non-supervisory positions	196	99	933.5	364	5	4	149.3	60	6	6	366	140	1655.8	673	4.58%
Restructure to focus on core business functions (administrative support)	0	0	136	54	0	0	22	9	0	0	160	64	318	127	0.86%
Restructure to focus on STEM/programmatic priorities	29	8	386.4	78.9	1	1	87.4	18.1	4	1	191	39	698.8	146	0.99%
Consolidate and streamline functions/activities/reduce number of programs	72	14	579	84	1	1	180	52	0	0	38	32	870	183	1.24%
Total	305	125	2360.9	704.9	7	6	481.7	166.1	10	7	844.5	343.5	4009.1	1352.5	9.20%
													EPA Permanent Workforce (excluding OIG) as of 5/22/17:		14707

SUMMARY
Max Offer = 9% of total workforce
Targeted Positions = 27% of total workforce
Office/Region with highest maximum offer: OLEM, Region 3, Region 6, OCFO and OARM
Office/Region with lowest maximum offer: OGC, Region 8, OAR, Region 4 and Region 9
Most impactful "Theme": Restructure or reduce highly graded supervisory and non-supervisory positions (4% of the workforce)

	Max Offers	Permanent Workforce	Percentage
OGC	2	228	0.9%
Region 8	8	523	1.5%
OAR	20	1137	1.8%
Region 4	26	912	2.9%
Region 9	23	731	3.1%
Region 10	19	543	3.5%
Region 2	29	782	3.7%
OW	30	580	5.2%
Region 1	36	566	6.4%
OCSPP	66	989	6.7%
OITA	5	74	6.8%
OECA	50	722	6.9%
Region 5	82	1078	7.6%
OCFO	26	313	8.3%
OEI	30	342	8.8%
Region 7	45	510	8.8%
ORD	184	1574	11.7%
OARM	98	695	14.1%
Region 6	136.5	736	18.5%
AO	74	353	21.0%
Region 3	204	825	24.7%
OLEM	159	494	32.2%
EPA	1352.5	14707	9.2%

Workfoce totals as of 5/22/2017

AO

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund		Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
Delayering (increasing supervisor to staff ratio)	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Consolidate or reduce administrative or support functions	0	0	93	41	0	0	0	0	0	0	0	0	93	41	12%	AO's primary functions are inherently administrative/program management which includes a range of positions from the GS-4 to GS-15 levels.
Restructure or reduce highly graded supervisory and non-supervisory positions	0	0	73	33	0	0	0	0	0	0	0	0	73	33	10%	AO's theme is heavly focued on restructuring or reducing highly graded non-supervisory position
Restructure to focus on core business functions (administrative support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Restructure to focus on STEM/programmatic priorities	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Consolidate and streamline functions/activities/reduce number of programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total	0	0	166	74	0	0	0	0	0	0	0	0	166	74	22%	

OARM

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions			11	7				
Restructure to focus on core business functions (administrative support)			4	4				
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	15	11	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	
		18	**17**	**18**	**17**	**2.44%**
		51	33	62	40	5.73%
		50	37	54	41	5.87%
				0	0	
				0	0	
0	0	119	87	134	98	14.00%

Comments
13 Max Offers - EPM 82%; Superfund 18% **3 Max Offers - EPM 50%; Superfund 50%** **1 Max Offer EPM 90%; Superfund 10%**
Across Multiple Appropriations Breakout: 2 Max Offers - EPM 91%; Superfund 9% 7 Max Offers - EPM 90%; Superfund 10% 18 Max Offers - EPM 82%; Superfund 18% 6 Max Offers - EPM 50%; Superfund 50%
Across Multiple Appropriations Breakout: 1 Max Offer - EPM 90%; Superfund 10% 3 Max Offers - EPM 82%; Superfund 18% 33 Max Offers EPM 50%; Superfund 50%

OAR

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions	5	1	21	7				
Restructure or reduce highly graded supervisory and non-supervisory positions	8	2	3	1				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities	29	8	1	1				
Consolidate and streamline functions/activities/reduce number of programs								
Total	42	11	25	9	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals	
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
				0	0
				26	8
				11	3
				0	0
				30	9
				0	0
0	0	0	0	67	20

OAR will accept 20 offers from either appropriation

Max Offers as % of Office Workforce	Comments
1.8	*OAR will accept 20 offers from either appropriation*

OCFO

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities							4	1
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	0	0	0	0	4	1

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
		4	4	4	4	1.30%	
				0	0		
		20	3	20	3	1.00%	
		132	18	136	19	6.10%	
				0	0		
0	0	156	25	160	26	8.30%	

OCSPP

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			7	5				
Restructure or reduce highly graded supervisory and non-supervisory positions			84	61				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	91	66	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	
				7	5	0.50%
				84	61	6.10%
				0	0	
				0	0	
				0	0	
0	0	0	0	91	66	6.7%

Comments
Includes series 0303 and some in series 0301. Targeted positions do not include those eligible for VSIP only.
Includes non-supervisory GS-15s, some supervisory GS-15s, some SES. Targeted positions do not include those eligible for VSIP only.

OECA

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs	61	3	369	38			92	9
Total	61	3	369	38	0	0	92	9

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				522	50	7%
0	0	0	0	522	50	7.0%

Comments
includes all eligible GS-positions in all series except GS-1811 criminal investigators at all Headquarters and field locations

OEI

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions	9	1	133	21				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	9	1	133	21	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	0%
				0	0	0%
		38	8	180	30	9%
				0	0	0%
				0	0	0%
				0	0	0%
0	0	38	8	180	30	9%

Comments
Only offered to non-supervisory personnel. Priority given to GS-15s first, then GS-14s, lastly GS-13s. Number of max offers has been determined for each participating OEI Office and/or Division. "Across Multiple Appropriations" column includes EPM, Superfund, and WCF split employees, as well as 100% WCF paid employees.

OGC

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions			2	2				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	2	2	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
				0	0		
				2	2		
				0	0		
				0	0		
				0	0		
0	0	0	0	2	2	1%	

Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions							
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	0	0	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
					0	0		
					0	0		
					0	0		
					0	0		
					0	0		
0	0	0	0	0	0	0		

AO

OAR

OARM

OCFO

OCSPP

OECA

OEI

OGC

OIG
OITA
OLEM
ORD

OITA

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			1	1				
Restructure or reduce highly graded supervisory and non-supervisory positions			5	4				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	6	5	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
				1	1	1.3	
				5	4	5.4	
				0	0		
				0	0		
				0	0		
0	0	0	0	6	5	7%	

OLEM

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			4	3			6	3
Restructure or reduce highly graded supervisory and non-supervisory positions			173	101	1	1	28	16
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities							3	3
Consolidate and streamline functions/activities/reduce number of programs			2	2			48	16
Total	0	0	179	106	1	1	85	38

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
				10	6		
5	5	9	9	216	132		
				0	0		
				3	3		
				50	18		
5	5	9	9	279	159	32%	

ORD

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)	3	3	0	0	0	0	0	0
Consolidate or reduce administrative or support functions	0	0	0	0	0	0	0	0
Restructure or reduce highly graded supervisory and non-supervisory positions	178	95	0	0	0	0	1	1
Restructure to focus on core business functions (administrative support)	0	0	0	0	0	0	0	0
Restructure to focus on STEM/programmatic priorities	0	0	0	0	0	0	0	0
Consolidate and streamline functions/activities/reduce number of programs	11	11	0	0	0	0	1	1
Total	192	109	0	0	0	0	2	2

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
0	0	4	4	7	7	0.42%	Supv <=5
0	0	0	0	0	0	0.00%	
1	1	120	53	300	150	8.97%	Non-Supv 14-SES
0	0	0	0	0	0	0.00%	
0	0	0	0	0	0	0.00%	
0	0	15	15	27	27	1.61%	Vegas
1	1	139	72	334	184	11.00%	

OW

Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			77	6				
Restructure or reduce highly graded supervisory and non-supervisory positions			88	7				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities			131	10				
Consolidate and streamline functions/activities/reduce number of programs			97	7				
Total	0	0	393	30	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
				77	6	13.3%	
				88	7	15.2%	
				0	0		
				131	10	22.6%	
				97	7	16.7%	
0	0	0	0	393	30	5.0%	

Region 1

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			4	2				
Restructure or reduce highly graded supervisory and non-supervisory positions	1	1	7	5			1	1
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities			22	5			5	4
Consolidate and streamline functions/activities/reduce number of programs								
Total	1	1	33	12	0	0	6	5

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	0.0%
		5	3	9	5	0.9%
		18	5	27	12	2.1%
		3	2	3	2	0.4%
		46	8	73	17	3.0%
				0	0	0.0%
0	0	72	18	112	36	6.3%

Comments
Multiple Appropriations: EPM & Superfund
Multiple Appropriations: EPM & Superfund
Multiple Appropriations: EPM & Superfund
Multiple Appropriations: EPM & Superfund

Region 2

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions		0	6	6			8	8
Restructure or reduce highly graded supervisory and non-supervisory positions		0	46	4		0	5	1
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs		0	9	6		0		0
Total	0	0	61	16	0	0	13	9

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
		2	2	16	16		
	0	15	2	66	7		
				0	0		
				0	0		
	0				6		
0	0	17	4	91	29	4%	

Region 3

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)	0	0	37	16	0	0	15	5
Consolidate or reduce administrative or support functions	0	0	22	11	0	0	13	10
Restructure or reduce highly graded supervisory and non-supervisory positions	0	0	144	70	2	2	61	25
Restructure to focus on core business functions (administrative support)	0	0	24	12	0	0	21	8
Restructure to focus on STEM/programmatic priorities	0	0	0	0	0	0	0	0
Consolidate and streamline functions/activities/reduce number of programs	0	0	0	0	0	0	0	0
Total	0	0	227	109	2	2	110	48

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
0	0	16	16	68	37	4.49%	Includes 2 SES positions.
0	0	20	11	55	32	3.88%	
0	0	34	15	241	112	13.59%	
0	0	6	3	51	23	2.79%	
0	0	0	0	0	0	0.00%	
0	0	0	0	0	0	0.00%	
0	0	76	45	415	204	24.76%	

Region 4

Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	0	0	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	
		1	1	1	1	
				0	0	
		2	2	2	2	
		13	13	13	13	
		10	10	10	10	
0	0	26	26	26	26	3%

Comments
Improve flexibilities and efficiencies in addressing core mission functions by consolidating position functions into other administrative positions, technical positions and use of contracting support.
Realize efficiencies by combining administrative duties and automating functions.
Gain efficiencies through Lean process and other efficiency tools. Align resources to strengthen support of state programs. Realign resources to core regulatory duties. Replace outdated or obsolete skills and duties. Maximize use of advances in use of electronic information transfers and the increased focus on a narrower set of environmental conditions needing field evaluation.
Cooperative federalism. State enforcement programs in place, realigning direct enforcement to recognize efficiencies
Based on template data provided by HQs of 914 as of Apr 05, 2017

Region 5

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)	0	0	8	1	0	0	0	0
Consolidate or reduce administrative or support functions	0	0	6	6	0	0	0	0
Restructure or reduce highly graded supervisory and non-supervisory positions	0	0	10	8	0	0	3	2
Restructure to focus on core business functions (administrative support)	0	0	4	3	0	0	0	0
Restructure to focus on STEM/programmatic priorities	0	0	51	28	1	1	16	5
Consolidate and streamline functions/activities/reduce number of programs	0	0	12	3	0	0	1	1
Total	0	0	91	49	1	1	20	8

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
0	0	6	2	14	3	0.3%
0	0	6	3	12	9	0.8%
0	0	1	1	14	11	1.0%
0	0	66	11	70	14	1.3%
3	1	0	0	71	35	3.3%
0	0	12	6	25	10	0.9%
3	1	91	23	206	82	7.6%

Comments
The mulitple appropriations positions are in the Office of External Communications and the Office of Regional Counsel (ORC).
The mulitple appropriations positions are in the QA Lab and the ORC.
The mulitple appropriations positions are in the Planning and Quality Assurance Group in the Office of Regional Administrator (ORA).
The mulitple appropriations positions are in the Resources Management Division (RMD), ORA and ORC.
The mulitple appropriations positions are in RMD, ORA and ORC.

Region 6

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)			21	7	0	0	0	0
Consolidate or reduce administrative or support functions			12	6	0	0	1	1
Restructure or reduce highly graded supervisory and non-supervisory positions			53	17	0	0	17	7
Restructure to focus on core business functions (administrative support)			64	23	0	0	1	1
Restructure to focus on STEM/programmatic priorities			101	22	0	0	0	0
Consolidate and streamline functions/activities/reduce number of programs			26	22	1	1	38	25
Total	0	0	277	97	1	1	57	34

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
0	0	0	0	21	7	0.9
0	0	1.5	1.5	14.5	8.5	1.1
0	0	21	2	91	26	3.4
0	0	0	0	65	24	3.2
0	0	0	0	101	22	2.9
0	0	1	1	66	49	6.5
0	0	23.5	4.5	358.5	136.5	18.1

Comments
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions

Region 7

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions			62	17			22	3
Restructure to focus on core business functions (administrative support)			11	6				
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	73	23	0	0	22	3

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	
		3	1	3	1	
		59	12	143	32	
		13	6	24	12	
				0	0	
				0	0	
0	0	75	19	170	45	9%

Comments
Estimated approximately 10% of the remaining targeted positions after primary theme (row 7)
R7 Primary Theme - Very Accurate Estimate of targeted positions.
Estimated approximately 90% of the remaining targeted positions after primary theme (row 7)
Across Multiple Appropriations involves 70%'B' 30%'T' for R7

Region 8

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			3	2				
Restructure or reduce highly graded supervisory and non-supervisory positions			35	3	2	1	8	2
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	38	5	2	1	8	2

EPM=47.7
SF=12.85
Oil=0.45

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
				3	2	0.38%	
				45	6	1.15%	
				0	0		
				0	0		
				0	0		
0	0	0	0	48	8	1.53%	

Region 9

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			4	4				
Restructure or reduce highly graded supervisory and non-supervisory positions			2	2			1	1
Restructure to focus on core business functions (administrative support)			28	5				
Restructure to focus on STEM/programmatic priorities			19	4			54	2
Consolidate or reduce administrative or support functions			52	2				
Total	0	0	17	17	0	0	3	3

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
		2	2	2	2	
		1	1	5	5	
				3	3	
				28	5	
				19	6	
				52	2	
0	0	3	3	109	23	3.13%

Comments
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
total Workforce 736

Region 10

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions			2.5	1			2.3	1
Restructure to focus on core business functions (administrative support)			1	1				
Restructure to focus on STEM/programmatic priorities			61.4	8.9			5.4	3.1
Consolidate and streamline functions/activities/reduce number of programs			12	4				
Total	0	0	76.9	14.9	0	0	7.7	4.1

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0	0%	
				0	0	0%	
				4.8	2	0.4%	
				1	1	0.2%	
1	0			67.8	12	2.2%	
				12	4	0.7%	
1	0	0	0	85.6	19	3.5%	

Theme	AO			OAR			OARM	
	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0		0	0		0	0

Appropriation	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
Science and Technology								
Environmental Program and Management								
Inland Oil Spill Programs								
Hazardous Substance Superfund								
Leaking Underground Storage Tanks								
Inspector General								
Hazardous Waste Electronic Manifest System Fund								
Water Infrastructure Finance and Innovation Fund								
Total								

	OCSPP			OECA			OEI			OGC	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
	0	0		0	0		0	0		0	0
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers

	OIG			OITA		
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce
	0	0		0	0	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce

AO

OARM

OCFO

OCSPP

OECA

OEI

OGC

OIG
OITA

OLEM
ORD
OW
Region 2
Region 4
Region 6
Region 8

Region 10

Guiding Questions for Workforce Planning

Key Priorities, Initiatives and Other Drivers

A. What is/are the applicable Administrator's priority/ies and business processes for my organization?

B. Are there other new initiatives or programs to consider or older existing programs that have less relevance that will affect your workforce?

C. Is there current/pending legislation or regulations that may place increased or decreased demand on your workforce?

D. What scientific or technical advances influence your work and how can they be used to enhance or streamline your efforts?

E. What significant demographic issues (internal or external) will affect the demand on your organization's workforce (e.g., the Agency's aging workforce, competition for top notch talent especially in cutting edge areas)?

F. Does my organization need to undergo structural change so that the workforce can most effectively meet mission?

G. Are the current business processes and organizational structures sufficient for carrying out the key priorities?

H. How do A-G above affect my program/regional office?

Positions - Identification of Key Functions and Skill Sets

A. Which skills do we have and which do we need?

- What skill sets are needed?
  - Specifically what do we need more of (GS series, grade)?
  - Which occupations will be affected by scientific and technological advancements?
  - What opportunities exist for retraining?

- What is being done to achieve efficiencies and become more streamlined that will result in a need for different skill sets?
  - How will technology be used to enhance services provided and create efficiencies for employees?

- What new functions/skills are needed?
  - Specifically, what work do we want to do that is new/different we can't currently do or that reflects a change in mission priorities or requirements?

- What current functions are no longer needed?
    - Specifically, what work do we no longer need to do (or need to do less of) given changing Agency priorities or changing business practices?

- 5 Budget Submission guides realignment (?? Keep in??)

- What skill sets are no longer needed or can be reduced?
    - How will work be redefined to address priorities?
    - Specifically, what can we decide to scale back?

Technical Criteria for VERA/VSIP

1. Where are we now?
2. Where do we want to be? What are our specific mission needs? What has changed/is changing? What processes can/must we do differently?
3. How will VERA/VSIP assist us in getting where we want to be/in reaching our specific goal(s)? (For example, a goal could be a voluntary reduction of employees in positions with obsolete skills and the establishment of new positions with different skills to assist in accomplishing the mission.)
4. How many positions are we targeting?
5. What are the targeted positions? (title, series, grade, locations)
6. Why are these positions being targeted (too many of these type of positions, need different skill sets, competency gaps, etc.)
7. How many rehires would we like to make? What types of positions (titles, series, grade levels, career ladders) are needed?
8. How long are do we want the authority (the ending date of the authority)?
9. When is the last date that employees must be off the rolls (cannot be beyond the ending date of the authority)?
10. What is the maximum number of offers (approvals)?
11. How are we going to decide who receives an offer/approval?

VERA/VSIP: Questions to ask yourself?

Where are we now?
Where do we want to be? What are our specific mission needs? What has changed/is changing?
What processes can/must we do differently?
How will VERA/VSIP assist us in getting where we want to be/in reaching our specific goal(s)?
For example, a goal could be a voluntary reduction of employees in positions with obsolete skills and the establishment of new positions with different skills to assist in accomplishing the mission.
How many positions are we targeting?
What are the targeted positions? (title, series, grade, locations)
Why are these positions being targeted (too many of these type of positions, need different skill sets, competency gaps, etc.)
How many rehires would we like to make? What types of positions (titles, series, grade levels, career ladders) are needed?
How long are do we want the authority (the ending date of the authority)?
When is the last date that employees must be off the roles (cannot be beyond the ending date of the authority)?
What is the maximum number of offers (approvals)?
How are we going to decide who receives an offer/approval?

U.S. Environmental Protection Agency
Request for
Voluntary Separation Incentive Payments
and
Voluntary Early Retirement Authority
for
Organization EPA Region 4

I. Introduction

II. Background

III. Reshaping the Workforce

IV. Budget Neutrality/Costs/Savings

V. Template for Combined VSIP/VERA Request

Supporting Documentation:

Figure 1 – Current Organization Chart
Table 1 – Summary of Targeted Positions
Table 2 – Summary of Targeted Positions by Duty Station
Table 3 – Supervisor to Staff Ratio
Table 4 – Targeted Supervisory Positions and Maximum Number that are Eligible for VERA/VSIPs
Table 5 – Targeted Non-Supervisory Positions (0301 Series) and Maximum Number that are Eligible for VERA/VSIPs
Table 6 - Targeted Environmental Protection Specialist Positions (0028 Series) and Maximum Number that are Eligible for VERA/VSIPs

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U.S. Environmental Protection Agency
Region 4
Voluntary Separation Incentive Payments
and
Voluntary Early Retirement Authority

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) Region 4 is requesting approval authority through April 30, 2014, for the use of Voluntary Early Retirement Authority (VERA/Early-Out) and Voluntary Separation Incentive Payments (VSIP/Buy-Out) in EPA's Region 4.

Region 4 is requesting FY 2014 VERA/VSIP authority to accomplish the workforce restructuring goals and objectives identified below. Use of the authorities in FY 2014 will help the Region increase our current supervisor to staff ratio and reduce/reshape our workforce by targeting surplus or excess positions. This will also help create a limited number of vacancies to recruit new staff with critical knowledge, skills and abilities in current and new job classification series to create a higher-performing organization in support of the Agency's and Region's mission critical priorities.

Region 4 will use these authorities to:

1. Reduce and Reshape our Supervisor to Staff Ratio

Currently, supervisory positions equate to approximately 12% of Region 4's workforce. This is a result of historically high attrition of staff positions and gradual reduction of FTEs over the past several years. The Region's current supervisor to staff ratio is 1:7. Region 4 experienced a 5.1% attrition rate in 2011; a 4.4% rate in 2012; and a 5.7% rate in 2013. This attrition resulted in a decrease in permanent employees from 1069 in FY 2011 to our current number of 961. This substantially reduced our supervisor to staff ratio and created a surplus of supervisors. Our goal in FY 2014 is to achieve a supervisor to staff ratio of 1:9. **Both the VERA and VSIP opportunities will be offered to up to 13 supervisory employees in organizations, occupations, and grade levels 14 and 15 located within the EPA Region 4 Atlanta and Athens Offices**. (See Tables 3 and 4)

2. Reduce our Number of Non-Supervisory GS-14/15 Positions

Previous Regional workforce planning efforts have resulted in 52 non-supervisory GS-14 and 15 staff positions in Technical Expert or Senior Advisor positions across all Region 4 divisions. An assessment of Regional priorities has resulted in a need for us to re-evaluate these positions to ensure optimum utilization. In FY 2014, we will use target positions in the 0301 occupational series that are no longer critical, given changing mission requirements and workforce reshaping efforts. There are a total of 27 employees currently in the 0301 occupational series and 44% of those are at the GS-14 or 15 level. **We plan to reduce the number of positions in this category by 5 positions.** (See Table 5)

3. Reduce our Number of Support Positions in Environmental Protection Specialist (EPS) Positions

Region 4 currently has 67 employees in the EPS, 0028 occupational series. We expect Agency efficiencies projected in FY 2014 and 2015 to result in enhanced business processes that will create the need to restructure and reduce the work in these positions, especially grants management responsibilities. In Region 4, Project Officers manage as few as one grant while others manage over 50. The Agency workload model supports Project Officers being responsible for 20-40 grants, depending on complexity. Because of Regional and national business process efficiency efforts underway, we

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anticipate this could significantly reduce the need for our current number of EPS positions in the future. **We are projecting to reduce the number of positions in this category by 8 positions.** (See Table 6)

Both VSIP and VERA opportunities will be offered to staff as indicated above. These targeting decisions were made by senior managers based on the specific mission needs required to reshape divisions and better prepare and align our workforce for the future. Decisions about who receives VERA and VSIP will be prioritized based on the employee's official Service Computation Date, with priority 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.

II. Background

EPA Region 4 employs 961 permanent employees responsible for carrying out EPA's environmental and human health mission in partnership with 8 states (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee) and 6 federally recognized Tribes. The region conducts oversight of state and tribal programs to ensure they comply with Federal laws and regulations, as well as ensure equitable environmental and public health protection through effective implementation of policies and procedures. The region also directly implements programs in some states and tribal territories (including permitting, inspections, and enforcement), conducts federal rulemaking, and administers grants and contracts.

Region 4 is organizationally divided into divisions and offices. The "media" divisions (Air, Pesticides, and Toxics Management Division, Resource Conservation and Recovery Act Division, Superfund Division, and Water Protection Division) are responsible for implementing the relevant environmental laws, such as the Clean Air Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation and Liability Act, and Clean Water Act. The Office of Policy and Management manages the region's resources, including personnel, facilities, and extramural funding. The Science and Ecosystem Support Division provides quality science support for congressional mandates and initiatives; partnerships with academia; and states, locals and tribal nations. The other offices (Office of Environmental Accountability and Office of External Affairs) are responsible for activities that cross divisional boundaries.

Agency and Regional mission critical priorities require Region 4 to reduce, rebalance and restructure our workforce in a manner not possible through current attrition rates. The Agency's mission priorities of reducing greenhouse gas emissions, improving air quality, managing chemical risks, cleaning up hazardous waste sites and protecting America's waters require us to have a cadre of employees with strong technical backgrounds. Science must be the backbone for EPA's programs and this requires Region 4 to ensure a strong cadre of technical staff and conduct continuous succession planning to guarantee a pool of employees ready to step up into key technical positions. It is for these reasons that Region 4 has specifically targeted two of our administrative occupational series (0028 and 0301) in this VERA/VSIP request.

Although Region 4 has an average attrition rate of about 5%, it is necessary to target surplus/excess supervisory and administrative professional positions to ensure mission critical priorities are addressed. Consistent with Agency-wide data, Region 4 employees stay on average five (5) years past their retirement eligible date. Agency priorities and efficiencies projected in FY 2014 and 2015 create an opportunity for Region 4 to restructure administrative professional positions (e.g., Senior Advisors and Environmental Protection Specialists). Continued advancements in automation/IT technologies will foster further streamlining and redefine our work, allowing people to manage workloads more effectively and with greater consistency.

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In reviewing a representative sample of the region's workforce demographics, we have determined that there is an imbalance in the ratio of the number of supervisory positions at the GS-14 and GS-15 levels. The current average ratio of supervisors to staff in Region 4 is 1:7, with variations in individual divisions/offices that range from 1:5 to 1:13. In accordance with the Office of Personnel Management standards, supervisor to staff ratio should reflect a 1:10 to 1:12 ratio. Region 4 will increase its supervisor to staff ratio by reducing our number of supervisors in FY 2014 to achieve a 1:9 ratio. We will use these reductions to support a new organizational structure in FY 2015 that will incorporate the FY 2014 reduction. We also anticipate additional reductions in this category in FY 2015 to achieve a final 1:10 to 1:11 ratio.

Ultimately, our reduction and restructuring plan will result in a more balanced grade level structure within the region. We will have fewer GS-14 and above positions and more employees employed in program and support positions that lead to a GS-12/13 full performance level.

III. Reshaping the Workforce

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 in FY 2014. Based on a careful analysis of Region 4's workforce and Agency priorities, we will target our supervisory to staff ratio, non-supervisory GS-14/15 positions in the 0301 occupational series and employees in 0028 Environmental Protection Specialist positions. Region 4 currently has a supervisory to staff ratio of 1:7 and has identified the need for more technical positions moving into the future. Reshaping our workforce through eliminating the current number of Senior Advisors (0301) and Environmental Protection Specialist (0028) positions will allow us to increase our supervisor to staff ratio to approximately 1:9 and target excess or surplus positions so that we can meet our need for cutting edge, highly technical skills.

Below are some general workforce statistics for Region 4 that this request has taken into consideration in our decision to offer 26 VERA/VSIP offers in FY 2014. As evidenced by the statistics below, Region 4's average grade of employees is almost at the GS-13 level, with over 65% of our staff at GS-13 and above levels.

- Average Grade: 12
- % of Staff at GS-14/15 Level: 24.7%
- % of Staff at GS-13 Level: 41.4%
- % of Staff at GS-9/12 Level: 28.7%

Below is a summary of the three areas Region 4 will target with VERA/VSIP:

Reduction in Supervisors at the GS-14/15 Level: Our review revealed that over the past several years, we have had a significant drop in our supervisor to staff ratio from the Office of Personnel Management's recommended 1:11 ratio to a Regional average of 1:7. This is due primarily to Region 4's drop in permanent employees from 1069 in FY 2011 to our current number of 961. In some divisions, the ratio is averaging 1:6.5 and in others it is slightly higher. This has created a need to offer early outs and buy outs to rectify this imbalance and create an opportunity for Region 4 to generate enough attrition in our supervisory ranks to reduce and rebalance in this area. Reductions in this area will serve as a foundation for our Regional reorganization in FY 2015, where we anticipate additional supervisory reductions.

Reduction in Number of Non-Supervisory Positions at GS-14/15: In the area of non-supervisory GS-14/15's, Region 4 has identified that we have a number of positions in the 0301 (non-technical) series

ED_001372_00006217-00004

that we are targeting for reduction. These include a number of special assistants, matrix-managers or senior advisors that were established in years past. For some of these positions, the work being performed can readily be folded into the portfolio of other senior level employees within the region. In other instances, the work has become less of an agency or regional priority or is no longer cutting edge and, as such, no longer supports a highly-graded stand-alone position. We anticipate that reductions in this area will allow us to do modest hiring in more technical positions such as environmental engineers, physical scientists, life scientists, and like positions.

Reduction in Number of Environmental Protection Specialists: In our final area of support positions, we have targeted Environmental Protection Specialist (0028) positions for a variety of reasons. This occupational series is the series that has a number of staff performing grants management functions across all divisions as Project Officers. In Region 4, these Project Officers are managing grants anywhere from a low of 1 to a high of 52. The Agency workload model supports Project Officers being responsible for 20-40 grants, depending on complexity. Additionally, there are national business process efficiency efforts underway that could significantly reduce the number of Project Officers needed in the future. Finally, in Region 4, we have traditionally used the EPS occupational series to provide upward mobility opportunities for our high performing and high potential administrative support employees.

As with the Senior Advisor (0301) positions, Region 4 believes that with increased technology, business process improvements, organizational changes, and new mission priorities, targeting these positions will provide us with an opportunity to potentially backfill these positions with entry level Environmental Engineers (0819), Physical Scientists (1301), and Life Scientists (0401) as our hiring situation will allow. These technical series more closely align with the Agency's and Region's priorities and will be used to bring in entry level technical staff as the opportunities become available.

In summary, we plan to use VERA and VSIP to reduce, restructure and rebalance our workforce through a multi-pronged approach:

- Increase our supervisory to staff ratio to align with the Office of Personnel Management's recommended ratio of 1:11 (with a goal of 1:9 in FY 2014 and 1:10 to 1:11 in FY15);

- reduce the overall number of non-supervisory administrative positions in the Region at higher grade levels in the 0301 series (GS-14 and 15);

- consolidate higher graded duties into remaining GS-13, 14 and 15 positions to ensure optimum utilization of staff; and

- address the changing nature of workforce skill requirements due to new mission priorities by targeting Environmental Protection Specialist positions because of efficiencies to be gained due to current and future business process improvements.

When higher graded employees leave, we will implement a modest replacement plan (approximately one hire for every three vacancies, assuming our normal attrition rate and VERA/VSIP losses) and replace these positions, as appropriate, with entry-level (GS-7/9/11) technical employees with a full promotion potential to the GS-12/13 grade level. Through attrition gained by VERA and VSIP, the region will reassign the most complex work to existing higher graded positions in order to concentrate the assignment of this work into fewer positions. We believe modest rehiring will meet our needs, while preserving budgetary flexibility.

IV. Budget Neutrality/Costs/Savings

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 Fiscal Year (FY) 2014 will be used or required.

As mandated by the Office of Management and Budget for early-out/buy-out requests, Region 4'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 current or future FY appropriations to pay for costs incurred for buy-out cash payments, annual leave cash payouts, or any other costs, including those associated with refilling the resulting vacancies.

The following tables detail calculations showing how Region 4 has assured budget neutrality in the proposal for FY 14. The direct maximum costs associated with VERA and VSIP is $999,392. Table A provides details of the direct costs associated with VERA and VSIP. Savings projected through FY 16 as a result of the VERA and VSIP are estimated to be more than $10,262,000. Table B provides the detailed calculations of the savings achieved in FY 14 and FY 15. The savings will be used to meet Region 4's ongoing program goals and responsibilities.

If the organization is under a Continuing Spending Resolution (CR), Region 4 will comply with all applicable funding restrictions to pay for the VSIP and annual leave payout, if the VSIP is approved. If necessary, our rehiring plans may be adjusted to ensure we expend only those resources allocated for use in FY 14.

Direct Costs

Table A - Direct Costs for VERA/VSIP	
Targeted Positions	
26 Targeted Positions for VSIP x $25,000 (maximum cash buy-out)	$650,000.00
26 Targeted Positions for VERA, Optional Retirement, or Resignation* (Avg. per hr. x 240 x 26)	$349,392.00
Total maximum direct costs	$999,392.00

ED_001372_00006217-00006

Table B -- Estimated Savings for FY 2014 - FY 2016					
			Savings		
			2014	2015	2016
	Total Annual Payroll Costs				
A.	(based on FY13 Authority before VERA/VSIP)		**$123,610,000**	**$123,610,000**	**$123,610,000**
B.	**Buyout Savings (1 + 2)**		**($2,060,678)**	**($4,121,355)**	**($4,121,355)**
	1	Payroll Savings (Payroll for 26 VERA/VSIP Targeted Positions with 4/4/14 Buyout Date)*	($2,020,378)	($4,040,755)	($4,040,755)
	2	Working Capital Fund Savings**	($40,300)	($80,600)	($80,600)
C.	**Buyout Costs (3 + 4)**		**$999,392**		
	3	VSIP Buyout ($25,000 x 26)	$650,000		
	4	Lump Sum Leave Payout Estimate (240 hours per Buyout) x 26	$349,392		
D.	**New Hires Costs (5 + 6)**		**$998,250**	**$1,996,500**	**$1,996,500**
	5	Payroll for 15 New Hires	$975,000	$1,950,000	$1,950,000
	6	Working Capital Fund Costs for 15 Hires	$23,250	$46,500	$46,500
E.	**Total Costs (A + B + C + D)**		**$123,546,964**	**$121,485,145**	**$121,485,145**
F.	**Estimated Savings (A - E)**		**$63,036**	**$2,124,855**	**$2,124,855**

Notes:

* Payroll savings calculations are based on the Region 4 average base salary and benefits for the series and grades identified as eligible for the buyouts (GS-13 Step 5: 8 positions, GS-14 Step 5: 8 positions, and GS-15 Step 5: 10 positions). Savings for FY 2014 assume a separation date of April 2014; therefore savings accrue only for half of the FY.

** Working Capital Fund costs are based on an annual rate of $3,100 per position. Savings for FY 2014 assume a separation date of April 2014; therefore savings accrue only for half of the FY.

ED_001372_00006217-00007

Indirect Costs

The indirect costs are difficult to gauge because most are specific to the employee. Indirect costs such as security clearances are based on the position and employee. If the employee already has one, the cost is reduced. Transit subsidy and parking are indirect costs that are employee specific and can only be determined after the employee has been recruited and tentatively selected.

V. Combined Request for Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA)

Agency: **Environmental Protection Agency**

Covered Component(s): **Region 4**

VSIP and VERA

1. Explain the workforce situation the organization needs to address through VSIP and VERA that would otherwise require involuntary personnel actions, e.g., delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.

Region 4 is requesting FY 2014 VERA/VSIP authority to accomplish the workforce restructuring goals and objectives identified below. This will help the Region increase our supervisor to staff ratio and reduce and reshape our workforce by targeting surplus or excess administrative positions. It will also create a limited number of vacancies to recruit new staff with critical technical knowledge, skills and abilities in some current and new job classification series to create a higher-performing organization.

Region 4 will use these authorities to:

1. Reduce and Reshape our Supervisor to Staff Ratio

Currently, supervisory positions equate to approximately 12% of Region 4's workforce. This is a result of historically high attrition for staff positions and gradual reduction of FTEs over the past several years. The Region's current supervisor to staff ratio is 1:7. This is due to a 5.1% attrition rate in 2011; a 4.4% rate in 2012; and a 5.7% in 2013. The aforementioned attrition resulted in a decrease in permanent employees from 1069 in FY 2011 to our current number of 961.

Region 4 will increase its supervisor to staff ratio by reducing our number of supervisors. **Both VERA and VSIP opportunities will be offered to up to 13 supervisory employees in organizations, occupations, and grade levels 14 and 15 located within the EPA Region 4 office, including Athens.**

The VERA and VSIP opportunities will be offered to supervisory staff located throughout the region. Programmatic occupations are listed in Table 4. **Based on the current number of supervisors in the Region, we will offer 5 opportunities at the GS-15 level and 8 at the GS-14 level.** This will help reduce the total number of positions at the GS-14/15 levels, reshape our grade-level structure and increase our supervisory to staff ratio.

NOTE: Given the pool of available candidates in our supervisory ranks, if Region 4 does not receive applicants at the numbers listed above for either the GS-15 or GS-14 levels, we request the flexibility to increase (or decrease) the number in one or the other category, as long as our total reduction does not exceed a total of 13.

2. Reduce our Number of Non-Supervisory GS-14/15 Positions

Previous regional workforce planning efforts have resulted in 52 non-supervisory GS-14 and 15 staff positions in Technical Expert or Senior Advisor positions across all Region 4 divisions. An assessment of regional priorities has resulted in a need for us to re-evaluate these positions to ensure optimum utilization. We will use target administrative positions in the 0301 occupational series that are no longer critical given changing mission requirements and workforce reshaping efforts. There are a total of 29 employees currently in this occupational series. Through attrition gained by VERA and VSIP, the region will reassign any remaining complex, mission critical work to existing higher-graded positions (GS-13 and 14) 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 positions with promotion potential established at the GS-12/13 level. This will allow us to recruit entry-level technical candidates interested in 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, rather than solely relying on regional and/or national level experts in specific fields. While some non-supervisory higher-graded positions will remain, this will help to create a more grade-level balanced workforce in the region.

Regional program priorities have evolved over time based, in part, on executive leadership direction and specific knowledge of a particular sector, program or pollutant that supported the higher grade at one point. This need no longer exists in some areas, or does not exist in an amount sufficient to support a stand-alone, highly graded position. Additionally, it is critical as a part of our human capital planning to develop staff with multi-media experience and move from a 1 person/1 program mentality to greater cross-training and work-sharing that will allow us to better meet our mission regardless of where short or long-term vacancies arise. We want to develop employees with a high degree of collaboration and self-management skills, with an ability to apply their degrees/technical backgrounds to a variety of situations. **As a result, we plan to reduce the number of positions in this category by 5 positions in Atlanta and West Palm Beach, FL.**

3. Reduce our Number of Support Positions

Reduce and restructure work of GS-0028 Environmental Protection Specialists (EPS) positions. Region 4 currently has 67 employees in this administrative occupational series. We expect Agency efficiencies projected in FY 2014 and 2015 to result in enhanced business processes that will create the need to restructure the work in these positions (e.g., the work being done in grants management practices for those with Project Officer responsibility). Additionally, we will achieve staffing reductions to restructure these positions to recruit technical candidates with the new skills needed to expand our analytical capabilities and approaches so that we more effectively support decision makers and accomplish mission critical, highly technical functions.

Evolving technology, business processes and efficiencies have changed and will continue to change the way the Region accomplishes its administrative workload. The agency has moved to performing tasks electronically rather than by circulating paper documents, thus cutting down processing time for our administrative functions significantly. **We are projecting to reduce the number of positions in this category by 8 positions in Atlanta and Durham, NC.** As positions are vacated in this category, we will use FTE to recruit staff into technical positions (i.e., Environmental Scientists, Physical Scientists, and Life Scientists) to better support mission critical needs in the Region.

NOTE: Given the pool of available candidates in the 0301 and 0028 series, if Region 4 does not receive applicants at the numbers listed above (i.e., 5 for non-supervisory GS-14/15s and 8 for EPS positions) we request the flexibility to increase (or decrease) the number in one or the other category, as long as our total does not exceed 13.

2. Identify the end date for separations under VSIP and VERA.

Provide the end date for the authorities as well as the final date for employees to separate from the agency's employment roles.

The time period for the authorities is from the date of approval until April 30, 2014. Voluntary separations will occur by April 4, 2014.

Required information for VSIP request

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 related to the position, such as skills and knowledge gaps.

We plan to offer 13 VERA/VSIP opportunities to supervisors in all occupational categories listed in Table 4. In addition, we will offer a total of 13 VERA/VSIP to non-supervisory GS-0301 positions at the GS-14/15 levels and to employees in GS-0028 Environmental Protection Specialist positions at all grade levels.

4. Describe the categories of employees who will be offered VSIP by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills or knowledge gaps, or retirement eligibility.

This should be a description of all groups of employees who will receive VSIP offers. The agency should use categories such as position titles, occupational series, grade levels or function(s) performed (e.g., maintenance workers, support staff, etc.). The request should also specify the geographic area(s) where the employees are located.

We plan to offer VERA/VSIP in occupational categories:

- **Supervisory positions: Total of 13 opportunities** (5 at the GS-15 level; and 8 at the GS-14 level) (in Atlanta and Athens)

NOTE: Given the pool of available candidates in our supervisory ranks, if Region 4 does not receive at least 5 applicants at the GS-15 level and 8 at the GS-14 level, we request the flexibility to increase (or decrease) the number in one or the other category, as long as our total reduction does not exceed a total of 13.

- **Non-supervisory positions: Total of 5 opportunities** - GS-0301 positions at the GS-14/15 levels (in Atlanta and West Palm Beach, FL)
- **Environmental Protection Specialists: Total of 8 opportunities** - all grade levels (in Atlanta and Durham, NC).

NOTE: Given the pool of available candidates in the 0301 and 0028 series, if Region 4 does not receive the number of targeted opportunities in each of the last two categories, but receives a larger number in one or the other, we request the flexibility to increase the number in one or the other, but not exceed a total of 13 in both categories.

5. Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to $25,000).

Region 4 has identified 26 targeted positions. The maximum number of VSIPs to be offered is 26. The maximum amount that will be paid is $25,000.

The separation incentive payment will be based upon the standard severance pay calculation. Therefore, the amount of the separation incentive (buyout) payment will be an amount equal to the employee's calculated severance pay entitlement or $25,000, whichever is less.

6. Describe how the organization will operate without the eliminated positions and functions identified in number 1.

In Region 4's supervisory ranks, we will reduce the number of branch and section level positions (GS-14 and 15) and realign or reassign staff as needed to accommodate these reductions. A future planned reorganization will incorporate these reductions and could result in additional reductions.

Reductions in non-supervisory, administrative GS-14/15 positions will allow us to consolidate some of our higher graded work in remaining 14/15 positions and also redistribute some of the less complex work to lower graded GS-12/13 positions.

Finally, for work being performed by Environmental Protection Specialist positions, we believe operational efficiencies and business process improvements will reduce the need for the number currently in our workforce.

Region 4 anticipates a modest replacement plan (approximately one hire for every three vacancies, assuming all 26 VERA/VSIPs are utilized) will be implemented. The goal is to achieve a more highly technical and grade-level balanced workforce with the skills needed to meet today's and tomorrow's challenges. We will also create a more balanced supervisor-to-employee ratio.

7. Provide a proposed organization chart showing the expected changes to the organization's structure after completing the VSIP plan.

This chart should show the agency (or component within the agency, if the VSIP request is for a single component) minus the eliminated or restructured or redescribed positions (different grade, title, function(s), etc.). In order to effectively show the meaning of this information, it would be useful to display a current organization chart as well.

(See Figure 1)
The proposed FY 2014 VERA/VSIP plan will not result in changes to the current Region 4 organization chart. However, the overall number of Region 4 administrative employees will be reduced to meet the technical skill set needed to meet today and tomorrow's challenges, while increasing our supervisor to staff ratio.

8. If requesting, or will request, VERA, describe how that authority will be used in conjunction with VSIP.

This discussion should explain the extent to which the agency believes it will reach its voluntary separation goals by combining VERA with VSIP as an enticement for voluntary separation. If the agency believes the VERA, when used with VSIP may entice certain employees to retire early to receive a VSIP, it should provide that information and explain the anticipated, positive effect that VERA will have on the VSIP acceptance rate.

Region 4 has a substantial number of employees eligible for optional retirement and an even higher number of VERA-eligible employees. Given the fact that many of our optional retirement-eligible employees have continued to work years beyond retirement eligibility, we are requesting authority to

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offer VERA with VSIP to supplement our number in order to reach our goal of 26 voluntary separations in FY 2014.

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 technical skill sets needed to meet current and future mission needs.

9. If offering VSIPs under another statutory authority, describe how VSIPs are being used under that authority.

Not applicable.

Required information for VERA request

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.

(Note: The date provided should not be earlier than the ending date provided in number 2)

Reshaping will occur after May 2, 2014.

11. Provide the total number of permanent employees in the agency or covered component(s).

Region 4 currently employs 961 permanent employees.

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.

For example, if you are requesting VERA based on a need to reshape your workforce to correct skills imbalances, you will likely experience voluntary separations, reassignments, and reclassifications. The sum of these anticipated actions is the number we're seeking.

We expect to process at least 50+ personnel actions (voluntary separations, reassignments, details, reclassifications, and internal/external recruitments) to implement the reshaping of our workforce, restructure our grade levels and reduce the overall number of positions in the region to meet FY 2014 staff levels.

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.)

79

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

10 - 15

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.

- Directed reassignments
- Details
- Voluntary separations
- Abolish or Reclassify positions
- Internal and external recruitment

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Figure 1 – Current Organization Chart

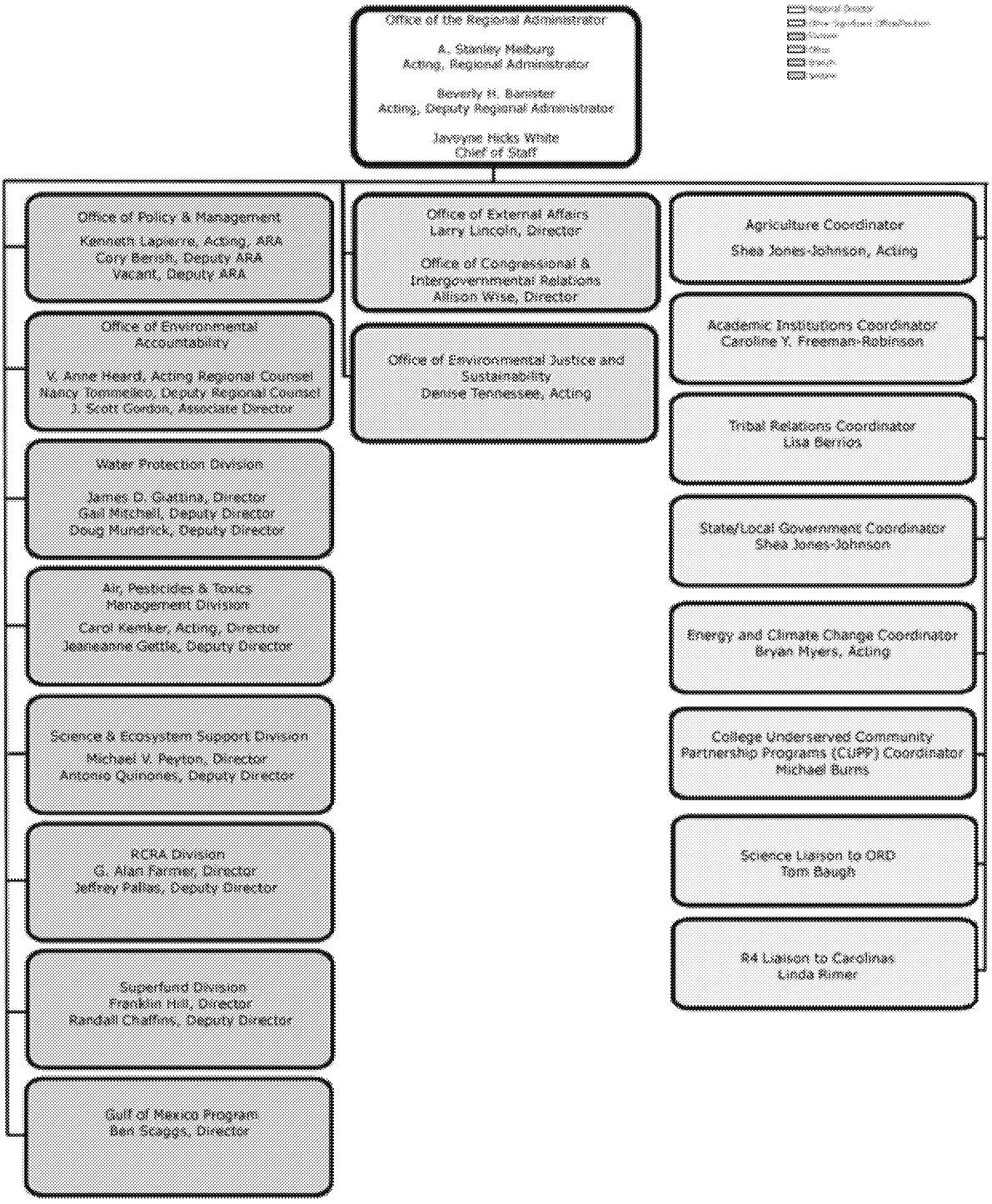

Table 1 – Summary of Targeted Positions

Targeted Positions	Retirement Eligible (VSIP)	Early Retirement Eligible (VERA/VSIP)	Resignation (VSIP)	Total Onboard as of 12/9/13	Maximum # of VERA/VSIP Offers
Non-supervisory GS-14/15 - 0301 Series	6	8	13	27	Up to 5
Supervisor (all series)	25	47	35	107	Up to 13
Environmental Protection Specialist – 0028 Series	16	24	27	67	Up to 8
Grand Total	**47**	**79**	**75**	**201**	**26**

Table 2 – Summary of Targeted Positions by Duty Station

Targeted Positions/Duty Station	Retirement Eligible (VSIP)	Early Retirement Eligible (VERA/VSIP)	Resignation (VSIP)	Total Onboards as of 12/9/13	Maximum # of VERA/VSIP Offers
Non-supervisory GS-14/15 - 0301 Series	**6**	**8**	**13**	**27**	**Up to 5**
Atlanta, GA Total	5	8	13	26	4
West Palm Beach, FL Total	1	0	0	1	1
Supervisor (all series)	**25**	**47**	**35**	**107**	**Up to 13**
Athens, GA Total	4	3	3	10	1
Atlanta, GA Total	21	44	32	97	12
Environmental Protection Specialist – 0028 Series	**16**	**24**	**27**	**67**	**Up to 8**
Athens, GA Total	0	0	1	1	0
Atlanta, GA Total	15	24	26	65	7
Durham, NC Total	1	0	0	1	1
Grand Total	**47**	**79**	**75**	**201**	**26**

Table 3 – Supervisor to Staff Ratio

Division	Leader		Staff	Grand Total	Manager / Supervisor to Permanent Employee Ratio	Leader to Permanent Employee Ratio
	SES	Manager / Supervisor				
APTMD	1	18	117	136	1 : 6.5	1 : 6
OEA	1	13	104	118	1 : 8	1 : 7
OPM	1	17	109	127	1 : 6.4	1 : 6
ORA	3	3	48	54	1 : 16	1 : 8
RCRA	1	11	80	92	1 : 7.3	1 : 7
SESD	1	13	77	91	1 : 5.9	1 : 6
SFD	1	23	153	177	1 : 6.7	1 : 6
WPD	1	23	156	180	1 : 6.8	1 : 7
Grand Total	**10**	**121**	**844**	**975***	**1 : 7**	**1 : 6.4**

*Note: Grand total includes 12 vacancies plus the RA and ARA positions for a total of 14.

Table 4 – Targeted Supervisory Positions and Maximum Number that are Eligible for VERA/VSIPs

Grade/ Title	Retirement Eligible (VSIP)	Early Retirement Eligible (VERA/VSIP)	Resignation (VSIP)	Total Onboards as of 12/9/13
GM-15	**2**	**0**	**0**	**2**
Program Management Officer	1	0	0	1
Supervisory Environmental Scientist	1	0	0	1
GM-14	**0**	**1**	**0**	**1**
Supervisory Environmental Engineer	0	1	0	1
GS-14	**13**	**20**	**26**	**59**
Equal Employment Manager	0	0	1	1
Program Management Officer	5	4	5	14
Supervisory Budget Analyst	0	0	1	1
Supervisory Environmental Engineer	1	7	10	18
Supervisory Environmental Scientist	1	0	3	4
Supervisory Financial Specialist	1	0	0	1
Supervisory Grants Management Specialist	1	0	0	1
Supervisory Information Management Specialist	1	0	0	1
Supervisory IT Specialist	0	0	1	1
Supervisory Life Scientist	1	2	1	4
Supervisory Physical Scientist	2	5	2	9
Supervisory Program Analyst	0	0	1	1
Supervisory Program Management Coordinator	0	1	0	1
Supervisory Toxicologist	0	1	0	1
Supervisory Environmental Protection Specialist	0	0	1	1
GS-15	**10**	**26**	**9**	**45**
Deputy Director	1	1	0	2
Financial Manager	1	0	0	1
Grants Management Officer	0	1	0	1
Program Management Officer	4	9	2	15
Supervisory Attorney-Adviser	0	5	2	7
Supervisory Environmental Engineer	1	6	3	10
Supervisory Environmental Scientist	1	0	0	1
Supervisory Human Resource Specialist	1	0	0	1
Supervisory Life Scientist	0	3	0	3
Supervisory Physical Scientist	1	1	1	3
Supervisory Public Affairs Specialist	0	0	1	1
Grand Total	**25**	**47**	**35**	**107***

Note: This number does not include supervisory vacancies, Commissioned Corps supervisor, or the Deputy Director of the Gulf of Mexico Program Office.

ED_001372_00006217-00016

Table 5 – Targeted Non-Supervisory Positions (0301 Series) and Maximum Number that are Eligible for VERA/VSIPs

Grade/ Title	Retirement Eligible (VSIP)	Early Retirement Eligible (VERA/VSIP)	Resignation (VSIP)	Total Onboards as of 12/9/13
GS-09	**0**	**1**	**2**	**3**
Administrative Specialist	0	0	2	2
FOIA and Records Management Specialist	0	1	0	1
GS-11	**1**	**0**	**1**	**2**
Executive Assistant	0	0	1	1
Freedom Of Information Specialist	1	0	0	1
GS-12	**0**	**6**	**3**	**9**
Freedom Of Information Specialist	0	4	2	6
Information Management Specialist	0	1	0	1
Program Support Specialist	0	1	1	2
GS-13	**0**	**0**	**1**	**1**
Records Management Specialist	0	0	1	1
GS-14	**0**	**1**	**2**	**3**
Regional Diversity Manager	0	1	0	1
Special Assistant	0	0	1	1
Superfund Information Analyst	0	0	1	1
GS-15	**5**	**0**	**4**	**9**
Congressional Liaison Specialist	0	0	1	1
Program Advisor	1	0	0	1
Program Management Specialist	1	0	0	1
RCRA Program Advisor	1	0	0	1
Senior Advisor	2	0	2	4
Special Assistant	0	0	1	1
Grand Total	**6**	**8**	**13**	**27**

Table 6 - Targeted Environmental Protection Specialist Positions (0028 Series) and Maximum Number that are Eligible for VERA/VSIPs

Grade	Retirement Eligible (VSIP)	Early Retirement Eligible (VERA/VSIP)	Resignation (VSIP)	Total Onboards as of 12/9/13
GS-09	0	1	1	2
GS-11	3	11	2	16
GS-12	4	7	16	27
GS-13	5	5	4	14
GS-14	4	0	4	8
Grand Total	**16**	**24**	**27**	**67**

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget approved EPA's request to offer Voluntary Separation Incentive Payments (buy-outs) and Voluntary Early Retirement Authority (early-outs).

This effort largely mirrors a similar VERA/VSIP EPA administered 4 years ago to reach new efficiencies and to comply with fiscal sequestration demands required by Congress when EPA reduced its FTE ceiling to approximately 15,000.

Acting assistant administrators of the program offices and acting regional administrators have all contributed to identify positions and the number of positions which can restructured to gain efficiencies or abolished if the skillset is no longer needed. The themes in the Agency's business case include:

- delayering to increase staff to supervisor 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 and/or reducing the number of programs.

Positions targeted include Management and Program Analysts, Environmental Protection Specialists, Attorneys, Physical Scientists and Environmental Engineers. The maximum number of offers we would accept is 1227, or 8% of the current workforce. Offices with the highest percentage of maximum offers include: Region 6, Region 3, OLEM, AO and OARM. Examples of the reshaping options offices are attempting include the following:
- OCFO will eliminate some clerk, secretary and technician positions where the skills are no longer needed.
- a region will reduce the number of higher graded non-supervisory environmental protection specialists
- OECA will reduce and reshape positions across all of its job series (except for criminal investigators) to establish a more efficient and effective Federal enforcement and compliance program aligned with Agency priorities.

The application period opened on July 13, 2017 and closes at 11:59 p.m. EST on July 26, 2017. Approvals of applications submitted during this window will be accepted on a first come, first served basis. Should the number of applications exceed the maximum number of offers designated by an office, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) 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.

The decision to take advantage of a VERA/VSIP is entirely voluntary. Personnel taking a VERA/VSIP must leave the EPA by September 2, 2017.

As of July ~~17~~18, 2017, EPA received ~~377~~ 398 applications. In past programs, the Agency acceptance rate was approximately 33% of the maximum number of offers allowed (1227 in this case with approximately 405 accepting the offer).

For FY17, EPA has a workforce of 15,031. Under this reduction, which estimates a 400 position elimination and a continued hiring freeze with resulting attrition, EPA may drop to a workforce of 13,300. EPA last employed a similar number of FTEs, 13,442, in FY 1987.

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VERA/VSIP Office Impacts
[EMBED Excel.Sheet.12]

U.S. Environmental Protection Agency
Request for
Voluntary Early Retirement Authority
and
Voluntary Separation Incentive Payments
for
Region 7

I. Introduction

II. Background

III. Reshaping the Workforce

IV. Budget Neutrality/Costs/Savings

V. Combined VERA/VSIP Request

Attachments:
Attachment 1 – Current Organization Chart
Attachment 2 – Targeted Positions and Maximum Number of VERAs/VSIPs to be Offered to Targeted Positions in All Occupational Series

U.S. Environmental Protection Agency
Region 7
Voluntary Early Retirement Authority
and
Voluntary Separation Incentive Payments

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), Region 7 is requesting approval authority through April 30, 2014 for the use of Voluntary Early Retirement Authority (VERA/Early-Out) and Voluntary Separation Incentive Payments (VSIP/Buy-Out). Region 7 will use these authorities in four focused areas to:

- Reduce and reshape our Environmental Program positions in occupational series GS-028, GS-301, GS-340, GS-343, GS-401, GS-408, GS-690, GS-808, GS-819, GS-1301, GS-1320, and GS-1340 at the GS-12 through GS-15 grade levels, supervisory and non-supervisory positions, across all divisions and geographic locations within Region 7 to meet our changing mission requirements and move to new models of work.

- Reduce and reshape our Attorney Advisor and Paralegal positions in occupational series GS-905 at the GS-14 and GS-15 grade levels and GS-950 at the GS-12 grade levels, supervisory and non-supervisory positions, in the Office of Regional Counsel in the Kansas and Missouri offices to provide greater support of multimedia approaches.

- Reduce and reshape our Regional Programmatic Support positions in occupations series GS-201, GS-301, GS-340, GS-342, GS-343, GS-501, GS-505, GS-510, GS-1035, GS-1084, GS-1101, GS-1109, GS-1160, GS-1410, and GS-2210 at the GS-11 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.

- Reduce and reshape our Regional Administrative Support positions in occupational series GS-029, GS-301, GS-318, and GS-2005 at the GS-6 through GS-10 grade levels, non-supervisory positions, across all divisions in the Kansas offices to better align with current and projected workload needs.

Over time, there has been a significant increase of non-supervisory high-graded positions (i.e., GS-13 through GS-15) in Region 7. In reviewing the region's workforce demographics, we have determined that there is a severe imbalance between the number of positions at the GS-13, GS-14 and GS-15 levels compared to the number of positions in which the full performance level is limited to the GS-12 level. Over 68% of the region's 522 employees are grades 13 and above. Of the 128 employees eligible for VERA, 87% are in the GS-13 through GS-15 grade levels. Of the 98 employees eligible for Regular Retirement, 82% are in the GS-13 through GS-15 grade

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levels. 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.

In addition, the current average ratio of supervisors to staff in Region 7 is 1:6.9, with variations in individual offices that range from 1:5 to 1:9. There are 68 supervisory GS-13 through GS-15 positions (7 are attorneys). There are 293 non-supervisory GS-13 through GS-15 positions (34 are attorneys). The reduction of supervisory positions will allow reshaping of the workforce in order to create a greater balance in the supervisor to staff ratio.

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 (i.e., Reduction in Force), Region 7 would like to utilize VERA and VSIP to reach the mandated reduction level of full time employee equivalents.

Through attrition gained by VERA and VSIP, there will be 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. Given the number of experienced employees that are expected to remain on board after the VERA and VSIP is completed, the region would recruit a modest number of entry level positions with the full promotion potential to the GS-12 level, consistent with overall future workforce projections for the less complex work. In addition to creating more workforce balance between higher and lower graded positions, the new, entry level employees are expected to introduce more diversity, enhanced integration of multimedia approaches and advanced technology skills to more efficiently and effectively implement program objectives.

Targeting decisions were made by senior managers based on the specific mission needs required to reshape the Region 7 workforce. Decisions on who receives VERA and VSIP will be prioritized based upon the employee's permanent official position of record, occupational series, grade level, and official Service Computation Date, with preference given to those with the highest years of combined service at the EPA should two or more applicants within a VERA and VISP eligible category have the same Service Computation Date.

Region 7's goal is to reduce the overall workforce from 522 permanent employees to 488 permanent employees for FY 2015. Both VERA and VSIP opportunities will be offered to up to 70 employees in designated occupations and grade levels within Region 7. In the designated occupational series and grade levels there are 475 permanent employees eligible to apply for VSIP and 128 employees eligible for VERA opportunities.

II. Background

As of December 2013, Region 7 employs 522 permanent employees responsible for carrying out the EPA's environmental and human health mission with the cooperation of four states (Iowa, Kansas, Missouri and Nebraska) and nine federally recognized Tribes. For all of EPA's congressionally mandated programs, the region oversees State and Tribal activities for conformance with law and regulation, and also independently conducts federal rulemaking,

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permitting, inspections, enforcement, grant administration and public outreach to compel compliance, protect human health and restore environmental conditions.

Region 7 is organizationally divided into Divisions and Offices as shown in the current organization chart, Attachment 1. The Office of Regional Administrator is responsible for the execution of all regional programs of the Agency. The "media" divisions (Air and Waste Management Division, Superfund Division and the Water Wetlands and Pesticides Division) are assigned responsibility for implementing environmental regulatory statutes (i.e., Clean Air Act, Clean Water Act, Resources Conversation and Recovery Act, Comprehensive Environmental Response, Compensations and Liability Act, Federal Insecticide, Fungicide & Rodenticide Act, Toxics Substance Control Act, National Environmental Policy Act and the Oil Pollution Act). The Environmental Services Division is responsible for providing a broad spectrum of scientific and technical services to other Region 7 divisions/programs and State and Local agencies. The other offices - Office of Regional Counsel, Enforcement Coordination Office, Office of Policy and Management, Office of Public Affairs and the Office of Tribal Affairs – are responsible for programs that also cross divisional boundaries.

In reviewing the region's workforce demographics, there is a significant imbalance between the number of positions at the GS-13, GS-14 and GS-15 levels compared to the number of positions with full performance level to the GS-12 level. To rebalance the organizational grade levels, Region 7 requests approval to offer VERA and VSIP to eligible employees. As described in the next section, this authority will be used to reduce and reshape our workforce to create a grade level balance that consolidates higher level work into fewer positions and creates a modest number of new positions in order to replace obsolete skills at a savings to the region.

III. Reshaping the Workforce

To build a high performing organization that is flatter, faster and more fluid, Region 7 needs to reduce and rebalance grade levels and restructure our workforce to recruit the new skills and abilities needed to work across media/programs, support priority work in areas such as Communities, implementing the Next Generation Compliance Strategy, enhancing Partnerships with our stakeholders and incorporating principles of Sustainability into our programs (e.g., green infrastructure). A prime example, the Next Generation Compliance Strategy, will require new technical and legal skills to meet the demands of optimizing use of new monitoring technologies, working with communities and community-collected information on local sources and impacts, and developing/using innovative enforcement approaches to improve compliance. This paradigm shift also impacts the Region's regulatory and permitting personnel who must assist states in adopting/issuing more effective regulations and permits that are easier to implement and enforce, utilize advanced emissions monitoring and electronic reporting, including requiring information to be publically available. Finally, continued advancement in automation/IT technologies will foster further streamlining and redefine our work, allowing people to manage workloads more effectively and with greater consistency.

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Taken together, these drivers, along with the budget realities, require Region 7 to reduce, rebalance and restructure our overall workforce in a manner not possible through current attrition rates, which have averaged about 4%. Regional employees, consistent with Agency-wide data, remain five years past their retirement eligible date on average.

VERA/VSIP authority will be used to reduce, reshape and rebalance Region 7's workforce to provide more balanced supervisory to staff ratios, grade level structure, and needed skills. Higher level work would be consolidated into fewer positions and create a modest number of new entry level positions in order to bring in new skills to more efficiently and effectively accomplish environmental program objectives at a savings to the region.

Region 7 would reduce the total number of positions at the GS-13 and above grade levels and subsequently consolidate some management positions and reassign the higher graded work into existing non-supervisory GS-13 or higher employees, and restructure the remaining work into new positions with GS-12 established as the full performance level. There will be fewer supervisors and fewer non-supervisory GS-13 and above positions and more employees employed in program and support positions that lead to a GS-12 full performance level. Region 7 would replace obsolete skill sets in lower graded positions that are no longer needed with skill sets needed to meet challenges today and in the future.

For lower graded work, Region 7 would advertise and recruit positions externally at the GS-7/9 level with full promotion potential set at the GS-12 grade level. Hiring new employees at the entry-level will allow Region 7 to more evenly balance the grade level of our workforce between the GS-13 grade level and positions established with a full promotion potential to the GS-12 grade level. Also, it will allow recruitment of candidates with advanced technology and multi-media planning skills needed to support regional priorities and the agency's Next Generation Compliance Strategy.

Information regarding each of the targeted categories is provided below:

- Environmental Program Occupations: To meet our changing mission requirements and create a high performing organization that is flatter, faster and more fluid, positions that provide program support to the Environmental Programs need to be reduced and reshaped. Positions in this category include GS-028, GS-301, GS-340, GS-343, GS-401, GS-408, GS-690, GS-808, GS-819, GS-1301, GS-1320, and GS-1340 at the GS-12 through GS-15 grade levels. The VERA and VSIP will be offered to both supervisory and non-supervisory GS-12 and above positions to achieve an overall Region-wide reduction and reshaping of the workforce. Through attrition gained by VERA and VSIP, the region 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. The less complex work will be restructured into lower-graded entry level positions with promotion potential established to the GS-12 level. Reshaping will occur, in part, through consolidation of some management positions and a reduction of some, but not all, non-supervisory positions at higher grade levels. This will allow us to recruit entry-level candidates interested in working on program and technical issues that require the integration of multimedia approaches and new technology skills to more efficiently and

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effectively implement program objectives, rather than a sole reliance on regional and/or national level experts in specific fields. While some non-supervisory higher graded positions will remain, this will create a more grade-level balanced workforce in the region with the skill set to meet current and future challenges. Reshaping will also occur by retraining the remaining scientists and engineers with the new skills and competencies needed to support the strategic goals and priorities of the region. The retraining will allow the region to redeploy them region-wide, creating a leaner workforce with greater inter-connectivity, a leaner organizational framework in which we can more efficiently accomplish the mission of the Agency, and integrate multi-media approaches along with new technology to more efficiently and effectively accomplish environmental program objectives.

- Attorney-Advisor and Paralegal Occupations: The region will use these authorities to reduce and reshape the Attorney-Advisor and Paralegal positions. Positions in this category include GS-905 and GS-950. The VERA and VSIP will be offered to up to twelve (12) supervisory and non-supervisory Attorney Advisor GS-14 and GS-15 level positions, and we plan to target three (3) Paralegal GS-12 level positions. Reshaping will occur, in part, through potential consolidation of some management positions and a reduction of some, but not all, non-supervisory positions at higher grade levels. Through attrition gained by VERA and VSIP, the region will, in part, reassign the most complex work to existing higher graded positions in order to concentrate the assignment of this work into fewer positions. The less complex work will be permanently restructured into lower-graded positions. Overall, the region intends to backfill a smaller number of positions, consistent with our overall future workforce projections. Several of the backfill positions will be offered as rotating term limit positions at the entry level for Attorney-Advisors, which will create a long-term more diverse workforce profile to handle less complex work at the GS-11 level. Finally, the limited attorney hires will also be focused on a different skill set supporting multimedia approaches, greater use of technology in discovery, FOIA, evidence gathering and communications, and more comprehensive settlements as opposed to individual rule violations. In the legal support area, the need for Paralegals in our Office of Regional Counsel's branches, where all of Region 7's paralegal employees are located, has changed since these positions were established. There is more emphasis now and going forward on document production and file management, and less on legal research on the part of the paralegals.

- Regional Programmatic Support Occupations: To meet our changing mission requirements and create a high performing organization that is flatter, faster and more fluid, positions that provide program support to the Environmental Programs need to be reduced and reshaped. The establishment of centralized shared service centers and the implementation of several systems have reduced the number of program support positions required in the Region. Positions in this category includes GS-201, GS-301,

- GS-340, GS-342, GS-343, GS-501, GS-505, GS-510, GS-1035, GS-1084, GS-1101, GS-1109, GS-1160, GS-1410, and GS- 2210 at the GS-11 through GS-15 grade levels. In order to meet the changing mission support requirements and move to new models of work in alignment with future resource levels, reshaping will occur through modest

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recruitment of entry level positions with advanced technology skills needed to expand database information sharing among internal and multi-agency external system users and to communicate in social media arenas, as well as advanced analytical skills to assess agency progress and system capabilities to support decision makers in more efficiently and effectively determining strategic program plans. The VERA and VSIP will be offered to supervisory and non-supervisory positions in the target occupations at the GS-11 and above, with the following exception: we plan to target up to five (5) Information Technology Specialist positions. The IT Security 2210 position is excluded from the targeted population.

- Regional Administrative Support Occupations: The region will use these authorities to reduce and reshape our regional administrative support positions as their role has changed significantly in the past decade with changing technology and the decentralization of many functions previously performed by secretaries to the professional staff (typing, travel, time keeping, etc.). Positions in this category include GS-029, GS-301, GS-318, and GS-2005 at the GS-6 through GS-10 grade levels. Over this time, Region 7 has pursued several strategies aimed at addressing the changing nature of the work and perceived career limitations with these positions. Challenges remain, however, in terms of identifying sufficient grade-appropriate work to support full time positions for each organizational level. We believe modest rehiring will meet our needs, while preserving budgetary flexibility. This will allow us to more effectively structure the proper number and grades to support continuity and the higher level support functions. Ultimately, depending on certain factors such as the future of telework, social media, advanced IT tools, the size of our workforce, etc., the Region will either pursue additional administrative support consolidation scenarios, or at the very least will continue to consolidate full time EPA employee administrative support work into fewer positions. The administrative skills that the region requires in today's work environment include project tracking, software proficiency for report development and database management, meeting planning and scheduling, coordination, and sophisticated electronic formatting of documents. To address the change, Region 7 would like to use VERA/VSIP authorities to reduce the number of secretarial positions, provide for modest hiring to bring employees on board with the skills described above. The VERA and VSIP will be offered to non-supervisory GS-6 and above positions.

In summary, Region 7 plans to use VERA and VSIP to reduce and restructure the regional workforce through a multi-pronged approach:

- reduce the overall workforce from 522 permanent (FTE) employees to 488 for FY 2015,
- reduce the overall number of supervisory and non-supervisory positions in the Region at higher grade levels (GS-13 and above),
- consolidate some higher graded duties, and
- address the changing nature of workforce skill requirements.

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Each voluntary separation created through the use of the VERA and VSIP authority will be carefully evaluated, with an overall goal of ensuring that staffing levels for Region 7 do not exceed FY 2015 staffing level requirements. Consistent with the need for reshaping the workforce, there will likely be a need for some organizational changes within the Region resulting from staff losses and smaller supervisory ratios in the Region. While it will take substantial planning and analysis to determine how best to reshape the Region in FY 2015 and beyond, having fewer employees in highly specialized, higher graded, and/or supervisory positions and more employees in lower graded positions with interchangeable skill sets will allow the Region greater flexibility in reshaping the workforce to reflect our needs moving forward.

IV. Budget Neutrality/Costs/Savings

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 Fiscal Year (FY) 2014 will be used or required.

As mandated by the Office of Management and Budget (OMB) for early-out/buy-out requests generally, Region 7's request certifies that the early-out/buy-out will be budget neutral. That is, the early-out/buy-out authority will not result in any increased costs above current or future FY appropriations to pay for costs incurred for buy-out cash payments, annual leave cash payouts, or any other costs, including those associated with refilling the resulting vacancies.

The following tables detail calculations showing how Region 7 has assured budget neutrality in the proposal for FY 2014. The direct maximum costs associated with VERA and VSIP is $2,705,416. Table A provides details of the direct costs associated with VERA and VSIP. Savings projected through FY 2016 as a result of the VERA and VSIP are estimated to be more than $15 million. Table B provides the detailed calculations of the savings achieved in FY 2014, FY 2015, and FY 2016. The savings will be used to meet Region 7's ongoing program goals and responsibilities.

Direct Costs

Table A - Direct Costs for VERA/VSIP	
Targeted Positions (See details in Attachment 3)	
70 Targeted Positions for VSIP X $25,000 (maximum cash buy-out)	$1,750,000
Annual Leave Buyout for 70 Targeted Positions for VERA, Optional Retirement or Resignation* (56.87 per hr. X 240) X 70	$955,416
Total Maximum Direct Costs	$2,705,416

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Estimated Savings

Table B - Estimated Savings for FY 2014 through FY 2016			
	Estimated FY 2014 Savings	Estimated FY 2015 Savings	Estimated FY 2016 Savings
A. Total Annual Payroll Costs (before VERA/VSIP)**	$64,983,500	$64,983,500	$64,983,500
B. Payroll Savings (Payroll for 240 VERA/VSIP targeted positions with April 4, 2014 Buyout Date with 49% of year remaining in 2014)*	-$4,154,394	-$8,308,787	-$8,308,787
C. Working Capital Fund Savings***	-$175,000	-$350,000	-$350,000
D. VSIP Buyout ($25,000 X 70)	$1,750,000		
E. Leave Payout Estimate (presumes 240 hours at average salary)*	$955,416		
F. Payroll for 30 new hires****	$227,750	$1,518,366	$1,822,0003
G. Working Capital Costs*** for 30 New Hires	$18,750	$125,000	$150,000
Total Costs	**$63,606,023**	**$57,968,049**	**$58,296,716**
Total Projected Savings with VERA/VSIP	**$1,377,477**	**$7,015,451**	**$6,686,784**

Notes:
* Calculations are based on a GS-13, Step 5 in Lenexa, KS (Rest of the US). The GS-13 Step 5 salary cost was $92,732 annually or $44.43 per hour. We adjusted this upward by 28% to account for benefits and other costs bringing it to $118,696 annually.

** Total FY 2013 Region 7 payroll includes furlough savings mandated by sequestration.

*** Working Capital Fund costs are based on $5,000 per position per year for computer, telephone and internet access. FY14 hiring of 15, FY15 hiring of 25 and FY16 hiring of 30. Includes 30 hires (15 in FY14 and 15 in FY15) due to VERA/VSIP and 10 in FY15 and 30 in FY15 due to normal attrition.

****Calculations are based on GS-9 Step 1 in Lenexa, KS (Rest of the US). Annual salary is $47,448. We adjusted this amount upward by 28% to account for benefits and other costs bringing it to $60,733 annually. FY14 hiring of 15, FY15 hiring of 25 and FY16 hiring of 30. Includes 30 hires (15 in FY14 and 15 in FY15) due to VERA/VSIP and 10 in FY15 and 30 in FY15 due to normal attrition.

Total Estimated Hires of 30 is based upon difference of the On board strength at December 1, 2013 and on board strength estimated following 70 VERA/VSIP less the 2014 planning target of FTE.

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Indirect Costs

The indirect costs are difficult to gauge because most are specific to the employee. Indirect cost such as security clearances are based on the position and employee. If the employee already has one the cost is reduced. Transit subsidy and parking are indirect costs that are employee specific and can only be determined after the employee has been recruited and tentatively selected.

V. Combined Request for Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payments (VSIP)

Agency: EPA

Covered Component(s): Region 7

VERA and VSIP

1. Explain the workforce situation the organization needs to address through VERA and VSIP that would otherwise require involuntary personnel actions, e.g., delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.

To build a high performing organization that is flatter, faster and more fluid, Region 7 needs to reduce and rebalance grade levels and restructure our workforce to recruit the new skills and abilities needed to work across media/programs, support priority work in areas such as communities, implementing the Next Generation Compliance Strategy, enhancing partnerships with our stakeholders and incorporating principles of sustainability into our programs (e.g., green infrastructure). A prime example, the Next Generation Compliance Strategy, will require new technical and legal skills to meet the demands of optimizing use of new monitoring technologies, working with communities and community-collected information on local sources and impacts, and developing/using innovative enforcement approaches to improve compliance. This paradigm shift also impacts the Region's regulatory and permitting personnel who must assist states in adopting/issuing more effective regulations and permits that are easier to implement and enforce, utilize advanced emissions monitoring and electronic reporting, including requiring information to be publically available. Finally, continued advancement in automation/IT technologies will foster further streamlining and redefine our work, allowing people to manage workloads more effectively and with greater consistency.

In reviewing the region's workforce demographics, there is a current imbalance between the number of positions at the GS-13, GS-14 and GS-15 levels versus the number of positions with full performance level to the GS-12 level. To reshape the organizational grade levels, Region 7 requests approval to offer VERA and VSIP to eligible employees to reduce and reshape our workforce to create a grade level balance that consolidates higher level work into fewer positions and creates a modest number of new entry level positions in order to bring new skills at a savings to the region.

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Region 7's goal is to reduce the overall workforce from 522 permanent employees to 488 employees for FY 2015. A total of 70 separations are targeted under VERA/VSIP, with an estimated target of 30 new hires mostly in positions with a career ladder to GS-12.

Region 7 plans to use VERA and VSIP to reshape our workforce to accomplish the following:

- Environmental Program Occupations: To meet our changing mission requirements and create a high performing organization that is flatter, faster and more fluid, positions that provide program support to the Environmental Programs need to be reduced and reshaped. Positions in this category include GS-028, GS-301, GS-340, GS-343, GS-401, GS-408, GS-690, GS-808, GS-819, GS-1301, GS-1320, and GS-1340 at the GS-12 through GS-15 grade levels. The VERA and VSIP will be offered to both supervisory and non-supervisory GS-12 and above positions to achieve an overall Region-wide reduction and reshaping of the workforce. Through attrition gained by VERA and VSIP, the region 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. The less complex work will be restructured into lower-graded entry level positions with promotion potential established to the GS-12 level. Reshaping will occur, in part, through consolidation of some management positions and a reduction of some, but not all, non-supervisory positions at higher grade levels. This will allow us to recruit entry-level candidates interested in 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, rather than a sole reliance on regional and/or national level experts in specific fields. While some non-supervisory higher graded positions will remain, this will create a more grade-level balanced workforce in the region with the skill set to meet current and future challenges. Reshaping will also occur by retraining the remaining scientists and engineers with the new skills and competencies needed to support the strategic goals and priorities of the region. The retraining will allow the region to redeploy them region-wide, creating a leaner workforce with greater inter-connectivity, a leaner organizational framework in which we can more efficiently accomplish the mission of the Agency, and integrate multi-media approaches along with new technology to more efficiently and effectively accomplish environmental program objectives.

- Attorney-Advisor and Paralegal Occupations: The region will use these authorities to reduce and reshape the Attorney-Advisor and Paralegal positions. Positions in this category include GS-905 and GS-950. The VERA and VSIP will be offered to up to twelve (12) supervisory and non-supervisory Attorney Advisor GS-14 and GS-15 level positions, and we plan to target three (3) Paralegal GS-12 level positions. Reshaping will occur, in part, through potential consolidation of some management positions and a reduction of some, but not all, non-supervisory positions at higher grade levels. Through attrition gained by VERA and VSIP, the region will, in part, reassign the most complex work to existing higher graded positions in order to concentrate the assignment of this work into fewer positions. The less complex work will be permanently restructured into lower-graded positions. Overall, the region intends to backfill a smaller number of positions, consistent with our overall future workforce projections. Several of the

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backfill positions will be offered as rotating term limit positions at the entry level for Attorney-Advisors, which will create a long-term more diverse workforce profile to handle less complex work at the GS-11 level. Finally, the limited attorney hires will also be focused on a different skill set supporting multimedia approaches, greater use of technology in discovery, FOIA, evidence gathering and communications, and more comprehensive settlements as opposed to individual rule violations. In the legal support area, the need for paralegals in our Office of Regional Counsel's branches, where all of Region 7's paralegal employees are located, has changed since these positions were established. There is more emphasis now and going forward on document production and file management, and less on legal research on the part of the paralegals.

- Regional Programmatic Support Occupations: To meet our changing mission requirements and create a high performing organization that is flatter, faster and more fluid, positions that provide program support to the environmental programs need to be reduced and reshaped. The establishment of centralized shared service centers and the implementation of several systems have reduced the number of program support positions required in the Region. Positions in this category includes GS-201, GS-301, GS-340, GS-342, GS-343, GS-501, GS-505, GS-510, GS-1035, GS-1084, GS-1101, GS-1109, GS-1160, GS-1410, and GS- 2210 at the GS-11 through GS-15 grade levels. In order to meet the changing mission support requirements and move to new models of work in alignment with future resource levels, reshaping will occur through modest recruitment of entry level positions with advanced technology skills needed to expand database information sharing among internal and multi-agency external system users and to communicate in social media arenas, as well as advanced analytical skills to assess agency progress and system capabilities to support decision makers in more efficiently and effectively determining strategic program plans. The VERA and VSIP will be offered to supervisory and non-supervisory positions in the target occupations at the GS-11 and above, with the following exception: we plan to target up to five (5) Information Technology Specialist positions. The IT Security 2210 position is excluded from the targeted population.

- Regional Administrative Support Occupations: The region will use these authorities to reduce and reshape our regional administrative support positions as their role has changed significantly in the past decade with changing technology and the decentralization of many functions previously performed by secretaries to the professional staff (typing, travel, time keeping, etc.). Positions in this category include GS-029, GS-301, GS-318, and GS-2005 at the GS-6 through GS-10 grade levels. Over this time, Region 7 has pursued several strategies aimed at addressing the changing nature of the work and perceived career limitations with these positions. Challenges remain, however, in terms of identifying sufficient grade-appropriate work to support full time positions for each organizational level. We believe modest rehiring will meet our needs, while preserving budgetary flexibility. This will allow us to more effectively structure the proper number and grades to support continuity and the higher level support functions. Ultimately, depending on certain factors such as the future of telework, social media, advanced IT tools, the size of our workforce, etc., the Region will either pursue additional administrative support consolidation scenarios, or at the very least will continue to

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consolidate full time EPA employee administrative support work into fewer positions. The administrative skills that the region requires in today's work environment include project tracking, software proficiency for report development and database management, meeting planning and scheduling, coordination, and sophisticated electronic formatting of documents. To address the change, Region 7 would like to use VERA/VSIP authorities to reduce the number of secretarial positions, provide for modest hiring to bring employees on board with the skills described above. The VERA and VSIP will be offered to non-supervisory GS-6 and above positions.

2. Identify the end date for separations under VERA and VSIP.

The time period for the authorities is from the date of approval until April 30, 2014. Voluntary separations will occur by April 4, 2014.

Required information for VSIP request

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 related to the position, such as skills and knowledge gaps.

Environmental Program Positions: We plan to offer VERA/VSIP to supervisory and non-supervisory GS-0028 Environmental Protection Specialists, the GS-0301 Miscellaneous & Program and the GS-0340 Program Management series, GS-0343 Management & Program Analysts, GS-0401 Life Scientists, GS-0408 Ecologists, GS-0690 Industrial Hygienists, GS-0808 Architects, GS-0819 Environmental Engineers, GS-1301 Environmental Scientists, GS-1320 Chemists, and GS-1340 Meteorologists at the GS-12, GS-13, GS-14, and GS-15 levels within Region 7 in Kansas, Missouri, Iowa and Nebraska.

Attorney Advisor and Paralegal Positions: We plan to offer VERA/VSIP to supervisory and non-supervisory GS-0905 Attorney-Advisers, and GS-0950 Paralegals at the GS-12, GS-13, GS-14, GS-15 levels within Region 7 in Kansas and Missouri.

Regional Programmatic Support Positions: We plan to offer VERA/VSIP to supervisory and non-supervisory GS-0201 Human Resource Specialists, the GS-0301 Miscellaneous & Program and the GS-0340 Program Management series, GS-0342 Support Services Specialists, GS-0501 Financial Management Specialists, GS-0505 Financial Managers, GS-0510 Accountants, GS-1035 Public Affairs Specialists, GS-1084 Visual Information Specialists, GS-1101 Small Business Utilization Specialists, GS-1109 Grants Management Specialists, GS-1160 Financial Analysts, GS-1410 Librarians, and GS-2210 Information Technology Specialists at the GS-11, GS-12, GS-13, GS-14, and GS-15 grade levels within Region 7 in Kansas and Missouri. The IT Security 2210 position is excluded from the targeted population.

Regional Administrative Support Positions: We plan to offer VERA/VSIP to non-supervisory GS-0029 Environmental Protection Assistants and the GS-0301 Miscellaneous and Program series, GS-0318 Secretary(s), and GS-2005 Supply Technicians at the GS-6, GS-7, GS-8, GS-9, and GS-10 grade levels within Region 7 in Kansas.

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Attachment 2, VERA/VSIP shows allocations by occupational series within Region 7.

4. Describe the categories of employees who will be offered VSIP by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills or knowledge gaps, or retirement eligibility.

Environmental Program Positions: We plan to offer VERA/VSIP to supervisory and non-supervisory GS-0028 Environmental Protection Specialists and the GS-0301 Miscellaneous & Program series, GS-0340 Program Management Series, GS-0343 Management & Program Analysts, GS-0401 Life Scientists, GS-0408 Ecologists, GS-0690 Industrial Hygienists, GS-0808 Architects, GS-0819 Environmental Engineers, GS-1301 Environmental Scientists, GS-1320 Chemists, and GS-1340 Meteorologists at the GS-12, GS-13, GS-14, and GS-15 levels within Region 7 in Kansas, Missouri, Iowa and Nebraska.

Attorney Advisor and Paralegal Positions: We plan to offer VERA/VSIP to supervisory and non-supervisory GS-0905 Attorney-Advisers, and GS-0950 Paralegals at the GS-12, GS-13, GS-14, GS-15 levels within Region 7 in Kansas and Missouri.

Regional Programmatic Support Positions: We plan to offer VERA/VSIP to supervisory and non-supervisory GS-0201 Human Resource Specialists and the GS-0301 Miscellaneous & Program series, GS-0340 Program Management series, GS-0342 Support Services Specialists, GS-0501 Financial Management Specialists, GS-0505 Financial Managers, GS-0510 Accountants, GS-1035 Public Affairs Specialists, GS-1084 Visual Information Specialists, GS-1101 Small Business Utilization Specialists, GS-1109 Grants Management Specialists, GS-1160 Financial Analysts, GS-1410 Librarians, and GS-2210 Information Technology Specialists at the GS-11, GS-12, GS-13, GS-14, and GS-15 grade levels within Region 7 in Kansas and Missouri. The IT Security 2201 position is excluded from the targeted population.

Regional Administrative Support Positions: We plan to offer VERA/VSIP to non-supervisory GS-0029 Environmental Protection Assistants and the GS-0301 Miscellaneous and Program series, GS-0318 Secretary(s), and GS-2005 Supply Technicians at the GS-6, GS-7, GS-8, GS-9, and GS-10 grade levels within Region 7 in Kansas.

Attachment 2, VERA/VSIP shows allocations by occupational series within Region 7.

5. Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to $25,000).

Up to 70 VSIPs will be offered, each up to the maximum of $25,000.

6. Describe how the organization will operate without the eliminated positions and functions identified in number 1.

In the environmental program positions (Series 0028, 0301, 0340, 0343, 0401, 0408, 0690, 0808, 0819, 1301, 1320, and 1340), Region 7 will reduce the number of higher graded positions

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(GS-12 and above), especially non-supervisory, while consolidating the higher graded work in remaining positions. While a modest replacement plan (replace the number of positions under the 488 FTE ceiling) will be implemented, the goal is to achieve a more grade level balanced workforce with the skills needed to meet today and tomorrow's challenges.

In the attorney and paralegal positions (Series 0905, 0950) Region 7 will consolidate some management positions and through a modest re-hiring program backfill a smaller number of entry level positions, focusing on a skill set supporting multimedia approaches, greater use of technology in evidence gathering and communications, and more comprehensive settlements as opposed to individual rule violations.

In the regional programmatic positions (Series 0201, 0301, 0340, 0342, 0343, 0501, 0505, 0510, 1035, 1084, 1101, 1109, 1160, 1410, and 2210) Region 7 will reduce the number of higher graded positions (GS-11 and above), especially non-supervisory, while consolidating the higher graded work in remaining positions. While a modest replacement plan (replace the number of positions under the 488 FTE ceiling) will be implemented, the goal is to achieve a more grade level balanced workforce with the skills needed to meet today and tomorrow's challenges. The IT Security 2210 position is excluded from the targeted population.

In the regional administrative positions (Series 0029, 0301, 0318, 2005) Region 7 will reduce the overall number of positions, consolidating the higher graded work in remaining positions. While a modest replacement plan (replace the number of positions under the 488 FTE ceiling) will be implemented, the goal is to recognize the significant changes in technology that have caused decentralization of functions and a totally new way of doing administrative functions during the past decade.

7. Provide a proposed organization chart showing the expected changes to the organization's structure after completing the VSIP plan.

See attachment 1. The proposed VERA/VSIP plan will not result in changes to the Region 7 organization chart at this time. However, the overall number of Region 7 employees will be reduced to meet the skill set needed to meet today and tomorrow's challenges, while working within budgetary limitations. Depending on the number and organizational location of those who take the early out/buy out, some reorganization within the region may be necessary in the future.

8. If requesting, or will request, VERA, describe how that authority will be used in conjunction with VSIP.

Region 7 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 70 voluntary separations.

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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 skill sets needed to meet current and future mission needs while avoiding the use of more drastic authorities.

9. If offering VSIPs under another statutory authority, describe how VSIPs are being used under that authority.

Not applicable.

Required information for VERA request

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.

Reshaping will occur after May 2, 2014.

11. Provide the total number of permanent employees in the agency or covered component(s).

U.S. EPA Region 7 employs 522 permanent employees (as of 12/1/13).

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.

We expect to process at least 120 personnel actions (voluntary separations, reassignments, details, reclassifications, and internal/external recruitments) to implement the reshaping of our workforce, restructure the grade levels of our workforce and reduce the overall number of positions in the region to meet FY 2015 staffing levels.

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.)

128 Region 7 employees are eligible for VERA under the plan.

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

40 employees are estimated to take voluntary early retirement under the plan.

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.

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

While the above would occur, without VERA and VSIP authority, the region will not be able to meet FY2015 staff levels, nor accomplish restructure/ reshaping goals outlined in this request.

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Attachments

Attachment 1 – Current Organization Chart

Attachment 2 – Targeted Positions and Maximum Number of VSIPs to be Offered to Targeted Positions In All Occupational Series

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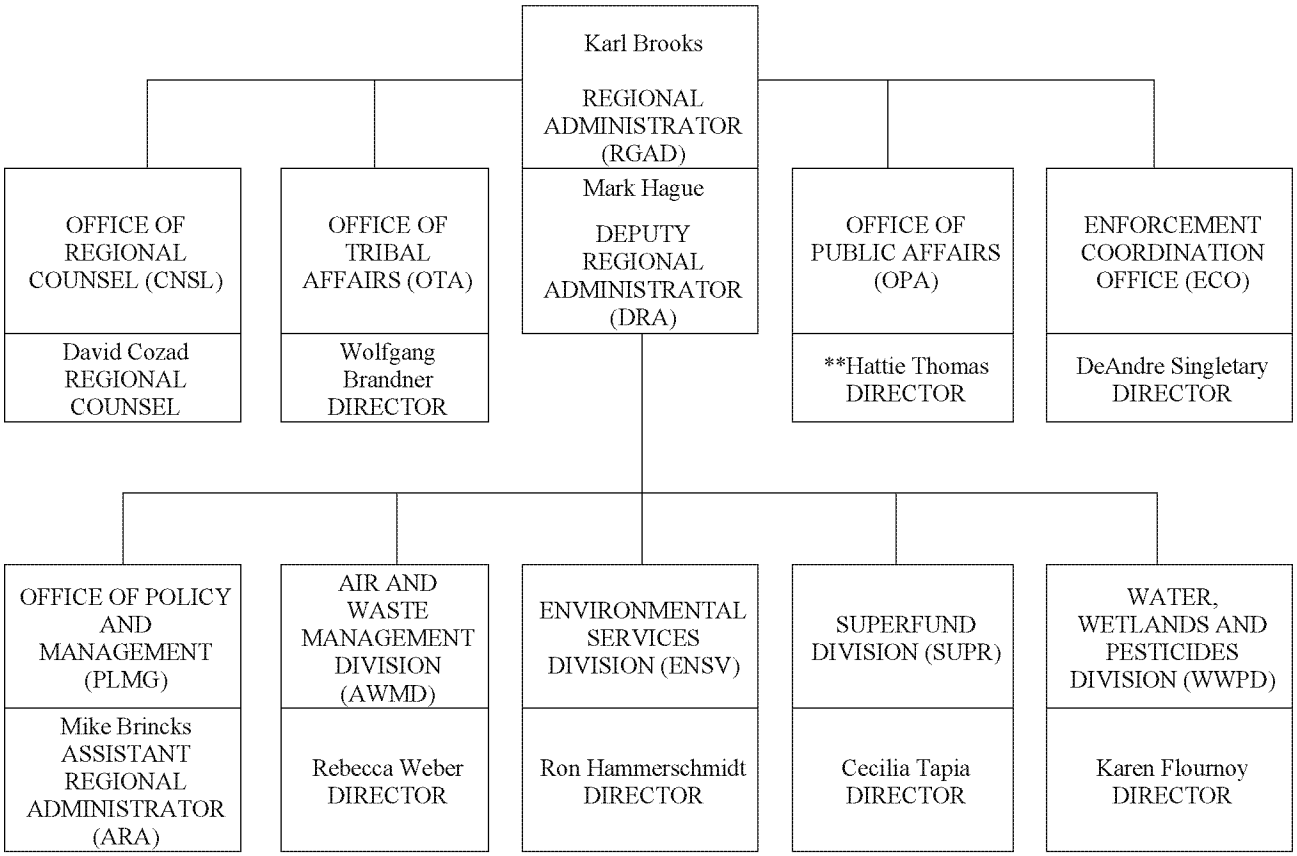
Attachment 1 – Current Organization Chart

REGIONAL OVERVIEW
REGION 7 ORGANIZATIONAL STRUCTURE

*("**" - Acting)*



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Attachment 2 – Summary of Targeted Positions by Series & Duty Station					
Occupational Series	Title	Targeted Duty Station(s)	*Total Onboard as of 12/1/2013	Regular Retirement Eligible	VERA Eligible
0028	Environmental Protection Specialists	KS	50	12	15
0029	Environmental Protection Technician	KS	1	1	0
0201	Human Resources Specialist	KS	7	1	3
0301	Miscellaneous/Program Series	KS, MO	10	4	1
0318	Secretary	KS	26	7	2
0340	Program Management Series	KS	7	1	2
0342	Support Services Specialist	KS	2	0	2
0343	Management and Program Analyst	KS, MO	26	6	7
0401	Life Scientist	KS, NE	34	2	2
0408	Ecologist	KS	4	1	0
0501	Financial Management Specialist	KS	2	1	0
0505	Financial Manager	KS	1	0	1
0510	Accountant	KS	7	4	1
0690	Industrial Hygienist	KS	2	0	1
0808	Architect	KS	1	1	0
0819	Environmental Engineers	KS, MO, IA	78	17	36
0950	Paralegal Specialist	KS	4	1	2
1035	Public Affairs Specialist	KS	11	6	0
1084	Visual Information Specialist	KS	2	0	1
1101	Small Business Specialist	KS	1	1	0
1109	Grants Management Specialist	KS	10	2	3
1160	Financial Analyst	KS	1	0	1
1301	General Physical Science	KS, MO	128	13	26
1320	Chemist	KS	15	3	4
1340	Meteorologist	KS	1	1	0
1410	Librarian	KS	1	1	0
2005	Supply Technician	KS	2	2	0
**0905	Attorney Advisors Max 12 Offers	KS, MO	41	5	15
***2210	Information Technology Specialist Max 5 Offers	KS	12	5	3
	Totals		487	98	128
Total Regular	Retirement eligible under plan			98	
	Total VERA eligible under plan				128
	Total VSIP eligible under plan		475		
	Total Offered		up to 70		

* All but 12 onboard (all series-- who do not meet the continuous service requirement) appear to be eligible for VSIP.

** Maximum offers identified in these series due to "hard to fill" occupational series and areas where limit needed due to workload in the job series.

***Maximum offers of 5 in this job series due to critical need of IT Security position. The IT Security position is excluded from the targeted population.

EPA

Appropriation

Theme
Delayering (increasing supervisor to staff ratio)
Consolidate or reduce administrative or support functions
Restructure or reduce highly graded supervisory and non-supervisory positions
Restructure to focus on core business functions (administrative support)
Restructure to focus on STEM/programmatic priorities
Consolidate and streamline functions/activities/reduce number of programs
Total

SUMMARY

Max Offer = 9% of total workforce

Targeted Positions = 27% of total workforce

Office/Region with highest maximum offer: OLEM, Region 3, Region 6, OCFO and OARM

Office/Region with lowest maximum offer: OGC, Region 8, OAR, Region 4 and Region 9

Most impactful "Theme": Restructure or reduce highly graded supervisory and non-supervisory positions (4% of the work

No report from AO

Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund		Leaking Underground Storage Tanks		Acr Mult Approp
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
3	3	66	24	0	0	15	5	0	0	28
5	1	260	100	0	0	28	22	0	0	61.5
196	99	933.5	364	5	4	149.3	60	6	6	366
0	0	136	54	0	0	22	9	0	0	160
29	8	386.4	78.9	1	1	87.4	18.1	4	1	191
72	14	579	84	1	1	180	52	0	0	38
305	125	2360.9	704.9	7	6	481.7	166.1	10	7	844.5

:force)

oss :iple riations	Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
24	112	56	0.38%	
44.5	354.5	167.5	1.14%	
140	1655.8	673	4.56%	
64	318	127	0.86%	
39	698.8	146	0.99%	
32	870	183	1.24%	
343.5	4009.1	1352.5	9.17%	
	EPA Permanent Workforce (excluding OIG) as of 4/1/17:		14747	

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)	0	0	0	0	0	0	0
Consolidate or reduce administrative or support functions	0	0	93	41	0	0	0
Restructure or reduce highly graded supervisory and non-supervisory positions	0	0	73	33	0	0	0
Restructure to focus on core business functions (administrative support)	0	0	0	0	0	0	0
Restructure to focus on STEM/programmatic priorities	0	0	0	0	0	0	0
Consolidate and streamline functions/activities/reduce number of programs	0	0	0	0	0	0	0
Total	0	0	166	74	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
0	0	0	0	0	0	0	
0	0	0	0	0	93	41	12%
0	0	0	0	0	73	33	10%
0	0	0	0	0	0	0	
0	0	0	0	0	0	0	
0	0	0	0	0	0	0	
0	0	0	0	0	166	74	22%

Comments
AO's primary functions are inherently administrative/program management which includes a range of positions from the GS-4 to GS-15 levels.
AO's theme is heavly focued on restructuring or reducing highly graded non-supervisory position

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions			11	7			
Restructure to focus on core business functions (administrative support)			4	4			
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	15	11	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
					0	0	
			18	**17**	**18**	**17**	**2.44%**
			51	33	62	40	5.73%
			50	37	54	41	5.87%
					0	0	
					0	0	
0	0	0	119	87	134	98	14.00%

Comments
13 Max Offers - EPM 82%; Superfund 18% **3 Max Offers - EPM 50%; Superfund 50%** **1 Max Offer EPM 90%; Superfund 10%**
Across Multiple Appropriations Breakout:2 Max Offers - EPM 91%; Superfund 9%7 Max Offers - EPM 90%; Superfund 10%
Across Multiple Appropriations Breakout:1 Max Offer - EPM 90%; Superfund 10%3 Max Offers - EPM 82%; Superfund 18%

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Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions	5	1	21	7			
Restructure or reduce highly graded supervisory and non-supervisory positions	8	2	3	1			
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities	29	8	1	1			
Consolidate and streamline functions/activities/reduce number of programs							
Total	42	11	25	9	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals	
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
					0	0
					26	8
					11	3
					0	0
					30	9
					0	0
0	0	0	0	0	67	20

OAR will accept 20 offers from either appropriation

Max Offers as % of Office Workforce	Comments
1.8	*OAR will accept 20 offers from either appropriation*

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions							
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							4
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	0	0	0	0	4

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
			4	4	4	4	2.50%	
					0	0		
			20	3	20	3	1.88%	
1			132	18	136	19	11.88%	
					0	0		
1	0	0	156	25	160	26	16.25%	

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions			7	5			
Restructure or reduce highly graded supervisory and non-supervisory positions			84	61			
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	91	66	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
					0	0	
					7	5	0.50%
					84	61	6.10%
					0	0	
					0	0	
					0	0	
0	0	0	0	0	91	66	9%

Comments
Includes series 0303 and some in series 0301. Targeted positions do not include those eligible for VSIP only.
Includes non-supervisory GS-15s, some supervisory GS-15s, some SES. Targeted positions do not include those eligible for VSIP only.

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions							
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs	61	3	369	38			92
Total	61	3	369	38	0	0	92

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
					0	0	
					0	0	
					0	0	
					0	0	
					0	0	
9					522	50	7%
9	0	0	0	0	522	50	7%

Comments
includes all eligible GS-positions in all series except GS-1811 criminal investigators at all Headquarters and field locations

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions	9	1	133	21			
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	9	1	133	21	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
					0	0	0%
					0	0	0%
			38	8	180	30	9%
					0	0	0%
					0	0	0%
					0	0	0%
0	0	0	38	8	180	30	9%

Comments
Only offered to non-supervisory personnel. Priority given to GS-15s first, then GS-14s, lastly GS-13s. Number of max offers has been determined for each participating OEI Office and/or Division. "Across Multiple Appropriations" column includes EPM, Superfund, and WCF split employees, as well as 100% WCF paid employees.

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions			2	2			
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	2	2	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
					0	0		
					2	2		
					0	0		
					0	0		
					0	0		
0	0	0	0	0	2	2	1%	

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions							
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	0	0	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
					0	0		
					0	0		
					0	0		
					0	0		
					0	0		
0	0	0	0	0	0	0		

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions			1	1			
Restructure or reduce highly graded supervisory and non-supervisory positions			5	4			
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	6	5	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
					1	1	1.3	
					5	4	5.4	
					0	0		
					0	0		
					0	0		
0	0	0	0	0	6	5	7%	

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions			4	3			6
Restructure or reduce highly graded supervisory and non-supervisory positions			173	101	1	1	28
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							3
Consolidate and streamline functions/activities/reduce number of programs			2	2			48
Total	0	0	179	106	1	1	85

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
3					10	6		
16	5	5	9	9	216	132		
					0	0		
3					3	3		
16					50	18		
38	5	5	9	9	279	159	32%	

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)	3	3	0	0	0	0	0
Consolidate or reduce administrative or support functions	0	0	0	0	0	0	0
Restructure or reduce highly graded supervisory and non-supervisory positions	178	95	0	0	0	0	1
Restructure to focus on core business functions (administrative support)	0	0	0	0	0	0	0
Restructure to focus on STEM/programmatic priorities	0	0	0	0	0	0	0
Consolidate and streamline functions/activities/reduce number of programs	11	11	0	0	0	0	1
Total	192	109	0	0	0	0	2

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
0	0	0	4	4	7	7	0.42%	Supv <=5
0	0	0	0	0	0	0	0.00%	
1	1	1	120	53	300	150	8.97%	Non-Supv 14-SES
0	0	0	0	0	0	0	0.00%	
0	0	0	0	0	0	0	0.00%	
1	0	0	15	15	27	27	1.61%	Vegas
2	1	1	139	72	334	184	11.00%	

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions			77	6			
Restructure or reduce highly graded supervisory and non-supervisory positions			88	7			
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities			131	10			
Consolidate and streamline functions/activities/reduce number of programs			97	7			
Total	0	0	393	30	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
					77	6	13.3%	
					88	7	15.2%	
					0	0		
					131	10	22.6%	
					97	7	16.7%	
0	0	0	0	0	393	30	5.0%	

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions			4	2			
Restructure or reduce highly graded supervisory and non-supervisory positions	1	1	7	5			1
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities			22	5			5
Consolidate and streamline functions/activities/reduce number of programs							
Total	1	1	33	12	0	0	6

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
					0	0	0.0%
			5	3	9	5	0.9%
1			18	5	27	12	2.1%
			3	2	3	2	0.4%
4			46	8	73	17	3.0%
					0	0	0.0%
5	0	0	72	18	112	36	6.3%

Comments
Multiple Appropriations: EPM & Superfund
Multiple Appropriations: EPM & Superfund
Multiple Appropriations: EPM & Superfund
Multiple Appropriations: EPM & Superfund

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Region 2

Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions		0	6	6			8
Restructure or reduce highly graded supervisory and non-supervisory positions		0	46	4		0	5
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs		0	9	6		0	
Total	0	0	61	16	0	0	13

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
8			2	2	16	16		
1		0	15	2	66	7		
					0	0		
					0	0		
0		0			9	6		
9	0	0	17	4	91	29	4%	

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)	0	0	37	16	0	0	15
Consolidate or reduce administrative or support functions	0	0	22	11	0	0	13
Restructure or reduce highly graded supervisory and non-supervisory positions	0	0	144	70	2	2	61
Restructure to focus on core business functions (administrative support)	0	0	24	12	0	0	21
Restructure to focus on STEM/programmatic priorities	0	0	0	0	0	0	0
Consolidate and streamline functions/activities/reduce number of programs	0	0	0	0	0	0	0
Total	0	0	227	109	2	2	110

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
5	0	0	16	16	68	37	4.49%	Includes 2 SES positions.
10	0	0	20	11	55	32	3.88%	
25	0	0	34	15	241	112	13.59%	
8	0	0	6	3	51	23	2.79%	
0	0	0	0	0	0	0	0.00%	
0	0	0	0	0	0	0	0.00%	
48	0	0	76	45	415	204	24.76%	

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions							
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	0	0	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
					0	0	
			1	1	1	1	
					0	0	
			2	2	2	2	
			13	13	13	13	
			10	10	10	10	
0	0	0	26	26	26	26	3%

Comments
Improve flexibilities and efficiencies in addressing core mission functions by consolidating position functions into other administrative positions, technical positions and use of contracting support.
Realize efficiencies by combining administrative duties and automating functions.
Gain efficiencies through Lean process and other efficiency tools. Align resources to strengthen support of state programs. Realign resources to core regulatory duties. Replace outdated or obsolete skills and duties. Maximize use of advances in use of electronic information transfers and the increased focus on a narrower set of environmental conditions needing field evaluation.
Cooperative federalism. State enforcement programs in place, realigning direct enforcement to recognize efficiencies
Based on template data provided by HQs of 914 as of Apr 05, 2017

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Region 5

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)	0	0	8	1	0	0	0
Consolidate or reduce administrative or support functions	0	0	6	6	0	0	0
Restructure or reduce highly graded supervisory and non-supervisory positions	0	0	10	8	0	0	3
Restructure to focus on core business functions (administrative support)	0	0	4	3	0	0	0
Restructure to focus on STEM/programmatic priorities	0	0	51	28	1	1	16
Consolidate and streamline functions/activities/reduce number of programs	0	0	12	3	0	0	1
Total	0	0	91	49	1	1	20

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
0	0	0	6	2	14	3	0.3%
0	0	0	6	3	12	9	0.8%
2	0	0	1	1	14	11	1.0%
0	0	0	66	11	70	14	1.3%
5	3	1	0	0	71	35	3.3%
1	0	0	12	6	25	10	0.9%
8	3	1	91	23	206	82	7.6%

Comments
The mulitple appropriations positions are in the Office of External Communications and the Office of Regional Counsel (ORC).
The mulitple appropriations positions are in the QA Lab and the ORC.
The mulitple appropriations positions are in the Planning and Quality Assurance Group in the Office of Regional Administrator (ORA).
The mulitple appropriations positions are in the Resources Management Division (RMD), ORA and ORC.
The mulitple appropriations positions are in RMD, ORA and ORC.

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Region 6

Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)			21	7	0	0	0
Consolidate or reduce administrative or support functions			12	6	0	0	1
Restructure or reduce highly graded supervisory and non-supervisory positions			53	17	0	0	17
Restructure to focus on core business functions (administrative support)			64	23	0	0	1
Restructure to focus on STEM/programmatic priorities			101	22	0	0	0
Consolidate and streamline functions/activities/reduce number of programs			26	22	1	1	38
Total	0	0	277	97	1	1	57

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
0	0	0	0	0	21	7	0.9
1	0	0	1.5	1.5	14.5	8.5	1.1
7	0	0	21	2	91	26	3.4
1	0	0	0	0	65	24	3.2
0	0	0	0	0	101	22	2.9
25	0	0	1	1	66	49	6.5
34	0	0	23.5	4.5	358.5	136.5	18.1

Comments
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions

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Region 7

Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions			62	17			22
Restructure to focus on core business functions (administrative support)			11	6			
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	73	23	0	0	22

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
					0	0	
			3	1	3	1	
3			59	12	143	32	
			13	6	24	12	
					0	0	
					0	0	
3	0	0	75	19	170	45	9%

Comments
Estimated approximately 10% of the remaining targeted positions after primary theme (row 7)
R7 Primary Theme - Very Accurate Estimate of targeted positions.
Estimated approximately 90% of the remaining targeted positions after primary theme (row 7)
Across Multiple Appropriations involves 70%'B' 30%'T' for R7

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Region 8

Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions			3	2			
Restructure or reduce highly graded supervisory and non-supervisory positions			35	3	2	1	8
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	38	5	2	1	8

EPM=47.7
SF=12.85
Oil=0.45

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
					3	2	0.38%	
2					45	6	1.15%	
					0	0		
					0	0		
					0	0		
2	0	0	0	0	48	8	1.53%	

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions			4	4			
Restructure or reduce highly graded supervisory and non-supervisory positions			2	2			1
Restructure to focus on core business functions (administrative support)			28	5			
Restructure to focus on STEM/programmatic priorities			19	4			54
Consolidate or reduce administrative or support functions			52	2			
Total	0	0	17	17	0	0	3

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
			2	2	2	2	
			1	1	5	5	
1					3	3	
					28	5	
2					19	6	
					52	2	
3	0	0	3	3	109	23	3.13%

Comments
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
total Workforce 736

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Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions			2.5	1			2.3
Restructure to focus on core business functions (administrative support)			1	1			
Restructure to focus on STEM/programmatic priorities			61.4	8.9			5.4
Consolidate and streamline functions/activities/reduce number of programs			12	4			
Total	0	0	76.9	14.9	0	0	7.7

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0	0%	
					0	0	0%	
1					4.8	2	0.4%	
					1	1	0.2%	
3.1	1	0			67.8	12	2.2%	
					12	4	0.7%	
4.1	1	0	0	0	85.6	19	3.5%	

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Theme	AO			OAR			OARM	
	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0		0	0		0	0

Appropriation	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
Science and Technology								
Environmental Program and Management								
Inland Oil Spill Programs								
Hazardous Substance Superfund								
Leaking Underground Storage Tanks								
Inspector General								
Hazardous Waste Electronic Manifest System Fund								
Water Infrastructure Finance and Innovation Fund								
Total								

	OCSPP			OECA			OEI			OGC	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
	0	0		0	0		0	0		0	0
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers

	OIG			OITA		
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce
	0	0		0	0	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce

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Region 2
Region 4
Region 6
Region 8

Region 10

Guiding Questions for Workforce Planning

Key Priorities, Initiatives and Other Drivers

A. What is/are the applicable Administrator's priority/ies and business processes for my organization?

B. Are there other new initiatives or programs to consider or older existing programs that have less relevance that will affect your workforce?

C. Is there current/pending legislation or regulations that may place increased or decreased demand on your workforce?

D. What scientific or technical advances influence your work and how can they be used to enhance or streamline your efforts?

E. What significant demographic issues (internal or external) will affect the demand on your organization's workforce (e.g., the Agency's significant numbers of retirement eligible employees, competition for top notch talent especially in cutting edge areas)?

F. Does my organization need to undergo structural change so that the workforce can most effectively meet its mission?

G. Are the current business processes and organizational structures sufficient for carrying out the key priorities?

H. How do A-G above affect my program/regional office?

Positions - Identification of Key Functions and Skill Sets

A. Which skills do we have and which do we need?

- What skill sets are needed?
  - Specifically, what do we need more of (GS series, grade)?
  - Which occupations will be affected by scientific and technological advancements?
  - What opportunities exist for retraining?

- What is being done to achieve efficiencies and become more streamlined that will result in a need for different skill sets?
  - How will technology be used to enhance services provided and create efficiencies for employees?

- What new functions/skills are needed?
  - Specifically, what work do we want to do that is new/different we can't currently do or that reflects a change in mission priorities or requirements?

- What current functions are no longer needed?
  - Specifically, what work do we no longer need to do (or need to do less of) given changing agency priorities or changing business practices?

- What skill sets are no longer needed or can be reduced?
  - How will work be redefined to address priorities?
  - Specifically, what can we decide to scale back?

Technical ~~Criteria~~ Considerations for VERA/VSIP

1. Where are we now?
2. Where do we want to be? What are our specific mission needs? What has changed/is changing? What processes can/must we do differently?
3. How will VERA/VSIP assist us in getting where we want to be/in reaching our specific goal(s)? (For example, a goal could be a voluntary reduction of employees in positions with obsolete skills and the establishment of new positions with different skills to assist in accomplishing the mission.)
4. How many positions are we targeting?
5. What are the targeted positions? (title, series, grade, locations)
6. Why are these positions being targeted (too many of these type of positions, need different skill sets, competency gaps, etc.)
7. ~~How many rehires would we like to make? What types of positions (titles, series, grade levels, career ladders) are needed?~~
8. ~~How long do we want the authority (the ending date of the authority)?~~
9. ~~When is the last date that employees must be off the rolls (cannot be beyond the ending date of the authority)?~~
10. What is the maximum number of offers (approvals)?
11. How are we going to decide who receives an offer/approval?

Commented [HD1]: Is this going to be redundant with business case narrative instructions?

Commented [HD2]: Ditto above comment.

Example Theme and Justifications from Past VERA/VSIP Efforts

Theme: Use of VERA/VSIP to Restructure Nonsupervisory GS 13/14/15 Workforce

A significant proportion of EPA's workforce is classified in nonsupervisory high-graded (i.e., GS 13, 14 and 15) positions:

Several drivers impact the sustainability of this workforce distribution:

- Program priorities evolve over time. The specific knowledge that was once required to address a particular sector, program or pollutant may no longer be needed or may be needed at a level that is not sufficient to support a stand-alone, high graded position. In these cases, it can be difficult for individuals whose positions are based on such specific knowledge to effectively transition to other comparably graded work.

- Program evolution and process improvements impact the number of people we need as well as the required skill sets. Examples include:
    - Next Generation Compliance Strategy - Will require new skills in our technical and legal staff to utilize new monitoring technologies, work with communities and community-collected information on local impacts, and develop innovative enforcement approaches to improve compliance. These changes also impact regulatory and permitting personnel who assist states and others in adopting/ issuing regulations and permits that are consistent with Next Generation principles.
    - Re-engineering our partnerships with States/tribes - Will require us to balance EPA's obligation to provide certain oversight/accountability with the need to avoid duplication of work. The ability to effectively manage these multiple roles requires a high degree of collaboration, communication and interpersonal skills.
    - Skills Marketplace and other collateral duty approaches - Moving from a 1 person/1 program approach to greater cross-training and work-sharing will support our mission regardless of where short or long-term vacancies arise. Employees will need greater collaboration and self-management skills, and an ability to apply their degrees/technical backgrounds to a variety of programs.
    - Advanced automation/IT technologies – Will continue to streamline and redefine our work, allowing people to manage workloads more effectively and with greater consistency. For example, in EPA's grants programs, the project officer role will benefit from automated applications, tracking and oversight. These are changes that will impact optimal workload. As the focal point for negotiations/issue resolution, PO's will require enhanced communication, matrix management and problem-solving skills.

- Current attrition rates inhibit change and impact our ability to retain the next generation workforce. Such low attrition rates restrict our ability to rebalance our future workforce in terms of size, skills, and grade distribution. Entry level hiring is limited, as is our ability to effectively restructure higher graded positions to focus on more transferable skills rather than specific programs, sectors or pollutants. These new positions, although fewer in number, would provide career advancement opportunities for existing GS-12's,

thus supporting retention and sound succession management by furthering the next generation of senior technical staff and future managers.

Given these drivers, we propose to reduce and restructure our nonsupervisory high-graded workforce by offering VERA/VSIP to GS-13, 14 and 15's in our largest categories of technical/professional positions. To ensure we have a sufficient pool of applicants, we will open the VERA/VSIP to GS 14/15 supervisors/managers in these categories as well. Vacant supervisory/manager positions created by VERA/VSIP provide an opportunity to evaluate whether such positions should be eliminated based on workforce/span of control factors; vacancies that need to be filled will assist with our workforce profile goals since the likely pool of candidates is our GS13 and 14 staff.

Example Justifications for Past VERA/VSIP Requests

Reshape the workforce by eliminating obsolete positions and consolidating skills

Reduce and rebalance FTEs as well as extramural program requirements

Implement Next Generation Compliance

Restructure FTE ceilings to meet changing priorities

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

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 some current and new job classification series to create a higher-performing organization

Restructure, reorganize and reduce existing staff layers to improve organizational productivity while reducing the personnel ceiling number to meet agency reductions in staffing and associated payroll costs, and to reduce the number of supervisors and supervisory units

Reduce and rebalance the current top-heavy GS-13 to -15 grade structure so that the agency can recruit at lower grade and career ladder levels

Reshape and reduce scientific positions in a manner that yields a workforce with the skill sets to address the Agency's highest science priorities, including reducing the current number of employees trained and working in traditional core research

Increase the number of employees trained and working in exposure sciences, informational sciences, mathematics and statistics, modeling and computer sciences, and social sciences

Revitalize critical post-doctoral candidate program through resumption of hiring to increase our technical expertise, advance innovation, and employ cutting-edge ideas and techniques that are essential to effectively addressing interdisciplinary research problems

Restructure and realign offices

Reduce and reshape non-supervisory environmental program positions

Reduce and restructure the work assigned to employees in specific occupational series and grades to achieve staffing reductions, then restructure positions to recruit candidates having technologically advanced skills

Reduce the number of non-supervisory positions for specific occupations and grade levels

Supervisory ratios—10:1

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget approved EPA's request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out).

The largely mirrors a similar VERA/VSIP EPA administered 4 years ago to reach new efficiencies and to comply with fiscal sequestration demands required by Congress when EPA reduced its FTE ceiling to 15,000_____.

Acting assistant administrators of the program offices and acting regional administrators have all contributed to identify positions and the amount of positions which can restructured to gain efficiencies or abolished if the skill is no longer needed~~. be consolidated to better streamline positions within EPA throughout the country.~~ The themes in the Agency's business case include: delayering to increase staff to supervisor 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.

Positions targeted include _____.

Applications open July 13, 2017 and close at 11:59 p.m. Eastern standard time on July 26, 2017. ~~Applications submitted between that time will be accepted on a first come, first served basis.~~ Approvals of applications submitted during this window will be accepted based first on service computation date for leave, 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.

~~Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.~~

The decision to take advantage of a VERA/VSIP is entirely voluntary. ~~EPA respects that this is a very personal decision, and no one will be pressured to submit an application nor to accept an offer.~~

~~However, for~~ those taking a VERA/VSIP, those personnel will leave the EPA by September 2, 2017.

As of July 17, 2017, EPA has received ~~350~~ 377 applications. In the past programs, the Agency received approximately 30% of the maximum officer. We have already exceeded this percentage. ~~Under this program, that would be - with an expectation of receiving approximately 500 applications~~.

For FY17, EPA has a workforce of 15,031. Under this reduction which estimates a 450 position elimination and a continued hiring freeze with resulting attrition, EPA may drop to 13,300 positions. The EPA employed 13,442 positions in FY 1987.

OARM

Occupational Series	Occupation Name	Total	Retirement Eligible		arly C
0	Dep Dir. Of OHR and Dep Dir of OGD	2			1
18	Safety and Occupational Health Management	6			3
28	Environmental Protection Specialist	2			
80	Security Administration	20	2	10.0%	4
201	Human Resources Management	141	18	12.8%	32
203	Human Resources Assistance	11	1	9.1%	1
301	Miscellaneous Administration and Program	22	7	31.8%	8
303	Miscellaneous Clerk and Assistant	2	2	100.0%	
306	Government Information Specialist	3	2	66.7%	1
318	Secretary	5	2	40.0%	1
326	Office Automation Clerical and Assistance	2	1	50.0%	
340	Program Management	11	2	18.2%	2
341	Administrative Officer	3			1
342	Support Services Administration	11	6	54.5%	3
343	Management and Program Analysis	123	25	20.3%	29
344	Management and Program Clerical and Assistance	1			
351	Printing Clerical	1			1
391	Telecommunications	3	1	33.3%	1
510	Accounting	4	1	25.0%	1
511	Auditing	6	3	50.0%	2
690	Industrial Hygiene	1	1	100.0%	
801	General Engineering	6	1	16.7%	1
804	Fire Protection Engineering	2			1
808	Architecture	5	2	40.0%	
810	Civil Engineering	1	1	100.0%	
819	Environmental Engineering	1			
830	Mechanical Engineering	9			2
850	Electrical Engineering	3			
899	Engineering and Architecture Student Trainee	1			
905	General Attorney	29	3	10.3%	7
935	Adminstrative Law Judge	3			2
950	Paralegal Specialist	1			1
1001	General Arts and Information	1			1
1102	Contracting	167	25	15.0%	39
1103	Industrial Property Management	1			
1106	Procurement Clerical and Technician	1	1	100.0%	
1109	Grants Management	23	6	26.1%	4
1170	Realty	1			
1301	General Physical Science	2			1
1410	Librarian	1			
1640	Facility Operations Services	8			3
1654	Printing Services	2	1	50.0%	
1712	Training Instruction	1			
1750	Instructional Systems	2			

)ut Eligib	VSIP	
50.0%	2	100.0%
50.0%	6	100.0%
	2	100.0%
20.0%	19	95.0%
22.7%	123	87.2%
9.1%	10	90.9%
36.4%	21	95.5%
	2	100.0%
33.3%	3	100.0%
20.0%	5	100.0%
	2	100.0%
18.2%	11	100.0%
33.3%	3	100.0%
27.3%	11	100.0%
23.6%	116	94.3%
	1	100.0%
100.0%	1	100.0%
33.3%	3	100.0%
25.0%	4	100.0%
33.3%	6	100.0%
	1	100.0%
16.7%	6	100.0%
50.0%	1	50.0%
	4	80.0%
	1	100.0%
	1	100.0%
22.2%	8	88.9%
	3	100.0%
	1	100.0%
24.1%	26	89.7%
66.7%	3	100.0%
100.0%	1	100.0%
100.0%	1	100.0%
23.4%	154	92.2%
	1	100.0%
	1	100.0%
17.4%	23	100.0%
	1	100.0%
50.0%	1	50.0%
	1	100.0%
37.5%	7	87.5%
	2	100.0%
	1	100.0%
	1	50.0%

	1801 General Inspection, Investigation, and Compliance	3	1	33.3%	1
	2010 Inventory Management	2			
	2101 Transportation Specialist	1			
	2210 Information Technology Management	40	2	5.0%	13
	2299 Information Technology Student Trainee	1			
OARM		698	117	16.8%	167

33.3%	3	100.0%
	1	50.0%
32.5%	37	92.5%
23.9%	642	92.0%

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget approved EPA's request to offer Voluntary Separation Incentive Payments (buy-outs) and Voluntary Early Retirement Authority (early-outs).

~~The~~ This effort largely mirrors a similar VERA/VSIP EPA administered 4 years ago to reach new efficiencies and to comply with fiscal sequestration demands required by Congress when EPA reduced its FTE ceiling to approximately 15,000.

Commented [HD1]: Not sure what you want here?

Acting assistant administrators of the program offices and acting regional administrators have all contributed to identify positions and the ~~amount~~ number of positions which can restructured to gain efficiencies or abolished if the skillset is no longer needed. ~~be consolidated to better streamline positions within EPA throughout the country.~~ The themes in the Agency's business case include: delayering to increase staff to supervisor 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~~/~~ and/or reducing the ~~e~~ number of programs.

Positions targeted include Management and Program Analysts, Environmental Protection Specialists, Attorneys, Physical Scientists and Environmental Engineers.

The a~~A~~pplication periods opened on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. ~~Applications submitted between that time will be accepted on a first come, first served basis.~~ Approvals of applications submitted during this window will be accepted on a first come, first served basis. Should the number of applications exceed the maximum number of offers designated by an office, approvals will be based first on service computation date for leave, 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.

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~~However, for~~ ~~those~~ Personnel taking a VERA/VSIP, ~~those personnel will~~must leave the EPA by September 2, 2017.

As of July 17, 2017, EPA ~~has~~ received ~~350~~ 377 applications. In ~~the~~ past programs, the Agency ~~received~~ acceptance rate was approximately 3~~0~~% of the maximum number of ~~officer~~offers allowed. We have already exceeded this percentage. Or, the agency is close to meeting that rate at the end of the third day of the application period. ~~Under this program, that would be~~ with an expectation of receiving ~~approximately 500 applications~~.

Commented [HD2]: See my text and pick your path.

For FY17, EPA has a workforce of 15,031. Under this reduction which estimates a ~~450~~ 400 position elimination and a continued hiring freeze with resulting attrition, EPA may drop to 13,300 positions. The EPA employed 13,442 positions in FY 1987.

Commented [HD3]: Not sure how you got to this. Am checking attrition

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

Report Contributors:

Tim Roach
Rodney Rice
Ben Beeson
Leon Carter
Eric Lewis

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)

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)
[HYPERLINK "mailto:OIG_Hotline@epa.gov"]

EPA Office of Inspector General
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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*

Send all inquiries to our public affairs office at (202) 566-2391 or visit [HYPERLINK "http://www.epa.gov/oig"].

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"].

Table of Contents

Chapters

1 Introduction 1

Purpose 1
Background 1
Responsible Office 3
Scope and Methodology 3
Prior Report 4

2 VERA-VSIP Helped Achieve Some But Not All Restructuring Goals 6

Agency Restructuring Goals Were Generally Consistent 6
Buyouts Helped Vacate Positions 8
VERA-VSIP Helped Achieve Some Goals Associated With Reducing Number of Positions 9
Some Progress Made on VERA-VSIP Restructuring Goals 10
EPA Should Continue Monitoring Its Progress on VERA-VSIP Goals 12
Conclusion 13
Recommendations 13
Agency Response and OIG Evaluation 14

Status of Recommendations and Potential Monetary Benefits 15

Appendices

A Agency Response to Draft Report 16

B Region 1 Response to Draft Report 19

C Distribution 21

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.

Commented [EA1]: If the report is meant to only address VV round 1, then OW had 15 people leave under VV1. Of those 15 vacated positions, 8 were available for restructuring and at this time 5 have been filled and 1 was eliminated. The remaining 2 positions are not being filled at this time due to uncertainty about resource allocations.
If the report is meant to address rounds 1 & 2 (as reflected in the currently noted 26 positions available for restructuring) then OW would ask that our goals – and progress toward them- be updated to reflect both rounds as well.

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.

Commented [EA2]: An update to the number of positions that have been successfully restructured and filled in table 4 impacts the progress toward identified goals noted in other areas of the report (like Table 5 and the corresponding narrative).

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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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 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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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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HR Bulletin

OFFICE OF HUMAN RESOURCES

I. APPROVAL DATE

II. NUMBER

17-00XB

III. SUBJECT

Competitive Areas and Competitive Levels for Reduction in Force

IV. PURPOSE

This bulletin updates the U.S. Environmental Protection Agency's policy ~~definitions~~ for the establishment of competitive areas and competitive levels for Reduction in Force.

V. DEFINITIONS

(a) *Competitive Area*: The agency's established organizational and geographic boundaries within which employees compete in a RIF.
~~compete in a RIF.~~

(b) *Competitive Level:* ~~A group of positions in the same grade and classification series that have similar duties and other requirements.~~ A grouping of all positions in a competitive area which are in the same grade and classification series, and which are similar enough in duties, qualification requirements, pay schedules, and working conditions so that the agency may reassign the incumbent of one position to any other position in the level without undue interruption. ~~The expectation is the incumbent of one position can successfully perform the major duties of any other position in the level upon assignment to it, without loss of productivity or undue interruption (generally defined as being able to perform the job within 90 days).~~

(c) *Organizational Unit*: A first-level supervisory organization as defined by a single organizational code.

(d) *Functional Unit*: An organizational unit or group of organizational units which compromise a single function or group of very similar related functions.

DRAFT

(e) *Local Commuting Area*: The geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.

(f) *Professional Position:* Any position classified to an occupational series which carries a positive educational requirement per the U.S. Office of Personnel Management's guidance.

(g) *Non-Professional Position*: Any position classified to an occupational series which does not carry a positive educational requirement per OPM.

(h) *Supervisory Position*: Any position that accomplishes work through the direction of other people and meets the minimum coverage under OPM's *General Schedule Supervisory Guide*.

(i) *Team Lead Position*: Any position whose primary purpose is to lead a team of employees and meets the minimum coverage under Part II of OPM's *General Schedule Leader Grade Evaluation Guide*.

(j). *Undue Interruption:* A degree of interruption that would prevent completion of the required work of a position within 90 days after the employee is assigned to the position. The 90-day standard should be considered within the allowable limits of time and quality, taking into account the pressures of priorities, deadlines, and other demands. However, generally, an undue interruption would not occur if an employee needed to more than 90 days after a RIF to perform at the optimum level in terms of the quality or quantity of work.

VI. COVERAGE

Commented [DPG1]: The language below expands upon the language contained in EPA Order 3110, Section 4. Is this bulleting also superseding that section of the Order?

(a) The competitive areas and competitive levels defined in this policy bulletin cover all ~~federal civilian~~ employees of the EPA, except:~~.~~

~~(b) This policy does not cover:~~

(1) Employees whose appointment is required by Congress to be confirmed by, or made with the advice and consent of, the United States Senate;

(2) Reemployed annuitants, unless the appointing officer determines than an annuitant may compete under the RIF regulations;

(3) Members of the Public Health Service;

(4) Members of the Senior Executive Service;

(5) Employees in the Senior Level and Scientific and Professional pay plans (SL/ST); and

(6) Title 42 employees.

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VII. ROLES AND RESPONSIBILITIES

(a) Office of Administration and Resources Management

(1) The Assistant Administrator (or designee) will approve all proposed competitive areas and competitive levels.

(b) Assistant Administrators and Regional Administrators

(1) Will ~~define~~ identify targeted competitive areas consistent with this policy and submit for approval.

(c) Human Resources Shared Service Centers

(1) Will establish ~~define~~ competitive levels consistent with this policy and submit for approval; ~~and~~

(2) Will assign approved competitive level codes to all serviced agency positions~~.~~; and

(3) Will codify all approved competitive areas (three-digit alpha-numeric codes).

(d) Office of Human Resources

(1) Will issue policy regarding RIF and competitive areas and will review the agency's use of RIF procedures to ensure compliance with law and regulation.

VIII. POLICY

(a) Employees in a competitive area compete for retention under the RIF regulations only with other employees in the same competitive area.

(b) There is no minimum or maximum number of employees in a competitive area.

(c) An employee who teleworks competes in RIF on the basis of the duty station or work site documented for the employee's official position of record.

(d) A competitive area must be defined solely in terms of the agency's organizational units and geographic location. The agency may not define a competitive area on the basis of other considerations (such as bargaining unit membership, grade, occupation, etc.).

(e) The agency must document any changes to competitive areas and make this information ~~readily~~ available to employees and OPM.

(f) Competitive levels are established based on official position descriptions rather than individual employee qualifications or job performance.

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(g) ~~Certain criteria, such as an employee's gender, sex (unless approved by OPM for certain positions) and probationary periods, are legally prohibited from being the basis of competitive level determinations.~~ An agency may not place a position on a separate competitive level solely on the basis of:

(1) The gender of an employee, except when OPM has determined that certification of eligibles by gender is justified;
(2) A requirement to serve a probationary period for initial appointment to a supervisory or managerial position;
(3) A difference in the number of hours or weeks scheduled to be worked by other-than-full-time employees who otherwise would be in the same competitive level;
(4) A requirement to work changing shifts;
(5) The grade promotion potential of the position;
(6) A difference in the local wage areas when a competitive area includes positions covered by more than one locality pay area in which wage grade positions are located;
(7) A difference in locality payments under 5 U.S.C. 5304 and subpart F of part 531 of title 5, Code of Federal Regulations, when a competitive level includes more than one locality pay area listed in section 531.603 of title 5, Code of Federal Regulations; or
(8) Representative rates in different local commuting areas when a competitive area includes General Schedule (GS) and wage grade positions in multiple GS locality pay areas, and/or Federal Wage System (FWS) local wage areas.

(h) An employee's RIF rights are based on the actual grade of the employee's permanent official position of record, not on a retained grade that the employee is receiving based on a prior RIF or other qualifying action.

IX. PROCEDURES

(~~a~~) ~~The following procedures are~~Competitive Area and Competitive Level policy is intended to provide clarity and consistency in determining and defining ~~agency~~ competitive areas and competitive levels. Where this policy conflicts with any collective bargaining agreement in effect at the time of issue, the CBA supersedes this policy.

(~~b~~1) Competitive Areas

(~~i~~1) A competitive area is ~~generally~~ defined as ~~one supervisory level below the the smallest logical functional unit within an~~ AAship/RAship ~~in one commuting area.~~ This is typically the Office, Lab or Center level or the organizational equivalent.

~~(ii) The immediate office of an AAship/RAship including any subordinate staff offices in one commuting area is defined as its own competitive area.~~

Commented [DPG2]: In a policy document like this one, you should list all criteria, not just some, or refer the reader to the relevant document containing the information.

Commented [JL3]: Added these directly quoted from OPM's Workforce Restructuring Handbook.

Commented [DPG4]: This section is pretty light on "procedures" or steps and seems more like additional policy statements/explanations.

Commented [HA5R4]: We agree – removing "procedures" and including all under "policy".

Commented [JL6]: Removed so these can be included under the POLICY heading above.

Commented [DPG7]: Arron – as we discussed, you'll work on rewriting this section.

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Commented [DPG8]: What does "logical" mean in this context? Seems overly vague and subjective

Commented [DPG9]: This definition must also include a geographical component. (e.g., local commuting area). Also, please remember that some AAships extend beyond one geographical/commuting area.

(2) The minimum competitive area is an organizational unit in a single commuting area that is separate from other agency organizations because of differences in operation, work function, staff, and supervisory authority.

(3iii) A competitive area may not extend beyond a single AAship/RAship or a single commuting area except in the circumstance described in iv below.

(4iv) A competitive area may extend beyond a single commuting area if a functional unit has multiple duty locationsexercises central control over the work functions, operation, staffing, and personnel management of multiple duty locations.

(e2) Competitive Levels

(1) The policy on competitive levels described here applies to all positions in the agency; however, employees may be assigned the same competitive level code but compete separately per OPM guidance under the following employment conditions:

(a) Competitive and Excepted Service. Employees who hold excepted service appointments in competitive service positions compete for retention in the excepted service, but do not compete for retention with employees who hold the same positions under competitive service appointments.

(b) Excepted Service Appointment Authority. Employees who hold excepted service appointments in competitive service positions compete for retention in the excepted service only with other employees holding positions under the same excepted service appointing authority.

(c) Pay System

(d) Work Schedule

(e) Formally Designated Trainee or Developmental Positions. The program must meet the following requirements to be applicable:

a. Is designed to meet the agency's needs and requirements for the development of skilled personnel;

b. Is formally designated as a trainee or developmental program, with its provisions announced to employees and supervisors;

c. Is developmental by design, offering a planned growth in duties and responsibilities and providing advancement in recognized lines of career progression; and

d. Is fully implemented, with the participants chosen for the program through standard selection procedures.

(ii) Professional positions are categorized by functional code, a required OPM code which defines and codifies the general function of a professional position.

(2iii) Non-professional positions are categorized using one or more competitive level codes per series based on function. OPM classification standards and qualifications standards for each position, as well as agency organizational rosters and position descriptions, are used to identify any separate functions for these positions.

Commented [DPG10]: Again, what about a geographical area?

Commented [DPG11]: But only if the functional unit exercises central control over the work functions, operation, staffing and personnel management of the multiple duty locations, correct?

Commented [DPG12]: As we discussed, this section lacks a lot of important details re. establishment of comp. levels. E.g., treatment of Excepted vs. Competitive Service positions; consideration of Excepted Service appointing authority; consideration of work schedules.

Commented [JL13]: Excepted/Competitive service and different work schedules (etc.) compete separately per OPM guidance, but it is our position that the concept behind the levels can be applied across all of these differences. I added this information from OPM's Workforce Restructuring Handbook here as well as a section on retention registers to help clarify. Here I omitted Supervisory positions – I think our designation is appropriate given the structure of the agency. I also omitted mixed tours positions as I don't believe we have any.

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(3iv) Supervisory and Team Lead positions are categorized by the function of the group or team led, but are coded into separate competitive levels based on those supervisory or team lead duties.

(4v) Positions requiring a special qualification such as language or licensure are coded into separate competitive levels based on that requirement.

(3) Retention Registers

(1) The agency applies OPM's regulations on retention registers as stated in the Workforce Restructuring Handbook. The four statutory retention factors are to be implemented in the following order.

a. Tenure
b. Veterans' Preference for RIF
c. Service (using service computation date)
d. Performance (implemented through additional service added for retention purposes to the employee's service computation date)

Commented [DPG14]: Please note that current OPM RIF regulations no longer require establishing a separate competitive level solely because an employee holds a supervisory rather than a non-supervisory position. See OPM RIF Handbook, Page 36.

Commented [HA15R14]: I think Team Leads and supervisors should compete in their own competitive levels.

Commented [JL16]: We are aware, but believe this is sound application of competitive level concepts based on the agency's organizational structure.

Commented [HA17R16]: I agree – defer to PAB for other thoughts on this.

X. RECORDS

Consult EPA's Records Management schedule at [HYPERLINK "http://www.epa.gov/records/policy/schedule/index.htm"] for detailed retention instructions:

?????

XI. MATERIALS SUPERSEDED

EPA Order 3110.10D, *Reduction-In-Force Procedures*, Sections 7 and 8 (a), September 18, 1986

XII. AUTHORITY AND REFERENCES

(a) 5 CFR part 351, Reduction in Force

(b) *Workforce Reshaping Operations Handbook*, OPM, March 2017

(c) EPA Order 3110.10D, *Reduction-In-Force Procedures*, September 18, 1986

NAME, Branch Chief (or Acting Branch Chief)

Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources

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Draft Reduction in Force Policy Comments

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
1	OARM	SSC-RTP	II (l)	2	...to travel, back and forth daily to their place of employment on a daily basis.	…to travel back and forth to their place of employment on a daily basis.	
2	OARM	SSC-RTP	II (m)	2	No general notices should be issued without the prior approval of the Office of Human Resources Director	This statement is repeated in Section X (f) and should be deleted from this Definitions section.	
3	OARM	SSC-RTP	II (u)(c)	3	…temporary appointments with a specific time limitation of more than a year…	Though they can be extended to a second year, temporary appointments are limited to one year. Suggest deleting "with a specific time limitation of more than a year".	
4	OARM	SSC-RTP	V, first paragraph	4	…the handicapped.	…persons with disabilities.	
5	OARM	SSC-RTP	VIII, second bullet	5	…General Accounting Office…	…Government Accountability Office…	
6	OARM	SSC-RTP	VIII, second bullet	5	…EPA Director of Personnel…	…Office of Human Resources Director…	
7	OARM	SSC-RTP	IX (a)	6	The new regulations require that employees in the same competitive level also be in the same occupational series.	Employees in the same competitive level must also be in the same occupational series. (Which new regulations? Not necessary to mention here).	
8	OARM	SSC-RTP	X (a)(1)	7	…in section 20b below.	…in section XIX (b) below.	
9	OARM	SSC-RTP	XI (a)	9	In determining the assignment rights for employees who have been released from their competitive levels are entitled to an offer of employment if they have bump or retreat rights.	Employees who have been released from their competitive levels are entitled to an offer of employment if they have bump or retreat rights.	
10	OARM	SSC-RTP	XII (a)	9	...entered into PeoplePlus…	…entered into the agency human resources information system…	

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
						(Due to the upcoming move to a new system, it is advisable to delete references to the old system)	
11	OARM	SSC-RTP	XIII (a)	9	Annual ratings are prescheduled ratings, such as those used for a merit promotion action, be used.	Unsure of the intent of this sentence.	
12	OARM	SSC-RTP	XVI (a)	10	…update their SF-171s.	…update their resumes. (This is the first of several references to the SF-171 throughout the document. The SF-171 was phased out in the 1990's.)	
13	OARM	SSC-RTP	XVI (a)	10	…into PeoplePlus..	…into the agency human resources information system…	
14	OARM	SSC-RTP	XIX (a)	11	…(i.e. due to reduction in force, contracting out of work to private first, through no fault of their own (e.g. as a result of reduction in force, correction of a classification error, change in classification standards, etc) to regain their grade levels.	First set of parentheses does not end; unsure where it is supposed to. Also, do not understand the reference to "first."	
15	OARM	SSC-RTP	XIX (a)	11	In order to fulfill its basic responsibility in these areas, as well as to comply with the policies established in EPA Order 3110.18, *EPA Placement and Assistance Program*. The following guidelines apply to all programs.	(The first sentence is not a sentence). Suggest: In order to fulfill basic responsibility in these areas, as well as to comply with the policies established in EPA Order 3110.18, *EPA Placement and Assistance Program*, the following guidelines will apply to all programs:	
16	OARM	SSC-RTP	XIX (b)(1)	12	However, within the agency if there are no part-time employees on the list for availability for part-time positions must be selected before applicants from outside the agency…	(The current version leaves out a large part of the phrase). Suggest: However, within the agency if there are no part-time employees on the list for a part-time position, full-time employees who have indicated availability for part-time positions must be selected before applicants from outside the agency	
17	OARM	SSC-RTP	XIX (c)	12	Displaced Employee	In the 1990's OPM moved away	

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
					Program	from its placement programs and created the Interagency Career Transition Assistance Plan (ICTAP). All references to the Displaced Employee Program are out of date.	
18	OARM	SSC-RTP	Attachment 1, section 4	15	…the order	Suggest specifying what order is being referenced here	
19	OARM	SSC-RTP	Attachment 6, section 4	23		OPM's Displaced Employee Program and the SF-171 form are referenced in this section and should not be since they are obsolete.	
20	OARM	SSC-RTP	Attachment 6	25	…and the Office of Personnel Management's Displaced Employee Program List.	Delete this phrase since the program is obsolete.	
21	OARM	SSC-RTP	Attachment 6, section 4	27	…and the Office of Personnel Management's Displaced Employee Program.	Delete this phrase since the program is obsolete	
22	OARM	SSC-RTP	Attachment 6, section 3	28	… the Office of Personnel Management's Displaced Employee Program.	Delete this phrase since the program is obsolete	
23	OARM	SSC-RTP	Attachment 6	33	…a SF-171	…a resume	
24	OARM	SSC-RTP	Attachment 6	34-35		This section should be replaced with information on CTAP/ICTAP	
25	OARM	SSC-RTP	Attachment 7, General Guidelines, 1	38	…the requirements of FPM chapter 351, subchapter 3-7	…the requirements of 5 CFR 351.501	
26	OARM	SSC-RTP	Attachment 7, Procedures, 6a	39	...OPM's X-118 Qualifications Standards Handbook	…OPM's Qualifications Standards Handbook	
27	OARM	SSC-RTP	Attachment 7, Procedures, 7d	40	…in paragraph 10g of this PMM…	..in paragraph Xg of this policy…	
28	OARM	SSC-RTP	Attachment 9	48	Multiple references to SF-171	Replace with "resume"	
29	OARM	SSC-RTP	I	1		Add (RIF) after first mention of reduction in force	
30	OARM	SSC-RTP	II (d)	1	apposition	a position	

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
31	OARM	SSC-RTP	II (g)	1	Lose	loss	
32	OARM	SSC-RTP	II (h) and (i)	2		Be consistent with capitalization of federal government	
33	OARM	SSC-RTP	II (k)	2	bases	basis	
34	OARM	SSC-RTP	II (k)	2	on e	one	
35	OARM	SSC-RTP	III	3	shared service center (multiple times)	Shared Service Center Add (SSC) after first use	
36	OARM	SSC-RTP	III	3		Add (CBA) after first use of collective bargaining agreement	
37	OARM	SSC-RTP	Throughout the document		SSC director, OHR director	SSC Director, OHR Director	
38	OARM	SSC-RTP	VII	5	OPM	Office of Personnel Management (OPM)	
39	OARM	SSC-RTP	Throughout the document			Be consistent with capitalization (or not) of "attachment"	
40	OARM	SSC-RTP	VIII	5	assistant administrator	Assistant Administrator	
41	OARM	SSC-RTP	IX (c)	7		Add "(CE)" after first use of "critical job elements"	
42	OARM	SSC-RTP	IX (c)	7		Add period after "qualifications"	
43	OARM	SSC-RTP	IX (d)	7	*	(	
44	OARM	SSC-RTP	X (g)	9	records	record	
45	OARM	SSC-RTP	XII (b)	9	pervious	previous	
46	OARM	SSC-RTP	XVIII	11		Add "the" before "Merit Systems Protection Board" and "(MSPB)" after it	
47	OARM	SSC-RTP	XVIII	11	accompany	accompanies	
48	OARM	SSC-RTP	XIX (e)	13	Chamber	Chambers	
49	OARM	SSC-RTP	Attachment 1	14	Pesronnel	Personnel	
50	OARM	SSC-RTP	Attachment 4, bullet 3	20	b y	by	
51	OARM	SSC-RTP	Attachment 4, bullet 7	20	where	there	
52	OARM	SSC-RTP	Throughout	20-21		The GM pay plan is obsolete and	

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
			Attachment 4			few positions still exist. Do we want references to it in this new policy?	
53	OARM	SSC-RTP	Attachment 6, bullet 5, last sentence	27	are	and	
54	OARM	SSC-RTP	Attachment 6, second paragraph	31	…you be	…you will be	
55	OARM	SSC-RTP	Attachment 6, bullet 3	31	apposition	a position	
56	OARM	SSC-RTP	Attachment 7	38	b y	by	
57	OARM	SSC-RTP	Attachment 7	38	…personal specialists	…human resources specialists	
58	OARM	SSC-RTP	Attachment 7	38	veterans preference	veterans' preference	
59	OARM	SSC-RTP	Attachment 7, bullet 2	38	combing	combining	
60	OARM	SSC-RTP	Attachment 7, bullet 6	40	bum	bump	
61	OARM	SSC-RTP	Attachment 7, bullet 6	40	b ump	bump	
62	OARM	SSC-RTP	Attachment 7	41	operating Personnel Officer	Servicing Personnel Officer	
63	OARM	SSC-RTP	Attachment 9	48	veterans preference	veterans' preference	
64	OARM	SSC-RTP	III	3	…the provisions of the CBA must be **applied, unless, they** do not violate law or government wide regulations in effect on the date the CBA was approved.	…the provisions of the CBA must be **applied, provided they** do not violate law or government wide regulations in effect on the date the CBA was approved.	
65	OARM	SSC-RTP	IX (c)	7	This is an ongoing function which should be incorporated into the day-to-day classification process. The basic documents to be used when establishing competitive levels are the position description of record, qualification	Classifiers do not use qualifications standards or critical job elements, nor are these documents an OPM requirement in setting competitive levels. Only the position description of record should be used.	

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
					standards, and critical job elements in the performance standard (to the extent possible).		
66	OARM	SSC-RTP	X (c)	8	…and must make this **termination** a part of the record.	…and must make this **determination** a part of the record.	
67	OARM	SSC-RTP	XIX (e)	13	market the **skill** of affected employees	market the **skills** of affected employees	
68	OARM	SSC-RTP	Attachment 1, 5 (c)	15	It is based on the employee's earnings and varies with each **locals** as to amount and time period for pay out of the benefits.	It is based on the employee's earnings and varies with each **locale** as to amount and time period for pay out of the benefits.	
69	OARM	SSC-RTP	Attachment 6, 4		Declination of **he** above offer	Declination of **the** above offer	
70	OARM	SSC-RTP	Sample RIF Notice	26	As a result of budget **cute** for **fiscal year**	As a result of budget **cuts** for **fiscal year XXXX**	
71	OARM	SSC-RTP	Severance Pay, (a) (2)	30	Credit is given for each full year of service and each **completed 3 months of service** that exceeds **on or more years.**	Credit is given for each full year of service and each completed **3-month period of service** that exceeds **one or more years.**	
72	OARM	SSC-RTP	Reemployment Priority List, Employee Eligibility, (b)(5)	32	Has a regularly **schedules** administrative work week no lower than that of the position from which the employee was separated.	Has a regularly **scheduled** administrative work week no lower than that of the position from which the employee was separated.	
73	OARM	SSC-RTP	Reemployment Priority List, Employee Eligibility, (b)	32	An other-than-full-time group I or group II employee is entered on the re-employment priority list unless he or she has declined assignment to an **other than full-time** position that:	An other-than-full-time group I or group II employee is entered on the re-employment priority list unless he or she has declined assignment to an **other-than-full-time** position that:	
74	OARM	SSC-RTP	Reemployment Priority List, Employee Eligibility,	32	Is of the same **type work** schedule (i.e., **part-time intermittent**, or seasonal) as the position from which the employee	Is of the same **type of work** schedule (i.e., **part-time, intermittent**, or seasonal) as the position from which the employee was separated;	

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
			(b)(1)		was separated;		
75	OARM	SSC-RTP	Repromotion Consideratio n List, Intro and Employees Covered	33		The list of employees covered does not make sense as is, beginning with "The name…" Some of the information in that section should be moved to the introduction. Also please note that the word "error" was left off section (a) after the word "classification". Suggest the following revision to the intro and "Employees Covered" section: The Repromotion Consideration List is established by the U.S. Environmental Protection Agency to provide employees who have been involuntarily demoted as a result of RIF or other actions an opportunity to be repromoted back to their original grade levels. This priority extends to all competitive positions in the commuting area for which employees are qualified and available. Employees may also request and receive consideration for vacant competitive positions in other EPA geographic locations. <u>Employees Covered</u> (a) Group I and Group II competitive employees who receive a notice of a change to lower grade under reduction in force (b) Employees who are downgraded due to the correction of a classification error; and (c) Employees who are involuntarily downgraded for any other reason.	
76	OARM	SSC-RTP	Information on Leave and Benefits	36	Payment is equal to the pay that **would gave** been received had the	Payment is equal to the pay that **would have** been received had the employee remained…	

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
			(a)(2)		employee remained…		
77	OARM	SSC-RTP	Operating Procedures for Determining Assignment Rights, Needed Documents	39	Applicable rules, **regulations and and the** EPA guidance on RIP/furlough procedures, veterans preference, grade and pay retention.	Applicable rules, **regulations and the** EPA guidance on RIP/furlough procedures, veterans preference, grade and pay retention.	
78	OARM	SSC-RTP	Operating Procedures for Determining Assignment Rights, Needed Documents	39	Needed Documents	"Needed" is an awkward word. Suggest "Necessary" or "Required".	
79	OARM	SSC-RTP	Operating Procedures for Determining Assignment Rights, Procedure (2)	39	identify employees to be released from their competitive levels **during "first-round" competitive**	identify employees to be released from their competitive levels **during the first round of competition**	
80	OARM	SSC-RTP	IX (c)	7	Competitive levels should be established step-by-step in a logical sequence. An example of this process is provided in attachment 4.	There is currently an SSC workgroup established to define competitive levels. The method described in attachment 4 is outdated and not what we will recommend. The method described is too difficult to maintain consistently and is too detailed and narrow. We have studied the method used by four other federal Agencies, and none uses a similar method. Recommend removing Attachment 4.	
81	OARM	SSC-RTP	IX (d)	7	they should be reviewed by the appropriate Division Director	"Division Director" should read "SSC Director". The SSCs are responsible for establishment and maintenance of the competitive level definitions.	
82	OARM	SSC-RTP	IX (f)	7	One of the grounds for a reduction-in-force appeal	See comment 80 – the procedure described in this policy for	

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
					is excessively narrow competitive levels. To counter such appeals, each servicing personnel office should develop and record, to the extent possible, the basis for separate competitive levels for positions with identical titles, series and grades.	determining competitive levels is too narrow, and should not be adopted by the Agency. The SSC workgroup is recommending a much broader definition.	
83	OARM	SSC-RTP	IX (e)	7	All competitive levels must be entered on a Competitive Level Code Log (See Attachment 5). A competitive level code number should be assigned. The date the competitive level is established should be entered and the classifier establishing the competitive level should initial the competitive level.	This log method will not work currently. The SSCs should use a shared system of establishment so we have consistency across the Agency in making the determinations.	
84	OARM	SSC-RTP	II	1-3	Definitions (all)	Recommend revising all definitions to use language in CFR 351 etc. This will promote clarity and discourage erroneous interpretation. Some definitions currently match the CFR; others do not. For example, the definition of Furlough in the policy is awkwardly written and includes an incomplete sentence (beginning with "And…").	
85	OARM	SSC-RTP	V	4	The SSCs should work closely with their management officials to assess the impact on the organization and the employees, including minorities, women and the handicapped. Whenever feasible, disparate impact on a	We cannot find this language in OPM's RIF guidance nor in CFR 351. It is not supportable as a policy item relating to RIF. RIF is conducted based on function and retention registers, and protected classes cannot be taken into consideration.	

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
					particular group should be minimized consistent with applicable regulations and the needs of the affected organization.		
86	OARM	SSC-RTP	V	4	The SSCs should consider the impact upon personnel and the organization as soon as initial decisions are made.	This language is vague and this responsibility should not lie solely with the SSCs. Management should consider the impact on personnel and the organization, with support from the SSCs.	
87	OARM	SSC-RTP	V	4	The SSCs should ensure that the following preliminary steps are taken during the planning stages.	See comment 86 above. Some of the bulleted list items are SSC responsibilities, others are management responsibilities. Suggest revising as follows: Management, in conjunction with the SSCs, should ensure that the following preliminary steps are taken during the planning stages.	
88	OARM	SSC-RTP	X (f)	8	Any office which proposes to issue a notice more than 90 days prior to the effective date of a reduction in force must submit the information requested in EPA Order 3110.10D, *Reduction in Force Procedures*, to the OHR director for submission to OPM.	Please clarify whether this policy will replace Order 3110.10D or act as supplemental policy.	
89	OARM	SSC-RTP	XVI (a)	10	Additionally, each office should **insure** that all annual performance appraisals…	Additionally, each office should **ensure** that all annual performance appraisals…	
90	OARM	SSC-RTP	XVIII	11	The SSCs must **insure** that a copy of the MSPB regulations…	The SSCs must **ensure** that a copy of the MSPB regulations…	
91	OARM						
92	OARM						
93	OARM						
94	OARM						
95	OARM						

NO.	Commentor	Office/ Region	Section Title	Page Number	Current Statement	Suggested Change/Comment	Resolution
96	OARM						
97	OARM						
98	OARM						
99	OARM						

Reduction in Force

Document Number XXXX
Approval Date: X/X/200X

I. OVERVIEW

This policy provides guidance for the U.S. Environmental Protection Agency in the areas of reduction in force, transfer of function and placement assistance actions affecting all civilian employees at the EPA. This policy does not apply to Senior Executive Service employees or employees whose appointments are required by Congress to be confirmed by or made with the advice and consent of the U.S. Senate.

II. DEFINITIONS

(a) Administrative Authority. The official in charge of one of the principal subdivisions of the Agency, e.g., Administrator, Deputy and Assistant Administrators, Inspector General, General Counsel, Regional Administrators.

(b) Annual Performance Rating of Record. An official performance rating under a performance appraisal system approved by the Office of Personnel Management or as provided for in the agency's appraisal system.

(c) Assignment Right. The right of an employee to be assigned (by bump or retreat) in the second round of competition to a position in a different competitive level held by another employee with lower standing on a retention register.

(d) Bump. The assignment of an employee to apposition held by another employee in a lower subgroup in another competitive level.

(e) Competing Employee. An employee in tenure group I, II or III.

(f) Competitive Area. The geographic or organizational boundaries within which employees compete in a reduction in force.

(g) Competitive Level. A group of positions in the same grade and series that have similar duties, qualification requirements, pay schedules and working conditions so that the incumbent of one position can successfully perform the critical elements of any other position in the group without lose of productivity beyond that normally expected.

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(h) Competitive Service. All civilian positions in the federal government which are not specifically excepted from civil service laws by or pursuant to statute or OPM rules.

(i) Excepted Service. All positions in the Federal Government which are specifically excepted from the competitive service by or pursuant to statute or OPM rules.

(j) Function. A clearly identifiable segment of an agency's mission, including all the integral parts of that mission, regardless of how it is performed.

(k) Furlough. Placement of an employee in a temporary non-duty and non-pay status on a continuous basis (for example, 10 consecutive days) or a discontinuous bases (for example, on e day a week), but for not more than one year. And the action is based on one of the reasons for RIF and is not in accordance with pre-established conditions of employment.

(l) Local commuting Area. The geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel, back and forth daily to their place of employment on a daily basis.

(m) Notice. An official personal communication addressed to an individual employee announcing that he or she will be affected by a RIF action. A general notice is given when the specific action cannot be determined 30 days before a RIF. No general notices should be issued without the prior approval of the Office of Human Resources Director. A specific notice contains the specific RIF action to be taken.

(n) Reorganization. The planned elimination, addition, or redistribution of functions or duties in an organization.

(o) Representative Rate. The fourth step of the grade for a position under the general schedule and the prevailing rate for a position under the federal wage-board system and for all other positions, that rate designated by the agency as representative of the position.

(p) Retention Register. A list of competing employees within a competitive level who are grouped by tenure, veterans' preference, length of service and performance in descending order.

(q) Retention Standing. An employee's relative standing on a retention register based on tenure, veterans' preference, and length of service augmented by performance credit.

(r) Retreat. The assignment of an employee to a position held by another employee with lower retention standing in the same subgroup.

(s) Rounds of Competition. The different stages of competing for retention. In the first round of competition, employees compete to stay in the competitive level. In the

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agency, this process is called "screening". In the second round of competition, employees compete for assignment to a position in a different competitive level.

(t) Subgroup Standing. The employee's relative standing on a retention register based on tenure group and veterans' preference subgroup. It does not take into account length of service and performance.

(u) Tenure Group. Types of appointment held by an employee which include the following major groupings of employees for placement on retention registers:

a. Group I for employees under career appointments who are not serving probation.
b. Group II for employees for employees serving a probationary period for initial appointment to a position and career-conditional employees.
c. Group III for indefinite employees, temporary appointments pending establishment of registers, temporary appointments with a specific time limitation of more than a year, and employees serving under term appointments.

(v) Transfer of Function. The transfer of the performance of a continuing function from one competitive area and its addition to one or more other competitive areas; or, the movement of the competitive area in which the function is performed to another commuting area. When the function involved is virtually identical to functions already being performed in the other affected competitive area(s), a transfer of function is not appropriate.

III. IMPLEMENTATION

Each shared service center should ensure that the procedures outlined in this order are used to implement any adjustments in the workforce which require the use of reduction in force procedures. When planning for or conducting reductions in force or transfers of function, the shared service center directors must fulfill their obligation to consult with or negotiate with labor organizations, as appropriate. Additionally, where the policies and/or procedures contained in this order conflict with the provisions of a collective bargaining agreement, the provisions of the CBA must be applied, unless, they do not violate law or government wide regulations in effect on the date the CBA was approved.

IV. AUTHORITIES

(a) 5 U.S. Code 3502, Order of Retention
(b) 5 U.S. Code 3503, Transfer of Functions
(c) 5 U.S. Code 3504, Preference Eligibles
(d) 5 CFR Part 351, Reduction in Force
(e) EPA Order 3110.3A, Transfer of Function Involving Geographic Relocation of Employees
(f) EPA Order 3110.10D, Reduction-in-Force Procedures
(g) EPA Order 3110.18, EPA Placement Assistance Program

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V. PLANNING

The importance of planning when situations exist that might cause a reduction in force cannot be over emphasized. The SSCs should work closely with their management officials to assess the impact on the organization and the employees, including minorities, women and the handicapped. Whenever feasible, disparate impact on a particular group should be minimized consistent with applicable regulations and the needs of the affected organization.

To the extent practicable, changes in mission, workload, funds, personnel turnover and any other factors affecting employment levels should be anticipated with a view towards maximum utilization of vacancies for the placement of employees who might otherwise become surplus. The SSCs should consider the impact upon personnel and the organization as soon as initial decisions are made. Early planning and sufficient lead time on the proposed actions are basic to the success of efforts to retain or to reassign employees adversely affected by changes in staffing requirements. The SSCs should ensure that the following preliminary steps are taken during the planning stages.

- Options to possibly minimize RIF are considered early in the process:
    - Hiring freeze
    - Furloughs
    - Optional retirement
    - Early-out retirement request
    - Pre-RIF placement program
- Position Descriptions are verified for accuracy;
- Electronic Official Personnel Folders are reviewed for currency and updated, if necessary;
- Competitive levels are established and verified for accuracy and consistency in the competitive area;
- Retention registers are correct;
- Positions which are to be abolished and/or not funded have been determined by management;
- A RIF proposal is developed and submitted to the Office of Human Resources director for approval;
- The AA of OARM must be informed in writing of any planned RIFs; and
- Union is properly notified and provided an opportunity to negotiate.

VI. PRIOR APPROVAL

The SSC director must request specific written approval by the OHR director for reductions in force involving the release of five or more employees. To insure that all required information is submitted, RIF proposals should follow the format shown in Attachment 1.

The SSC will use the information in the RIF proposal to prepare required pre-RIF reports to certain members of Congress. Since these reports must be submitted at least two weeks before any notices are issued, RIF proposals must be submitted to the OHR director at least 30 days before notices are issued.

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VII. REPORTING REQUIREMENTS

The SSC office is responsible for sending the following reports to the OHR director, as appropriate:

- Quarterly reports (including negative reports) listing the individual reductions in force of fewer than five employees and outplacement information. These reports are required by OPM and are due no later than 10 calendar days after the close of the quarter, i.e., October 10, January 10, April 10 and July 10.
- In order to monitor the execution of RIF's and provide data to Congressional Committees, the General Accounting Office and EPA management, a post-RIF report involving the release of five or more employees must be submitted to the EPA Director of Personnel no later than 10 calendar days after the effective date of a reduction in force, in the format provided in attachment 2.
- In order to monitor RIF appeals, a RIF Appeal Report in the format provided in Attachment 3 must be submitted to the OHR Director no later than 3 calendar days after the effective date of a reduction in force.

VIII. COMPETITIVE AREAS

The following competitive areas have been established in the agency:

(a) For headquarters in the Washington D.C. Metropolitan area, each of the following is a separate competitive area:

(1) Office of the Administrator
(2) Office of Administration and Resources Management
(3) Office of Enforcement and Compliance Assurance
(4) Office of Environmental Information
(5) Office of International and Tribal Affairs
(6) Office of General Counsel
(7) Office of Inspector General
(8) Office of Water
(9) Office of Air and Radiation
(10) Office of Chemical Safety and Pollution Prevention
(11) Office of Research and Development
(12) Office of Chief Financial Officer
(13) Office of Solid Waste and Emergency Response

(b) For regions and labs (except Research Triangle Park, Cincinnati and Las Vegas) each of the following is a separate competitive area:

- All positions under the administrative authority of the Regional Administrator and in the same local commuting area.
- Regional Counsel positions in the same local commuting area and under the administrative authority of the general counsel in headquarters.
- ORD laboratories under the administrative authority of the assistant administrator for ORD and in the same local commuting area.

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- Headquarters employees in geographic locations outside Washington, D.C. in the same local commuting area and under the administrative authority of the same Headquarters component, e.g. OIG employees in the region/field.
- National Enforcement Investigation Center employees in the same local commuting area and under the administrative authority of the Assistant Administrator for OECA.

(c) All positions in the local commuting area of Research Triangle Park, North Carolina are in the same competitive area as required by the local union agreement.

(d) All positions in the local commuting area of Cincinnati, Ohio are in the same competitive area as required by the local union agreement.

(e) All positions in the local commuting area of Las Vegas, Nevada are in the same competitive area as required by the local union agreement.

(f) Larger competitive areas may only be established with the prior approval of the OHR director. Once a larger competitive area has been approved, it must be published in writing at least 90 days before any general or specific notices are issued to employees in the affected competitive areas.

(g) If a competitive area is changed less than 90 days prior to the effective date of a RIF, a description of such competitive area must be submitted to OPM for approval. Any such request must be submitted to the OHR director for submission to OPM. Such requests should be submitted as soon as feasibly possible and should include the following information:

- Identification of the proposed competitive area including the organizational component, geographic location and limits of the local commuting area.
- A description of how the proposed area differs from the previous one for the same organization and geographic area.
- A description of the operation, work function and staff of the proposed area.
- A discussion of the circumstances which led to the proposed changes less than 90 days prior to a proposed reduction.
- The number of competing employees in the proposed competitive area.

IX. COMPETITIVE LEVELS

(a) Within competitive areas, positions are grouped by competitive levels for first round competition of employees during a reduction in force. The general rule is that positions are placed in the same competitive level when they are so similar in all important aspects (e.g. duties, qualification requirements, pay schedules, working conditions, etc.) that the employee can successfully perform the critical elements of any other position in the competitive level without loss of productivity beyond that normally expected in the orientation of a new employee. The new regulations require that employees in the same competitive level also be in the same occupational series.

(b) Employees holding positions in the same competitive level must be interchangeable based on the official experience and training requirements of the

positions, and not upon the personal qualifications or performance levels of individual employees.

(c) The SSCs are responsible for establishing competitive levels for all positions under their appointing authorities. This is an ongoing function which should be incorporated into the day-to-day classification process. The basic documents to be used when establishing competitive levels are the position description of record, qualification standards, and critical job elements in the performance standard (to the extent possible). Since the use of critical elements is a new requirement, personnel offices should not spend significant amounts of time comparing critical job elements against each position description and matching specific employee qualifications Rather, CE's should be generally reviewed to ensure that they are not out of line with qualifications requirements. Competitive levels should be established step-by-step in a logical sequence. An example of this process is provided in attachment 4.

(d) Once the competitive levels have been described or changes to existing competitive levels are made, they should be reviewed by the appropriate Division Director *or higher management official) for concurrence. Division Directors (or higher management officials) should also concur in the competitive level definitions, since they generally serve as expert witnesses in defense of the competitive levels.

(e) All competitive levels must be entered on a Competitive Level Code Log (See Attachment 5). A competitive level code number should be assigned. The date the competitive level is established should be entered and the classifier establishing the competitive level should initial the competitive level.

(f) One of the grounds for a reduction-in-force appeal is excessively narrow competitive levels. To counter such appeals, each servicing personnel office should develop and record, to the extent possible, the basis for separate competitive levels for positions with identical titles, series and grades.

X. DISCRETIONARY AREAS

(a) Filling Vacancies. An employee reached for release from a competitive level does not have a right to a vacancy if the decision is made not to fill the vacancy. However, if the vacancy is filled, the following applies:

(1) Vacancies may not be filled from outside the agency if there are qualified agency employees in the competitive area who will not receive valid offers at least equivalent to the vacant position. Further, it should be noted that as soon as employees receive separation notices, the Reemployment Priority List is activated and affected employees are given preferential consideration for vacancies, in accordance with the procedures in section 20b below.

(2) Full-time employees may not be offered a part-time position if there are part-time employees who are to be separated or demoted. On the other hand, if the rights of all part-time employees have been satisfied, full-time employees may be offered part-time vacancies in lieu of separation.

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(3) To avoid confusion and to preserve employee equity in the agency, vacancies normally will not be filled in the affected competitive area during the reduction-in-force process. Vacancies may be used to place employees prior to a RIF or during the planning stages to lessen adverse impact.

(b) Making Promotions. Employees do not have the right to a promotion under RIF procedures. However, employees must be permitted to exercise their displacement rights at the same or lower grade even if the position into which the employee is being placed has greater promotion potential. If placing employees in a vacancy at the same or lower grade within their competitive areas will satisfy their RIF rights, the action may be taken without regard to merit promotion procedures, even if there is promotion potential.

(c) Waiver of Qualifications. Within the agency, qualifications may normally only be waived to place an employee who has been released from his/her competitive level into a vacant position. They must not be waived to effect the displacement of another employee. To apply this provision, the servicing personnel office must determine that the employee has the capacity, adaptability, and special skills needed to satisfactorily perform the duties of the position, and must make this termination a part of the record. Decisions to waive qualifications should be made by the personnel office in conjunction with the selecting official of the vacant position.

(d) Displacement Within Subgroups. Except where an employee has retreat rights, employees may not displace (i.e. bump) an employee with a lower standing in the same subgroup.

(e) Excepted Employees. Employees in the excepted service have no assignment rights when released from their competitive levels.

(f) Notice Period. The SSCs should, whenever possible, issue a specific written notice of reduction-in-force to employees at least 60 calendar days before the effective date of a reduction in force to provide a maximum notice period to employees. However, if this is not possible, each employee must be given a specific notice at least 30 days before the effective date of the reduction in force. Saturday, Sunday and legal holidays may not be counted as the last day of the notice period. Additionally, neither the day of receipt nor the RIF effective day may be counted in computing the 30 days. No general notices will be issued without the prior approval of the OHR director. Any office which proposes to issue a notice more than 90 days prior to the effective date of a reduction in force must submit the information requested in EPA Order 3110.10D, *Reduction in Force Procedures*, to the OHR director for submission to OPM. Such requests should be rare but well justified and documented if made. Sample RIF notices are provided in attachment 6.

(g) Tie-Breaking Procedures. When a tie occurs in determining the order of releasing employees (i.e. two or more employees in the same subgroup have the same service computation date), the tie shall be broken by applying one or more of the following factors in the order listed:

- Length of service in the agency

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- Highest current annual performance rating (i.e. last annual rating of record)
- Other random methods as determined by the servicing personnel office

Any tie-breaking procedures used, especially random methods, must be uniform for a particular competitive area and must be made a matter of records prior to the RIF.

(h) Employees on Intergovernmental Personnel Act Assignments. Employees serving on IPA assignments outside of the agency will compete in any RIF conducted in their competitive areas and will be released from their competitive levels before any higher standing employees on the retention register are released.

XI. ASSIGNMENT RIGHTS

(a) General Procedure. In determining the assignment rights for employees who have been released from their competitive levels are entitled to an offer of assignment if they have bump or retreat rights. Some operating procedures for determining assignment rights within the agency are provided in attachment 7.

(b) Displacement of Group III Employees. Employees in Groups I or II may displace Group III employees in their competitive areas as part of the RIF process. Group III employees have no assignment rights (i.e., to bump or retreat) to other jobs and cannot displace employees in other competitive levels even if they are in lower sub-groups.

XII. PERFORMANCE RATINGS

(a) Regardless of whether an employee's service occurred in one or more agencies, the employee's three most recent annual performance ratings of record within a three-year period prior to the issuance of specific RIF notices will be used to the extent they are available. Performance ratings that are due before the date of specific RIF notices but are not received and placed on record by the servicing personnel office until on or after the date of the specific notice will not be used to determine additional service credit. Therefore, the SSCs should establish a cut-off date for receipt of performance ratings and entered into PeoplePlus before specific notices are issued. The SSCs may accept valid employee copies of performance ratings with other personnel records when the employee enters on duty. Every attempt must be made by the servicing personnel office to obtain official ratings from the employee's former agency. Performance ratings from employees should be carefully checked for alterations. Annual ratings are prescheduled ratings, such as those used for a merit promotion action, be used.

(b) If a pervious annual performance rating was narrative only, the rating will not be considered. Instead the rating will be treated as an unavailable rating. In the absence of an official rating of record, service credit will be based on a presumed rating of Fully Successful.

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XIII. GRADE AND PAY RETENTION

Employees who are placed in a lower grade as a result of RIF procedures and meet the eligibility requirements will receive grade and pay retention. Detailed information is provided in attachment 6.

XIV. FURLOUGHS

(a) RIF procedures must be followed to furlough employees when the furlough will last for more than 30 consecutive days, (or more than 22 workdays if done on a discontinuous basis). In either case employees may be furloughed for up to one calendar year. Furloughs in excess of one year are prohibited and not considered to be in the government's interest. The one-year limit begins the day after the notice period ends and when the furlough begins.

(b) Furloughs of 30 days or less are covered by adverse action procedures. Sample letters for furloughs of less than 30 days are provided in attachment 8.

XV. TRANSFER OF FUNCTION

Employees have the right to accompany their work when it is moved to a different competitive area or geographical location only if faced with separation or down grading within their old completive area.

The procedures outlined in EPA Order 3110.3A, *Transfer of Function Involving Geographic Relocation of Employees*, will be followed in effecting the geographic relocation of employees outside the local commuting area.

XVI. OBTAINING INFORMATION FROM EMPLOYEES

(a) The SSCs should provide an opportunity for employees who may be affected by reduction in force to update their SF-171s. Additionally, each office should insure that all annual performance appraisals of current agency employees are input into PeoplePlus as soon after the end of the performance year as feasible, and should review/verify this information for accuracy prior to requesting a final retention register. Requests for SF-171s as well as any missing performances appraisals, especially from employees who have recently transferred from other agencies, may be in writing.

(b) The SSCs should, to the extent possible, also verify service computation dates and veterans preference with employees. A sample memorandum that may be used for these purposes is provided in attachment 9.

XVII. RELEASE OF INFORMATION TO EMPLOYEES

To be sensitive to employee concerns, the SSCs should make every effort to provide employees with as much information as possible. Employees are entitled to see the following:

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- Retention register and related records for their own competitive level;
- Retention register containing the name of the employee who may displace them (if any);
- Retention register containing the position offered (if any); and
- Competitive level(s) into which the employee believes he/she is entitled to displace.

XVIII. APPEALS

Employees who are not in a bargaining unit, or employees in a bargaining unit covered by a negotiated grievance procedure that excludes RIF actions, may appeal to Merit System Protection Board. Employees who have been reassigned by RIF actions have no appeal rights. Employees who are covered by a negotiated grievance procedure which includes RIF actions, must use the negotiated grievance procedure. These employees may not appeal RIF actions to MSPB, unless they allege violation of a prohibited personnel practice under section 2302(b)(1) of Title 5. The SSCs must insure that a copy of the MSPB regulations accompany RIF letters issued to employees who are eligible to appeal.

The SSC directors must also be prepared to show that the action appealed was a proper action to take under RIF procedures.

XIX. PLACEMENT ASSISTANCE PROGRAM

(a) General

The agency has a positive responsibility to help employees identified for separation or downgrade to save their jobs; to help employees who are involuntarily separated (i.e. due to reduction in force, contracting out of work to private first, through no fault of their own (e.g. as a result of reduction in force, correction of a classification error, change in classification standards, etc.) to regain their grade levels. In order to fulfill its basic responsibility in these areas, as well as to comply with the policies established in EPA Order 3110.18, *EPA Placement and Assistance Program*. The following guidelines apply to all programs.

- To ensure that placement programs are properly carried out, all the SSC directors should designate a local Placement Coordinator during the planning stages of a RIF to coordinate placement activities for serviced activities.
- The SSCs will be responsible for establishing standard operating procedures for implementing the programs.
- Employees who have been separated and placed on the Reemployment Priority List will receive first consideration for vacancies.

(b) Reemployment Priority List Program

(1) General

This program will serve as a vehicle to place present and former career or career-conditional employees who are scheduled to be separated or who have actually been separated from competitive positions by reduction in force. The

SSCs will establish and maintain a local RPL within each commuting area that it services when employees are affected by RIF.

The SSCs must establish separate RPL's for full-time and part-time employees. However, within the agency if there are no part-time employees on the list for availability for part-time positions must be selected before applicants from outside the agency; and conversely, if there are no full-time employees on the list for a full-time position, part-time employees who have indicated availability for full-time positions must be selected before applicants from outside the agency. In these cases, selections will be made in subgroup order.

(2) Time Limits

Group I (career) employees will remain on the RPL for 2 years from the date of separation; and Group II (career-conditional) employees remain on the RPL for 1 year from the date of separation. Employees' names may be deleted from the list upon their written request, if they accept a non-temporary competitive position with a representative rate the same or higher than that of the position from which separated; or if they decline a non-temporary position with the same or higher representative rate.

(c) Displaced Employee Program

(1) This program provides placement assistance to present and former career or career-conditional employees who have been separated or are scheduled to be separated from their positions because of reduction in force, or who decline to accompany their function in a transfer of function to a new location outside the commuting area.

(2) the Displaced Employees Program is operated by OPM. It supplements the agency's efforts on behalf of displaced employees.

(3) Servicing Personnel Officers are responsible for providing DEP information to affected employees and assisting them in registering for the program.

(d) Re-promotion Consideration List

(1) General

This program is being established for the purpose of providing placement consideration to career and career-conditional employees in the competitive service who have been demoted one or more grades in EPA through no fault of their own. It includes employees who have been affected by such actions as change to lower grade as a result of RIF, corrections of a classification error, change in classification standard and any other downgrade action which is involuntary.

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The SSCs are responsible for ensuring that Re-promotion Consideration Lists are properly maintained and updated.

(2) Time Limits

Re-promotion Consideration List eligibles are entitled to re-promotion consideration for up to two years; unless, (a) they are re-promoted to their former grade; or (b) they decline a re-promotion offer, whichever occurs first.

(3) Record Keeping

The SSCs must maintain records on all re-promotion eligibles, including registrations, referrals, justifications for non-selections, and final disposition of each case. These records are maintained for two years after the expiration of the employee's eligibility for the RCL list. The program will be reviewed through the agency's on-site evaluation process.

(e) Other Local Outplacement Efforts

The SSCs are also responsible for informing employees affected by RIF opportunities in other federal agencies and private organizations to effectively market the skill of affected employees to other outside organizations. Some suggestions for providing additional placement opportunities are:

- Search vacancy announcements and advertisements in local government agencies and private industry to find employment opportunities for affected employees;
- Contact private and government organizations to capitalize on present and future recruiting plans and job needs. Contacts may also include:
    - State employment offices
    - Labor organizations
    - Professional societies
    - Chamber of Commerce and other civil organizations;
- Announce available employee skills in local newspapers; and
- Use contractors or in-house staff to establish a placement and counseling center and lead outplacement efforts.

(f) Payment of Travel and Transportation Allowance

As a general policy, travel and transportation allowances resulting from the assignment or reinstatement of present or former agency employees involuntarily separated or demoted through no fault of their own may be authorized. The gaining organization will be responsible for these expenses unless the losing organization agrees to incur the responsibility.

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PROPOSAL FOR REDUCTION IN FORCE

In preparing a proposal to secure approval for a reduction in force, the request must be signed by the Administrative Authority and submitted to the OHR director. The operating program officials concerned should be consulted in the preparation of the request.

The information submitted should be based on RIF simulations to assure that it is sufficient to enable a decision to be made as to whether the RIF should be approved.

ORGANIZATION OF THE PROPOSAL

The proposal should be divided into 7 sections as described below.

1. INTRODUCTION

   This section should identify the organization for which RIF approval is sought and its location. Please indicate the tentative data selected for the issuance of the RIF notices and the proposed effective date. If general rather than specific notices are proposed to be used, explain specifically and in detail the reasons why.

2. PURPOSE

   This section should describe the purpose of the RIF. What event or circumstance is causing the reduction in force? When did this event or circumstance occur?

3. POSITION/PESRONNEL SUMMARY

   This section should list the position and personnel date resulting from a RIF simulation conducted by the servicing personnel office and should include the following:

   Number of positions to be abolished (list titles, series, and grades of each position. Indicate whether each position is filled or vacant).

   Number of reassignment actions (list titles, series, and grades of employees involved: FROM and TO).

   Number of downgrade actions (list titles, series, and grades of employees involved: FROM and TO)

   Number of separation actions (list titles, series, and grades of employees involved).

   Number of employees to be moved geographically, if applicable (list titles, series and grades of employees involved).

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4. ORGANIZATIONAL CHANGES

If organizational changes are proposed that require review, a copy of the documentation required by the order should be included in this submission. This includes information concerning proposed organizational changes, rationales for the proposed changes, analysis of program impact and benefits, analysis of impact on administrative systems (e.g., space), current and proposed organizational charts, revised functional statements if appropriate, and the like.

5. COST SUMMARY

This section should indicate the direct cost of the RIF and should include the following:

(a) Severance Pay

Severance pay consists of two elements, a basic allowance and an age adjustment allowance. It is computed on the basis of one week's basic pay at the rate received immediately before separation for each year of creditable service up to and including 10 years, and two weeks' basic pay at the same rate for each year of creditable service which exceeds 10 years. The age adjustment allowance is computed on the basis of 10 percent of the basic allowance for each year the employee's age exceeds 40 at the time of separation. There is a lifetime 52-week limit on the number of weeks an employee may be entitled to severance pay, and the pay may not exceed one year's pay at the rate received immediately before separation.

Although severance pay is payable in two week increments, in no case may it exceed a year. An employee who at the time of separation is entitled to an immediate annuity under a federal retirement system (i.e., early out, discontinued service or optional retirement) is not eligible for severance pay.

(b) Annual Leave Lump-Sum Payment

Annual leave payment equals the dollar value of the balance in the employee's account at the date of separation and is paid in a lump sum. For example: An employee who is separated from the government is entitled to payment in a lump sum for accumulated and current accrued annual leave. The lump-sum payment to which an employee is entitled is equal to the pay that the person would have received had that person remained in the government for the length of the period covered by the annual leave. The lump-sum payment is computed on the basis of the employee's rights at the time of separation under regulations and laws in effect at the time of separation and which would have affected the employee's pay had he/she remained in the government for the period covered by the leave.

(c) Unemployment Compensation

Entitlement to unemployment compensation is determined by state laws and regulations. It is based on the employee's earnings and varies with each locals as to amount and time period for pay out of the benefits. Since January, 1981, this

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has been a direct charge to federal agencies. (Information on maximum benefits may be obtained from the appropriate State Employment Service). The duration of unemployment compensation may be difficult to predict; however, while the economic conditions of the locale play a large part in determining the duration, an active outplacement/priority placement program may ameliorate the situation. An employee who is separated under RIF is entitled to unemployment compensation, unless that employee who receives discontinued service retirement may also be eligible for unemployment compensation. Nevertheless, the total amount of unemployment compensation indicated should be the maximum amount possible.

(d) Health and Life Insurance

Include the cost of continued coverage of health and life insurance costs for 31 days after separation.

(e) Personnel Transportation

Include the cost of transporting employees and their household goods and all other expenses paid for by the agency in connection with the relocation of employees. This cost would be incurred if geographical reassignments were involved.

(f) Shipment

Include the costs of shipping machinery, equipment, and supplies if transfer to another location is involved.

An example of cost summary is:

Severance Pay	$100,000
Lump Sum Annual Leave	15,000
Unemployment Compensation...	16,000
Health and Life Insurance	5,000
Personnel Transportation	12,000
Shipment	40,000
TOTAL ..	$188,000

(g) What other steps are being taken to reduce costs or lower personnel ceilings?

(h) How much money will be saved by this RIF action?

(i) From which appropriation will payments be made?

6. USE OF VACANCIES

Indicate if vacancies will be used, prior to the effective date of the RIF, to soften the effects of the RIF, and give the approximate number of vacancies available.

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7. OTHER

(a) What alternatives to RIF were considered (e.g. furloughs, hiring freezes, etc.)? Why were they not selected?
(b) Will any members of the Schedule A or temporary employees be separated? If so, how many (in each category)?
(c) What level of attrition was taken into account before deciding that RIF action was necessary?
(d) What is the planned time schedule for the RIF (i.e., issuance of notices and effective date of the RIF)?
(e) What placement efforts do you plan to help place affected employees? Total number of notices to be issued broken down by category (i.e. downgrades, separations, reassignments, furloughs, etc.)
(f) Provide copies of any notices to be sent to employees to the OHR director as soon as available.

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Attachment 2

POST- RIF REPORT

General Information

1. Installation or Activity _____
2. Date of Report _____ 3. Effective Date of RIF _____
4. Shared Service Center _____ 5. Contact Phone_____

Specific Information

1. Number of vacant positions abolished for RIF reason ---------- _____
2. Number of filled positions abolished for RIF reason ---------- _____
3. Number of RIF notices issued ---------- _____
4. Number of reassignments ---------- _____
5. Number of downgrades ---------- _____
6. Number of offers to PPT in lieu of separation/furlough ---------- _____
7. Number of offers to TEMP in lieu of separation/furlough ---------- _____
8. Number of resignations after receipt of RIF notices ---------- _____
9. Number of transfers to other agencies after receipt of RIF notices --------- _____
10. Number of non-RIF reassignments or other personnel actions involving movement to other EPA installations after receipt of RIF notices ---------- _____
11. Number of discontinued service retirements ---------- _____
12. Number of separations ---------- _____
13. Number of early-out retirements ---------- _____
14. Number of optional retirements ---------- _____

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Attachment 3

RIF APPEALS REPORT

1. Installation or Activity _____
2. Date of Report_____ 3. Effective Date of RIF _____
4. Shared Service Center _____ 5. Phone Number_____
6. MSPB Regional Office Level
    a. Number of appeals …… _____
    b. Won by EPA …… _____
    c. Lost by EPA …… _____
    d. Pending …… _____
    e. Withdrawn …… _____
7. MSPB National Office Level
    a. Number of appeals ……_____
        i. By EPA …… _____
        ii. By employee ……_____
    b. Won by EPA …… _____
    c. Lost by EPA …… _____
    d. Pending …… _____
    e. Withdrawn …… _____
8. Number of grievances under negotiated procedures …….. _____
9. Comments:

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ESTABLISHING COMPETITIVE LEVELS

The following example illustrates the step-by-step process which may be used in establishing competitive levels:

- Assume we have a group of positions in the Office of Water. We would first sort positions by grade and pay schedule; for instance, all GS-13's would be grouped together and all GM-13's would be grouped together.
- We would then sort by the other screen-out items, e.g., full-time vs. part-time, etc.
- We would then further divide the GS-13 positions by duties, responsibilities, and qualifications. The easiest way to do this at the GS-13 level would be b y series; for example, the Environmental Engineers GS-819-13 would be segregated from the Physical Scientists GS-1301-13.
- Among the Environmental Engineers GS-819-13, we would look for positions with similar duties, responsibilities, qualification requirements and critical job elements that are mutually interchangeable. Usually these are positions that have similar experience and training requirements, too. (In the environmental engineering occupation, recognized breakdowns for competitive level purposes include water, air, solid waste, etc.).
- Once we have sorted the Environmental Engineers GS-819-13 by major category (e.g., water) we would look further to determine if they can be broken down finer by specialty. Among environmental engineers concerned with the water program, two specialties come to mind, e.g., waste treatment and drinking water. Conceivably, there could be other specialties as well. Nevertheless, it would be safe to say that Environmental Engineers GS-819-13 could be appropriately divided into waste treatment engineers and drinking water engineers because the duties, responsibilities, qualifications, and experience/training requirements are dissimilar.
- Probably, the final competitive levels in this example would be:
    - GS-819-13-001 for Environmental Engineers concerned with drinking water, and;
    - GS-819-13-002 for Environmental Engineers concerned with waste treatment.
- However, in some cases it may be possible to refine the competitive levels even further. For example, in the Municipal Environmental Research Laboratory in Cincinnati, where is a research division concerned with sewage treatment programs involving biological and chemical methods. The positions assigned to the Biological Methods Branch require different qualifications, experience, and training requirements than the positions assigned to the Chemical Methods Branch. In this example then, environmental engineers GS-819-13 concerned with waste treatment could conceivably be broken down into two separate competitive levels:
    - GS-819-13-002 for biological methods waste treatment engineers.
    - GS-819-13-003 for chemical methods waste treatment engineers.

SAMPLE COMPETITIVE LEVEL CODE LOG	SERIES GS-819	GRADE 13	
Title and Description	clc	Date	Initials
Waste treatment research – Chemical/Physical methods (part-time)	001	2-1-82	B.U.
Waste treatment research – Chemical/Physical methods (full-time)	002	3-4-82	B.U.
Waste treatment research – Chemical/Physical methods (Supervisory-full-time) (GM group leader)	003	5-1-82	B.U.
Waste treatment research – biological methods (full-time)	004	5-2-82	B.U.
Waste treatment research – biological methods (Supervisory-full-time) (GM group leader)	005	6-1-82	B.U.
Drinking water research (part-time)	006	6-3-82	B.U.
Drinking water research (full-time)	007	7-1-82	B.U.
Special Asst. to Director – Research Grants Administrator – Waste treatment and drinking water grants (full-time)	008	8-1-82	B.U.

Note: GS and GM positions must have separate competitive levels. GM positions must be further separated by those which meet SGDG criteria and those which do not.

(LETTERHEAD)

SAMPLE RIF NOTICE – OPTIONAL PARAGRAPHS

Specific Notice of (Reassignment – Reduction in Force)
or (Change to Lower Grade – Reduction in Force)

1. As a result of a reduction in the overall personnel ceiling for (office) (installation) (activity), it is necessary to eliminate those positions considered excess to authorized requirements. As a result, it is necessary to hold a reduction in force in your competitive area to determine which employees will be affected. Retention registers have been developed which give full consideration to veterans preference, civil service tenure, length of creditable federal service, and work performance. The retention register for your competitive level contains the following information concerning your personal status:

   Position Title, Series, Grade and Salary:

   Competitive Area:

   Competitive Level:

   Retention Group/Subgroup:

   Service Computation Date:

   Last Three Annual Performance Ratings:
   rating _____ rating _____ rating _____
   year _____ year _____ year _____

   Adjusted Performance Rating:

2. (The position you currently occupy is one of those identified for abolishment.) or (An employee with higher retention standing has a right to the position you currently occupy.) Based on your retention standing, you have mandatory assignment rights to displace another employee who has lower retention standing. You are, therefore, entitled to a (reassignment) or (change to lower grade) as follows:

   (enter the title, series, grade and salary of the offered position)

   This position is located in (enter the specific organizational/geographic location of the position.) This offer is the best one to which you are entitled at the present time, and it is made to you in lieu of separation by reduction in force. Your (reassignment) (or) (change to lower grade) will be effective (enter date). You will be continued in your present position in a duty status during this notice period. Please indicate your acceptance or non-acceptance of the above offer by completing the enclosed form and returning it to the Office of Human Resources within seven workdays after receipt of this notice. Failure to accept this offer within the time limit specified will be considered a declination.

3. (Select appropriate paragraph)

   (For employees eligible for grade retention):
   If you accept this offer, you are entitled to retain your present grade and rate of pay for a period of two years following the effective date of your assignment to the position offered. Retained grade will terminate on (enter date), unless an earlier termination is warranted by a personnel action which would render you ineligible. Additional information on grade and pay retention is attached. You are also entitled to be placed on the Re-promotion Consideration List for re-promotion consideration. Additional information on the RCL is attached.

   (For employees ineligible for grade retention):

   You are not entitled to grade retention because you have not served for 52 consecutive weeks or more in one or more positions at a grade higher than that of the position which you are offered. You are entitled to pay retention. Your retained rate of pay will be (enter pay rate) and will be administered in accordance with section 5363 of title 5, United States Code.

4. (Select appropriate paragraph)

   (For employees offered reassignment to an equivalent position):

   Declination of he above offer or failure to accept this offer within the time limit specified will result in your separation by reduction in force effective (enter date). A declination of this offer will make you ineligible for enrollment on the agency's Re-employment Priority List and the Office of Personnel Management's Displaced Employee Program.

   (For employees offered a change to lower grade):

   If you decline the above offer, you will be separated by reduction in force effective (enter date). However, your name will be placed on the agency's Re-employment Priority List for placement opportunities within the (city and state) commuting area, as well as the OPM DEP. In order to receive consideration for these programs, please submit a current SF-171 to (name and address). Additional information on these programs is attached.

5. (Select appropriate paragraph)

   (For employees offered reassignment to an equivalent position):

   If you decline this offer, you will not be entitled to severance pay since the position offered is an equivalent position.

   (or)

   If you decline this offer, you will not be entitled to severance pay because you are eligible for an immediate retirement annuity through (Optional Retirement) (or) (Discontinued Service Retirement). You may exercise your retirement rights at any time on or before

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(effective date of RIF action). However, you should understand that the Merit Systems Protection Board generally regards such an action as voluntary and not appealable.

(For employees offered a change to lower grade):

Since the position offered is not an equivalent position, you will be eligible for severance pay if you decline the offer. You will be notified of the amount of your severance pay at the time of separation. Additional information on severance pay, leave and other benefits is attached.

6. You may resign at any time after receipt of this notice. Your resignation may be effective on the date you specify or the separation date specified in this notice, whichever is earlier. However, you should understand that the MSPB regards such an action as voluntary and not appealable.

7. You have the right to see all records pertaining to your case. Retention registers and pertinent regulations are available for your review with your SSC. You may see this information and discuss the action planned in your case by contacting: (name, room #, telephone #). If, after examination of the retention registers and pertinent regulations you feel that any of your rights have been violated, (select appropriate paragraph):

   You may appeal to the MSPB (address) in writing anytime during the period beginning with the date after the effective date of the reduction-in-force action until not later than 20 days after the effective date. Appeals are to be addressed to: Merit Systems Protection Board (complete address). A copy of the MSPB regulations and appeal form is attached.

   (or)

   As a member of a bargaining unit covered by a negotiated grievance procedure, you may file a grievance under Article ___ of the negotiated agreement within ___ days of the effective date of the reduction-in-force action. You may not appeal to MSPB.

8. The action does not reflect upon your performance or conduct. It is being taken solely for the reasons stated. The services you have rendered toward the accomplishment of the U.S. Environmental Protection Agency's mission are sincerely appreciated.

   Attachments

   Receipt Acknowledged:

_____ _____

Signature: Date:

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(LETTERHEAD)

SUBJECT: Offer of Reassignment or Change to Lower Grade Position as a Result of Reduction in Force

TO: _____

(NAME OF EMPLOYEE) (DIVISION, BRANCH, SECTION, ETC.)

1. As a result of reduction-in-force action, the following offer of continuing employment is made:

FROM: (Position Title, Series, Grade and Salary) _____

TO: (Position Title, Series, Grade and Salary) _____

EFFECTIVE: (Date) _____

Please indicate below within seven working days whether or not you will accept the offer of reassignment or change to lower grade position.

- -

☐ I accept the reassignment or change to lower grade offered above.
☐ I will not accept the reassignment or change to lower grade offered above.

I realize that if I decline a position of like tenure and pay (other than retained rate), I forfeit any eligibility for severance pay, as well as my eligibility for the Re-employment Priority List and the Office of Personnel Management's Displaced Employee Program List.

_____ _____

(Signature of Employee) (Date)

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(LETTERHEAD)

Sample RIF Notice – Separation

Specific Notice of Reduction in Force – Separation

1. As a result of budget cute for fiscal year, it is necessary for the (office) (activity) to reduce its workforce and reorganize its programs. As a result, it is necessary to conduct a reduction in force in your competitive level to determine which employees will be affected. Retention registers have been prepared in accordance with regulations, which give full consideration to veterans preference, civil service tenure, length of creditable federal service, and work performance. The retention register for your competitive level contains the following information concerning your personal status:

Position Title, Series, Grade and Salary:

Competitive Area:

Competitive Level:

Retention Group/Subgroup:

Service computation Date:

Last Three Annual Performance Ratings:

rating _____	rating _____	rating _____
year _____	year _____	year _____

Adjusted Performance Rating:

2. The retention rights of all employees have been reviewed. After careful consideration of your qualifications and retention rights, a determination has been made that there are no employees whom you are entitled to displace. It is therefore, with deep regret that I must inform you that you will be separated by reduction in force effective (date).
3. (Select appropriate paragraph):

(a) Since you are being involuntarily separated, you are entitled to severance pay. Additional information on severance pay is attached. You will be notified of the amount of your severance pay at the time of separation. However, you may resign at any time on or before (effective date of RIF action). Such resignation will not affect your entitlement to severance pay. You should understand, however, that the Merit Systems Protection Board considers resignations as voluntary and not appealable.

(or)

(b) You are eligible for an immediate retirement annuity, through (Optional) (or) (Discontinued Service) retirement; therefore, you will not be entitled to severance pay. You may retire at any time on or before (effective date of RIF action).

ED_001372_00006441-00026

However, you should understand that the Merit Systems Protection Board regards such actions as voluntary and not appealable.

4. You are entitled to be placed on the Re-employment Priority List and the Office of Personnel Management's Displaced Employee Program. Additional information on these programs is attached. Additionally, you will be paid for any accrued annual leave for which you are entitled. Information on leave and benefits is also attached.
5. You have the right to see all records pertaining to your case. Retention registers and pertinent regulations are available for your inspection in the Personnel Office. Any questions you may have concerning this action should be directed to (name, room # and telephone #, who will assist you in every way possible. If, after examination of the retention registers are pertinent regulations you feel that any of your rights have been violated,

(select appropriate paragraph)

(you may appeal to the MSPB _____(address)_____ in writing anytime during the period beginning with the day after the effective date of reduction-in-force action until not later than 20 days after the effective date. A copy of the MSPB regulations and appeal form is attached).

(or)

(as a member of a bargaining unit covered by a negotiated grievance procedure, you may file a grievance under Article _____ of the negotiated agreement within ___ days of the effective date of the reduction-in-force action. However, you may not appeal to MSPB.)

6. Although no offer of continued employment can be made at this time, placement efforts will continue and you will be advised of any offer for continued employment by separate notice. You will be continued in a duty status in your present position during this notice period. This action does not in any way reflect upon your performance or conduct. It is being taken solely for the reasons stated. The services you have rendered toward the accomplishment of the U.S. Environmental Protection Agency's mission are sincerely appreciated.

Attachments

Receipt Acknowledged:

_____ _____

Signature Date

(LETTERHEAD)

Sample RIF Notice – Group III Employee

Notice of Reduction in Force – Group III Employee

1. As a result of a reorganization and adjustment of ceiling authorization for this organization, your position, as identified below, has been abolished. This action requires application of reduction-in-force regulations. Accordingly, it is necessary to separate you due to reduction in force effective _____.

2. A retention register has been prepared in accordance with reduction in force regulations which gives full consideration to civil service tenure, veterans preference, length of creditable Federal service, and performance ratings. The retention register for your competitive level shows your retention standing as follows:

Position Title, Series, Grade and Salary:

Competitive Area:

Competitive Level:

Retention Category: III

Service Computation Date:

Last Three Annual Performance Ratings:
rating _____ rating _____ rating _____
year _____ year _____ year _____

Adjusted Performance Rating:

3. You may resign at any time after receipt of this notice. Your resignation may be effective on the date you specify or on the separation date described in this notice, whichever is earlier. Since you are a Group III employee, you are not eligible to have your name placed on the Re-employment Priority List or the Office of Personnel Management's Displaced Employee Program.

4. Any annual leave to your credit will be paid in a lump-sum.

5. (Name, room # and telephone #) is available to assist you be explaining this proposed action and will provide access to pertinent regulations, reduction in force regulators, and other material you may wish to review which is related to this notice. If, after examination of the register and pertinent regulations, you feel that any of your rights have been violated,

   (You may appeal to the Merit Systems Protection Board _(address)_ in writing anytime during the period beginning with the day after the effective date of the reduction-in-force

ED_001372_00006441-00028

action until not later than 20 days after the effective date. A copy of the MSPB regulation is attached).

(or)

(As a member of a bargaining unit covered by a negotiated grievance procedure, you may file a grievance under Article of the negotiated agreement within _#__ days of the effective date of the reduction in force.)

6. This action should not be considered as a reflection of your performance or conduct. It is being taken solely for the reasons stated. The services you have rendered toward the accomplishment of the U.S. Environmental Protection Agency's mission are sincerely appreciated.

Attachments

Receipt Acknowledged:

_____ _____

Signature Date

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Severance Pay

Severance pay is the sum of two elements, a basic severance allowance and an age adjustment allowance:

(a) The basic severance allowance is one week's basic compensation (at the rate received immediately prior to involuntary separation) for each of the first ten years of civilian service creditable for annual leave purposes, and two weeks' basic compensation for each year of creditable civilian service beyond ten years. There is a life-time 52-week limit on the number of weeks employees may be entitled to severance pay. In computing years of creditable service:

1. No credit is allowed for military service unless it interrupts otherwise creditable civilian service; and
2. Credit is given for each full year of service and each completed 3 months of service that exceeds on or more years. (Less than a year of service is credited at the rate of 25 percent for each completed 3 month period of service).

(b) The age adjustment allowance is 10 percent of the total severance allowance for each year over 40 years of age at the time of separation, with credit for fractions of a year at the rate of 25 percent for each completed 3 month period since the employee's last birthday.
Example: An employee, aged 45 years and 2 months, is involuntarily separated after 15 years of creditable civilian service. Basic weekly salary prior to separation was $150.00.

$150.00 × 10 (first 10 years)		$1,500.00
$150.00 × 5 (years in excess of 10) × 2		+1,500.00
Basic severance allowance		$3,000.00
$3,000.00 (basic allowance) × 10 percent	$300	
× 5 (years over 40)	x 5	
Age adjustment allowance (no credit-added for the 2 months over age 45)		+1,500.00
Severance pay fund		$4,500.00

Upon separation, the employee is paid the same basic pay received prior to separation, at the same pay intervals, until the severance pay fund is exhausted.

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Grade and Salary Retention

You will be entitled to retain your current grade for a two year period. During this period you will be eligible to receive step increases based on your retained grade, and you will also be eligible for any annual comparability adjustments that you would have received. Your retained grade will also be used in determining any retirement and insurance benefits to which you are entitled, in determining your eligibility for promotion and training, and for computing your entitlement to premium pay.

Your grade retention benefits will cease prior to the two year period if any of the following occur: (a) you have a break in service of one workday or more; (b) you are demoted for personal cause or at your request; (c) you are placed in (or you decline a reasonable offer of) a position the grade of which is equal to or higher than your retained grade; or (d) you elect in writing to have your grade retention benefits terminated. If, at the expiration of grade retention, you have not been placed in a position comparable to or higher than the one from which demoted and the grade retention has not been terminated as described above, you be eligible for pay retention. Your rate of basic pay immediately before such eligibility will be compared with the range of rates of basic pay for the lower grade as follows:

1. If your rate of basic pay prior to eligibility for pay retention is equal to one of the rates of the lower grade, you will be placed in that rate and pay retention will not apply.

2. If your rate of basic pay prior to eligibility for pay retention falls between two rates of the lower grade, you will be placed in the higher of the two rates and pay retention will not apply.

3. If your rate of basic pay prior to eligibility for pay retention exceeds the maximum rate of the lower grade, your rate of basic pay will be established at your existing rate of pay or 150% of the maximum rate for the lower grade, whichever is less. You will not be eligible for within-grade increases, but you will receive one-half of the maximum rate of any general (comparability) increases. This pay retention will cease when (a) you become eligible for a basic rate of pay which is equal to or higher than the rate to which you are entitled under pay retention; or (b) you decline a reasonable offer of apposition the rate of basic pay for which is equal to or higher than the rate to which you are entitled under pay retention; or (c) you have a break in service of one workday or more; or (d) you are reduced in grade for personal cause or at your request.

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Re-employment Priority List

The Re-employment Priority List is established by the EPA to provide employees with placement opportunities within the agency in the same commuting area from which separated or scheduled to be separated.

Persons Covered

(a) The name of each group I and group II employee who receives a specific notice of separation from a competitive position (as distinguished from an excepted position) under this part is entered on the re-employment priority list.
(b) This priority extends to all competitive positions in the commuting area for which the employee is qualified and available.

Employee Eligibility

(a) A full-time group I or group II employee is entered on the re-employment priority list unless he or she has declined assignment to a position that:
    1. Is full-time;'
    2. Is competitive;
    3. Is non-temporary; and
    4. Has a representative rate no lower than that of the position from which the employee was separated.
(b) An other-than-full-time group I or group II employee is entered on the re-employment priority list unless he or she has declined assignment to an other than full-time position that:
    1. Is of the same type work schedule (i.e., part-time intermittent, or seasonal) as the position from which the employee was separated;
    2. Is competitive;
    3. Is non-temporary;
    4. Has a representative rate no lower than that of the position from which the employee was separated; and
    5. Has a regularly schedules administrative work week no lower than that of the position from which the employee was separated.

Duration of Eligibility

(a) The name of a group I employee remains on the re-employment list for 2 years, and a group II employee's name for 1 year, from the date he or she was separated.
(b) An employee's name is deleted from the re-employment priority list when the employee submits a written request to the agency asking that his or her name be deleted.
(c) A full-time employee's name is also deleted from the re-employment priority list when the employee:
    1. Accepts a non-temporary, full-time, competitive position, or;
    2. Declines under this subpart a non-temporary, competitive position with a representative rate and regularly scheduled administrative workweek, the same as or higher than that of the position from which the employee was separated under this part.

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Repromotion Consideration List

The Repromotion Consideration List is established by the U.S. Environmental Protection Agency to provide employees, who have been involuntarily demoted as a result of RIF or other actions, an opportunity to be repromoted back to their original grade levels.

Employees Covered

(a) The name of each Group I or Group II competitive employee who receives a notice of a change to lower grade under reduction in force, employees who are downgraded due to the correction of a classification and employees who are involuntarily downgraded for any other reason is entered on the RPL.
(b) This priority extends to all competitive positions in the commuting area for which employees are qualified and available.
(c) Employees may also request and receive consideration for vacant competitive positions in other EPA geographic locations.

How to Apply

(a) The employee should submit a SF-171 and current performance appraisal to the local Placement Coordinator as soon after receiving his/her RIF notice as possible, but not later than five (5) days after the effective date of the RIF action.
(b) The employee must specify the agency geographic areas in which he or she is willing to accept employment.

Time Limits

Employees are entitled to receive repromotion consideration for up to two years, unless:

- They are repromoted to their former grade prior to the end of the two-year period; or
- They decline a repromotion offer.

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Displaced Employee Program

The Displaced Employee Program supplements the efforts of the EPA on behalf of displaced employees. It is operated by the OPM.

(a) Eligibility – DEP assistance is provided to a career or career-conditional employee who is scheduled for separation (including an employee being separated from the excepted service who has competitive status based on previous experience) who:

(1) Has received a RIF notice and cannot be placed in another position in own competitive area; or

(2) Has declined to transfer with his/her function to another commuting area and cannot be placed in another position in own competitive area.

(b) Grade Levels to Which Entitled

(1) Employees at GS-15 or below (or equivalent) may register at the grade from which separated and at any lower grades he/she agrees to accept.

(2) Employees at GS-16 or above (or equivalent) may register at any grades at GS-15 and below which they will accept.

(c) Geographic Availability – Displaced employees are entitled to placement assistance by any one regional office of the OPM. They will be considered anywhere in the region in which they have indicated availability. In addition, they may request to be considered in the Washington, D.C. metropolitan area. If the employees cannot be placed in the region of their original choice, they will be considered in other areas.

(d) Time Limits on Filing – Employees may apply as soon as they receive a RIF notice, but no later than 90 days after the date of separation.

(e) How to Apply

(1) Employee – Employees must submit a completed SF-171 to the SSC and specify the lowest grade and pay they will accept and the geographic areas in which they are willing to accept employment.

(2) Activity

(i) The SSC prepares registration sheet (preferably in presence of employee) which includes personal data and codes for occupational areas that represent employee's highest skills.

(ii) The Office of Human Resources forwards registration sheet and SF-171 to the appropriate examining office of the OPM.

(f) Manner of Referral – A displaced employee I given priority referral against vacancies for which qualified and available ahead of eligibles on OPM's registers. He or she is

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referred only in response to a request for certification from an agency to fill a specific vacancy. The OPM will not certify from a register of eligibles or authorize appointment outside the register to fill a position expected to last for more than one year for which a displaced employee is eligible and available for priority referral. An agency may, however, transfer, reassign, promote, or reinstate any federal government employee without regard to the DEP.

(g) Duration of Eligibility – A career employee is eligible for two years and a career-conditional employee for one year, from the date of separation or from the date of registration, whichever is later. Eligibility is terminated earlier for one of the following reasons:

(1) Employee requests in writing that he/she be removed.

(2) He/she accepts a non-temporary, full-time position in the competitive service.

(3) He/she declines an offer of full-time competitive position at or above grade from which separated under conditions he/she previously indicated as acceptable.

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Information on Leave and Benefits

Annual and Sick Leave

(a) Annual Leave

(1) Entitlement to Lump Sum Payment – On separation, an employee is paid a lump sum for unused annual leave. Accumulated annual leave includes the regular carryover balance from the previous leave year; if any; plus accrued and unused annual leave during the then current leave year, if any; plus any unused restored annual leave maintained in a separate account.

(2) Computation of Payment – Payment is equal to the pay that would gave been received had the employee remained until the expiration of the period of annual leave, and premium pay to which he would have been entitled. Leave is not earned during the period covered by the lump sum. The lump sum payment is not regarded as pay, except for purposes of taxation, and is not subject to retirement deduction.

(3) Refunds – If reemployed before expiration of the period covered by the lump sum payment, the employee must refund the amount of pay covering the period between the date of reemployment and expiration of the period covered by the payment. Leave represented by such refund is re-credited to the employee.

(b) Sick Leave – No payment is made for sick leave upon separation. If reemployed within 3 years of separation date, sick leave of record is recredited.

Life Insurance and Health Benefits

When a federal employee is separated from the service, enrollment in the Federal Employee Group Life Insurance Program and/or the Federal Employee Health Benefits Program is terminated. The employee is given the opportunity to convert either or both enrollments to individual policies without a break in coverage. Forms for conversion must be filed within 31 days after the date of separation or 15 days from the date on the form (whichever allows the most time).

It should be noted that the employee has life insurance protection for 31 days after separation, and health insurance for 31 days from the last day of the pay period in which separated.

Unemployment Compensation

Unemployment compensation is determined by the appropriate State Employment Security Office under applicable provisions of the State unemployment compensation law. To determine eligibility, employees should go to the nearest State Employment Security Office and file a claim after they have been separated, and take with them:

1. Social Security Card
2. Official Notice of Separation by RIF (SF-50)

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3. SF-8, Notice to Federal Employee About Unemployment Compensation

Operating Procedures for Determining Assignment Rights

General Guidelines

The following guidance and operating procedures are provided for use b y personal specialists in determining the order for releasing employees and providing proper assignment rights. This information should be used as a guide and a supplement to, but not a substitute for, the U.S. Office of Personnel Management regulations.

1. The names of all employees in a competitive level are listed on a retention register in the order of their relative retention standing. The relative standing is based on tenure of employment, veterans preference, length of service and performance rating. Tenure of employment determines the employee's retention group. Within each tenure group, subgroup AD, A, or B is identified. Subgroup AD includes each veterans preference employee who has a compensable service-connected disability of 30 percent or more. Subgroup A includes each preference eligible employee not included in subgroup AD. Subgroup B includes each employee not eligible for veterans preference. Employees who are retired from the armed forces do not receive veterans preference for RIF purposes unless they meet the requirements of FPM chapter 351, subchapter 3-7. Within each subgroup, employees are ranked in the order of their length of service. Upon adjustment for extra-service credit based on performance ratings, employees with the earliest service dates have the highest retention standing.

2. When employees in a competitive level are ranked on the retention register, the descending order of retention shows them in the following order (combing tenure group and subgroup into a retention category), starting at the top:

    - Category IAD – career veterans with a disability of 30 percent or more in order of adjusted length of service.
    - Category IA – other career veterans.
    - Category IB – career non-veterans
    - Category IIAD – veterans with a disability of 30 percent or more and who are on career-conditional or probationary appointments.
    - Category IIA – other veterans with career-conditional or probationary appointments.
    - Category IIB – non-veterans with career-conditional or probationary appointments.
    - Category IIIAD – veterans with a disability of 30 percent or more on indefinite, term, TAPER, or other non-status, non-temporary appointments, or those in status quo.
    - Category IIIA – other veterans with indefinite, term, TAPER, or non-status, non-temporary appointments, or those in status quo.
3. The following employees do not compete in RIF:
    - Employees serving on temporary appointments limited to one year or less;
    - Employees with unsatisfactory performance ratings who have been issued decision letters of removal under adverse action procedures. Non-competing employees do adverse action procedures. Non-competing employees do not appear on the retention register with competing employees. They must be

removed or terminated before any competing employees are released from their competitive level by a RIF action. Part-time and excepted employees do not compete with full-time competitive employees in a RIF.

4. The following materials and procedures are suggested within the U.S. Environmental Protection Agency in determining assignment rights for employees:

Needed Documents

- Position Description books.
- Retention registers organized by competitive levels. (Note: registers should be projected forward to the proposed effective date. Also, employees should be shown in their permanent positions – not ones to which they have been detailed or temporarily promoted).
- Absolute retention standing registers for each competitive area.
- Alpha listing and personnel rosters for all affected organizations.
- Copies of all pay schedules for positions within the competitive area.
- Chart indicating representative rates for pay schedules and grades affected.
- Applicable rules, regulations and and the EPA guidance on RIP/furlough procedures, veterans preference, grade and pay retention.
- OPM qualifications and classifications standards.

Procedure

1. Identify all positions affected (e.g., not funded, abolished, etc.) in competitive area before attempting to determine the assignment rights of any employee.
2. Using the retention register, identify employees to be released from their competitive levels during "first-round" competitive (this is often referred to as "screening"). Note that this determination is based on their tenure ("TN") and their Adjusted SCD (which includes credit for performance ratings).
3. Document the results of "first-round" competition on the retention register and ARS.
4. Complete appropriate portion of the front on the Employee Workcard on employees identified for release from their competitive levels (i.e., to reflect relevant work history and other necessary information to determine an employee's bump/retreat rights).
5. Order workcards by absolute retention standing of persons being released from their competitive levels.
6. Determine assignment (bump/retreat) rights of employees starting with the person with the highest retention standing. (This is known as the "second-round" competition).
   (a) Bump – An employee may bump another employee in a lower subgroup if the second employee holds a job for which the first employee qualifies. To determine whether an employee meets the minimum qualifications for bump, use OPM's X-118 Qualifications Standards Handbook. Be sure to include appropriate credit for experience and education (including Degrees and Superior Academic Achievement). Also, be sure to consider the employee's qualifications in light of the critical job elements of the positions being considered for bump.

   Note: under certain circumstances described in Part III of the Introduction to the Handbook X-118, a nonsupervisory might qualify for bumping into a supervisory position. Bumping is limited to 3 grades/intervals. The bumping process works as follows:

- A IAD employee may bump a IA, IB, or anyone in group II or III, but may not bump another IAD.
- A IA employee may bum a IB or anyone in group II or III, but may not bump another IA.
- A IB employee may bump a group II or III, but not another IB.
- A IIAD employee may bump a IIA, IIB or anyone in III but not another IIAD.
- A IIA employee may b ump a IIB or any group III but not another IIB.
- Employees in group III are given no right to displace other employees.

(b) Retreat – In determining an employee's retreat rights, the following factors should be considered:

- Look for possible placements among the available positions from which the employee was promoted or reassigned, or ones which are substantially similar to these positions (even if acquired in a different agency).
- The line of retreat follows the line of promotion or reassignment exactly.
- The employee must still be qualified for the position, including medical or other special requirements.

7. Following is the sequence of activities for determining an employee's bump/retreat rights:

(a) Review ARS register (positions listed below that of the employee) for possible placements at the employee's present grade level among those positions available for bump (starting with the subgroup immediately following the employee's).

(b) Look for ingrade retreat within the employee's same subgroup, if appropriate (i.e., if the employee was reassigned into his/her present position).

(c) Review ARS register for positions for bump and then retreat at each successively lower grade level. Identify all possibilities at each grade level. Where possible, use bump rather than retreat for assignment at a given grade level. (A bump is generally easier to defend and tends to reduce the number of chains/employees affected).

(d) Where more than one placement at a given level is possible, consider the following:

- Select the position which most closely parallels the employee's position (e.g., two-grade interval versus one: professional versus technical, etc.);
- Try to keep the employee in his/her same organizational unit;
- Ensure that the placement is made into the position occupied by the employee with the lowest retention standing within his/her competitive level (note: the retention standing based on SCD adjusted to include performance ratings may be different than the employee's SCD for non-RIF/furlough purposes);
- In the event of ties in retention standing, the criteria in paragraph 10g of this PMM should be applied;
- Normally, where there is more than one suitable placement, select the position occupied by the employee with the lowest retention standing. (For example, this might avoid the designated employee merely screening a lower-standing employee within the same competitive level.)

Note: these are merely guides; in the final analysis, judgment is required on a case-by-case basis as to whether an employee will be able to perform the duties of a given position.

(e) When a best placement is determined, note the placement on the back of the card of the employee who is bumping or retreating and remove it from the stack of workcards assembled under Step 5.
(f) Prepare a new workcard for the employee whose position was affected by the bump or retreat.
(g) Add the new workcard, in absolute retention order, to the stack of workcards assembled under Step 5.

8. Ensure that whenever an employee is released from his/her competitive level, all non-competing temporary employees assigned to that competitive level are separated on, or prior to, the effective date of the RIF/furlough. This also applies to any employee assigned to that competitive level who has a temporary or term promotion (for RIF/furlough determination purposes, these employees should be reflected in the competitive level from which they were promoted).

Documentation

- The result of a "screen", bump, or retreat, should be documented on the reverse side of the Employee Workcard. The front of the card (upper right-hand side) should show who prepared the information on the front of the card. The back of the card (bottom left) should show who determined the employee's assignment rights, and who reviewed and concurred in that determination. Wherever possible, the reviewer should be the operating Personnel Officer who services the competitive area in which the RIF/furlough is taking place. This annotated card should be retained in an individual employee file. This file could also include any other official material (e.g., copy of RIF/furlough notice and the P.D. to which the employee has been assigned) needed to properly document RIF/furlough actions. This file could prove essential in the event of an appeal or grievance.

- The ARS register and competitive-level registers should also be documented to reflect the above process.

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Attachment 8

(Proposal Notice for Non-Probationary Employees Covered By 5 CFR 752)

Dear _____

This is notice that I propose to furlough you from your position of _____ for ___ consecutive calendar days, not earlier than 30 calendar days from the date you receive this notice. This furlough is being proposed under authority of 5 USC, Chapter 75, Subchapter II and 5 CFR, Part 752, subpart D. This furlough is necessary because, as described in the attached (budget summary or other explanatory document), EPA is short of funds and must reduce expenditures.

You will be allowed 14 calendar days to reply to this notice. Your reply may be oral, in writing, or both. You may submit affidavits and other documentary evidence in support of your reply. In making your reply, you have the right to be represented by an attorney or other person of your choice. To arrange for an oral reply, please contact _____ by telephone on _____. Your written reply should be addressed to _____. Your written reply may be hand carried to room __(Number & Location)__. If you wish to review this material, please contact _____ by telephone on _____. Your written reply should be addressed to _____. Your written reply may be hand carried to room __(Number Location)__.

The material relied upon to support this proposed action is available for review in the __(Office Identification)__. If you wish to review this material, please contact _____ by telephone on _____. Provided you are otherwise in a duty status, you and your representative, if an EPA employee, will be allowed up to 4 hours of official duty time to review this material, secure affidavits and statements, and prepare your reply. Contact your immediate supervisor to arrange for official time.

A written decision, which will include the reasons for the action taken, will be given to you include the reasons for the action taken, will be given to you as soon as possible after your reply is received, or after the expiration of the 14 day limit, if you do not reply.

Sincerely,

(Appropriate Official Signarture)

Enclosure

Note: When some but not all employees in a given competitive level are being furloughed, this notice must state the basis for selecting a particular employee for furlough.

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(Decision Letter for Non-Probationary Employees Covered by a Negotiated Grievance Procedure)

(Where Employee Responds to Notice)

Dear _____

By letter dated _____, (Proposing Official) notified you of his/her proposal to furlough you for _____ consecutive calendar days. I have given full and careful consideration to your written and/or oral reply of _____. I find, however, that the proposed furlough is fully supported by the evidence and is warranted for the efficiency of the service. It is my decision, therefore, that you be furloughed for _____ consecutive days, beginning at 12:01 a.m. on _____ and ending at 12 midnight on _____. While you are on furlough, you will be in a non-pay, non-duty status. Also, during the furlough, you will not be permitted to serve as an unpaid volunteer, but must remain away from your work place.

You have the right to appeal this section to the Merit Systems Protection Board or to file a grievance under the negotiated grievance procedure contained in the collective bargaining agreement covering the bargaining unit in which you work, but not both. If you decide to appeal to the MSPB, you cannot do so until the day after the beginning date of your furlough and must do so not later than 20 calendar days after the beginning date. Enclosed is a form which you may use in submitting an appeal. Also enclosed is a copy of the MSPB regulations. Your appeal should be addressed to the Regional Director, Merit Systems Protection Board, (address of MSPB office with jurisdiction). To obtain information on filing a grievance under the negotiated grievance procedure, contact (union) Local (number).

Sincerely,

(Appropriate Official Signature)

Enclosure

ED_001372_00006441-00043

(Decision Letter for Non-Probationary Employees Covered By a Negotiated Grievance Procedure)

(Where employee does not respond to notice)

Dear _____

By letter dated _____, (Proposing Official) notified you of his/her proposal to furlough you for _____ consecutive calendar days. Although you did not reply to this notice, I have carefully considered the basis for the proposed furlough. I find that the proposed furlough is fully supported by the evidence and is warranted for the efficiency of the service. It is my decision, therefore, that you be furloughed for _____ consecutive days, beginning at 12:01 a.m. on _____ and ending at 12 midnight on _____. While you are on furlough, you will not be permitted to serve as an unpaid volunteer, but must remain away from your work place.

You have the right to appeal this action to the Merit Systems Protection Board or to file a grievance under the negotiated grievance procedure contained in the collective bargaining agreement covering the bargaining unit in which you work, but not both. If you decide to appeal to the MSPB, you cannot do so until the day after the beginning date of your furlough and must do so not later than 20 calendar days after the beginning date. Enclosed is a form which you may use in submitting an appeal. Also enclosed is a copy of the MSPB regulations. Your appeal should be addressed to the Regional Director, Merit Systems Protection Board, (address of MSPB office with jurisdiction). To obtain information on filing a grievance under the negotiated grievance procedure, contact (union) Local (number)

Sincerely,

(Appropriate Official Signature)

Enclosure

ED_001372_00006441-00044

(Decision Letter For Non-Probationary Employees Covered By 5CFR 752, But Not Covered By A Negotiated Grievance Procedure)

(Where Employee Does Not Respond To Notice)

Dear _____

By letter dated _____, (Proposing Official) notified you of his/her proposal to furlough you for ___ consecutive calendar days. Although you did not reply to this notice, I have carefully considered the basis for the proposed furlough. I find that the proposed furlough is fully supported by the evidence and is warranted for the efficiency of the service. It is my decision, therefore, that you be furloughed for ___ consecutive days, beginning at 12:01 a.m. on _____ and ending at 12 midnight on _____. While you are on furlough, you will be in a non-pay, non-duty status. Also, during the furlough, you will not be permitted to serve as an unpaid volunteer, but must remain away from your work place.

You have the right to appeal this action to the Merit Systems Protection Board. You cannot file an appeal until the day after the beginning date of your furlough and must file not later than 20 calendar days after the beginning date. Enclosed is a form which you may use in submitting an appeal. Also enclosed is a copy of the MSPB regulations. Your appeal should be addressed to the Regional Director, Merit Systems Protection Board, (address of field office with jurisdiction).

Sincerely,

(Appropriate Official Signature)

Enclosure

ED_001372_00006441-00045

(Decision Letter For Non-Probationary Employees Covered By 5 CFR 752, But Not Covered By A Negotiated Grievance Procedure)

(Where Employee Responds To Notice)

Dear _____

By letter dated _____, (Proposing Official) notified you of his/her proposal to furlough you for ___ consecutive calendar days. I have given full and careful consideration to your (written and/or oral) reply of _____. I find, however, that the proposed furlough is fully supported by the evidence and is warranted for the efficiency of the service. It is my decision, therefore, that you be furloughed for ___ consecutive days, beginning at 12:01 a.m. on _____ and ending at 12 midnight on _____. While you are on furlough, you will be in a non-pay, non-duty status. Also, during the furlough, you will not be permitted to serve as an unpaid volunteer, but must remain away from your work place.

You have the right to appeal this action to the Merit Systems Protection Board. You cannot file an appeal until the day after the beginning date of your furlough and must file not later than 20 calendar days after the beginning date. Enclosed is a form which you may use in submitting an appeal. Also enclosed is a copy of the MSPB regulations. Your appeal should be addressed to the Regional Director, Merit Systems Protection Board, (address of field office with jurisdiction).

Sincerely,

(Appropriate Official Signature)

Enclosure

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(Temporary/Probationary Employees Covered By A Negotiated Grievance Procedure)

Dear _____

This is notice that you will be furloughed from your position of _____ for ___ consecutive calendar days beginning at 12:01 a.m. on _____ and ending at 12 midnight on _____. This furlough is necessary because, as described in the attached (budget summary or other explanatory document), the U.S. Environmental Protection Agency is short of funds and must reduce expenditures. While you are on furlough, you will be in a non-pay, non-duty status. Also, during the furlough, you will not be permitted to serve as an unpaid volunteer but must remain away from your work place.

If you believe this action is improper, you have the right to file a grievance under the negotiated grievance procedure contained in the collective bargaining agreement covering the bargaining unit in which you work. To obtain information about the negotiated grievance procedure, contact (union) Local (number).

Sincerely,

(Appropriate Official Signature)

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Sample Memorandum – Obtaining Information from Employees

To: _____
(Employee Name)

From: Servicing Shared Service Center

Subject: Information Needed to Determine Your Reduction-in-Force Rights

We have reviewed your electronic official personnel folder to determine your standing on a retention register and your reduction-in-force rights. You can help to ensure that our records are accurate by verifying the following information:

1. Your service computation date is _____.
2. Your veterans preference is _____.
3. The last SF-171 in your OPF is dated _____.

Your last three official performance ratings are:

year _____ rating _____
year _____ rating _____
year _____ rating _____

If you believe your service computation date or veterans preference is incorrect, please contact your servicing personnel specialist immediately to discuss the discrepancy. If you want to submit an updated SF-171 or copies of any missing performance ratings, please attach them to this memorandum and return them to _____ no later than _____.
(Room and Building) (Date)

Thank you for your assistance.

To be Completed by Employee – Check all that apply

___ All of the above information is correct, and I do not wish to submit an updated SF-171.

___ Attached is an updated SF-171.

___ Attached is/are valid copies of my official performance rating(s) for: _____.
(Years and Ratings)

_____ _____
(Employee Signature) (Date)

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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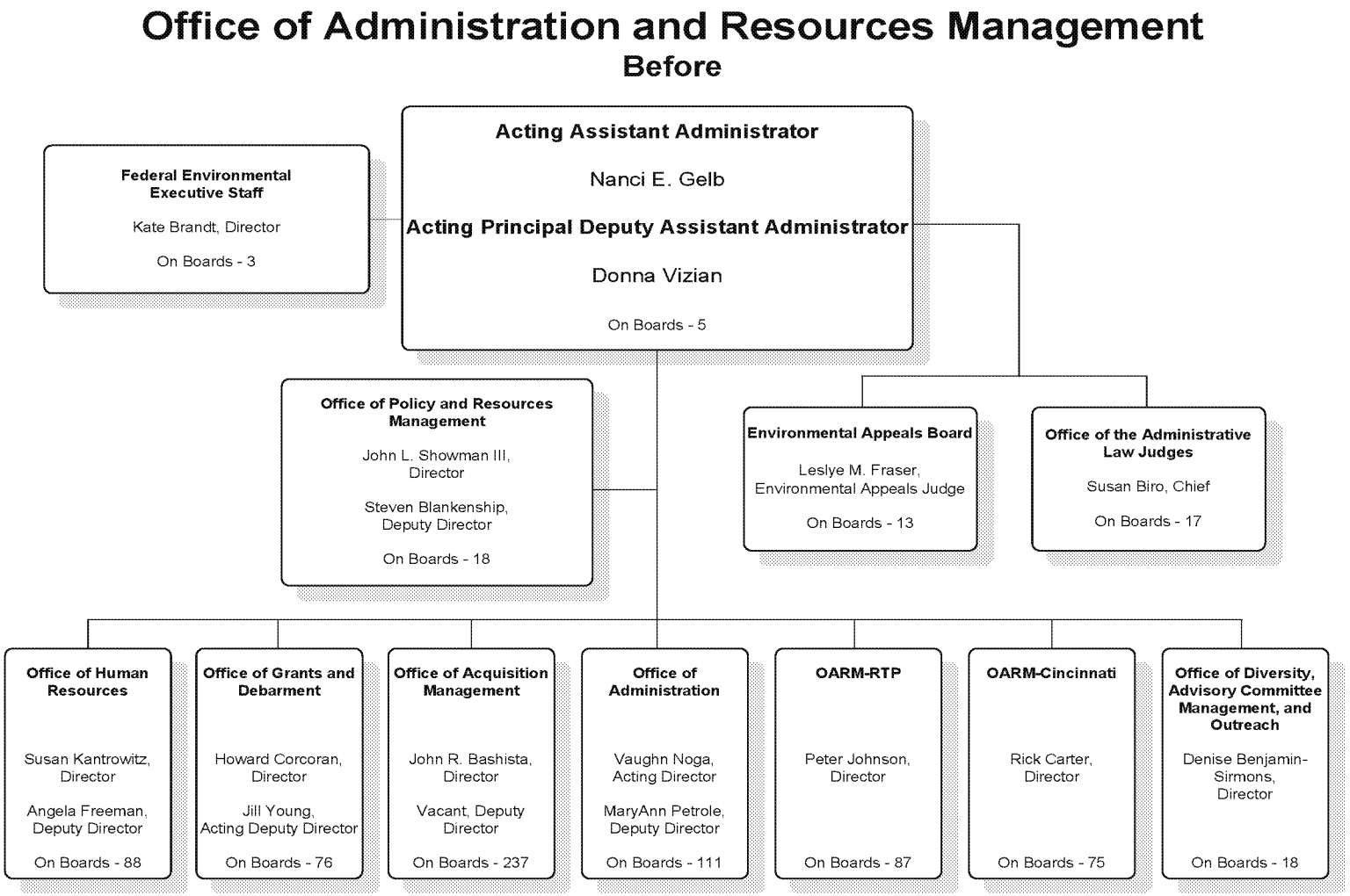
Attachment 1: Current Organizational Chart



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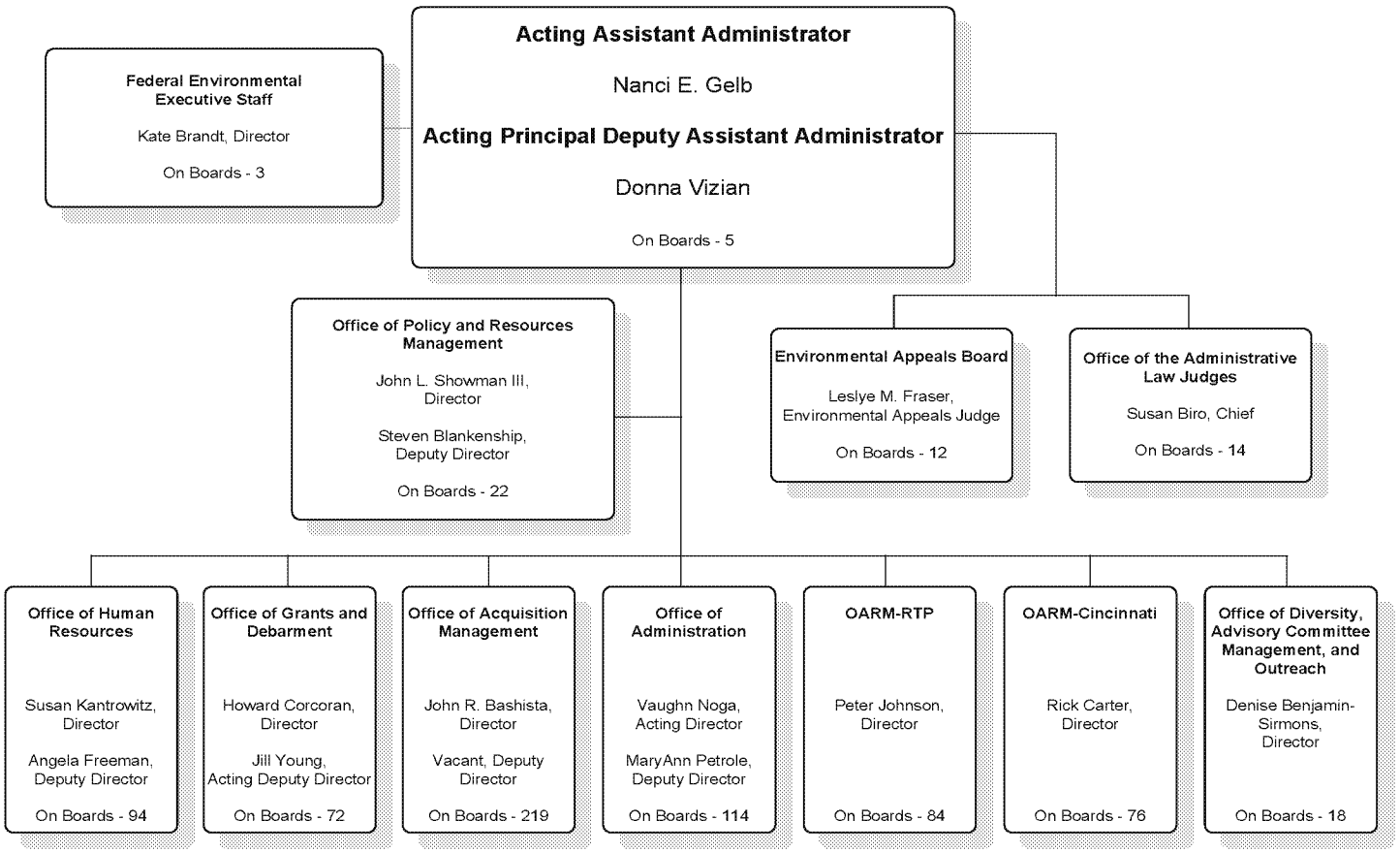
Attachment 2: New Organizational Chart

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	GS-13			4
	and Program	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**

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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**

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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**

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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 Miscellaneous Admin & Program	GS-15	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 Management and Program Analyst	GS-15	5	2	
		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**

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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

BACKGROUND

Voluntary Early Retirement Authority (VERA) provides agencies ~~the option to offer voluntary early retirement~~ that are undergoing substantial restructuring or, reshaping~~, downsizing, transfer of function, or reorganization~~ the option to offer voluntary early retirement. It is an option for increasing voluntary attrition – ~~provides~~ providing an incentive for employees to voluntarily retire or resign and ~~could provide~~subsequent placement opportunities for employees occupying surplus positions.

Buy-Out or Voluntary Separation Incentive Payment (VSIP) Authority allows agencies that are downsizing or restructuring to offer employees lump-sum payments up to $25,000 as an incentive to voluntarily separate. An agency may offer VSIP to employees who are in surplus positions or have skills that are no longer needed in the workforce and who volunteer to separate by resignation, optional retirement, or by voluntary early retirement.

Some employees may be eligible for VERA and VSIP and can take both (i.e., retire early with a lump-sum incentive).

VERA eligibility

The employee must:

- Meet the minimum age and service requirements and be
  - At least age 50 with at least 20 years of creditable federal service, or
  - Any age with at least 25 years of creditable federal service;
- Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);
- Serve in a position covered by the agency's VERA plan; and
- Separate by the close of the early-out period.

VSIP Eligibility

The employee must:

- Be serving in an appointment without time limit;
- Be currently employed by the executive branch of the federal government for a continuous period of at least 3 years;
- Be serving in a position covered by the agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
- Apply for and receive approval for a VSIP from the agency making the VSIP offer; and
- Not be included in an ineligibility category such as:
  - ~~Are r~~Reemployed annuitants;
  - ~~Would be e~~Eligible for disability retirement;
  - Have received a decision notice of involuntary separation for misconduct or poor performance;
  - Previously received any VSIP from the federal government;
  - ~~Received~~ Recipient of a student loan repayment during the 36-month period preceding the date of separation,

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- ~~Received~~ Recipient of a recruitment or relocation incentive during the 24-month period preceding the date of separation; and
- ~~Received~~ Recipient of a retention incentive during the 12-month period preceding the date of separation.

The VERA/VSIP business case includes:

- Justification for request
- Data on the targeted population (targeted positions will be eliminated or restructured; positions critical to the agency should not be included in the targeted population)
- Before and after organizational charts, as applicable
- Time period the incentives are available
- Anticipated budget impact
- Anticipated employee interest
- The maximum number of buy-outs to be offered
- Information about how the organization will operate without the eliminated or restructured positions and functions.

OPM and OMB approval is required and approval generally takes 4-6 weeks and will stipulate a period of time during which the agency can offer the two incentives.

Agency Eligibles

Of 15,053 permanent employees:

3,186 are currently eligible to retire now;
3,788 are VERA eligible; and
13,618 are VSIP eligible.

RESULTS FROM 2014/2015 V/V EFFORTS

In 2014 we targeted 5,828 positions and the maximum number to be approved was 1,365. Total departures were 456 employees which is 7.82% of what was targeted and 33.4% of what we agreed to approve.

In 2015 we targeted 2,095 positions and the maximum number for approval was 587. Total departures were 196 (9.36% of the targeted number and 33.4% of what we agreed to approve.) Total departures for both years was 652 employees.

NEXT STEPS

A minimum of four months is required to complete the VERA/VSIP process. EPA will look to limit the number of business cases to help expedite the process.

- Develop Business Case (45-60 days)
  - Obtain retirement data and 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

- OPM/OMB Review/Approval (30-45 days)
- Implementation/Separations (60-90 days)
  - Notify unions of OPM approved plan
  - Issue employee notifications
  - Separations

POINT OF CONTACT

Linda Gray, Director, Office of Human Resources (OARM) – (202)564-2275
Wes Carpenter, Deputy Director, Office of Human Resources (OARM) – (202)564-2019

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Administrative Furloughs

Introduction

A furlough is the placing of an employee in a temporary nonduty, non-pay status because of lack of work or funds, or other non-disciplinary reasons. An administrative furlough is a planned event by an agency which is designed to absorb reductions necessitated by downsizing, reduced funding, lack of work, or any other budget situation other than a lapse in appropriations. This type of furlough is typically a non-emergency furlough in that the agency has sufficient time to reduce spending and give adequate notice to employees of its specific furlough plan and how many furlough days will be required. An example of when such a furlough may be necessary is when, ~~as a result of~~because of Congressional budget decisions, an agency is required to absorb additional reductions over the course of a fiscal year.

A furlough that is expected to last more than 30 continuous calendar days or 22 discontinuous workdays (e.g., one workday per week for 25 weeks) would involve ~~the activation of a is effected under 5 CFR part 351 (~~RIF procedures. ~~) procedures.~~ A furlough expected to last less than 30 continuous calendar days or 22 discontinuous workdays (e.g., one workday per week for 25 weeks) would involve ~~is carried out under 5 CFR part 752 (~~adverse action~~)~~ procedures.

Agencies must enact furloughs in a manner that reduces operational risks and minimizes impacts on agency core mission in service of the American people, but should strive to impact employees in an equitable manner regardless of work schedule. Furloughs of part-time or uncommon tour of duty employees must comply with their applicable ~~p~~procedures, ~~of 5 CFR part 752 or part 351, as applicable,~~ if the employees are otherwise covered.

The agency conducted an administrative furlough in 2013. On March 1, 2013, across-the-board spending cuts (also known as sequestration) associated with the American Taxpayer Relief Act of 2012 began. The furlough was conducted in two phases and resulted in a total of 47 hours per employee. Part time schedules were adjusted accordingly.

Implementation

An administrative furlough is implemented by following adverse action procedures, which require at least a ~~30 calendar~~30-calendar day advance notice. A proposal to furlough letter will be issued to each employee by the proposing official and represents the first step in the process. Every employee must "acknowledge receipt" of the furlough letter. Not all employees have the right to reply. Those who do will have 15 calendar days to provide a justification for being excluded from the furlough. A final decision letter will be issued by your office's deciding official after the 15-day reply period ends. Employees may appeal the final decision to furlough; however, appealing does not stop the agency from furloughing the employee during the appeals process.

Agencies are responsible for identifying the employees affected by administrative furloughs based on budget conditions, funding sources, mission priorities (including the need to perform emergency work involving the safety of human life or protection of property), and other mission-related factors. All political appointees who are covered by the federal government leave system ~~in 5 U.S.C. chapter 63~~, or an ~~one, equivalent formal leave system,~~ are subject to the administrative furlough. Individuals appointed by the President, with or without Senate confirmation, who are not covered by this e leave system, ~~in 5 U.S.C. chapter 63,~~ or an equivalent formal leave system, are not subject to the administrative furlough.

Additional Information

Please note that the **Office of Personnel Management** developed an in-depth guide to serve as an on-line, ready reference that managers and staff may use to get detailed furlough information. It is likely that

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many of your questions will be answered by the OPM guide, which can be accessed at [HYPERLINK "http://www.opm.gov/furlough"] (click on the “administrative furlough” tab.)

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Additional Information

Please note that the **Office of Personnel Management** developed an in-depth guide to serve as an on-line, ready reference that managers and staff may use to get detailed furlough information. It is likely that

many of your questions will be answered by the OPM guide, which can be accessed at [HYPERLINK "http://www.opm.gov/furlough"] (click on the “administrative furlough” tab.)

Office of Water VERA and VSIP Justification

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.

- Restructuring 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.

Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level and any other factors related to the position).

See Attachment 1 -Targeted Positions and Maximum Number of VSIPs to be Offered to Targeted Positions by OW office and series.

Description of how the program/region will operate without the eliminated/restructured positions.

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.

Explanation of 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 69 so by adding VERA, the number of targeted positions who are eligible to accept a

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VSIP offer increases to 154 and improves the probability of reaching the OW goal to realign resources. Additionally, by adding employees who are eligible for VSIP only (244) and not eligible for voluntary or early retirement, it increases our number of positions in targeted job series to 398. 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.

Description of the categories of employees who will be offered VSIP (identified by organizational unit, geographic location, occupational category, grade level and any other factors such as skills and knowledge, or retirement eligibility).

See Attachment 1 -Targeted Positions and Maximum Number of VSIPs to be Offered to Targeted Positions by OW office and series.

Number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved).

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).

Proposed organizational chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.

See Attachment 2

VERA-Specific Information

Number of non-temporary employees in OW undergoing change	398
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)	69
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 and/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
(1) Annual Leave Pay Out for 2 SL 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}	$39,940
(2) Annual Leave Pay Out for 10 GS-15 step 7 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}	$181,850
(3) Annual Leave Pay Out for 9 GS-14 step 6 targeted positions for VERA, Optional Retirement or Resignation	$135,261
(4) Annual Leave Pay Out for 9 GS-13 step 6 targeted positions for VERA, Optional Retirement or Resignation	$114,462
Total Maximum Direct Costs	$1,221,513

1) Hourly salary of an SL employee in Washington, D.C. times 240-hour annual leave balance times the targeted number of VERA/VSIPs.

   $83.21 x 240 = $19,970 x 2 = $39,940

2) 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 10 = $181,850

3) 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

4) 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

5) $750,000 + $39,940 + $181,850 + $135,261 + $114,462 = $1,221,513

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$97,868,232	$97,916,549
B. VERA/ VSIP Payout Cost	0	0
C. Leave Payout Cost	0	0
D. Post VERA/VSIP Annual Payroll Cost	$92,330,736	$92,326,686
E. Payroll for # New Hires	$951,710	$1,525,163
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$4,585,786	$4,064,700
G. Pre-VERA/VSIP Annual WCF Cost	$4,221,000	$4,221,000
H. Post VERA/VSIP Annual WCF Cost	$4,011,000	$4,011,000
I. WCF for # New Hires	$78,750	$105,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$131,250	$105,000
Projected Savings with VERA/VSIP (F + J)	$4,717,036	$4,169,700

A (FY18). Pre-VERA/VSIP Payroll costs are calculated based on OW's workforce salary as of May 1, 2017 plus step increases for one-third of the V-V departures, with an additional 35% increase added to account for benefits. See attachment 4 for further details.

($72,459,197 + $35,790) + 35% = $97,868,232

A (FY19). Pre-VERA/VSIP payroll costs are calculated based on OW's 2018 payroll estimate, plus step increases for one-third of the V-V departures. See attachment 4 for further details.

($72,494,987 + $35,790) + 35% = $97,916,549

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. Salary calculations are based on the annual salary of the 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. See attachment 4 for further details.

SL $173,080 x 2 = $346,160
GS 15/7 $158,123 x 10 = $1,581,230
GS 14/6 $130,692 x 9 = $1,176,228
GS 13/6 $110,595 x 9 = $995,355
Total FY18 payroll costs for targeted VERA/VSIP positions = $4,098,973 + $32,013 in step increases = $4,130,986 + 35% = $5,576,831
Total FY19 payroll costs for targeted VERA/VSIP positions = $4,130,986 + $ 32,013 in step increases = $4,162,999 = 35% = $5,620,049

D (FY18). Pre-VERA/VSIP payroll costs minus total payroll costs for targeted VERA/VSIP positions. See attachment 4 for further details.

$72,491,210 - $4,130.986 = $68,360,224 + 35% = $92,286,302

D (FY19). Pre-VERA/VSIP 2018 payroll costs minus total payroll costs for targeted VERA/VSIP positions.

$72,523,223 – $4,162,999 = $68,360,224 + 35% = 92,286,302

E (FY18) Nine-month period assumes an entry-on-duty date January 1, 2018. Salary calculations are based on three quarters of the annual salary for the described grades as of January 2017 for an employee in Washington, D.C. An additional 35% increase is added to account for benefits. The total is multiplied by the number of recruitments in each grade. See Attachment for 4 for further details.

GS 9/1 $54,972 x 5 = $274,860 x .75 = $206,145
GS 11/1 $66,510 x10 = $665,100 x .75 = $498,825
Total $206,145 + $498,825 = $704,970 + 35% = $951,710

E (FY19) Assumes new hires will be onboard for the entire fiscal year. Salary calculations are based on the annual salary for the described grades as of January 2017 for an employee in Washington, D.C., plus grade increases for the FY18 new hires. An additional 35% increase is added to account for benefits. The total is multiplied by the number of recruitments in each grade. See Attachment 4 for further details.

GS 9/1 $274,860 + $57,690 = $332,550
GS 11/1 $665,100 + $132,100 = $797,200
Total $332,550 + $797,200 = $1,129,750 + 35% = $1,525,163

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

$97,863,134 – $0 – $0 - $92,286,302 - $951,710 = $4,625,122

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

$97,906,351 – 0 – 0 - $92,286,302 - $1,525,163 = $4,094,886

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

$7,000 x 603 on-boards = $4,221,000

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.

$7,000 x 30 = $210,000
$4,221,000- $210,000 = $4,011,000

I (FY18). Working capital fund costs are based on $7,000 per person per year for computer, telephone and internet access. Cost for 9 months is $5,250.

$5,250 x 15 = $78,750

I (FY19). Working capital fund costs are based on $7,000 per person per year for computer, telephone and internet access, times the targeted new hires.

$7,000 x 15 = $105,000

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

$4,221,000 - $4,011,000 - $78,750 = $131,250

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

$4,221,000 - $4,011,000 - $105,000 = $105,000

FY18 Projected Savings with VERA/VSIP

$4,585,786 + $131,250 = $4,717,036

FY19 Projected Savings with VERA/VSIP

$4,064,700 + $105,000 = $4,169,700

General Notice to All Employees in AA-ship/Region

July 12, 2017

MEMORANDUM

SUBJECT: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

FROM: Lawrence E. Starfield
Acting, Assistant Administrator

TO: All OECA 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 13, 2017 and closes at 11:59 p.m. Eastern standard 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 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 Laura Milton on (202) 564-6017 or via email at **[HYPERLINK "mailto:milton.laura@epa.gov"]**; Veronica Smith on (202) 564-2313 or via email at **[HYPERLINK "mailto:smith.veronica@epa.gov"]**; or Ollie Thomas on (202) 564-8202 or via email at **[HYPERLINK "mailto:thomas.ollie@epa.gov"]** with any questions you may have about our VERA/VSIP.

Notice to Employees in Targeted Positions

July 13, 2017

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Lawrence E. Starfield
Acting, Assistant Administrator

TO: Employees in Targeted Positions in OECA

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) 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. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

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 maximum number of VSIPs offered will be **51**. If the number of applications received exceeds the maximum 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 VSIP offers 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 Cincinnati Shared Service Center (CINN-SSC) can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate. Attachment C provides a list of your CINN-SSC contacts.

If you decide to apply, you should do so early in the application period, which opens ~~today, on~~ July 13, 2017, and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between ~~12:00 a.m. EST,~~ July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Commented [HL1]: The memo was originally drafted to be sent in advance of the window opening. It does not make sense to state the window opens at 12:00 am, 7/13, if the notice won't be sent until 7/13.

Applications will only be accepted during this period using the **[HYPERLINK "http://drupal.rtp.epa.gov/veravsip/"]**. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

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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 OECA 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.~~The VERA/VSIP would encompass GS 5 – 15 positions OECA-wide in all locations in the following job series: 1301 General Physical Science; 1320 Chemistry; 1350 Geology; 415 Toxicology; 401 General Natural Resources Management and Biological Sciences; 1801 General Inspection, Investigation, and Compliance; 0028 Environmental Protection Specialist; 0301 Miscellaneous Administration and Program; 0306 Government Information Specialist; 0308 Records Management; 0318 Secretary; 0341 Administrative Officer; 0986 Legal Assistance; 1601 Equipment, Facilities, and Services; 0344 Management and Program Clerical and Assistance; 0950 Paralegal Specialist; 1001 General Arts and Information; 1035 Public Affairs; 1412 Technical Information Services; 1083 Technical Writing and Editing; 1311 Physical Science Technician; 0340 Program Management, 0343 Management and Program Analysis; 0560 Budget Analysis; 1160 Financial Analysis; 0819 Environmental Engineering; 0830 Mechanical Engineering; 0893 Chemical Engineering; 1530 Statistics; 1529 Mathematical Statistics; 0905 General Attorney; and 2210 Information Technology Specialists.

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.

NOTE: Given the pool of available candidates, if OECA does not receive applicants at the numbers outlined in the Targeted Positions noted above ~~Template~~, we will ~~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 will ~~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.

Again, while we have target numbers within each of the groups below, we are retaining the flexibility to go above the number in each category.

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Table 1 Maximum Number of Offers

OECA	Max # of Offers
ALL LOCATIONS	
1301-General Physical Science	
1320-Chemistry	
1350-Geology	
415-Toxicology	
401-General Natural Resources Management and Biological Sciences	
TOTAL	5
1801-General Inspection, Investigation, and Compliance	
TOTAL	1
2210-Information Technology Management	
TOTAL	3
28-Environmental Protection Specialist	
TOTAL	7
301-Miscellaneous Administration and Program	
306-Government Information Specialist	
308-Records Management	
318-Secretary	
341-Administrative Officer	
986-Legal Assistance	
1601-Equipment, Facilities, and Services	
344-Management and Program Clerical and Assistance	
950-Paralegal Specialist	
1001-General Arts and Information	
1035-Public Affairs	
1412-Technical Information Services	
1083-Technical Writing and Editing	
1311-Physical Science Technician	
TOTAL	5
340-Program Management	
343-Management and Program Analysis	
560-Budget Analysis	
1160-Financial Analysis	
110-Economist	
TOTAL	12
819-Environmental Engineering	
830-Mechanical Engineering	
893-Chemical Engineering	
1530-Statistics	
1529-Mathematical Statistics	
TOTAL	4
905-General Attorney	
TOTAL	14
Grand Total	51

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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 retention bonus was paid or is to be paid

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Attachment C

POINTS OF CONTACT

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the CINN-SSC as shown below. You may also contact the CINN-SSC if you have questions about FedHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

Email: **[HYPERLINK "mailto:CIN_HRSSC_Benefits_Central@epa.gov"]** with "VERA/VSIP Related Request" in your email subject line.

Telephone: (513) 569-7699

If you have specific questions about OECA's VERA or VSIP package, please contact Laura Milton on (202) 564-6017 or via email at **[HYPERLINK "mailto:milton.laura@epa.gov"]**; Veronica Smith on (202) 564-2313 or via email at **[HYPERLINK "mailto:smith.veronica@epa.gov"]**; or Ollie Thomas on (202) 564-8202 or via email at **[HYPERLINK "mailto:thomas.ollie@epa.gov"]**.

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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 a targeted position by reviewing Attachment A. **If you are interested in the VERA and/or VSIP but are unsure about your eligibility, you should apply during the application window, so the CINN-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 CINN-SSC points of contact identified in Attachment C.
Estimating Retirement Pay	There are two methods for you to obtain an annuity estimate. The **[HYPERLINK "https://fhrnavigator.com/frbweb/logon.do?operation=index&client=EPA&redir=1"]** allows you to estimate your own basic annuity. A webinar with instructions on using the FedHR Navigator can be found at **[HYPERLINK "http://intranet.epa.gov/policy/buyouts/pdfs/FHR-Navigator-Webinar.pdf"]**. Or, you may contact the CINN-SSC identified in Attachment C to request an annuity estimate.
Application Window	The application window (the time during which you must apply for a VERA or VSIP) opens July 13, 2017 and closes at 11:59 pm Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 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:** From your EPA computer, login to the online application at **[HYPERLINK "http://drupal.rtp.epa.gov/veravsip/"]** **Step 2:** Complete your application 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 application method, please contact your CINN-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 from the VERA/VSIP online system when your application has been received.
After You Apply	The CINN-SSC 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 CINN-SSC will ask you to complete the necessary paperwork to process your separation.

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General Notice to All Employees in AA-ship/Region

July 12, 2017

MEMORANDUM

SUBJECT: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

FROM: Lawrence E. Starfield
Acting, Assistant Administrator

TO: All OECA Employees

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July 13, 2017

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment and Voluntary Early Retirement Authority Opportunities

FROM: Lawrence E. Starfield
Acting, Assistant Administrator

TO: Employees in Targeted Positions in OECA

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) 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. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

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 maximum number of VSIPs offered will be **51**. If the number of applications received exceeds the maximum 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 VSIP offers 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 Cincinnati Shared Service Center (CINN-SSC) can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate. Attachment C provides a list of your CINN-SSC contacts.

If you decide to apply, you should do so early in the application period, which opens on July 13, 2017, and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the **[HYPERLINK "http://drupal.rtp.epa.gov/veravsip/"]**. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on 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 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 OECA 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.~~The VERA/VSIP would encompass GS 5 – 15 positions OECA-wide in all locations in the following job series: 1301 General Physical Science; 1320 Chemistry; 1350 Geology; 415 Toxicology; 401 General Natural Resources Management and Biological Sciences; 1801 General Inspection, Investigation, and Compliance; 0028 Environmental Protection Specialist; 0301 Miscellaneous Administration and Program; 0306 Government Information Specialist; 0308 Records Management; 0318 Secretary; 0341 Administrative Officer; 0986 Legal Assistance; 1601 Equipment, Facilities, and Services; 0344 Management and Program Clerical and Assistance; 0950 Paralegal Specialist; 1001 General Arts and Information; 1035 Public Affairs; 1412 Technical Information Services; 1083 Technical Writing and Editing; 1311 Physical Science Technician; 0340 Program Management, 0343 Management and Program Analysis; 0560 Budget Analysis; 1160 Financial Analysis; 0819 Environmental Engineering; 0830 Mechanical Engineering; 0893 Chemical Engineering; 1530 Statistics; 1529 Mathematical Statistics; 0905 General Attorney; and 2210 Information Technology Specialists.

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.

NOTE: Given the pool of available candidates, if OECA does not receive applicants at the numbers outlined in the Targeted Positions noted above ~~Template~~, we will ~~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 will ~~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.

Again, while we have target numbers within each of the groups **below**, we are retaining the flexibility to go above **the number in** each category.

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Table 1 Maximum Number of Offers

OECA	Max # of Offers
ALL LOCATIONS	
1301-General Physical Science	
1320-Chemistry	
1350-Geology	
415-Toxicology	
401-General Natural Resources Management and Biological Sciences	
TOTAL	5
1801-General Inspection, Investigation, and Compliance	
TOTAL	1
2210-Information Technology Management	
TOTAL	3
28-Environmental Protection Specialist	
TOTAL	7
301-Miscellaneous Administration and Program	
306-Government Information Specialist	
308-Records Management	
318-Secretary	
341-Administrative Officer	
986-Legal Assistance	
1601-Equipment, Facilities, and Services	
344-Management and Program Clerical and Assistance	
950-Paralegal Specialist	
1001-General Arts and Information	
1035-Public Affairs	
1412-Technical Information Services	
1083-Technical Writing and Editing	
1311-Physical Science Technician	
TOTAL	5
340-Program Management	
343-Management and Program Analysis	
560-Budget Analysis	
1160-Financial Analysis	
110-Economist	
TOTAL	12
819-Environmental Engineering	
830-Mechanical Engineering	
893-Chemical Engineering	
1530-Statistics	
1529-Mathematical Statistics	
TOTAL	4
905-General Attorney	
TOTAL	14
Grand Total	51

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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 retention bonus was paid or is to be paid

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Attachment C

POINTS OF CONTACT

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the CINN-SSC as shown below. You may also contact the CINN-SSC if you have questions about FedHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

Email: **[HYPERLINK "mailto:CIN_HRSSC_Benefits_Central@epa.gov"]** with "VERA/VSIP Related Request" in your email subject line.

Telephone: (513) 569-7699

If you have specific questions about OECA's VERA or VSIP package, please contact Laura Milton on (202) 564-6017 or via email at **[HYPERLINK "mailto:milton.laura@epa.gov"]**; Veronica Smith on (202) 564-2313 or via email at **[HYPERLINK "mailto:smith.veronica@epa.gov"]**; or Ollie Thomas on (202) 564-8202 or via email at **[HYPERLINK "mailto:thomas.ollie@epa.gov"]**.

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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 a targeted position by reviewing Attachment A. **If you are interested in the VERA and/or VSIP but are unsure about your eligibility, you should apply during the application window, so the CINN-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 CINN-SSC points of contact identified in Attachment C.
Estimating Retirement Pay	There are two methods for you to obtain an annuity estimate. The **[HYPERLINK "https://fhrnavigator.com/frbweb/logon.do?operation=index&client=EPA&redir=1"]** allows you to estimate your own basic annuity. A webinar with instructions on using the FedHR Navigator can be found at **[HYPERLINK "http://intranet.epa.gov/policy/buyouts/pdfs/FHR-Navigator-Webinar.pdf"]**. Or, you may contact the CINN-SSC identified in Attachment C to request an annuity estimate.
Application Window	The application window (the time during which you must apply for a VERA or VSIP) opens July 13, 2017 and closes at 11:59 pm Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 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:** From your EPA computer, login to the online application at **[HYPERLINK "http://drupal.rtp.epa.gov/veravsip/"]** **Step 2:** Complete your application 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 application method, please contact your CINN-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 from the VERA/VSIP online system when your application has been received.
After You Apply	The CINN-SSC 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 CINN-SSC will ask you to complete the necessary paperwork to process your separation.

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

Table of Contents

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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). 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.) 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.

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.

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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 152 positions out of a total 339 positions (339 does not include political appointees). Of the targeted positions, 110 of the 152 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 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

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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 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	
# 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	$70,252,000	$70,252,000
B. VERA/ VSIP Payout Cost	$1,625,000	
C. Leave Payout Cost	$999,804	
D. Post VERA/VSIP Annual Payroll Cost	$61,720,339	$65,438,323

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E. Payroll for # New Hires (GS 7,9,11) $28.35 x 2080 x 64 of Targeted Positions	$3,773,952	
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$2,132,905	
G. Pre-VERA/VSIP Annual WCF Cost	$5,375,245	
H. Post VERA/VSIP Annual WCF Cost	$5,051,998	
I. WCF for # New Hires	$317,923	
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$5,323	$5,323
Projected Savings with VERA/VSIP (F + J)	$2,178,228	$4,819,000 (A-D+J)

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.

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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. 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

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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
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

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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.

- 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.

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Budget Information

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x $25,000	$ 2,450,000
Annual Leave Pay Out for 98 Targeted Positions for VERA, Optional Retirement or Resignation {$64.86* per hour x 240 x 98 Targeted Positions}	$ 1,525,507.20
Total Maximum Direct Costs	$ 3,975,507.20

*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	$110,695,000	$110,695,000
B. VERA/ VSIP Payout Cost	$2,450,000	$2,450,000
C. Leave Payout Cost	$1,525,507.20	$1,525,507.20
D. Post VERA/VSIP Annual Payroll Cost	$96,485,000	$96,485,000
E. Payroll for 84 New Hires	$4,617,900	$4,617,900
F. Payroll Savings for 98 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$5,616,592.80	$5,616,592.80
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	$690,984	$690,984
J. WCF Savings for 98 VERA/VSIP Targeted Positions (J = G – H – I)	$115,164	$115,164
Projected Savings with VERA/VSIP (F + J)	$5,501,428.80	$5,501,428.80

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.
- 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

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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 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

Table A – Direct Costs for VERA/VSIP	
27 VERA/VSIP Offers x $25,000	$ 675,000
Annual Leave Pay Out for # 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	$ 996797

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate[1]	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$43,281,345	$43,281,345
B. VERA/ VSIP Payout Cost[2]	$675,000	$0
C. Leave Payout Cost[2]	$321,797	$0
D. Post VERA/VSIP Annual Payroll Cost[2]	$39,913,078	$39,913,078
E. Payroll for 7 New Hires	$725,473	$725,473
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$1,645,997	$2642794
G. Pre-VERA/VSIP Annual WCF Cost[3]	$2,163,000	$2,163,000
H. Post VERA/VSIP Annual WCF Cost	$1,974,000	$1,974,000
I. WCF for # New Hires	$49,000	$49,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$140,000	$140,000
Projected Savings with VERA/VSIP (F + J)	$1785997	$2,782,794

[1]Based on FY 2017 projected payroll
[2]Calculations are based on a GS-12 Step 10 (for 2017 in Washington DC), the average cost of the targeted pool. Eligible employees are located in Washington, RTP, Cincinnati, and Las Vegas. 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.

[3]Working Capital Fund cost is based on the mandatory services (computer, telephone, internet access, etc) and is estimated at $7,000 per position. Savings for 27 positions for one year is $7,000 x 27 positions = $189,000.

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

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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 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	
# of Targeted Positions for VSIP x $25,000	$1,250,000 (50 x $25,000)
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}	$797,880 ($66.49 x 240 x 50)
Total Maximum Direct Costs	$ 2,047,880

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$154,647,000	
B. VERA/ VSIP Payout Cost	$1,250,000	
C. Leave Payout Cost	$797,880	
D. Post VERA/VSIP Annual Payroll Cost	$147,732,050	
E. Payroll for # New Hires	$2,765,980	
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$2,101,090	
G. Pre-VERA/VSIP Annual WCF Cost	$8,703,000	
H. Post VERA/VSIP Annual WCF Cost	$8,354,100	
I. WCF for # New Hires	$139,560	
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$209,340	
Projected Savings with VERA/VSIP (F + J)	$2,310,430	

A. EPM and S&T payroll (EPM and S&T payroll).
B. $25,000 x 50
C. Average hourly for GS-13/5 x 240 hours x 50 staff ($66.49 x 240 x 50)
D. Anticipates all 50 staff (max offers) taking VERA/VSIP. Payroll in line A less fully loaded GS-13/5 ($138,299 x 50).
E. Assumes hiring of 20 new staff at yearly salary of $138,299 per employee.
F. See calculation formula above.
G. From BAS 2016 Enacted
H. Anticipates all 50 staff (max offers) taking VERA/VSIP.
I. Assumes hiring of 20 new staff at yearly WCF cost of $6,978 per employee.
J. See calculation formula above.

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VII. Office of Enforcement and Compliance Assurance

Business Case

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.

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Budget Information

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x $25,000	$1,275,000
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}	$ 788,015
Total Maximum Direct Costs	$2,063,015

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	$ 1,275,000	
C. Leave Payout Cost	$ 788,015	
D. Post VERA/VSIP Annual Payroll Cost	$83,265,000	$83,265,000
E. Payroll for # New Hires	$ 915,000	$ 1,830,000
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$ 6,354,985	$ 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 # New Hires	$ 38,500	$ 77,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$ 354,200	$ 315,700
Projected Savings with VERA/VSIP (F + J)	$ 6,709,185	$ 7,818,700

A. Fully loaded average payroll cost for targeted positions ($183,000 x 506).
B. $25,000 x 51.
C. Average hourly for GS-14/7 x 240 hours x 51 staff.
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

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

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

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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	
Max. Buyout Amount: 30 Targeted Positions for VSIP × $25,000	$ 750,000
Annual Leave Pay Out: Hourly rate based on the average grade and step (14/5) of the targeted pool $60.83 × 240 Hours × 30 Targeted Positions	$ 437,976
Total Maximum Direct Costs	$ 1,187,976

Table B – Estimated Savings or FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost (Appropriated and WCF; assuming 2% increase each year)	$58,118,909.46	$59,281,287.65
B. VERA/ VSIP Payout Cost	$750,000	
C. Leave Payout Cost	$437,976	
D. Post VERA/VSIP Annual Payroll Cost	$54,310,169	$55,472,548
E. Payroll for 30 New Hires	$573,179.00	$650,296.00
F. Payroll Savings for 30 VERA/VSIP Targeted Positions (F = A – B – C – D – E)	$2,047,585.00	$3,158,444.00
G. Pre-VERA/VSIP Annual WCF Cost	$2,886,314.64	$2,886,314.64
H. Post VERA/VSIP Annual WCF Cost (30 departures)	$2,612,246.70	$2,612,246.70
I. WCF for 30 New Hires	$274,067.94	$274,067.94
J. WCF Savings for 30 VERA/VSIP Targeted Positions (J = G – H – I)	$0	$0
Projected Savings with VERA/VSIP (F + J)	$2,047,585.00	$3,158,444.00

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,

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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 that are routine and/or may be of a sensitive nature.	OGC Immediate Office	WA, DC	Administrative	GS-0301/12

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 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 # 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	$359,379	$363,189
B. VERA/ VSIP Payout Cost	$ 50,000	$ 50,000
C. Leave Payout Cost	$ 40,685	$ 41,116
D. Post VERA/VSIP Annual Payroll Cost	$0	$0
E. Payroll for # New Hires	$85,363	$85,363
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$183,331	$185,805
G. Pre-VERA/VSIP Annual WCF Cost	$17,788	$17,979
H. Post VERA/VSIP Annual WCF Cost	$0	$0
I. WCF for # New Hires	$8,894	$8.989
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$8,894	$8,989
Projected Savings with VERA/VSIP (F + J)	$192,226	$194,794

Assumptions:

1. Annual Payroll cost for GS-12/6 ($93,008) and SL position $187,000 includes an estimated benefits rate of 27% and a 1.6% inflationary adjustment for FY18 and FY19
2. Leave Payout includes annual leave hrs of 1.3 @ $44.72 and 447.15 hrs @ 89.90 plus a 1.6% inflationary adjustment for FY18 and FY19
3. New Hire GS-11/1 ($66,510) plus a 1.6% inflationary adjustment
4. WCF estimated cost of $8,800 per person plus a 1.7% inflationary adjustment for FY18 and FY19

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

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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 in accordance with the targeted position spreadsheet.

VSIP

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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.

Budget Information

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		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 2019	2017	2018	2019	Factors		
	A	Pre-VERA / VSIP Annual Payroll Costs (before VERA/VSIP): FY 2017 - 05/15/17 on-board count; increased 3.25% each year for increased costs (1.9% COLA, promotions, etc)	$12,300,000	$4,190,277	$3,683,626	3%	103%	
	B	VERA / VSIP Payout Cost ($25,000 x Targeted Positions)	$125,000	$0	$0			
	C	Leave Payout Cost (presumes 240 ceiling hours at average salary plus 150 hours earned in 2017] @ G14/Step 5	$106,459	$0	$0			
	D	Payroll Savings (Payroll @ G14/S5 Targeted VERA/VSIP participants @ end FY 2017)	$0	($871,723)				
5	E	<-- Payroll for new hires @ G9/Step 1 for two-thirds in FY 2018		$249,123	$389,726	0.66	FTE mid-Feb - Sept, 2018)	
	F	***Post VERA/VSIP Annual Payroll Cost (F = A + B + C + D + E)***	*$12,531,459*	*$3,567,676*	*$4,073,351*			
	G	Pre-VERA / VSIP Annual WCF Costs (before VERA/VSIP)	$574,466	$221,190	$228,379			
	H	Working Capital Fund Savings (7.15K in FY17; projected increase of 2%/year)		($36,500)	($37,230)			
	I	Working Capital Fund Costs for New Hires for two-thirds in FY 2018		$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)		**$13,105,925**	**$3,776,456**	**$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 r
		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		

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;

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- 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.

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.

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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

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	94		**$2,350,000**
Hourly rate based on the average grade and step of the targeted pool			***AxBxC***
$65.43	94	240	**$1,476,101**
Total Maximum Direct Costs			**$3,826,101**

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	$ 2,350,000.00		
C. Leave Payout Cost	$ 1,476,101.00		
D. Post VERA/VSIP Annual Payroll Cost	$ 86,190,101.00		

***E. Payroll for # New Hires	$ 5,167,368.00	
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$ 81,022,733.00	
**G. Pre-VERA/VSIP Annual WCF Cost	$ 3,458,000.00	
**H. Post VERA/VSIP Annual WCF Cost	$ 2,800,000.00	
**I. WCF for # New Hires	$ 658,000.00	
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$ -	
Projected Savings with VERA/VSIP (F + J)	**$ 81,022,733.00**	

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% and 1% 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 94 positions for one year is ($7,000 x 94 = $658,000).
***Payroll calculations for 94 new hires are based on entry level (GS-9, Step 1, $54,972.00 includes 27.10% and 1% GS

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

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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.

Budget Information

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	$ 7,647,040

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$270,216,263	$262,109,775
B. VERA/ VSIP Payout Cost	$1,375,000	$0
C. Leave Payout Cost	$910,800	$0
D. Post VERA/VSIP Annual Payroll Cost	$261,204,513	$252,935,814
E. Payroll for # New Hires	$1,480,752	$3,014,811
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$5,245,198	$6,159,150
G. Pre-VERA/VSIP Annual WCF Cost	$10,772,042	$10,987,482
H. Post VERA/VSIP Annual WCF Cost	$10,414,405	$10,622,692
I. WCF for # New Hires	$203,028	$182,784
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$154,610	$182,006

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Projected Savings with VERA/VSIP (F + J)	$5,399,808	$6,341,157

Budget assumptions:

Table A:

 # Targeted x 25,000: Assumes max (cap) of 183 (because calculation is for maximum costs) accept $25K each for a total of $4.575M

Annual Leave Pay Out: The average hourly rate across the entire targeted pool is about $69 x 183 max (cap) x 240 hours for a total of $3,030,480

Table B:

A: Amounts of PC&B for all of ORD, 3% historical attrition applied to 2018 number, COLA is 1.8% for 2018 and assumed to be the same for 2019.

B: Assumes that of 183 max (cap), 55 of the cap will accept (30% targeted). 55*25000 = $1.375M for FY18 (we assume that all VERA/Retirements must occur by 9/30/17), and we currently assume that no additional VERA/VSIP is planned for FY18 or FY19 though we would like to be able to pursue that option if necessary and possible.

C: Assumes that (from line B) with 55 accepting, with 240 hours leave at an average hourly rate of $69, this is $69 x 55 accepting x 240 hours for a total of $910,800

D: Amounts of PC&B estimated for 55 accepting and leaving with $145,000 average salary of targeted and 13% benefits % of PC&B estimate, so (Line A) - (55 X $145,000 X 113%) = $261,204,513 for FY18 and the same amount times 101.8% for COLA for FY19 or (Line A) - (55 X $145,000 X 113% X 101.8%) = $252,935,814

E: We assume that of 55 departing, 28 new hires would be made at lower pay grades. Assume the average hourly rate of $45/hour, and with 13% benefits, and assume that the average new hire works half the year, (28 X $45 X 2080 X 113% X 50%) = $1,480,752 for FY18, and the same amount times 101.8% for COLA for FY19 and assuming those same new hires work the whole year, (28 X $45 X 2080 X 113% X 101.8%) = $3,014,811

G: By taking the $6275 average WCF cost/year for 2017 for all ORD FTE and multiplying it by1683 FTE and by 102% for the FY18 increase it is: 1683 X 102% X $6275 = $10,772,042 and then $10,772,042 X 102% = $10,987,482 for FY19

H: $6375 is the average WCF cost/year for 2017 of the targeted employees. Assuming 55 accept and depart, and 2% is the annual increase in cost, (Line G) - ($6375 X 102% X 55) = $10,414,405 for FY18 and (Line G) - ($6375 X 102% X 102% X 55) = $10,622,692 for FY19.

I: $6275 is the average WCF cost/year for 2017 of the targeted employees. 2% is the annual increase in cost. So $6275 X 102% = $6400. Additional one-time background check costs are $4051/employee. If 50 new hires are made throughout FY18, and on average they work for half the fiscal year, that cost would be ($6400 X 50% X 28) + ($4051 X 28) = $203,028 for FY18 and presumably they'd work all of FY19, so it would be ($6400 X 102% X 28) = $182,784

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.

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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

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

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Table A – Direct Costs for VERA/VSIP	
30 Targeted Positions for VSIP x $25,000	$750,000
(1) Annual Leave Pay Out for 1 SL 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}	$20,342
(2) Annual Leave Pay Out for 11 GS-15 step 7 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}	$181,850
(3) Annual Leave Pay Out for 9 GS-14 step 6 targeted positions for VERA, Optional Retirement or Resignation	$135,261
(4) Annual Leave Pay Out for 9 GS-13 step 6 targeted positions for VERA, Optional Retirement or Resignation	$114,462
Total Maximum Direct Costs	$1,221,513

1) 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

2) 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 = $200,035

3) 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

4) 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

5) $750,000 + $20,342 + $200,035 + $135,261 + $114,462 = $1,220,100

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$97,868,232	$97,916,549
B. VERA/ VSIP Payout Cost	0	0
C. Leave Payout Cost	0	0
D. Post VERA/VSIP Annual Payroll Cost	$92,302,143	$92,302,143
E. Payroll for # New Hires	$951,710	$1,525,163
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$4,609,281	$4,079,045
G. Pre-VERA/VSIP Annual WCF Cost	$4,221,000	$4,221,000
H. Post VERA/VSIP Annual WCF Cost	$4,011,000	$4,011,000

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I. WCF for # New Hires	$78,750	$105,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$131,250	$105,000
Projected Savings with VERA/VSIP (F + J)	$4,740,531	$4,184,045

A (FY18). Pre-VERA/VSIP Payroll costs are calculated based on OW's workforce salary as of May 1, 2017 plus step increases for one-third of the V-V departures, with an additional 35% increase added to account for benefits. See attachment 4 for further details.

($72,459,197 + $35,790) + 35% = $97,868,232

A (FY19). Pre-VERA/VSIP payroll costs are calculated based on OW's 2018 payroll estimate, plus step increases for one-third of the V-V departures. See attachment 4 for further details.

($72,494,987 + $35,790) + 35% = $97,916,549

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. Salary calculations are based on the annual salary of the 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. See attachment 4 for further details.

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 FY18 payroll costs for targeted VERA/VSIP positions = $4,087,239 + $32,013 in step increases = $4,119,252 + 35% = $5,560,990
Total FY19 payroll costs for targeted VERA/VSIP positions = $4,119,252 + $ 32,013 in step increases = $4,151,265 = 35% = $5,604,208

D (FY18). Pre-VERA/VSIP payroll costs minus total payroll costs for targeted VERA/VSIP positions. See attachment 4 for further details.

$72,491,210 - $4,119,252 = $68,371,958 + 35% = $92,302,143

D (FY19). Pre-VERA/VSIP 2018 payroll costs minus total payroll costs for targeted VERA/VSIP positions.

$72,523,223 – $4,151,265 = $68,371,958 + 35% = 92,302,143

E (FY18) Nine-month period assumes an entry-on-duty date January 1, 2018. Salary calculations are based on three quarters of the annual salary for the described grades as of January 2017 for an employee in Washington, D.C. An additional 35% increase is added to account for benefits. The total is multiplied by the number of recruitments in each grade. See Attachment for 4 for further details.

GS 9/1 $54,972 x 5 = $274,860 x .75 = $206,145
GS 11/1 $66,510 x10 = $665,100 x .75 = $498,825
Total $206,145 + $498,825 = $704,970 + 35% = $951,710

E (FY19) Assumes new hires will be onboard for the entire fiscal year. Salary calculations are based on the annual salary for the described grades as of January 2017 for an employee in Washington, D.C., plus grade increases for the FY18 new hires. An additional 35% increase is added to account for benefits. The total is multiplied by the number of recruitments in each grade. See Attachment 4 for further details.

GS 9/1	$274,860 + $57,690 = $332,550
GS 11/1	$665,100 + $132,100 = $797,200
Total	$332,550 + $797,200 = $1,129,750 + 35% = $1,525,163

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

$97,863,134 – $0 – $0 - $92,302,143 - $951,710 = $4,609,281

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

$97,906,351 – 0 – 0 - $92,302,143 - $1,525,163 = $4,079,045

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

$7,000 x 603 on-boards = $4,221,000

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.

$7,000 x 30 = $210,000
$4,221,000- $210,000 = $4,011,000

I (FY18). Working capital fund costs are based on $7,000 per person per year for computer, telephone and internet access. Cost for 9 months is $5,250.

$5,250 x 15 = $78,750

I (FY19). Working capital fund costs are based on $7,000 per person per year for computer, telephone and internet access, times the targeted new hires.

$7,000 x 15 = $105,000

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

$4,221,000 - $4,011,000 - $78,750 = $131,250

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

$4,221,000 - $4,011,000 - $105,000 = $105,000

FY18 Projected Savings with VERA/VSIP

$4,609,281 + $131,250 = $4,740,531

FY19 Projected Savings with VERA/VSIP

$4,079,045 + $105,000 = $4,184,045

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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 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.

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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 240 x # of Targeted Positions}	$ 665,219
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	93,872,740 *	96,233,640
B. VERA/ VSIP Payout Cost	900,000	
C. Leave Payout Cost	665,219**	
D. Post VERA/VSIP Annual Payroll Cost	88,301,517***	90,662,416
E. Payroll for # New Hires	0	0
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	4,006,004	5,571,223
G. Pre-VERA/VSIP Annual WCF Cost	2,774,000	
H. Post VERA/VSIP Annual WCF Cost	2,630,000	
I. WCF for # New Hires	0	
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	144,000****	
Projected Savings with VERA/VSIP (F + J)	4,150,004	5,571,223

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.

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

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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	
# of 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 based on the average grade and step of the targeted pool x 240 x # of Targeted Positions} *	$ 506,928
Total Maximum Direct Costs	**$ 1,256,928**

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	***FY 2019 Estimate***
A. Pre-VERA/VSIP Annual Payroll Cost*	$ 122,506,481	$ 125,262,877
B. VERA/ VSIP Payout Cost	$ 750,000	$ -
C. Leave Payout Cost	$ 506,928	$ -
D. Post VERA/VSIP Annual Payroll Cost	$ 118,030,977	$ 120,675,485
E. Payroll for # New Hires **	$ 577,588.44	$ 1,155,177
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$ 2,640,988	$ 3,432,215
G. Pre-VERA/VSIP Annual WCF Cost ***	$ 3,887,000	$ 3,887,000
H. Post VERA/VSIP Annual WCF Cost ***	$ 3,767,000	$ 3,767,000
I. WCF for # New Hires	$ 60,000	$ 60,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$ 60,000	$ 60,000
Projected Savings with VERA/VSIP (F + J)	$ 2,700,988	$ 3,492,215

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

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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.

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

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x $25,000	$ 3,975,000

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Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the GS-13/6 x 240 x 159 of Targeted Positions}	$ 2,175,120
Total Maximum Direct Costs	$ 6,150,120

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$116,497,924	116,497,923
B. VERA/ VSIP Payout Cost*	-$ 3,975,000	$0
C. Leave Payout Cost*	-$ 2,175,120	$0
D. Post VERA/VSIP Annual Payroll Cost	$111,000,434	$111,000,434
E. Payroll for # New Hires**	0	0
F. Payroll Savings for # VERA/VSIP Targeted Positions*** (F = A – B – C – D - E)	$11,647,610	$5,497,490
G. Pre-VERA/VSIP Annual WCF Cost	$1,257,660	$1,257,660
H. Post VERA/VSIP Annual WCF Cost	$1,205,055	$1,205,055
I. WCF for # New Hires	0	0
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$52,605	$52,605
Projected Savings with VERA/VSIP (F + J)	$11,700,215	$5,550,095

Assumptions:

*No payroll will be expended in FY'18 to support Voluntary Incentive Payments or Leave payouts.

**No external vacancies will be created as a result of eliminating 35 positions through VERA/VSIP.

***Payroll savings estimate is based on the elimination of 35 positions at the GS-13/6 level in the Philadelphia locality with a 32% benefit rate ($157, 014/employee).

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

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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.

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

Table A – Direct Costs for VERA/VSIP	
26 of Targeted Positions for VSIP x $25,000	$ 650,000
Annual Leave Pay Out for 26 of Targeted Positions for VERA, Optional Retirement or Resignation	$ 400,563

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{Hourly rate based on the average grade and step of the targeted pool x 320 x 26 Targeted Positions}	
Total Maximum Direct Costs	$1,050,563

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$129,607,885	$133,359,037
B. VERA/ VSIP Payout Cost	$650,000	
C. Leave Payout Cost	$400,563	
D. Post VERA/VSIP Annual Payroll Cost	$125,967,885	$129,613,687
E. Payroll for 15 New Hires	$884,820	$1,813,881
F. Payroll Savings for 26 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$1,704,617	$1,931,469
G. Pre-VERA/VSIP Annual WCF Cost	$4,059,000	$4,059,000
H. Post VERA/VSIP Annual WCF Cost	$3,942,000	$3,942,000
I. WCF for 15 New Hires	$33,750	$67,500
J. WCF Savings for 26 VERA/VSIP Targeted Positions (J = G – H – I)	$83,250	$49,500
Projected Savings with VERA/VSIP (F + J)	$1,787,867	$1,980,969

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

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.

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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

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

The estimated direct maximum costs associated with VERA and VSIP is $3,227,877. Table A provides details of the direct costs associated with VERA and VSIP. Savings projected through FY 2019 as a result of the VERA and VSIP are estimated to be nearly $12 million. Table B provides the detailed calculations of the savings achieved in FY 2018 and FY 2019. The savings will be used to meet Region 5's ongoing program goals and responsibilities.

Table A - Direct Costs for VERA/VSIP	
Targeted Positions (See details in Attachment 4)	
79 Targeted Positions for VSIP X $25,000 (maximum cash buy-out)	$1,975,000
Annual Leave Buyout for 79 Targeted Positions for VERA, Optional Retirement or Resignation ($49.56 per hour X 320 hours X 79)	$1,252,877
Total Maximum Direct Costs	$3,227,877

Table B - Estimated Savings for FY 2018 through FY 2019

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	Estimated FY 2018 Savings	Estimated FY 2019 Savings
A. Total Annual Payroll Costs (before VERA/VSIP)	$152,765,000	$152,765,000
B. VSIP Buyout ($25,000 X 79)	$1,975,000	$0
C. Leave Payout Estimate (presumes 320 hours at GS-12 Step 10 salary $49.56/hour)	$1,252,877	$0
D. Post VERA/VSIP Annual Payroll Cost	$141,385,050	$141,385,050
E. Payroll for New Hires	$0	$0
F. Payroll Savings (F = A – B – C – D – E)	**$8,152,073**	**$11,379,950**
G. Pre-VERA/VSIP Annual WCF Cost	-	-
H. Post VERA/VSIP Annual WCF Cost	-	-
J. Working Capital Fund Savings*	$316,000	$316,000
Total Projected Savings with VERA/VSIP (F + J)	**$8,468,073**	**$11,695,950**

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 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

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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

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

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	$110,262,130	$111,364,840
B. VERA/ VSIP Payout Cost	$3,744,825	$3,782,273
C. Leave Payout Cost	$2,047,730	$2,068,207
D. Post VERA/VSIP Annual Payroll Cost	$88,822,271	$89,710,565
E. Payroll for # New Hires (127 in FY 18 GS-9 step 1)	$6,839,102	$6,907493
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$8,808,202	$8,896,302

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G. Pre-VERA/VSIP Annual WCF Cost	$4,237,002	$4,279,372
H. Post VERA/VSIP Annual WCF Cost	$3,413,141	$3,447,272
I. WCF for # New Hires (127 in FY 18, GS-9 step 1)	$711,772	$718,890
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$112,089	$113,210
Projected Savings with VERA/VSIP (F + J)	$8,920,291	$9,009,512

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.

ED_001372_00007055-00042

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

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

ED_001372_00007055-00043

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:

- 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

Table A - Direct Costs for VERA/VSIP
Targeted Positions (See details in Attachment 1)

ED_001372_00007055-00044

Targeted Positions for VSIP X $25,000 (maximum cash buy-out)[1]	$200,000
Annual Leave Buyout for 8 Targeted Positions for VERA, Optional Retirement or Resignation	$175,181[2]
Total Maximum Direct Costs	$375,181

Table B - Estimated Savings for FY 2018 through FY 2020				
	FY 2017 Payroll	Estimated FY 2018 Savings[3]	Estimated FY 2019 Savings	Estimated FY 2020 Savings
A. Total Annual Payroll Costs (before VERA/VSIP)*	$76,360,459	$78,956,715	$80,930,632	$82,953,898
B. Payroll Savings (Payroll for 8 VERA/VSIP targeted positions with 9/30/17 Buyout Date with 0% of year remaining in 2017)[4]	$0	($1,554,474)[5]	($1,593,335)	($1,633,169)
C. Working Capital Fund Savings	$0	($33,088)	($33,915)	($34,763)
D. VSIP Buyout ($25,000 X 8)	$200,000	$0	$0	$0
E. Leave Payout Estimate (presumes 320 hours at GS 14/10 average salary)	$175,181	$0	$0	$0
F. Total Costs (A+B+C+D+E)	$76,735,640	$77,369,153	$79,303,382	$81,285,966
G. Total Projected Savings with VERA/VSIP (A-F)	**($375,181)**	**$1,587,562**	**$1,627,250**	**$1,667,932**

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.

[1] Maximum of 8 positions
[2] Assumes 320 hours of leave at the GS-14 Step 10 level for 8 positions
[3] Payroll costs are assumed to increase 3.4% in FY18 and 2.5% in FY19 and FY20.
[4] Reimbursable and special accounts are excluded.
[5] Savings estimates are based on 8 GS-14 Step 10 positions due to the predominant grade levels of the positions being offered.

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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.

- 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.

- 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 Targeted Positions for VSIP x $25,000	$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 **23** Targeted Positions} note: (A)	$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 note: (B)	$114,278,730	$115,135,821
B. VERA/ VSIP Payout Cost	$575,000	$0
C. Leave Payout Cost	$300,271	$0
D. Post VERA/VSIP Annual Payroll Cost note: (C), (D)	$110,335,070	$111,162,587
E. Payroll for # New Hires	none	none
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$3,068,390	$3,973,234
G. Pre-VERA/VSIP Annual WCF Cost note: (E)	$4,420,981	$4,487,295
H. Post VERA/VSIP Annual WCF Cost	$4,307,757	$4,367,374
I. WCF for # New Hires	none	none
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$113,223	$114,922
Projected Savings with VERA/VSIP (F + J)	$3,181,613	$4,088,156

Notes;

(A) Based on [HYPERLINK "https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/SF.pdf"], all grades at step 10.
(B) Using PPE 4/29/17, based on same pre-VERA/VSIP FTE level, assume 1.5% COLA increase in FY18, 1% COLA increase in FY19.
(C) Based on all grades at step 10, assume 30% benefits and 1.5% COLA increase for ¾ of FY18.
(D) Based on all grades at step 10, assume 30% benefits and 1% COLA increase for ¾ of FY19.
(E) Using FY17 WCF level, assume 1.5% increase in WCF in FY18 and FY19.

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;

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- 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

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

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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**

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VERA/VSIP Business Case Checklist

Region or Program Office: _____

Business Case

A brief, two-page summary that describes the circumstances leading to the request (e.g. efficiency/restructuring/reshaping,). Your business case must include a detailed summary of the program/region personnel and/or budgetary situation that will result in an excess of personnel due to workforce restructuring or reshaping. Review "Guiding Questions for Workforce Planning" for suggestions; example themes and justifications from past VERA/VSIP efforts are included in a separate file.

Information Required for VERA and VSIP Requests

- Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level and any other factors related to the position). *
- A one paragraph description of how the program/region will operate without the eliminated/restructured positions.
- A one paragraph explanation of how VSIP will be used in conjunction with VERA.

VSIP-Specific Information

- A description of the categories of employees who will be offered VSIP (identified by organizational unit, geographic location, occupational category, grade level and any other factors such as skills and knowledge, or retirement eligibility). *
- The number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved). *
- A proposed organizational chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.

VERA-Specific Information

- Provide the total number of non-temporary employees in the agency or component of the agency undergoing change. *
- Provide the total number of non-temporary employees in the program/region who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation.
- Verify the total number of employees in the agency/organization who are eligible for early retirement. Exclude all employees who are eligible for optional retirement. *
- Include this statement: "The estimate of the total number of employees in the agency/organization who are expected to take early retirement is_____.
- Provide a description of the types of personnel actions anticipated as a result of the program/region's need for VERA (e.g., details, reassignments, etc.). This information need not be comprehensive. It should, however, be detailed enough to show how VERA will assist you in accomplishing your restructuring, reshaping, and/or downsizing plans—and the personnel actions you expect to take in concert with VERA to accomplish your goals.

* 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 x $25,000	$ Amount
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}	$ Amount
Total Maximum Direct Costs	$ Sum

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost		
B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost		
E. Payroll for # New Hires		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost		
H. Post VERA/VSIP Annual WCF Cost		
I. WCF for # New Hires		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)		
Projected Savings with VERA/VSIP (F + J)		

* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

Office	Location
OGC	WASHINGTON,DC
OGC	WASHINGTON,DC
OARM	CINCINNATI,OHIO
OARM	CINCINNATI,OHIO
OARM	CINCINNATI,OHIO
OARM	DURHAM,NORTH CAROLINA
OARM	DURHAM,NORTH CAROLINA
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OARM	WASHINGTON,DC
OITA	WASHINGTON,DC
OITA	WASHINGTON,DC
OITA	WASHINGTON,DC
OCFO	Various Locations
OCFO	Various Locations
OCFO	Various Locations
OCFO	Various Locations
OCFO	Various Locations
OCFO	Various Locations
OLEM	ARLINGTON,VIRGINIA
OLEM	ARLINGTON,VIRGINIA
OLEM	ARLINGTON,VIRGINIA
OLEM	ARLINGTON,VIRGINIA
OLEM	ARLINGTON,VIRGINIA

Occupations	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP
0301-Miscellaneous Administration and Program	13	4	3	13
0905-General Attorney	173	25	37	136
1654-Printing Services	1	1		1
0318-Secretary	2	1		2
0343-Management and Program Analysis	12	3	3	12
0201-Human Resources Management	55	3	6	44
0801-General Engineering	1	1		1
1001-General Arts and Information	1		1	1
1102-Contracting	96	19	24	90
1106-Procurement Clerical and Technician	1	1		1
1109-Grants Management	22	6	5	22
2210-Information Technology Management	25	1	9	25
0301-Miscellaneous Administration and Program	21	7	7	20
0303-Miscellaneous Clerk and Assistant	2	2		2
0306-Government Information Specialist	3	2	1	3
0318-Secretary	2	1	1	2
0326-Office Automation Clerical and Assistance	2	1		2
0341-Administrative Officer	2		1	2
0342-Support Services Administration	11	6	3	11
0343-Management and Program Analysis	106	21	24	99
0510-Accounting	4	1	1	4
0511-Auditing	5	2	2	5
0905-General Attorney	26	2	7	23
1801-General Inspection, Investigation, and Compliance				
0028-Environmental Protection Specialist	5	1		5
0301-Miscellaneous Administration and Program	45	6	12	41
0303-Miscellaneous Clerk and Assistant	2	2		2
0303-Miscellaneous Clerk and Assistant	1	1	0	1
0318-Secretary	4	3	0	3
0343-Management and Program Analysis	85	13	20	77
0501-Financial Administration and Program	75	11	21	70
0503-Financial Clerical and Assistance	2	1	0	2
0510-Accounting	76	14	21	71
0110-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

Grade 1	Grade 5	Grade 9	Grade 12	Grade 13	Grade 14	Grade 15	SES	Other SL	Total # of Targeted Positions	Max # of Offers	Restructure
			2						2	1	1
								1	1	1	
				1					1	**1**	**1**
		1							1	**1**	**1**
				1					1	**1**	**1**
			1						**1**	**1**	
					1				**1**	**1**	
						1			1	**1**	**1**
				4	13	7			24	**16**	**16**
	1								1	**1**	**1**
0	0	0	3	3	3	1	0	0	10	6	6
0	0	0	0	7	3	2	0	0	12	10	7
0	0	2	1	3	2	1	0	0	9	6	5
	2								2	**2**	**1**
			3						3	**3**	**3**
		2							2	**2**	**2**
1	1	0	0	0	0	0	0	0	2	2	1
			1						1	**1**	**1**
			1	8	1	1			**11**	**10**	**11**
	1		3	16	27	12			59	25	24
				1	3				4	**2**	**0**
			1	3	1	1			6	**4**	**2**
					1				1	**1**	**0**
				1					1	1	1
				1					1	1	1
					2	2			4	3	2
		1							1	1	1
0	1	0	0	0	0	0	0	0	1	1	0
0	3	0	0	0	0	0	0	0	3	2	0
0	0	1	2	11	2	2	0	0	18	3	3
0	2	33	16	2	9	5	0	0	67	9	2
0	2	0	0	0	0	0	0	0	2	1	0
0	0	2	18	28	11	10	0	0	69	11	2
				2		1			3	2	2
				7	9	4			20	7	7
					1				1	1	1
				2					2	1	1
				2	2	1			5	3	3

Eliminate	Comments
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1	**Restructure, web content development and lower gra**
3	
2	
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	Plus 1 for restructuring since one is not part of the V/V
1	
2	
2	
1	**Attorney position not needed, legal support provided by OGC**
1	
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OLEM	ARLINGTON,VIRGINIA
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OLEM	ARLINGTON,VIRGINIA
OLEM	BOSTON,MASSACHUSETTS
OLEM	CINCINNATI,OHIO
OLEM	EDISON,NEW JERSEY
OLEM	EDISON,NEW JERSEY
OLEM	EDISON,NEW JERSEY
OLEM	LAS VEGAS,NEVADA
OLEM	LENEXA,KANSAS
OLEM	LENEXA,KANSAS
OLEM	WASHINGTON,DC
OLEM	WASHINGTON,DC
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OW	ARLINGTON,VIRGINIA
OW	CINCINNATI,OHIO
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OW	MONTCLAIR,NEW JERSEY
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0028-Environmental Protection Specialist	74	19	25	71
0301-Miscellaneous Administration and Program	3	2	1	3
0303-Miscellaneous Clerk and Assistant	2	2		2
0318-Secretary	1			1
0343-Management and Program Analysis	64	17	16	59
0601-General Health Science	5	1	1	4
0819-Environmental Engineering	22	4	6	18
0881-Petroleum Engineering	1	1		1
0893-Chemical Engineering	10	2	3	7
0028-Environmental Protection Specialist	2	1		2
0401-General Natural Resources Management and Biological Sciences	1	1		1
1301-General Physical Science	12	4	1	10
1320-Chemistry	4	2		3
0343-Management and Program Analysis	2	1		2
1301-General Physical Science	7	1	1	5
1301-General Physical Science	1		1	1
0801-General Engineering	1	1		1
1301-General Physical Science	13	1	3	13
0028-Environmental Protection Specialist	46	3	15	46
0301-Miscellaneous Administration and Program	6	2	3	6
0318-Secretary	2		1	2
0343-Management and Program Analysis	76	20	23	75
0415-Toxicology	2		1	2
0560-Budget Analysis	1	1		1
0601-General Health Science	1		1	1
0819-Environmental Engineering	3	1	1	3
0893-Chemical Engineering	6	1	1	6
0028-Environmental Protection Specialist	1			1
1301-General Physical Science	3			3
0028-Environmental Protection Specialist	4	1	1	4
0318-Secretary	1			1
0343-Management and Program Analysis	1			1
0401-General Natural Resources Management and Biological Sciences	1			1
0819-Environmental Engineering	8		1	8
1350-Geology				
0601-General Health Science				
1320-Chemistry				
0028-Environmental Protection Specialist	1			1
0028-Environmental Protection Specialist	167	27	33	164
0301-Miscellaneous Administration and Program	22	9	3	21
0303-Miscellaneous Clerk and Assistant	1	1		1
0340-Program Management	16	7	5	16
0341-Administrative Officer	1		1	
0343-Management and Program Analysis	78	21	24	74
0344-Management and Program Clerical and Assistance	1	1		1
0401-General Natural Resources Management and Biological Sciences	39	4	3	24
0403-Microbiology	6	1	1	6

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OW	WASHINGTON,DC
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Region 6	DALLAS,TEXAS
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Region 6	DALLAS,TEXAS
Region 6	DALLAS,TEXAS
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Region 6	DALLAS,TEXAS
Region 6	DALLAS,TEXAS
Region 6	EL PASO,TEXAS
Region 6	EL PASO,TEXAS
Region 6	HOUSTON,TEXAS
Region 6	HOUSTON,TEXAS
Region 6	HOUSTON,TEXAS
Region 6	HOUSTON,TEXAS

0408-Ecology	8			1
0415-Toxicology	3	1		1
0801-General Engineering	1	1		1
0819-Environmental Engineering	44	3	6	34
0893-Chemical Engineering	5	1	1	5
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
0110-Economist	10	1	1	9
1160-Financial Analysis	12			6
0560-Budget Analysis	3		2	3
0601-General Health Science	3	1	1	2
1035-Public Affairs	8		1	8
1109-Grants Management	1	1		1
0301-Miscellaneous Administration and Program	5	4		1
0028-Environmental Protection Specialist	139	49	40	134
0029-Environmental Protection Assistant	1	1		1
0201-Human Resources Management	6		1	6
0301-Miscellaneous Administration and Program	19	7	3	18
0306-Government Information Specialist	3	1	2	3
0318-Secretary	14	6	5	13
0341-Administrative Officer	3	2	2	3
0342-Support Services Administration	7	1	3	6
0343-Management and Program Analysis	21	7	3	20
0401-General Natural Resources Management and Biological Sciences	49	4	4	23
0415-Toxicology	3	1	1	3
0501-Financial Administration and Program	8	3	1	8
0819-Environmental Engineering	132	43	39	127
0905-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
1301-General Physical Science	148	44	22	136
2210-Information Technology Management	9	2	2	8
0028-Environmental Protection Specialist	1	1		1
0819-Environmental Engineering	3		2	3
0343-Management and Program Analysis	1	1		1
0344-Management and Program Clerical and Assistance	1	1		1
0401-General Natural Resources Management and Biological Sciences	3	1	1	3
0819-Environmental Engineering	4	1		4

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				5	3	1			9		
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			1	19	8	6			34	29	29
					30	17			47	4	4
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Region 6	HOUSTON,TEXAS
Region 6	HOUSTON,TEXAS
Region 6	HOUSTON,TEXAS
OCSPP	ARLINGTON,VIRGINIA
OCSPP	ARLINGTON,VIRGINIA
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OCSPP	ARLINGTON,VIRGINIA
OCSPP	ARLINGTON,VIRGINIA
OCSPP	ARLINGTON,VIRGINIA
OCSPP	CHICAGO,ILLINOIS
OCSPP	FORT MEADE,MARYLAND
OCSPP	WASHINGTON,DC
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OCSPP	WASHINGTON,DC
Region 9	SAN FRANCISCO,CALIFORNIA
Region 9	SAN FRANCISCO,CALIFORNIA
Region 9	SAN FRANCISCO,CALIFORNIA
Region 9	SAN FRANCISCO,CALIFORNIA
Region 9	SAN FRANCISCO,CALIFORNIA
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Region 9	SAN FRANCISCO,CALIFORNIA
Region 9	SAN FRANCISCO,CALIFORNIA
Region 9	SAN FRANCISCO,CALIFORNIA
Region 9	SAN FRANCISCO,CALIFORNIA
Region 10	PORTLAND,OR
Region 10	RICHLAND,WA
Region 10	SEATTLE,WA
Region 10	SEATTLE,WA
Region 10	SEATTLE,WA
Region 10	SEATTLE,WA
Region 10	SEATTLE,WA
AO	Cincinnati, OH

0905-General Attorney	1	1		1
1301-General Physical Science	8	3	4	8
1320-Chemistry	19	10	1	19
1001-General Arts and Information	1	1		1
1301-General Physical Science	21	3	4	17
1320-Chemistry	62	17	12	55
0028-Environmental Protection Specialist	142	25	33	130
0301-Miscellaneous Administration and Program	20	3	7	20
0303-Miscellaneous Clerk and Assistant	2	1		2
0343-Management and Program Analysis	42	12	21	42
0401-General Natural Resources Management and Biological Sciences	156	26	32	142
0601-General Health Science	5	1		3
0028-Environmental Protection Specialist	1	1		1
0401-General Natural Resources Management and Biological Sciences	2		1	2
1035-Public Affairs	2		1	2
0110-Economist	9		2	6
1320-Chemistry	22	6	5	18
0028-Environmental Protection Specialist	114	24	22	99
0301-Miscellaneous Administration and Program	26	9	10	26
0303-Miscellaneous Clerk and Assistant	1	1		1
0343-Management and Program Analysis	43	8	15	42
0415-Toxicology	20	3	1	17
0501-Financial Administration and Program	1		1	1
0819-Environmental Engineering	4		2	4
0905-General Attorney	9	1	3	6
1035-Public Affairs	3			3
1301-General Physical Science	71	11	13	56
0819-Environmental Engineering	76	9	16	63
1301-General Physical Science	71	11	13	56
0401-General Natural Resources Management and Biological Sciences	33	3	3	24
0819-Environmental Engineering	76	9	16	63
2210-Information Technology Management	19	5	11	18
0028-Environmental Protection Specialist	170	33	55	161
0029-Environmental Protection Assistant	3	1	2	3
0301-Miscellaneous Administration and Program	5	1	3	5
0905-General Attorney	16	2	3	9
0028-Environmental Protection Specialist				
1301-General Physical Science				
0028-Environmental Protection Specialist	146	27	38	134
0029-Environmental Protection Assistant				
0408-Ecology				
0415-Toxicology				
0503-Financial Clerical and Assistance				
0260-Equal Employment Opportunity				

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	3								3	3	3
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0	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**1**	**1**	**1**

	1 - non sup/OPP. OPP will accept 8 offers from the 14 G
	1 - non sup/OPP. OPP will accept 7 offers from the 14 G
	2 - non sup/OPP. OPP will accept 7 offers from the 13 G
	5 - non sup/OPP. OPP will accept 8 offers from the 14 G
	2 - non sup/OPP. OPP will accept 8 offers from the 14 G
2	2 - OPP
	3 - non sup GS-15 /OPP, and additional 2 are associated
	9 - non sup/OPP. OPP will accept 7 offers from the 14 G
	1 - non sup/OPP. OPP will accept 7 offers from the 14 G
	1 - non sup/OPP. OPP will accept 8 offers from the 14 G
	1 - non sup/OPP. OPP will accept 7 offers from the 14 G
	1 - non sup/IO. IO will accept up to 3 offers from the 6 r
	1 - non sup/OPPT and they will accept up to 1.
	2 - non sup (1 is OSCP/1 OPPT). OSCP will accept one of
	12 - non sup (All OPPT). OPPT will accept up to 12 non s
	6 - non sup (2 are IO/4 are OPPT). IO will accept up to 3
1	1 - OPPT
	2 - non sup (1 is IO/1 is OSCP). OSCP will accept one off
	3 - non sup (1 is OSCP/2 are OPPT). OSCP will accept on
	1 - non sup/IO.IO will accept up to 3 offers from the 6 n
	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 off
	Restructure to GS 14 engineer or scientist. Max of one offer in either Seattle or Portland.
	Restructure to lower GS-14.
1	Eliminate position due to changing nature of work.
	Restructure to GS-12 ecologist
	Restructure to a different scientific discipline.
1	Have eliminated need for current job functions.
0	Restructure to move positions to HQ

AO	Durham, NC
AO	Las Vegas, NV
AO	Los Angeles, CA
AO	WASHINGTON,DC
AO	WASHINGTON,DC
AO	WASHINGTON,DC
AO	WASHINGTON,DC
AO	WASHINGTON,DC
AO	WASHINGTON,DC
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Region 4	ATHENS,GEORGIA
Region 4	ATHENS,GEORGIA
Region 4	ATLANTA,GEORGIA
Region 4	ATLANTA,GEORGIA
Region 4	ATLANTA,GEORGIA
Region 4	ATLANTA,GEORGIA
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Region 4	ATLANTA,GEORGIA
Region 4	ATLANTA,GEORGIA
Region 3	ANNAPOLIS,MARYLAND
Region 3	ANNAPOLIS,MARYLAND
Region 3	ANNAPOLIS,MARYLAND
Region 3	ANNAPOLIS,MARYLAND
Region 3	FORT MEADE,MARYLAND
Region 3	FORT MEADE,MARYLAND
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Region 3	FORT MEADE,MARYLAND
Region 3	FORT MEADE,MARYLAND
Region 3	FORT MEADE,MARYLAND
Region 3	HERNDON,VIRGINIA
Region 3	PHILADELPHIA,PENNSYLVANI
Region 3	PHILADELPHIA,PENNSYLVANI

0260-Equal Employment Opportunity				
0260-Equal Employment Opportunity				
0343-Management and Program Analysis				
0028-Environmental Protection Specialist				
0110-Economist				
0132-Intelligence Operations Specialist				
0260-Equal Employment Opportunity				
0301-Miscellaneous Administration and Program				
0303-Miscellaneous Clerk and Assistant				
0326-Office Automation Clerical and Assistance				
0343-Management and Program Analysis				
0401-General Natural Resources Management and Biological Sciences				
0560-Budget Analysis				
0819-Environmental Engineering				
0905-General Attorney				
1001-General Arts and Information				
1035-Public Affairs				
1060-Photographer				
1084-Visual Information				
1301-General Physical Science				
2210-Information Technology Management				
1311-Physical Science Technician	1	1		1
0028-Environmental Protection Specialist	1			1
1301-General Physical Science	158	27	61	147
0028-Environmental Protection Specialist	58	12	25	52
0303-Miscellaneous Clerk and Assistant	15	6	2	14
0343-Management and Program Analysis	24	2	15	22
0401-General Natural Resources Management and Biological Sciences	91	14	15	77
0801-General Engineering	1	1		1
0819-Environmental Engineering	212	39	70	195
0905-General Attorney	65	10	18	60
1301-General Physical Science	5	1	3	5
0028-Environmental Protection Specialist	9	1	3	9
0318-Secretary	1	1		1
0340-Program Management	2	2		2
1301-General Physical Science	16	5	4	16
1320-Chemistry	15	3	3	11
2210-Information Technology Management	1			1
0301-Miscellaneous Administration and Program	2		1	1
0401-General Natural Resources Management and Biological Sciences	4	1		3
0819-Environmental Engineering	3	2		3
0905-General Attorney	1		1	1
0905-General Attorney	1		1	1
1035-Public Affairs	19	6	3	19
1109-Grants Management	11	4	3	9

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0	0	3	9	6	12	2	0	0	32	15	15
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0	Restructure to move position to HQ
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0	Restructure positions and centralize functions including positions from RTP (2) and LV (1)
0	Backfill with lower grades and potentially use detail staff rather than permanent staff
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0	Reduce non-supersivory GS-13/14/15
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0	Restructure position to lower grade
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Region 3	PHILADELPHIA,PENNSYLVANI
Region 3	PHILADELPHIA,PENNSYLVANI
Region 3	PHILADELPHIA,PENNSYLVANI
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Region 3	PHILADELPHIA,PENNSYLVANI
Region 3	RICHMOND,VIRGINIA
Region 3	TITUSVILLE,PENNSYLVANIA
Region 3	WASHINGTON,DC
Region 3	WHEELING,WEST VIRGINIA
Region 3	WHEELING,WEST VIRGINIA
Region 3	WHEELING,WEST VIRGINIA
Region 3	WHEELING,WEST VIRGINIA
OEI	DURHAM,NORTH CAROLINA
OEI	DURHAM,NORTH CAROLINA
OEI	DURHAM,NORTH CAROLINA
OEI	DURHAM,NORTH CAROLINA
OEI	DURHAM,NORTH CAROLINA
OEI	DURHAM,NORTH CAROLINA
OEI	DURHAM,NORTH CAROLINA
OEI	WASHINGTON,DC

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
1350-Geology	5	1	2	5
1810-General Investigating	4	3		4
0201-Human Resources Management	12	3	1	10
2210-Information Technology Management	19	7	5	19
0260-Equal Employment Opportunity	1		1	1
0028-Environmental Protection Specialist	89	29	43	88
0029-Environmental Protection Assistant	1		1	1
0301-Miscellaneous Administration and Program	13	2	6	13
0303-Miscellaneous Clerk and Assistant	9	1		9
0306-Government Information Specialist	1		1	1
0318-Secretary	18	3	9	18
0326-Office Automation Clerical and Assistance	2	2		2
0340-Program Management	10	4	5	10
0342-Support Services Administration	4	1	3	4
0343-Management and Program Analysis	19	4	3	16
0350-Equipment Operator	1	1		1
0401-General Natural Resources Management and Biological Sciences	75	5	4	42
0408-Ecology	3	1	1	3
0415-Toxicology	9	3	5	9
0457-Soil Conservation	1	1		1
0501-Financial Administration and Program	6	4	2	6
0505-Financial Management	1	1		1
0510-Accounting	8	1	4	7
0560-Budget Analysis	1	1		1
0819-Environmental Engineering	128	33	35	111
0893-Chemical Engineering	1		1	1
0905-General Attorney	70	23	27	70
0950-Paralegal Specialist	4	1	1	4
1301-General Physical Science	1		1	1
1301-General Physical Science	1		1	1
0028-Environmental Protection Specialist	1			1
1301-General Physical Science	2	1		2
1315-Hydrology	1	1		1
0028-Environmental Protection Specialist	2		1	2
0819-Environmental Engineering	1		1	1
1101-General Business and Industry	1			1
1301-General Physical Science	1	1		1
2210-Information Technology Management	48	11	10	41
0301-Miscellaneous Administration and Program	2			2
0343-Management and Program Analysis	8	2	3	8
0501-Financial Administration and Program	1	1		1
0510-Accounting	1	1		1
1101-General Business and Industry	3			3

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OEI	WASHINGTON,DC
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OEI	WASHINGTON,DC
Region 1	BOSTON,MASSACHUSETTS
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Region 1	BOSTON,MASSACHUSETTS
Region 1	BOSTON,MASSACHUSETTS

1301-General Physical Science	1	1		1
1529-Mathematical Statistics	1	1		1
2210-Information Technology Management	93	17	16	87
0028-Environmental Protection Specialist	14	3	2	14
0301-Miscellaneous Administration and Program	19	2	5	17
0306-Government Information Specialist	7	4	2	7
0308-Records Management	4	1	1	4
0343-Management and Program Analysis	105	22	33	99
0501-Financial Administration and Program	1	1		1
0510-Accounting	3	1	1	3
0560-Budget Analysis	6		3	6
0905-General Attorney	1			1
0344-Management and Program Clerical and Assistance				
0303-Miscellaneous Clerk and Assistant				
0029-Environmental Protection Assistant				
0028-Environmental Protection Specialist				
0819-Environmental Engineering				
0819-Environmental Engineering				
0028-Environmental Protection Specialist				
0819-Environmental Engineering				
0028-Environmental Protection Specialist				
1301-General Physical Science				
0401-General Natural Resources Management and Biological Sciences				
0819-Environmental Engineering				
0028-Environmental Protection Specialist				
0819-Environmental Engineering				
1301-General Physical Science				
1301-General Physical Science	72	18	22	70
1810-General Investigating	1	1		1
2210-Information Technology Management	19	4	6	19

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				5					5		
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			2						2		
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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	Eliminate 1 GS-0819/0028-13 (OES); Restructure 1 GS-0819/0028-12 (OES). 2 V/V offers limited GS-
	Restructure 1 GS-0819/0028-13 (OES). 1 V/V offer limited to GS-0819/0028-14, Technical Enforcement
	Restructure 2 GS-12 0819/1301/0401/0028 (OES). - 2 V/V offers limited GS-13's in four series: 0819/1301/0401/0028, in Technical Enforcement Branch.
1	Eliminate 1 GS-12 0819/0028 (OES). 1 V/V offer limited GS- 12's in four series: 0819/0028, Technical Restructure 2 GS-0819/1301-12 (OSRR). 2 V/V offers limited GS-0819/1301-13, to Remediation and
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	Eliminate 1 GS-1810-13 (OSRR). 1 V/V offer limited to GS-1810-13 on Technical and Enforcement Support Branch.
	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)

Region 1	BOSTON,MASSACHUSETTS
Region 1	BOSTON,MASSACHUSETTS
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Region 1	BOSTON,MASSACHUSETTS
Region 1	BOSTON,MASSACHUSETTS
Region 1	NORTH CHELMSFORD,MASSACH

0028-Environmental Protection Specialist	85	22	39	84
0028-Environmental Protection Specialist				
0028-Environmental Protection Specialist				
0029-Environmental Protection Assistant	8	2	5	8
0301-Miscellaneous Administration and Program	9	2	3	9
0303-Miscellaneous Clerk and Assistant	2	1		2
0304-Information Receptionist	1	1		1
0342-Support Services Administration	3	1	1	1
0401-General Natural Resources Management and Biological Sciences	29	4	6	18
0501-Financial Administration and Program	9		3	8
0525-Accounting Technician	1		1	1
0819-Environmental Engineering	121	29	56	116
0905-General Attorney	54	17	17	53
1301-General Physical Science	13	6	1	10

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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.
	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.
1	Eliminate 1 GS-0028-14 (OEP). 1 V/V offer limited to Supervisory GS-0028-14, to all Supervisory OEP employees.
1	Eliminate 1 GS-0029-08, (OEP). 1 V/V offer limited to GS-0029-08, to all OEP employees.
	Restructure 1 GS-0028-12 (OEP). 1 V/V offer limited to GS-0301-13, Grants, Tribal & Municipal Assistance Branch.
1	Eliminate 1 GS-0303-04 (OARM). 1 V/V offer limited to 1 GS-0303-04, Customer Services and Facilities Unit.
1	Eliminate 1 GS-0304-07 (ORA). 1 V/V offer limited GS-0304-07, Public Affairs Unit.
	Restructure 1 GS-0342-9/11 (OARM). 1 V/V offer limited to GS-0342-12, in Customer Services and Facilities Unit.
	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.
	Restructure 1 GS-0501-11 (OARM). 1 V/V offer limited GS-0501-12 in Comptrollers Office.
1	Eliminate 1 GS-0525-09 (OARM). 1 V/V offer limited to GS-0525-09 in Comptrollers Office.
	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.
	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.
	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

	NORTH
Region 1	CHELMSFORD,MASSACH
OECA	Various Locations
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OECA	Various Locations
OAR	ANN ARBOR,MICHIGAN
OAR	ANN ARBOR,MICHIGAN
OAR	ANN ARBOR,MICHIGAN
OAR	DURHAM,NORTH CAROLINA
OAR	LAS VEGAS,NEVADA
OAR	MONTGOMERY,ALABAMA
OAR	WASHINGTON,DC
OAR	WASHINGTON,DC
OAR	WASHINGTON,DC
OAR	WASHINGTON,DC
OAR	WASHINGTON,DC
OAR	WASHINGTON,DC

1320-Chemistry	16	5	6	14
1301-General Physical Science	35	#REF!	#REF!	#REF!
1320-Chemistry	27	11	7	26
1350-Geology	1	1		1
0415-Toxicology	1			1
0401-General Natural Resources Management and Biological Sciences	5	1	1	2
1801-General Inspection, Investigation, and Compliance	5	#REF!	#REF!	#REF!
2210-Information Technology Management	33	#REF!	#REF!	#REF!
0028-Environmental Protection Specialist	69	#REF!	#REF!	#REF!
0301-Miscellaneous Administration and Program	30	#REF!	#REF!	#REF!
0306-Government Information Specialist	1			1
0308-Records Management	3		1	3
0318-Secretary	2		1	2
0341-Administrative Officer	6	#REF!	#REF!	#REF!
0986-Legal Assistance	1	1		1
1601-Equipment, Facilities, and Services	1			1
0344-Management and Program Clerical and Assistance	1		1	1
0950-Paralegal Specialist	1		1	1
1001-General Arts and Information	2			2
1035-Public Affairs	1	1		1
1412-Technical Information Services	1			1
1083-Technical Writing and Editing	1	1		1
1311-Physical Science Technician	1	1		1
0340-Program Management	11	2	5	9
0343-Management and Program Analysis	102	#REF!	#REF!	#REF!
0560-Budget Analysis	1			1
1160-Financial Analysis	1			1
0819-Environmental Engineering	32	#REF!	#REF!	#REF!
0830-Mechanical Engineering	1			1
0893-Chemical Engineering	10	#REF!	#REF!	#REF!
1530-Statistics	1			1
1529-Mathematical Statistics	1		1	1
0905-General Attorney	175	38	40	156
0301-Miscellaneous Administration and Program	13	2	3	11
0318-Secretary	1		1	1
0343-Management and Program Analysis	11		1	11
0343-Management and Program Analysis	14	3	3	14
0303-Miscellaneous Clerk and Assistant	1	1		1
0318-Secretary	1	1		1
0301-Miscellaneous Administration and Program	18	5	7	18
0303-Miscellaneous Clerk and Assistant	1	1		1
0318-Secretary	6	1	3	6
0341-Administrative Officer	1	1		1
0343-Management and Program Analysis	89	20	28	86
0344-Management and Program Clerical and Assistance	3	2	1	3

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	Restructure 1 GS-1320-12 (OEME). 1 V/V offer limited to all OEME GS-1320-13 employees.
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Region 8	DENVER,COLORADO
Region 8	DENVER,COLORADO
Region 8	DENVER,COLORADO
Region 8	DENVER,COLORADO
Region 8	DENVER,COLORADO
Region 8	GOLDEN,COLORADO
Region 8	HELENA,MONTANA
Region 8	HELENA,MONTANA
Region 8	HELENA,MONTANA
Region 2	EDISON,NEW JERSEY
Region 2	EDISON,NEW JERSEY
Region 2	EDISON,NEW JERSEY
Region 2	EDISON,NEW JERSEY
Region 2	EDISON,NEW JERSEY
Region 2	EDISON,NEW JERSEY
Region 2	NEW YORK, NEW YORK
Region 2	NEW YORK, NEW YORK
Region 2	NEW YORK, NEW YORK
Region 2	NEW YORK, NEW YORK
Region 2	NEW YORK, NEW YORK
Region 2	NEW YORK, NEW YORK
Region 2	NEW YORK, NEW YORK
Region 2	NEW YORK, NEW YORK
Region 2	NEW YORK, NEW YORK

1301-General Physical Science	102	21	19	94
0028-Environmental Protection Specialist	117	20	32	115
0029-Environmental Protection Assistant	1	1		1
0301-Miscellaneous Administration and Program	16	3	4	14
0819-Environmental Engineering	86	17	21	79
1301-General Physical Science	2	1	1	2
0028-Environmental Protection Specialist	5		4	5
0301-Miscellaneous Administration and Program	1		1	1
0341-Administrative Officer	2	1		2
1301-General Physical Science	66	15	29	63
1320-Chemistry	19	6	3	16
1350-Geology	1		1	1
0401-General Natural Resources Management and Biological Sciences	20	3	3	14
0819-Environmental Engineering	19	6	6	18
0830-Mechanical Engineering	1		1	1
1301-General Physical Science	107	20	41	97
1320-Chemistry	1	1		1
1350-Geology	15	9	2	14
0028-Environmental Protection Specialist	41	9	11	41
0401-General Natural Resources Management and Biological Sciences	34	6	2	24
0819-Environmental Engineering	147	45	51	139
0301-Miscellaneous Administration and Program	4	3		4
0303-Miscellaneous Clerk and Assistant	12	2	8	12
0318-Secretary	26	3	14	26

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	*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
	*GS-14 and 15 non-supervisory, series 0028, 0819, 0301, and 1301, total accepted offers: 2
1	*Administrative Officer, series 0341, total accepted offe
	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-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.
	Note: CASD/SMB multi-series cluster includes several GS-401-13s.
	Note: Multi-series clusters include multiple GS-819-13s.

7	All seven GS-6 NYC office assistants are targeted; for one incumbent, V/V eligibility may be in question.

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Region 2	NEW YORK, NEW YORK
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Region 5	MADISON, WISCONSIN
Region 7	DES MOINES,IOWA
Region 7	KANSAS CITY,KANSAS
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Region 7	KANSAS CITY,KANSAS

0326-Office Automation Clerical and Assistance	1	1		1
0905-General Attorney	76	30	17	71
0950-Paralegal Specialist	5	3	2	5
0963-Legal Instruments Examining	1		1	1
1035-Public Affairs				
1082-Writing and Editing				
1102-Contracting				
1160-Financial Analysis				
1301-General Physical Science				
1320-Chemistry				
1350-Geology				
1530-Statistics				
1702-Education and Training Technician				
1810-General Investigating				
2210-Information Technology Management				
0260-Equal Employment Opportunity				
0028-Environmental Protection Specialist				
0301-Miscellaneous Administration and Program				
0303-Miscellaneous Clerk and Assistant				
0335-Computer Clerk and Assistant				
0343-Management and Program Analysis				
0344-Management and Program Clerical and Assistance				
0401-General Natural Resources Management and Biological Sciences				
0408-Ecology				
0510-Accounting				
0560-Budget Analysis				
0601-General Health Science				
0819-Environmental Engineering				
0905-General Attorney				
0950-Paralegal Specialist				
0401-General Natural Resources Management and Biological Sciences				

0819-Environmental Engineering
1301-General Physical Science
1320-Chemistry
0028-Environmental Protection Specialist
0318-Secretary
0343-Management and Program Analysis

0401-General Natural Resources Management and Biological Sciences
0690-Industrial Hygiene
0819-Environmental Engineering

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1	Employee is part-time.
	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.

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Region 7	KANSAS CITY,MISSOURI
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Region 7	NORWOOD,OHIO
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ORD	ADA,OKLAHOMA
ORD	ADA,OKLAHOMA

1301-General Physical Science
0343-Management and Program Analysis
0819-Environmental Engineering
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
0201-Human Resources Management
0020-Community Planning
2210-Information Technology Management
0260-Equal Employment Opportunity
0028-Environmental Protection Specialist

0301-Miscellaneous Administration and Program
0306-Government Information Specialist
0308-Records Management
0318-Secretary
0340-Program Management
0340-Program Management
0342-Support Services Administration
0343-Management and Program Analysis

0401-General Natural Resources Management and Biological Sciences
0408-Ecology
0503-Financial Clerical and Assistance
0505-Financial Management
0808-Architecture
0819-Environmental Engineering
0905-General Attorney
0950-Paralegal Specialist
0560-Budget Analysis
1301-General Physical Science
1301-General Physical Science
1315-Hydrology
0301-Miscellaneous Administration and Program
0343-Management and Program Analysis
0401-General Natural Resources Management and Biological Sciences
0408-Ecology
0819-Environmental Engineering

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1301-General Physical Science
0110-Economist
1301-General Physical Science
1315-Hydrology
1529-Mathematical Statistics
1530-Statistics
0301-Miscellaneous Administration and Program
0343-Management and Program Analysis
0401-General Natural Resources Management and Biological Sciences
0408-Ecology
0415-Toxicology
0601-General Health Science
0819-Environmental Engineering
1320-Chemistry
0028-Environmental Protection Specialist
1035-Public Affairs
1301-General Physical Science
1315-Hydrology
1320-Chemistry
0301-Miscellaneous Administration and Program
0343-Management and Program Analysis
0401-General Natural Resources Management and Biological Sciences
0403-Microbiology
0408-Ecology
0415-Toxicology
0560-Budget Analysis
0601-General Health Science
0819-Environmental Engineering
0830-Mechanical Engineering
0893-Chemical Engineering
0601-General Health Science
1301-General Physical Science
1320-Chemistry
1350-Geology
1529-Mathematical Statistics
1550-Computer Science
2210-Information Technology Management
0028-Environmental Protection Specialist
0301-Miscellaneous Administration and Program
0343-Management and Program Analysis
0401-General Natural Resources Management and Biological Sciences
0403-Microbiology
0415-Toxicology
0560-Budget Analysis
0601-General Health Science
0602-Medical Officer
0819-Environmental Engineering

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ORD	DURHAM,NORTH CAROLINA
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ORD	LAKEWOOD,COLORADO
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0893-Chemical Engineering
1601-Equipment, Facilities, and Services
0819-Environmental Engineering
0343-Management and Program Analysis
1301-General Physical Science
1320-Chemistry
1530-Statistics
1550-Computer Science
2210-Information Technology Management
0028-Environmental Protection Specialist
0301-Miscellaneous Administration and Program
0343-Management and Program Analysis
0401-General Natural Resources Management and Biological Sciences
0408-Ecology
0819-Environmental Engineering
1101-General Business and Industry
1301-General Physical Science
2210-Information Technology Management
0028-Environmental Protection Specialist
0301-Miscellaneous Administration and Program
0343-Management and Program Analysis
0401-General Natural Resources Management and Biological Sciences
0501-Financial Administration and Program
0560-Budget Analysis
0819-Environmental Engineering

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Our report shows 1 less in this category.

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

Table of Contents

[TOC \o "1-3" \h \z \u]

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

Commented [HL1]: Previously 152, but the spreadsheet says 139. Need to validate.

Commented [HL2]: Same as previous comment.

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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**

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.

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 – 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

ED_001372_00007142-00032

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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VERA/VSIP Business Case Checklist

Region or Program Office: Office of Enforcement and Compliance Assurance

Business Case

The Office of Enforcement and Compliance Assurance (OECA) is requesting authority for the use of Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payments (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 Office 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 in the following job series: 1301 General Physical Science; 1320 Chemistry; 1350 Geology; 415 Toxicology; 401 General Natural Resources Management and Biological Sciences; 1801 General Inspection, Investigation, and Compliance; 0028 Environmental Protection Specialist; 0301 Miscellaneous Administration and Program; 0306 Government Information Specialist; 0308 Records Management; 0318 Secretary; 0341 Administrative Officer; 0986 Legal Assistance; 1601 Equipment, Facilities, and Services; 0344 Management and Program Clerical and Assistance; 0950 Paralegal Specialist; 1001 General Arts and Information; 1035 Public Affairs; 1412 Technical Information Services; 1083 Technical Writing and Editing; 1311 Physical Science Technician; 0340 Program Management, 0343 Management and Program Analysis; 0560 Budget Analysis; 1160 Financial Analysis; 0819 Environmental Engineering; 0830 Mechanical Engineering; 0893 Chemical Engineering; 1530 Statistics; 1529 Mathematical Statistics; 0905 General Attorney; and 2210 Information Technology Specialists. See Targeted Positions Template for detailed information for each job series.

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 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. See Targeted Positions Template for detailed information for each job series.

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.

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.

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 x $25,000 $1,275,000

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} $ 788,015

Total Maximum Direct Costs $2,063,015

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 $ 1,275,000

C. Leave Payout Cost $ 788,015

D. Post VERA/VSIP Annual Payroll Cost $83,265,000 $83,265,000

E. Payroll for # New Hires $ 915,000 $ 1,830,000

F. Payroll Savings for # VERA/VSIP Targeted

Positions (F = A – B – C – D - E) $ 6,354,985 $ 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 # New Hires $ 38,500 $ 77,000

J. WCF Savings for # VERA/VSIP Targeted Positions

(J = G – H – I) $ 354,200 $ 315,700

Projected Savings with VERA/VSIP (F + J) $ 6,709,185 $ 7,818,700

A. Fully loaded average payroll cost for targeted positions ($183,000 x 506).

B. $25,000 x 51.

C. Average hourly for GS-14/7 x 240 hours x 51 staff.

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.

VERA/VSIP Business Case: 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.

- **Office of the Regional Administrator:** Reduce and reshape the Public Affairs Office by one Supervisory Public Affairs Specialist, GS-1035-14 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, GS-2210-14 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, GS-301-11 position.

- **Water Division:** Reduce and reshape the administrative support team by three Environmental Protection Assistant, GS-029 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, GS-028 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 reshape one non-supervisory Environmental Scientist (On-Scene Coordinator), GS-1301-14 position in the Emergency Response Section to be backfilled 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, GS-028 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, GS-819-13 positions and two Environmental Scientist, GS-1301-13 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, GS-13 position from any of the interdisciplinary occupations including Life Scientist, GS-401, Environmental/Physical Scientists, GS-1301, or Environmental Engineer, GS-819. The reduction will allow us to reassign staff to align with program activities.

    - Restructuring one Remedial Project Manager, GS-13 position from any of the interdisciplinary occupations including Life Scientist, GS-401, Environmental/Physical Scientists, GS-1301, or Environmental Engineer, GS-819. The reductions will be used to reassign staff to align with program activities.

- **Environmental Management Division.** Reduce and reshape the environmental management system program within the Infrastructure Branch by one Environmental Scientist, GS-1301-13 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, GS-905 positions including one position at the GS-14 level and one position at the GS-15 level to realign staffing with program activities.

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-one 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.

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.

Region 9 currently has one temporary Pathways Intern on-board.

Attachments:

- Reorganization Charts
- Targeted Positions Spreadsheet

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) are captured in footnotes.

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
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C. Leave Payout Cost	$0	$0
D. Post VERA/VSIP Annual Payroll Cost	$110,396,289	$110,396,289
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F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$2,103,133	$1,595,158
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A. Assumes payroll allocation from FY17 Enacted budget for Region 9.
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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.

Insert Date

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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 ~~Voluntary Separation Incentive Payment~~ (buy-out) and VERA ~~Voluntary Early Retirement Authority~~ (early-out) 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.

Commented [SM2]: We need some sort of introductory text

Commented [SM3]: There is no causality here

As you may be aware, 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 ~~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.

Commented [SM4]: We are not yet "implementing" any other workforce efforts – we're planning our next steps.

In accordance with statute and regulations, we identified ~~for OPM~~ the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and ~~we~~ have received their approval ~~from OPM~~ for the categories identified in Attachment A. The total number of VSIPs offered will be INSERT #. 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. 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.

Commented [SM5]: Misplaced modifier

Commented [SM6]: Moved up from paragraph below, so that the text talking about how applications will be accepted is all in the same place.

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.~~

Commented [SM7]: Moved to earlier paragraph (after the word "INSERT #")

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 [HL8]: 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.

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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

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 Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) 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 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 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 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.

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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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August 4, 2017

MEMORANDUM

SUBJECT: Minor Correction (One Position) to VERA/VSIP List of Target Positions Submitted by the Office of Water

FROM: Debbi Hart, Director
Policy, Planning and Training Division

TO: The Record

We have been informed by the Office of Water regarding the organizational misidentification of one position included in OW's list of positions targeted for inclusion in the agency's 2017 VERA/VSIP offering. As reflected in the email message below, one position in the GS-344 Management and Program Clerical and Assistance series was reflected as being located in the Office of Ground Water and Drinking Water. The position is actually in the Office of Wetlands, Oceans and Watersheds.

This memo serves to document both the nature of this error as well as our notification to both the Office of Management and Budget and the Office of Personnel Management, as evidenced by the inclusion of our points of contact for this VERA/VSIP effort as courtesy copy recipients.

From: *Torrez, Alfredo*
Sent: *Thursday, August 03, 2017 6:19 PM*
To: *Hart, Debbi* <[HYPERLINK "mailto:Hart.Debbi@epa.gov"]>; *Hunt, Loretta* <[HYPERLINK "mailto:Hunt.Loretta@epa.gov"]>
Cc: *Jimenez, Elaine* <[HYPERLINK "mailto:Jimenez.Elaine@epa.gov"]>
Subject: *Revised Targeted Positions Template*

Elaine Jimenez from the Las Vegas HR Shared Service Center noticed a mistake in the targeted positions template (OW Attachment 3) OW submitted with our VERA/VSIP justification. OW mistakenly identified the series 0344, Management and Program Clerical and Assistance series, as being in the Office of Ground Water and Drinking Water (OGWDW); the position is actually in the Office of Wetlands, Oceans and Watersheds (OWOW). The positon is correctly identified as being in OWOW in OW Attachment 1. Elaine suggested we replace this current version of the spreadsheet with the corrected version (attached) on the VERA/VSIP intranet site. Also, she needs the corrected version of the spreadsheet to make her VERA/VSIP offer determinations. Please let me know if you have any questions.

Thanks,

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: [HYPERLINK "mailto:torrez.alfredo@epa.gov"]

This correction does not change the total number of targeted positions sought by the Office of Water, nor does it change the series for which the VERA/VSIP authority was requested. The only change is to the (office-level) organizational location of that GS-344 position. A copy of the above referenced spreadsheet is included as an attachment to this memo. Questions or concerns should be addressed to Loretta Hunt by email at [HYPERLINK "mailto:Hunt.Loretta@epa.gov"] or by telephone at (202) 564-6963.

Attachment

1. OW Targeted Position Template

cc: Michael Mahoney, OPM
Gregory Snowden, OPM
Andrea Grossman, EOP/OMB
Michael Hickey, EOP/OMB
Loretta Hunt, PAB

VERA/VSIP Business Case

Office of Research and Development

The Office of Research and Development (ORD) 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.

Without the eliminated/restructured positions, ORD will have the increased 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 ST, SL); and eligible supervisors with <5 employees. ORD's Labs, Centers, and Offices (LCOs) 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 (attached) 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.

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 – 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.
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.

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

Table of Contents

[TOC \o "1-3" \h \z \u]

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	**$48,229,252**		
Agency-wide Savings		**$129,680,961**	**$77,342,826**

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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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.

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	
50 of Targeted Positions for VSIP x $25,000	$1,250,000

Annual Leave Pay Out for *50* 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 *50* of Targeted Positions}	$797,880
Total Maximum Direct Costs	$2,047,880

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 *47* New Hires	$3,250,027	$6,500,053
F. Payroll Savings for *50* VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$3,664,933	$414,907
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 *47* New Hires	$163,795	$327,590
J. WCF Savings for *50* VERA/VSIP Targeted Positions (J = G – H – I)	$184,705	$20,910
Projected Savings with VERA/VSIP (F + J)	**$3,849,638**	**$435,817**

Table A
Assumes 50 Targeted Positions at buyouts of $25,000
Assumes leave payout of 240 hours for all 50 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 47 new hires at GS-13 Step 5 $138,299 * 47. 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 47 new hires of $139,400 – annual WCF cost / FTE of $6,970 * 47 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 25 New Hires	$2,287,500	$4,575,000
F. Payroll Savings for 51 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$7,045,500	$4,758,000
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 25 New Hires	$96,250	$192,500
J. WCF Savings for 51 VERA/VSIP Targeted Positions (J = G – H – I)	$296,450	$200,200
Projected Savings with VERA/VSIP (F + J)	**$7,341,950**	**$4,958,200**

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 25 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 25 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 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. Given the pool of available candidates across our offices, ORD would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 183 cannot be exceeded. ORD will not have any changes to its organizational chart (attached) 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.

ED_001372_00007349-00028

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 – 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	$10,876,788	$21,753,576
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$22,822,662	$11,945,874
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	$1,315,496	$1,148,325
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	($167,171)	$0
Projected Savings with VERA/VSIP (F + J)	**$22,655,491**	**$11,945,874**

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 estimate183 new hires/restructured positions 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, (183 X $45 X 2080 X 127% X 50%) for FY18, and double for 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.
I: $6275 WCF cost/year/person for FY17. Additional one-time background check costs are $4051/employee. For 183 new hires, working a half year in FY18 and all FY19, cost is ($6275 X 50% X 183) + ($4051 X 183) for FY18 and ($6275 X 183) =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).

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VERA-Specific Information

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

ED_001372_00007349-00031

A. Pre-VERA/VSIP Annual Payroll Cost	$92,832,000	$92,832,000
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

ED_001372_00007349-00032

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.

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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 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	$ 665,219

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grade and step of the targeted pool x 320 x # of Targeted Positions}	
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	0
C. Leave Payout Cost	0	0
D. Post VERA/VSIP Annual Payroll Cost	$80,953,776	$80,953,776
E. Payroll for 25 New Hires	$1,500,000	$3,000,000
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$4,071,224	$2,571,224
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 25 New Hires	$50,000	$100,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$94,000	$44,000
Projected Savings with VERA/VSIP (F + J)	**$4,165,224**	**$2,615,224**

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
E: Assumed $120,000 pay for 25 new hires/restructured positions
H & I: 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 124 New Hires	$7,440,000	$14,880,000
F. Payroll Savings for 159 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$9,697,656	$2,257,656
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 124 New Hires	$332,506	$665,012
J. WCF Savings for 159 VERA/VSIP Targeted Positions (J = G – H – I)	$520,211	$187,705
Projected Savings with VERA/VSIP (F + J)	**$10,217,867**	**$2,445,361**

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 E—Assumes $120,000 pay x 124 rehires/restructured positions
4. Table B – Row G - $5,363/per person X 782.5 FTE
5. Table B- Row I - $5,363 X 124 rehires/restructured positions

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

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

ED_001372_00007349-00042

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. Given the pool of available candidates across our offices, Region 6 would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap of 147 cannot be exceeded. 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.

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

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 (147 in FY 18 GS-9 step 1)	$3,884,680	$7,769,361
F. Payroll Savings for # VERA/VSIP Targeted Positions	$17,501,049	$13,616,368
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 (147 in FY 18, GS-9 step 1)	$414,614	$829,227
J. WCF Savings for # VERA/VSIP Targeted Positions	$414,613	$0
Projected Savings with VERA/VSIP (F + J)	**$17,915,662**	**$13,616,368**

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 147 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.

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H. Average WCF Cost of $5,641 per 590 FTE.
I. Average WCF Cost of $5,641 per 147 FTE, start date April 2018.
J. G-H-I = J.

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 45 New Hires	$2,980,823	$5,961,645
F. Payroll Savings for 45 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$2,980,833	$11
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 45 New Hires	$90,000	$180,000
J. WCF Savings for 45 VERA/VSIP Targeted Positions (J = G – H – I)	$90,000	$0
Projected Savings with VERA/VSIP (F + J)	**$3,070,833**	**$11**

FOOTNOTES:

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.

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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 45 rehires/restructured positions filled at GS-12 step 10 average salary of $132,481.
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 45 rehires/restructured positions at average WCF/employee of $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:

- 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

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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 7 New Hires	$411,271	$822,542
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$987,280	$576,009
G. Pre-VERA/VSIP Annual WCF Cost	$2,817,558	$2,817,558
H. Post VERA/VSIP Annual WCF Cost	$2,788,678	$2,788,094
I. WCF for 7 New Hires	$12,635	$25,270
J. WCF Savings for 7 VERA/VSIP Targeted Positions (J = G – H – I)	$16,245	$4,194
Projected Savings with VERA/VSIP (F + J)	**$1,003,525**	**$580,203**

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.

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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 7 rehires/restructured positions at GS-12/5 x 32.54% benefits ($117,506) 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 7 re-structured positions WCF at $3610
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.

- 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.

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- 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.
- 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

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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.

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	$ 300,271

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grade and step of the targeted pool x 240 x 23 of Targeted Positions}	
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 23 New Hires	$778,895	$1,557,790
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$1,832,213	$1,053,318
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 23 New Hires	$55,775	$111,550
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$55,775	$0
Projected Savings with VERA/VSIP (F + J)	**$1,887,988**	**$1,053,318**

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 23 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.

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.

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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

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

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	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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	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
all locations																		
	69	**22**	**12**	**59**				**3**	**33**	**11**	**12**			**59**	**5**	**3**	**2**	
1301-General Physical Science	35	9	4	29				3	12	5	9			29				
1301-General Physical Science	*25*	*6*	*4*	*19*														
1301-General Physical Science	*1*	*1*		*1*														
1301-General Physical Science	*5*	*1*		*5*														
1301-General Physical Science	*1*	*1*		*1*														
1301-General Physical Science	*1*			*1*														
1301-General Physical Science	*1*			*1*														
1301-General Physical Science	*1*			*1*														
1320-Chemistry	27	11	7	26					20	4	2			26				
1350-Geology	1	1		1					1					1				
415-Toxicology	1			1						1				1				
401-General Natural Resources Management and Biological Sciences	5	1	1	2						1	1			2				
	5	**2**	**0**	**5**					**4**	**1**				**5**	**1**		**1**	
1801-General Inspection, Investigation, and Compliance	5	2	0	5					4	1				5				
1801-General Inspection, Investigation, and Compliance	*2*	*1*		*2*														
1801-General Inspection, Investigation, and Compliance	*1*	*1*		*1*														
1801-General Inspection, Investigation, and Compliance	*1*			*1*														
1801-General Inspection, Investigation, and Compliance	*1*			*1*														
	33	**10**	**9**	**33**			**1**		**14**	**11**	**7**			**33**	**3**	**2**	**1**	
2210-Information Technology Management	33	10	9	33			1		14	11	7			33				
2210-Information Technology Management	*26*	*9*	*6*	*26*														
2210-Information Technology Management	*7*	*1*	*3*	*7*														
	69	**15**	**25**	**69**					**24**	**18**	**27**			**69**	**7**	**3**	**4**	
28-Environmental Protection Specialist	69	15	25	69					24	18	27			69				
28-Environmental Protection Specialist	*66*	*14*	*24*	*66*														
28-Environmental Protection Specialist	*1*		*1*	*1*														
28-Environmental Protection Specialist	*2*	*1*		*2*														

	52	**15**	**17**	**51**		**2**	**21**	**10**	**10**	**6**	**2**			**51**	**5**	**2**	**3**	
301-Miscellaneous Administration and Program	30	11	12	30			17	5	5	1	2			30				
301-Miscellaneous Administration and Program	*14*	*5*	*7*	*14*														
301-Miscellaneous Administration and Program	*1*			*1*														
301-Miscellaneous Administration and Program	*1*	*1*		*1*														
301-Miscellaneous Administration and Program	*1*		*1*	*1*														
301-Miscellaneous Administration and Program	*1*			*1*														
301-Miscellaneous Administration and Program	*1*			*1*														
301-Miscellaneous Administration and Program	*1*		*1*	*1*														
301-Miscellaneous Administration and Program	*1*			*1*														
301-Miscellaneous Administration and Program	*3*	*2*	*1*	*3*														
301-Miscellaneous Administration and Program	*1*			*1*														
301-Miscellaneous Administration and Program	*1*	*1*		*1*														
301-Miscellaneous Administration and Program	*1*	*1*		*1*														
301-Miscellaneous Administration and Program	*1*		*1*	*1*														
301-Miscellaneous Administration and Program	*1*	*1*		*1*														
301-Miscellaneous Administration and Program	*1*		*1*	*1*														
306-Government Information Specialist	1			1					1					1				
308-Records Management	3		1	3				1	1	1				3				
318-Secretary	2		1	2			2							2				
341-Administrative Officer	6	0	1	5			1	4						5				
341-Administrative Officer	*5*		*1*	*4*										0				
341-Administrative Officer	*1*			*1*										0				
986-Legal Assistance	1	1		1		1								1				
1601-Equipment, Facilities, and Services	1			1					1					1				
344-Management and Program Clerical and Assistance	1		1	1		1								1				
950-Paralegal Specialist	1		1	1					1					1				
1001-General Arts and Information	2			2						2				2				
1035-Public Affairs	1	1		1						1				1				
1412-Technical Information Services	1			1						1				1				
1083-Technical Writing and Editing	1	1		1					1					1				
1311-Physical Science Technician	1	1		1			1							1				
	116	**29**	**39**	**105**		**3**	**6**	**4**	**36**	**20**	**31**			**99**	**12**	**6**	**6**	
340-Program Management	11	2	5	9						2	1			3				does not include SES
340-Program Management	*7*	*0*	*0*	*0*										0				
340-Program Management	*4*		*2*	*3*										0				
343-Management and Program Analysis	102	27	34	94		3	5	4	35	18	29			94				

343-Management and Program Analysis	*96*	*24*	*33*	*88*										0				
343-Management and Program Analysis	*3*	*2*		*3*										0				
343-Management and Program Analysis	*1*	*1*		*1*										0				
343-Management and Program Analysis	*1*			*1*										0				
343-Management and Program Analysis	*1*		*1*	*1*										0				
														0				
560-Budget Analysis	1			1							1			1				
1160-Financial Analysis	1			1					1					1				
110-Economist	1						1											
	45	**6**	**22**	**44**		**0**	**0**	**2**	**17**	**13**	**12**			**44**	**4**	**2**	**2**	
819-Environmental Engineering	32	5	17	31				2	10	9	10			31				
819-Environmental Engineering	*18*	*4*	*8*	*17*														
819-Environmental Engineering	*1*			*1*														
819-Environmental Engineering	*2*		*1*	*2*														
819-Environmental Engineering	*11*	*1*	*8*	*11*														
830-Mechanical Engineering	1			1					1					1				
893-Chemical Engineering	10	1	4	10					6	2	2			10				
893-Chemical Engineering	*2*			*2*										0				
893-Chemical Engineering	*1*			*1*										0				
893-Chemical Engineering	*1*			*1*										0				
893-Chemical Engineering	*1*			*1*										0				
893-Chemical Engineering	*6*	*1*	*4*	*6*										0				
1530-Statistics	1			1						1				1				
1529-Mathematical Statistics	1		1	1						1				1				
	175	**38**	**40**	**156**				**2**	**4**	**49**	**91**			**146**	**14**	**7**	**7**	
905-General Attorney	175	38	40	156				2	4	49	91			146				does not include SES
905-General Attorney	*164*	*33*	*33*	*66*														
905-General Attorney	*1*			*1*														
905-General Attorney	*1*			*1*														
905-General Attorney	*1*	*1*		*1*														
905-General Attorney	*5*	*1*	*1*	*5*														
905-General Attorney	*3*			*3*														
Grand Total	**564**	**137**	**164**	**522**		**5**	**28**	**21**	**142**	**129**	**182**			**506**	**51**	**25**	**26**	

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

VERA/VSIP Business Case
as of 05-30-2017

Region or Program Office: Office of the Chief Financial Officer (OCFO)

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 (303 series).
- Reduce the number of financial technician positions (503 series).
- Reduce the number of secretary positions (318 series) within OCFO's Office of the Controller (OC).
- Reduce the number of management analyst positions (343 series) 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 (501 series).
- Reduce the number of accountant positions (510 series).

This could result in up to 27 potential departures. All 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 backfilling 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.

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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 and 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 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 as follows:

SERIES/TITLE	GEOGRAPHIC LOCATIONS*	TARGETED POSITIONS	VSIP OFFERS	% of TARGETED POSITIONS
GS-0303, Clerk	WDC	1	1	0.606%
GS-0503, Financial Technicians	LVNV; WDC	2	1	0.606%
GS-0318, Secretaries	LVNV; WDC	3	2	1.212%
GS-0343, Program/Management Analysts	DNC; LVNV; NOH; WDC	18	3	1.818%
GS-0501, Financial Specialists	DNC; LVNV; NOH; WDC	67	9	5.455%
GS-0510, Accountants	DNC; LVNV; NOH; WDC	69	11	6.667%
TOTAL		160	27	16.364%

* Durham, NC (DNC); Las Vegas, NV (LVNV); Norwood, OH (NOH); Washington, DC (WDC)

More information can be found on the attached Excel spreadsheet with targeted position.

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 employee in an occupational series that OCFO no longer needs may 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.

ED_001372_00007390-00002

Budget Information

Table A – Direct Costs for VERA/VSIP	
27 VERA/VSIP Offers x $25,000	$ 675,000
Annual Leave Pay Out for # 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	$ 996797

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate[1]	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$43,281,345	$43,281,345
B. VERA/ VSIP Payout Cost[2]	$675,000	$0
C. Leave Payout Cost[2]	$321,797	$0
D. Post VERA/VSIP Annual Payroll Cost[2]	$39,913,078	$39,913,078
E. Payroll for 7 New Hires	$725,473	$725,473
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$1,645,997	$2642794
G. Pre-VERA/VSIP Annual WCF Cost[3]	$2,163,000	$2,163,000
H. Post VERA/VSIP Annual WCF Cost	$1,974,000	$1,974,000
I. WCF for # New Hires	$49,000	$49,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$140,000	$140,000
Projected Savings with VERA/VSIP (F + J)	$1785997	$2,782,794

[1]Based on FY 2017 projected payroll

[2]Calculations are based on a GS-12 Step 10 (for 2017 in Washington DC), the average cost of the targeted pool. Eligible employees are located in Washington, RTP, Cincinnati, and Las Vegas. 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.

[3]Working Capital Fund cost is based on the mandatory services (computer, telephone, internet access, etc) and is estimated at $7,000 per position. Savings for 27 positions for one year is $7,000 x 27 positions = $189,000.

ED_001372_00007390-00003

OCFO 2017 VERA-VSIP Targeted Positions

Occupational Series	Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	Targeted Positions by Grade									Total # of Targeted Positions	OCFO Office	Geographic Location*	Max # of Offers	# to Restructure	# to Eliminate
					1-4	5-8	9-11	12	13	14	15	SES	Other						
0303-Miscellaneous Clerk and Assistant	1	1	0	1	0	1	0	0	0	0	0	0	0	1	OB	1 DC	1	0	1
0318-Secretary	4	3	0	3	0	3	0	0	0	0	0	0	0	3	OC	1 LV 2 DC	2	0	2
0343-Management and Program Analysis	85	13	20	77	0	0	1	2	11	2	2	0	0	18	OC	2 Durham 1 Norwood 15 DC	3	3	0
0501-Financial Specialist	75	11	21	70	0	2	33	16	2	9	5	0	0	67	OC	21 Durham 12 LV 18 Norwood 16 DC	9	2	7

OCFO 2017 VERA-VSIP Targeted Positions

0503-Financial Technician	2	1	0	2	0	2	0	0	0	0	0	0	0	2	OC	1 LV 1 DC	1	0	1
0510-Accountant	76	14	21	71	0	0	2	18	28	11	10	0	0	69	OC	16 Durham 4 LV 23 Norwood 26 DC	11	2	9
TOTAL	243	43	62	224	0	8	36	36	41	22	17	0	0	160			27	7	20

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

Final as of 5/30/2017

EPA

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund		Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
Delayering (increasing supervisor to staff ratio)	3	3	66	20	0	0	15	5	0	0	28	18	112	46	0.31%
Consolidate or reduce administrative or support functions	5	1	259	99	0	0	28	22	0	0	61.5	44.5	353.5	166.5	1.13%
Restructure or reduce highly graded supervisory and non-supervisory positions	196	99	940.5	342	5	4	154.3	56	6	6	367	138	1668.8	645	4.39%
Restructure to focus on core business functions (administrative support)	0	0	136	51	0	0	22	9	0	0	160	64	318	124	0.84%
Restructure to focus on STEM/programmatic priorities	29	8	386.4	78.9	1	1	87.4	18.1	4	1	191	40	698.8	147	1.00%
Consolidate and streamline functions/activities/reduce number of programs	72	14	579	85	1	1	180	52	0	0	38	32	870	184	1.25%
Not in a major theme	1	1											1	1	
Total	306	126	2366.9	675.9	7	6	486.7	162.1	10	7	845.5	336.5	4022.1	1313.5	8.93%
													EPA Permanent Workforce (excluding OIG) as of 5/22/17:		14707

SUMMARY

Max Offer = 9% of total workforce

Targeted Positions = 27% of total workforce

Office/Region with highest maximum offer: OLEM, Region 3, Region 6, OCFO and OARM

Office/Region with lowest maximum offer: OGC, Region 8, OAR, Region 4 and Region 9

Most impactful "Theme": Restructure or reduce highly graded supervisory and non-supervisory positions (4% of the workforce)

	Theme Max Offers	Permanent Workforce	Percentage of Workforce	Targeted Positions Max Offers	Targeted Max - Theme Max
OGC	2	228	0.9%	2	0
Region 8	8	523	1.5%	8	0
OAR	20	1137	1.8%	20	0
Region 4	26	912	2.9%	26	0
Region 9	23	731	3.1%	23	0
Region 10	19	543	3.5%	19	0
Region 2	30	782	3.8%	30	0
OW	30	580	5.2%	30	0
Region 1	36	566	6.4%	36	0
OCSPP	69	989	7.0%	69	0
OITA	5	74	6.8%	5	0
OECA	51	722	7.1%	51	0
Region 5	82	1078	7.6%	79	-3
OCFO	27	313	8.6%	27	0
OEI	30	342	8.8%	30	0
Region 7	45	510	8.8%	45	0
ORD	184	1574	11.7%	183	-1
OARM	98	695	14.1%	98	0
Region 6	136.5	736	18.5%	147	10.5
Region 3	159	825	19.3%	159	0
AO	74	353	21.0%	64	-10
OLEM	159	494	32.2%	111	-48
EPA	1313.5	14707	8.9%	1262	-51.5

Workfoce totals as of 5/22/2017

AO

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund		Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
Delayering (increasing supervisor to staff ratio)	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Consolidate or reduce administrative or support functions	0	0	93	41	0	0	0	0	0	0	0	0	93	41	12%	AO's primary functions are inherently administrative/program management which includes a range of positions from the GS-4 to GS-15 levels.
Restructure or reduce highly graded supervisory and non-supervisory positions	0	0	73	33	0	0	0	0	0	0	0	0	73	33	10%	AO's theme is heavly focued on restructuring or reducing highly graded non-supervisory position
Restructure to focus on core business functions (administrative support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Restructure to focus on STEM/programmatic priorities	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Consolidate and streamline functions/activities/reduce number of programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total	0	0	166	74	0	0	0	0	0	0	0	0	166	74	22%	

OARM

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions			11	7				
Restructure to focus on core business functions (administrative support)			4	4				
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	15	11	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	
		18	**17**	**18**	**17**	**2.44%**
		51	33	62	40	5.73%
		50	37	54	41	5.87%
				0	0	
				0	0	
0	0	119	87	134	98	14.00%

Comments
13 Max Offers - EPM 82%; Superfund 18% **3 Max Offers - EPM 50%; Superfund 50%** **1 Max Offer EPM 90%; Superfund 10%**
Across Multiple Appropriations Breakout: 2 Max Offers - EPM 91%; Superfund 9% 7 Max Offers - EPM 90%; Superfund 10% 18 Max Offers - EPM 82%; Superfund 18% 6 Max Offers - EPM 50%; Superfund 50%
Across Multiple Appropriations Breakout: 1 Max Offer - EPM 90%; Superfund 10% 3 Max Offers - EPM 82%; Superfund 18% 33 Max Offers EPM 50%; Superfund 50%

OAR

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions	5	1	21	7				
Restructure or reduce highly graded supervisory and non-supervisory positions	8	2	3	1				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities	29	8	1	1				
Consolidate and streamline functions/activities/reduce number of programs								
Total	42	11	25	9	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals	
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
				0	0
				26	8
				11	3
				0	0
				30	9
				0	0
0	0	0	0	67	20

OAR will accept 20 offers from either appropriation

Max Offers as % of Office Workforce	Comments
1.8	*OAR will accept 20 offers from either appropriation*

OCFO

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities							4	1
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	0	0	0	0	4	1

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
		4	4	4	4	1.30%	
				0	0		
		20	3	20	3	1.00%	
		132	19	136	19	6.10%	
				0	0		
0	0	156	26	160	27	8.30%	

OCSPP

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			7	5				
Restructure or reduce highly graded supervisory and non-supervisory positions			83	63				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Unknown	1	1						
Total	1	1	90	68	0	0	0	0

*3 positions added in from targeted positions sheet

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	
				7	5	0.50%
				83	63	6.10%
				0	0	
				0	0	
				0	0	
				1	1	
0	0	0	0	91	69	6.7%

Comments
Includes series 0303 and some in series 0301. Targeted positions do not include those eligible for VSIP only.
Includes non-supervisory GS-15s, some supervisory GS-15s, some SES. Targeted positions do not include those eligible for VSIP only.

OECA

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs	61	3	369	39			92	9
Total	61	3	369	39	0	0	92	9

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	
				0	0	
				0	0	
				0	0	
				0	0	
				522	51	7%
0	0	0	0	522	51	7.0%

Comments
includes all eligible GS-positions in all series except GS-1811 criminal investigators at all Headquarters and field locations

OEI

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions	9	1	133	21				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	9	1	133	21	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	0%
				0	0	0%
		38	8	180	30	9%
				0	0	0%
				0	0	0%
				0	0	0%
0	0	38	8	180	30	9%

Comments
Only offered to non-supervisory personnel. Priority given to GS-15s first, then GS-14s, lastly GS-13s. Number of max offers has been determined for each participating OEI Office and/or Division. "Across Multiple Appropriations" column includes EPM, Superfund, and WCF split employees, as well as 100% WCF paid employees.

OGC

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions			2	2				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	2	2	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
				0	0		
				2	2		
				0	0		
				0	0		
				0	0		
0	0	0	0	2	2	1%	

Appropriation	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazar Subst Super
Theme	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions
Delayering (increasing supervisor to staff ratio)							
Consolidate or reduce administrative or support functions							
Restructure or reduce highly graded supervisory and non-supervisory positions							
Restructure to focus on core business functions (administrative support)							
Restructure to focus on STEM/programmatic priorities							
Consolidate and streamline functions/activities/reduce number of programs							
Total	0	0	0	0	0	0	0

dous ance fund	Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
					0	0		
					0	0		
					0	0		
					0	0		
					0	0		
					0	0		
0	0	0	0	0	0	0		

AO

OAR

OARM

OCFO

OCSPP

OECA

OEI

OGC

OIG
OITA
OLEM
ORD

OITA

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			1	1				
Restructure or reduce highly graded supervisory and non-supervisory positions			5	4				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	6	5	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
				1	1	1.3	
				5	4	5.4	
				0	0		
				0	0		
				0	0		
0	0	0	0	6	5	7%	

OLEM

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			4	3			6	3
Restructure or reduce highly graded supervisory and non-supervisory positions			173	101	1	1	28	16
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities							3	3
Consolidate and streamline functions/activities/reduce number of programs			2	2			48	16
Total	0	0	179	106	1	1	85	38

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
				10	6		
5	5	9	9	216	132		
				0	0		
				3	3		
				50	18		
5	5	9	9	279	159	32%	

ORD

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)	3	3	0	0	0	0	0	0
Consolidate or reduce administrative or support functions	0	0	0	0	0	0	0	0
Restructure or reduce highly graded supervisory and non-supervisory positions	178	95	0	0	0	0	1	1
Restructure to focus on core business functions (administrative support)	0	0	0	0	0	0	0	0
Restructure to focus on STEM/programmatic priorities	0	0	0	0	0	0	0	0
Consolidate and streamline functions/activities/reduce number of programs	11	11	0	0	0	0	1	1
Total	192	109	0	0	0	0	2	2

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
0	0	4	4	7	7	0.42%	Supv <=5
0	0	0	0	0	0	0.00%	
1	1	120	53	300	150	8.97%	Non-Supv 14-SES
0	0	0	0	0	0	0.00%	
0	0	0	0	0	0	0.00%	
0	0	15	15	27	27	1.61%	Vegas
1	1	139	72	334	184	11.00%	

OW

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			77	6				
Restructure or reduce highly graded supervisory and non-supervisory positions			88	7				
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities			131	10				
Consolidate and streamline functions/activities/reduce number of programs			97	7				
Total	0	0	393	30	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
				77	6	13.3%	
				88	7	15.2%	
				0	0		
				131	10	22.6%	
				97	7	16.7%	
0	0	0	0	393	30	5.0%	

Region 1

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			4	2				
Restructure or reduce highly graded supervisory and non-supervisory positions	1	1	7	5			1	1
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities			22	5			5	4
Consolidate and streamline functions/activities/reduce number of programs								
Total	1	1	33	12	0	0	6	5

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	0.0%
		5	3	9	5	0.9%
		18	5	27	12	2.1%
		3	2	3	2	0.4%
		46	8	73	17	3.0%
				0	0	0.0%
0	0	72	18	112	36	6.3%

Comments
Multiple Appropriations: EPM & Superfund
Multiple Appropriations: EPM & Superfund
Multiple Appropriations: EPM & Superfund
Multiple Appropriations: EPM & Superfund

Region 2

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions		0	5	5			8	8
Restructure or reduce highly graded supervisory and non-supervisory positions		0	54	5		0	10	2
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs		0	9	6		0		0
Total	0	0	68	16	0	0	18	10

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
		2	2	15	15		
	0	16	2	80	9		
				0	0		
				0	0		
	0				6		
0	0	18	4	104	30	4%	

Region 3

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)	0	0	37	12	0	0	15	5
Consolidate or reduce administrative or support functions	0	0	22	11	0	0	13	10
Restructure or reduce highly graded supervisory and non-supervisory positions	0	0	144	45	2	2	61	20
Restructure to focus on core business functions (administrative support)	0	0	24	9	0	0	21	8
Restructure to focus on STEM/programmatic priorities	0	0	0	0	0	0	0	0
Consolidate and streamline functions/activities/reduce number of programs	0	0	0	0	0	0	0	0
Total	0	0	227	77	2	2	110	43

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
0	0	16	10	68	27	3.28%	Includes 2 SES positions.
0	0	20	11	55	32	3.88%	
0	0	34	13	241	80	9.71%	
0	0	6	3	51	20	2.43%	
0	0	0	0	0	0	0.00%	
0	0	0	0	0	0	0.00%	
0	0	76	37	415	159	19.30%	

Region 4

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	0	0	0	0	0	0

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	
		1	1	1	1	
				0	0	
		2	2	2	2	
		13	13	13	13	
		10	10	10	10	
0	0	26	26	26	26	3%

Comments
Improve flexibilities and efficiencies in addressing core mission functions by consolidating position functions into other administrative positions, technical positions and use of contracting support.
Realize efficiencies by combining administrative duties and automating functions.
Gain efficiencies through Lean process and other efficiency tools. Align resources to strengthen support of state programs. Realign resources to core regulatory duties. Replace outdated or obsolete skills and duties. Maximize use of advances in use of electronic information transfers and the increased focus on a narrower set of environmental conditions needing field evaluation.
Cooperative federalism. State enforcement programs in place, realigning direct enforcement to recognize efficiencies
Based on template data provided by HQs of 914 as of Apr 05, 2017

Region 5

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)	0	0	8	1	0	0	0	0
Consolidate or reduce administrative or support functions	0	0	6	6	0	0	0	0
Restructure or reduce highly graded supervisory and non-supervisory positions	0	0	10	8	0	0	3	2
Restructure to focus on core business functions (administrative support)	0	0	4	3	0	0	0	0
Restructure to focus on STEM/programmatic priorities	0	0	51	28	1	1	16	5
Consolidate and streamline functions/activities/reduce number of programs	0	0	12	3	0	0	1	1
Total	0	0	91	49	1	1	20	8

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
0	0	6	2	14	3	0.3%
0	0	6	3	12	9	0.8%
0	0	1	1	14	11	1.0%
0	0	66	11	70	14	1.3%
3	1	0	0	71	35	3.3%
0	0	12	6	25	10	0.9%
3	1	91	23	206	82	7.6%

Comments
The mulitple appropriations positions are in the Office of External Communications and the Office of Regional Counsel (ORC).
The mulitple appropriations positions are in the QA Lab and the ORC.
The mulitple appropriations positions are in the Planning and Quality Assurance Group in the Office of Regional Administrator (ORA).
The mulitple appropriations positions are in the Resources Management Division (RMD), ORA and ORC.
The mulitple appropriations positions are in RMD, ORA and ORC.

Region 6

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)			21	7	0	0	0	0
Consolidate or reduce administrative or support functions			12	6	0	0	1	1
Restructure or reduce highly graded supervisory and non-supervisory positions			53	17	0	0	17	7
Restructure to focus on core business functions (administrative support)			64	23	0	0	1	1
Restructure to focus on STEM/programmatic priorities			101	22	0	0	0	0
Consolidate and streamline functions/activities/reduce number of programs			26	22	1	1	38	25
Total	0	0	277	97	1	1	57	34

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
0	0	0	0	21	7	0.9
0	0	1.5	1.5	14.5	8.5	1.1
0	0	21	2	91	26	3.4
0	0	0	0	65	24	3.2
0	0	0	0	101	22	2.9
0	0	1	1	66	49	6.5
0	0	23.5	4.5	358.5	136.5	18.1

Comments
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions
We anticipate a significant number of safe positions

Region 7

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions			62	17			22	3
Restructure to focus on core business functions (administrative support)			11	6				
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	73	23	0	0	22	3

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
				0	0	
		3	1	3	1	
		59	12	143	32	
		13	6	24	12	
				0	0	
				0	0	
0	0	75	19	170	45	9%

Comments
Estimated approximately 10% of the remaining targeted positions after primary theme (row 7)
R7 Primary Theme - Very Accurate Estimate of targeted positions.
Estimated approximately 90% of the remaining targeted positions after primary theme (row 7)
Across Multiple Appropriations involves 70%'B' 30%'T' for R7

Region 8

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			3	2				
Restructure or reduce highly graded supervisory and non-supervisory positions			35	3	2	1	8	2
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0	38	5	2	1	8	2

EPM=47.7
SF=12.85
Oil=0.45

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0		
				3	2	0.38%	
				45	6	1.15%	
				0	0		
				0	0		
				0	0		
0	0	0	0	48	8	1.53%	

Region 9

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions			4	4				
Restructure or reduce highly graded supervisory and non-supervisory positions			2	2			1	1
Restructure to focus on core business functions (administrative support)			28	5				
Restructure to focus on STEM/programmatic priorities			19	4			54	2
Consolidate or reduce administrative or support functions			52	2				
Total	0	0	17	17	0	0	3	3

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals		
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce
		2	2	2	2	
		1	1	5	5	
				3	3	
				28	5	
				19	6	
				52	2	
0	0	3	3	109	23	3.13%

Comments
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
All Positions Duty Station: San Francisco, CA
total Workforce 736

Region 10

Appropriation / Theme	Science and Technology		Environmental Program and Management		Inland Oil Spill Programs		Hazardous Substance Superfund	
	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions			2.5	1			2.3	1
Restructure to focus on core business functions (administrative support)			1	1				
Restructure to focus on STEM/programmatic priorities			61.4	8.9			5.4	3.1
Consolidate and streamline functions/activities/reduce number of programs			12	4				
Total	0	0	76.9	14.9	0	0	7.7	4.1

Leaking Underground Storage Tanks		Across Multiple Appropriations		Totals			
# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	# of Targeted Positions	# of Max Offers	Max Offers as % of Office Workforce	Comments
				0	0	0%	
				0	0	0%	
				4.8	2	0.4%	
				1	1	0.2%	
1	0			67.8	12	2.2%	
				12	4	0.7%	
1	0	0	0	85.6	19	3.5%	

Theme	AO			OAR			OARM	
	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
Delayering (increasing supervisor to staff ratio)								
Consolidate or reduce administrative or support functions								
Restructure or reduce highly graded supervisory and non-supervisory positions								
Restructure to focus on core business functions (administrative support)								
Restructure to focus on STEM/programmatic priorities								
Consolidate and streamline functions/activities/reduce number of programs								
Total	0	0		0	0		0	0

Appropriation	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
Science and Technology								
Environmental Program and Management								
Inland Oil Spill Programs								
Hazardous Substance Superfund								
Leaking Underground Storage Tanks								
Inspector General								
Hazardous Waste Electronic Manifest System Fund								
Water Infrastructure Finance and Innovation Fund								
Total								

	OCSPP			OECA			OEI			OGC	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers
	0	0		0	0		0	0		0	0
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers

	OIG			OITA		
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce
	0	0		0	0	
Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce	# of Targeted Positions	# of Max Offers	Max Offers as % of Office workforce

AO

OARM

OCFO

OCSPP

OECA

OEI

OGC

OIG
OITA

OLEM
ORD
OW
Region 2
Region 4
Region 6
Region 8

Region 10

VERA/VSIP Business Case
as of 06-07-2017~~5-30-2017~~

Region or Program Office: Office of the Chief Financial Officer (OCFO)

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 (303 series).
- Reduce the number of financial technician positions (503 series).
- Reduce the number of secretary positions (318 series) within OCFO's Office of the Controller (OC).
- Reduce the number of management analyst positions (343 series) 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 (501 series).
- Reduce the number of accountant positions (510 series).

~~This could result in up to 27 potential departures.~~ ~~V~~All vacated clerk, secretary, and financial technician positions will be abolished ~~or restructured~~. 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.

Commented [LH1]: Recommended change to align with the fourth sentence, same paragraph.

Commented [SR2R1]: Removed "or restructured" and left "abolished," which is consistent with the numbers on our spreadsheet for clerks, secretaries, and financial technicians. 4th sentence on decisions re: management analysts, accountants, and financial specialists still applies.

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 ~~backfilling~~ 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

Commented [LH3]: "Backfilling" is a trigger word for OPM. The positions will be restructured prior to hiring.

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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 and 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 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 as follows:

SERIES/TITLE	GEOGRAPHIC LOCATIONS*	TARGETED POSITIONS	VSIP OFFERS	% of TARGETED POSITIONS
GS-0303, Clerk	WDC	1	1	0.606%
GS-0503, Financial Technicians	LVNV; WDC	2	1	0.606%
GS-0318, Secretaries	LVNV; WDC	3	2	1.212%
GS-0343, Program/Management Analysts	DNC; LVNV; NOH; WDC	18	3	1.818%
GS-0501, Financial Specialists	DNC; LVNV; NOH; WDC	67	9	5.455%
GS-0510, Accountants	DNC; LVNV; NOH; WDC	69	11	6.667%
TOTAL		160	27	16.364%

* Durham, NC (DNC); Las Vegas, NV (LVNV); Norwood, OH (NOH); Washington, DC (WDC)

More information can be found on the attached Excel spreadsheet with targeted position.

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 employee in an occupational series that OCFO no longer needs may 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.

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Budget Information

Table A – Direct Costs for VERA/VSIP	
27 VERA/VSIP Offers x $25,000	$ 675,000
Annual Leave Pay Out for # 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	$ 996797

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate[1]	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$43,281,345	$43,281,345
B. VERA/ VSIP Payout Cost[2]	$675,000	$0
C. Leave Payout Cost[2]	$321,797	$0
D. Post VERA/VSIP Annual Payroll Cost[2]	$39,913,078	$39,913,078
E. Payroll for 7 New Hires	$725,473	$725,473
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$1,645,997	$2642794
G. Pre-VERA/VSIP Annual WCF Cost[3]	$2,163,000	$2,163,000
H. Post VERA/VSIP Annual WCF Cost	$1,974,000	$1,974,000
I. WCF for # New Hires	$49,000	$49,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$140,000	$140,000
Projected Savings with VERA/VSIP (F + J)	$1785997	$2,782,794

[1]Based on FY 2017 projected payroll

[2]Calculations are based on a GS-12 Step 10 (for 2017 in Washington DC), the average cost of the targeted pool. Eligible employees are located in Washington, RTP, Cincinnati, and Las Vegas. 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.

[3]Working Capital Fund cost is based on the mandatory services (computer, telephone, internet access, etc) and is estimated at $7,000 per position. Savings for 27 positions for one year is $7,000 x 27 positions = $189,000.

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THEME: Restructure EPA Financial Management

EPA will continue its efforts to improve its financial management processes and operations, and reshape the workforce that support them. Specifically, the agency will continue to:

- Use LEAN principles and methods to strengthen and streamline our financial processes;
- Leverage technology to realize operational efficiencies, reduce costs, and free up staff time; and
- Redistribute financial management work across the Office of the Chief Financial Officer (OCFO) to maximize the skills and abilities of its workforce in all of its geographic locations.

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.

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. Therefore, we plan to:

- Abolish obsolete accounting, financial management, and administrative support positions;
- Redistribute a small number of accounting and financial management positions to fill mission-critical needs; and
- Fill a small number of new positions with new skills needed to perform and support advanced data analytics and deliver high quality financial management processes, operations, and systems.

Current low attrition rates inhibit change, limit our ability to reshape our workforce, and hamstring our ability to prepare for anticipated reduced levels of funding and staffing going forward. We cannot rely on traditional attrition alone given the current economy and job market. Therefore, we propose to reduce and restructure our nonsupervisory workforce by offering VERA/VSIP to clerks (occupational series 0303) in OCFO's Office of Budget, and accountants (0510), financial specialists (0501), financial technicians (0503), management/program analysts (0343), and secretaries (0318) in OCFO's Office of the Controller.

VERA/VSIP Business Case: 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 (decreasing supervisor-to-staff ratio): Pending the completion of a regional review of all supervisory positions, we will achieve workforce reductions in the following organizations.

- **Office of the Regional Administrator:** Reduce and reshape the Public Affairs Office by one Supervisory Public Affairs Specialist, GS-1035-14 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, GS-2210-14 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, GS-301-11 position.

- **Air Division:** Reduce and reshape the administrative support team by one Secretary, GS-318-8 position.

- **Water Division:** Reduce and reshape the administrative support team by three Environmental Protection Assistant, GS-029 positions including one position at the GS-7 level and two positions at GS-8 level.

Restructure or reduce highly-graded supervisory and 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, GS-028 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.

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- **Superfund Division.** Reduce and reshape one non-supervisory Environmental Scientist (On-Scene Coordinator), GS-1301-14 position in the Emergency Response Section to be backfilled 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, GS-028 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, GS-819-13 positions and two Environmental Scientist, GS-1301-13 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, GS-13 position from any of the interdisciplinary occupations including Life Scientist, GS-401, Environmental/Physical Scientists, GS-1301, or Environmental Engineer, GS-819. The reduction will allow us to reassign staff to align with program activities.

    - Restructuring one Remedial Project Manager, GS-13 position from any of the interdisciplinary occupations including Life Scientist, GS-401, Environmental/Physical Scientists, GS-1301, or Environmental Engineer, GS-819. The reductions will be used to reassign staff to align with program activities.

- **Environmental Management Division.** Reduce and reshape the environmental management system program within the Infrastructure Branch by one Environmental Scientist, GS-1301-13 position. The reduction will be used to reshape and realign program activities within the region.

Consolidate and streamline functions/activities/reduce number of programs

- **Office of Regional Counsel:** Reduce two non-supervisory Attorney-Advisor, GS-905 positions including one position at the GS-14 level and one position at the GS-15 level to realign staffing with program activities.

<u>Post-VERA/VSIP Operations</u>

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.

The FY17 Region 9 workforce reduction plan targets 24 positions, which includes 166 permanent employees of whom 47 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.

Region 9 currently has one temporary Pathways Intern on-board.

Attachments:

- Reorganization Charts
- Targeted Positions Spreadsheet

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) are captured in footnotes.

Table A – Direct Costs for VERA/VSIP	
24 Targeted Positions for VSIP x $25,000	$600,000
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 **24** Targeted Positions} note: (A)	$313,326
Total Maximum Direct Costs	$913,326

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost note: (B)	$114,278,730	$115,135,821
B. VERA/ VSIP Payout Cost	$600,000	$0
C. Leave Payout Cost	$313,326	$0
D. Post VERA/VSIP Annual Payroll Cost note: (C), (D)	$110,242,607	$111,069,431
E. Payroll for # New Hires	none	none
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$3,122,797	$4,066,390
G. Pre-VERA/VSIP Annual WCF Cost note: (E)	$4,420,981	$4,487,295
H. Post VERA/VSIP Annual WCF Cost	$4,302,835	$4,367,377
I. WCF for # New Hires	none	none
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$118,146	$119,918
Projected Savings with VERA/VSIP (F + J)	$3,240,943	$4,186,308

Notes;

(A) Based on [HYPERLINK "https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/SF.pdf"], all grades at step 10.
(B) Using PPE 4/29/17, based on same pre-VERA/VSIP FTE level, assume 1.5% COLA increase in FY18, 1% COLA increase in FY19.
(C) Based on all grades at step 10, assume 30% benefits and 1.5% COLA increase for ¾ of FY18.
(D) Based on all grades at step 10, assume 30% benefits and 1% COLA increase for ¾ of FY19.
(E) Using FY17 WCF level, assume 1.5% increase in WCF in FY18 and FY19.

Region 9	Total Non-Term Employees	Retire Eligible	VERA Eligible (Excludes 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
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	1						1				1	1	1	
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	70	11	12	55													
1301-Environmental Scientist (ENF)	9	2	4	9					2					2	2	2	

Comments
Adjusted count to remove targeted OPA positions
ORA, Office of Public Affairs (supervisory positions only)
Adjusted Count for SFD OSC 14, OSC 13 & RPM; ENF & EMD
Enforcement Divisoin

1301-Environmental Scientist (EMD)	1		1	1					1					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						1				1	1	1	
260-Equal Employment Opportunity	1		1	1													
28-Environmental Protection Specialist	170	33	55	161													
28-Environmental Protection Specialist (ENF)	31	4	4	31				1	4	1	1			7	7	7	
29-Environmental Protection Assistant (WTR)	3	1	2	3		3								3	3	3	
301-Miscellaneous Administration and Program	5	1	3	5													
301-Administrative Specialist (ORA)	1			1			1							1	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	5	2	1	5													
318-Secretary (OA)	1	1		1		1								1	1	1	
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					2					2	2	2	
893-Chemical Engineering	1																
905-General Attorney	16	2	3	9													
905-Attorney-Adviser (Excludes Supv Attorney)	52	13	12	52						1	1			2	2	2	
401-819-1301 On-Scene Coordinator	10	4	4	10					1	1				2	2	2	
401-819-1301 Remedial Project Manager	44	6	15	44					1					1	1	1	
#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**													

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
Air Division
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

28-Environmental Protection Specialist	2	1		2													
YREKA,CALIFORNIA	**1**			**1**													
28-Environmental Protection Specialist	1			1													
Grand Total	**736**	**145**	**208**	**677**		**4**	**1**	**1**	**11**	**5**	**2**			**24**	**24**	**24**	

Office of the Administrator (AO) Workforce Reshaping Proposal

This document outlines the strategic approach the Office of the Administrator (AO) plans to take to meet the challenges presented by the overall federal directive to Reshape the Workforce and to ensure that we can advance the Administrator's goals and priorities now and beyond the FY 2018 targeted reductions.

As part of our strategic vision, we continue to evaluate how well AO's organizational structure meets the Agency's needs and ensures that AO operates efficiently and effectively. Consequently, AO proposes to:

- Offer the VERA/VSIP to a generally broad a segment of the AO workforce. Although we are still learning more about the Administrator's priorities, we believe this all-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 we targeted.

- Reduce and rebalance the current top-heavy, non-supervisory GS-14/15 grades in order to create backfill 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. For some of these positions, the work has changed, become less of an agency priority or is no longer advanced; and as such, no longer fully supports highly-graded standalone positions. The less complex work will be restructured into lower-graded positions to enable AO to begin its workforce succession planning by hiring staff with next generation skills and start advancing the current non-supervisory staff to fill vacant supervisory positions.

- Reshape workforce to reflect changes in programmatic direction; strengthen technical programmatic expertise with the appropriate skill mix; and maximize administrative support positions through the consolidation of like functions. Evolving technology and business processes have changed the way the offices within AO accomplish their administrative workload. Information technology systems are constantly being developed, updated, or replaced to automate processes and to centralize data. With the continuing evolution of telework, advanced IT tools, and other advancements, AO 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.

- Conduct ongoing assessments to ensure that AO's organizational structure meets the current and future operational needs to be efficient and effective, each Associate Administrator and Staff Office Director will continue to discuss their organization's priorities 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 any thoughts on movement towards FY18 as information becomes more available. These discussions will enable the Chief of Staff and Deputy Chief of Staff to better assess workforce, budget, and proficiencies across AO; 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.

Friday, May 5, 2017

VERA/VSIP Business Case Checklist

Region or Program Office: **Office of Air and Radiation (OAR)**

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 chart below.

OFFICE/ LOCATION ALL DC UNLESS OTHERWISE INDICATED	SERIES	GRADE(S)	TOTAL TARGETED POSITIONS	MAXIMUM # OF BUYOUTS TO BE OFFERED
OAA/IO	301	11, 12, 13	4	**3**
	303	5	1	
	343	13,14	2	
OAA/OAPPS	301 (NS)	15	2	
	343	12, 13, 14	4	
OAP/IO	318	10	1	**3**
OAP/PMS	343	13,14	6	
OAP/CPPD/ESIB	343	13	1	
OAP/CPPD/ESCIB	343	13	2	
OAP/SPD/SPIB	343	13	1	
OAP/CCD/GGRPB	343	13	2	
ORIA/NCRFO (LAS VEGAS, NV)	303	8	1	**3**
ORIA/NAREL (MONTGOMERY, AL)	318	9	1	

ORIA/IED	344	9	1	
OAQPS/CORE/AAG (RTP, NC)	343	14	1	**3**
OAQPS/PACS (RTP, NC)	343	14	1	
OAQPS/AQAD/AAMG (RTP, NC)	343	14	1	
OTAQ/IO	318	10	1	**8**
OTAQ/IO/COSDC	318	8	1	
	343	13	1	
OTAQ/IO/PPBS	343	13, 14, 15	4	
OTAQ/IO/COSAA (ANN ARBOR, MI)	301	9, 13, 15	3	
	343	12, 13	3	
OTAQ/IO/CSC (ANN ARBOR, MI)	301	13	1	
	343	11, 12, 13	3	
OTAQ/CD/IO (ANN ARBOR, MI/DC)	301 (AA)	13	1	
	341 (DC)	11	1	
	343 (AA)	12	1	
OTAQ/CD/FCCIT	344	88	1	
OTAQ/TATD/IO (ANN ARBOR, MI)	301	13	3	
	318	8	1	
	343	15	1	
OTAQ/TCD/IO (ANN ARBOR, MI/DC)	301(AA)	13	1	
	343 (AA) 343 (DC)	12 13	2 1	
	344	8	1	
OTAQ/TCD/CEMC	301	13	1	
OTAQ/TCD/LFIAC	301	15	1	
OTAQ/ASD (ANN ARBOR, MI)	301	9	2	

ADDITIONAL INFORMATION

How OAR will operate without the eliminated positions.
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 constitutes 40% of our workforce. We are requesting authority to offer VSIP/VERA in order to reach the goal of 20 voluntary separations. 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 chart above. 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

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	$ 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
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.

VERA/VSIP Business Case: 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 (decreasing supervisor-to-staff ratio): Pending the completion of a regional review of all supervisory positions, we will achieve workforce reductions in the following organizations.

- **Office of the Regional Administrator:** Reduce and reshape the Public Affairs Office by one Supervisory Public Affairs Specialist, GS-1035-14 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, GS-2210-14 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, GS-301-11 position.

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- **Water Division:** Reduce and reshape the administrative support team by three Environmental Protection Assistant, GS-029 positions including one position at the GS-7 level and two positions at GS-8 level.

Restructure or reduce highly-graded supervisory and 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, GS-028 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.

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    - Environmental Protection Specialist, GS-028 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, GS-819-13 positions and two Environmental Scientist, GS-1301-13 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, GS-13 position from any of the interdisciplinary occupations including Life Scientist, GS-401, Environmental/Physical Scientists, GS-1301, or Environmental Engineer, GS-819. The reduction will allow us to reassign staff to align with program activities.

    - Restructuring one Remedial Project Manager, GS-13 position from any of the interdisciplinary occupations including Life Scientist, GS-401, Environmental/Physical Scientists, GS-1301, or Environmental Engineer, GS-819. The reductions will be used to reassign staff to align with program activities.

- **Environmental Management Division.** Reduce and reshape the environmental management system program within the Infrastructure Branch by one Environmental Scientist, GS-1301-13 position. The reduction will be used to reshape and realign program activities within the region.

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

- **Office of Regional Counsel:** Reduce two non-supervisory Attorney-Advisor, GS-905 positions including one position at the GS-14 level and one position at the GS-15 level to realign staffing with program activities.

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-one non-supervisory positions across the region. The number of positions

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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.

The FY17 Region 9 workforce reduction plan targets 24 positions, which includes 166 permanent employees of whom 47 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.

Region 9 currently has one temporary Pathways Intern on-board.

Attachments:

- Reorganization Charts
- Targeted Positions Spreadsheet

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Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) are captured in footnotes.

Table A – Direct Costs for VERA/VSIP	
24 Targeted Positions for VSIP x $25,000	$600,000
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 **24** Targeted Positions} note: (A)	$313,326
Total Maximum Direct Costs	$913,326

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost note: (B)	$114,278,730	$115,135,821
B. VERA/ VSIP Payout Cost	$600,000	$0
C. Leave Payout Cost	$313,326	$0
D. Post VERA/VSIP Annual Payroll Cost note: (C), (D)	$110,242,607	$111,069,431
E. Payroll for # New Hires	none	none
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$3,122,797	$4,066,390
G. Pre-VERA/VSIP Annual WCF Cost note: (E)	$4,420,981	$4,487,295
H. Post VERA/VSIP Annual WCF Cost	$4,302,835	$4,367,377
I. WCF for # New Hires	none	none
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$118,146	$119,918
Projected Savings with VERA/VSIP (F + J)	$3,240,943	$4,186,308

Notes;

(A) Based on [HYPERLINK "https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/SF.pdf"], all grades at step 10.
(B) Using PPE 4/29/17, based on same pre-VERA/VSIP FTE level, assume 1.5% COLA increase in FY18, 1% COLA increase in FY19.
(C) Based on all grades at step 10, assume 30% benefits and 1.5% COLA increase for ¾ of FY18.
(D) Based on all grades at step 10, assume 30% benefits and 1% COLA increase for ¾ of FY19.
(E) Using FY17 WCF level, assume 1.5% increase in WCF in FY18 and FY19.

ED_001372_00007564-00004

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	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	4
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		
	0301 - Regulatory Impact Analyst		

		# 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
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
8	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	38	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	38	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
		0	0	0	0	0	1	0	0	0	1	1	1

# to Eliminate	Comments
0	Backfill with lower grades and potentially use detail staff rather than permanent staff
0	Reduce non-supersivory GS-13/14/15
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
0	Restructure position

	0343 - Program/Management Analyst		
	1301 - Senior Advisor Climate Adaptation		
		130	28
OPEEE	0301 - Public Liaison Specialist		
	1001 - Environmental Education Specialist		
	1035 - Public Affairs Specialist		
		10	4
OSDBU	0301- Information Management Specialist		
	0301 - Staff Assistant		
	0343 - Program/Management Analyst		
Los Angeles, CA	0343 - Program/Management Analyst		
		10	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		
		35	13
		339	**74**

		0	0	0	2	4	4	3	0	0	13	8	8
		0	0	0	0	0	0	0	0	1	1	1	0
22	115	1	0	0	3	5	5	4	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	11	1	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	16	1	0	2	0	2	2	2	0	0	10		
		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	34	1	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
3	32	1	0	0	3	12	5	3	0	0	23		
75	298	1	3	4	19	47	41	23	0	1	139	65	64

0	Restructure positions
1	Position deleted
0	Restructure positions
0	Restructure positions
0	Restructure position
0	Restructure position
0	Realign Functions
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 Grac							
					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***	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
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6						1				1	1	1	0
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24						3				3	1	1	0
49						4	5		2	11	5	5	0
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3										0	0	0	0
9						3	2			5	2	2	0
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16						3	3			6	6	6	0
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43										0	0	0	0
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2										0	0	0	0
1										0	0	0	0
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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
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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
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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	

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13			1		4	1	4			10	9	9	0
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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
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1										0	0	0	0
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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		

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1										0	0	0	0
10										0	0	0	0
1										0	0	0	0
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2						1				1	1	1	0
29						1	9		1	11	9	9	0
										0	0	0	0
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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
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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 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
				9					9	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

				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

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. The PDs of the UIC group are not all current, so to differentiate them from other staff in DECA/WCB/GCS, here is the list: GS-13s: Frank Brock, Robert Ferri, Charles Hillenbrand, and Luis Rodriguez. GS-12s: Norma Ortega, Lisa Pelcyger (P/T), and Nancy Schlotter (P/T).
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.

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
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
				1					1	1	1	
				1					1	1	1	
						14			14	2	2	
			5						5	5		5
		1							1	1		1
1	8	1	8	71	1	14	0	0	104	30	15	15

Employee is part-time.
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 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	

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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	5	2	1	5
318-Secretary (OA)	1	1		1
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			

				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	
	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
Air Division
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

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**

	4	1	1	11	5	2			168	24	24	

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				
OEUR 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,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				
					7		3	7				
RICHLAND,WA	1301-General Physical Science	Subtotal			4		2	4				
		ECL		HPO								
	819-Environmental Engineering	Subtotal			3		1	3				
					1			1				
LE HEIGHTS,WASHIN	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.
3					3	2	2		Restructure position to be more technical.
1					1	1	1		Restructure into GS 13 scientific, technical or engineering series.
13					13	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										16
		OERA									1	
		OWW										
		OWW										
		OWW										8
		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				

					16	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.
16					16	1	1		Restructure into GS 13 scientific, technical or engineering series.
					8	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
5					5	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	27

44	3	1	0	0	78	19	17	2	

Region 9 VERA/VSIP Themes

Region 9 will use the VERA/VSIP authorities to make near term workforce reductions within the following areas.

- Reduce and reshape administrative support positions in designated divisions to create smaller administrative teams focused on essential services.

- Reduce and reshape attorney adviser positions at the GS-14/15 grade levels in the Office of Regional Counsel to accomplish new program directions including the FOIA function.

- Reduce and reshape highly graded GS-14/15 non-supervisory positions in designated divisions and redistribute essential work to lower graded positions.

- Reduce and reshape administrative program specialists in designated divisions, geographic locations, and occupational series at the GS-12/13 grade levels to realign work to meet future program directions.

- Reduce and reshape environmental program positions in designated divisions, geographic locations, and occupational series at the GS-12/13 grade levels to support future program directions.

- Reduce and reshape supervisory positions in designated divisions, geographic locations, and occupational series at the GS-14/15 grade levels to develop a new management structures.

- Reduce and reshape supervisory environmental protection specialist positions to become supervisory engineer/scientists at the GS-14 grade level.

Specific Office/Division Plans

- The Office of the Regional Administrator proposes to reduce the number of administrative support positions with the office to one position. The Public Affairs Office proposes to reduce the number of supervisory positions from three to two. The Public Affairs office proposes to reduce and reshape the two FOIA position and the web team IT positions.

- The Environmental Management Division proposes to improve the management team structure by eliminating the contracts and grants manager position. This second-level supervisory position has been determined unnecessary since the supervisory contracts specialist and supervisory grants specialist positions independently perform delegated signature authorities. The supervisory IT positions will be reduced to one due to changes in our information technology program services. Program changes in the Science Services Branch may result in up to two supervisory positions being eliminated. One environmental scientist positions will be abolished and redirected to essential program activities.

- The Enforcement Division proposes to achieve near-term workforce reductions to establish a more efficient enforcement and compliance program aligned with the Agency's strategic direction and support OECA efforts to faced shortfalls in extramural and other non-pay accounts over the past several years, relying on reallocation from other Agency components to be able to maintain core systems and mission support activities. A reduction in personnel, in addition to meeting short-term workforce reduction needs, may help to offset pressure on limited extramural and other non-pay resources in the longer term. We propose to accept VERA/VSIP applications from eligible employees across all job series, eliminating or restructuring positions vacated by departing employees to meet future agency and organizational needs. Some of our positions serve as coordinator positions, providing centralized support across the Division. These positions would be eliminated and the staff redirected to other priority functions. In addition, based on the number of employees that opt for the VERA/VSIP, we may invest in additional cross-training, or may need to redirect remaining staff to priority work.

- The Air Division proposes to reduce and reshape up to two environmental protection specialist positions at the GS-13 level and reduce the administrative support team by one position.

- The Superfund Division proposed to reduce and backfill a GS-14 OSC and an RPM position at a lower grade level to reflect shifting national program emphasis.

- The Land Division proposes to reduce and reshape four to six positions at the GS-12/13 grade levels in the environment scientist and environmental protection specialist occupations. The division may reduce and reshape one supervisory position.

- The Water Division proposes to reduce and restructure the environmental protection assistant, GS-029-7/8 positions to create a smaller administrative support team. The division may reduce and reshape up to two GS-13 environmental program positions and one supervisory positions.

VERA/VSIP Business Case
as of 05-30-2017

Region or Program Office: Office of the Chief Financial Officer (OCFO)

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 (303 series).
- Reduce the number of financial technician positions (503 series).
- Reduce the number of secretary positions (318 series) within OCFO's Office of the Controller (OC).
- Reduce the number of management analyst positions (343 series) 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 (501 series).
- Reduce the number of accountant positions (510 series).

This could result in up to 27 potential departures. V~~All v~~acated clerk, secretary, and financial technician positions will be abolished or restructured. 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.

Commented [LH1]: Recommended change to align with the fourth sentence, same paragraph.

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 ~~backfilling~~ 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

Commented [LH2]: "Backfilling" is a trigger word for OPM. The positions will be restructured prior to hiring.

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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 and 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 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 as follows:

SERIES/TITLE	GEOGRAPHIC LOCATIONS*	TARGETED POSITIONS	VSIP OFFERS	% of TARGETED POSITIONS
GS-0303, Clerk	WDC	1	1	0.606%
GS-0503, Financial Technicians	LVNV; WDC	2	1	0.606%
GS-0318, Secretaries	LVNV; WDC	3	2	1.212%
GS-0343, Program/Management Analysts	DNC; LVNV; NOH; WDC	18	3	1.818%
GS-0501, Financial Specialists	DNC; LVNV; NOH; WDC	67	9	5.455%
GS-0510, Accountants	DNC; LVNV; NOH; WDC	69	11	6.667%
TOTAL		160	27	16.364%

* Durham, NC (DNC); Las Vegas, NV (LVNV); Norwood, OH (NOH); Washington, DC (WDC)

More information can be found on the attached Excel spreadsheet with targeted position.

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 employee in an occupational series that OCFO no longer needs may 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.

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Budget Information

Table A – Direct Costs for VERA/VSIP	
27 VERA/VSIP Offers x $25,000	$ 675,000
Annual Leave Pay Out for # 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	$ 996797

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate[1]	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	$43,281,345	$43,281,345
B. VERA/ VSIP Payout Cost[2]	$675,000	$0
C. Leave Payout Cost[2]	$321,797	$0
D. Post VERA/VSIP Annual Payroll Cost[2]	$39,913,078	$39,913,078
E. Payroll for 7 New Hires	$725,473	$725,473
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$1,645,997	$2642794
G. Pre-VERA/VSIP Annual WCF Cost[3]	$2,163,000	$2,163,000
H. Post VERA/VSIP Annual WCF Cost	$1,974,000	$1,974,000
I. WCF for # New Hires	$49,000	$49,000
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$140,000	$140,000
Projected Savings with VERA/VSIP (F + J)	$1785997	$2,782,794

[1]Based on FY 2017 projected payroll

[2]Calculations are based on a GS-12 Step 10 (for 2017 in Washington DC), the average cost of the targeted pool. Eligible employees are located in Washington, RTP, Cincinnati, and Las Vegas. 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.

[3]Working Capital Fund cost is based on the mandatory services (computer, telephone, internet access, etc) and is estimated at $7,000 per position. Savings for 27 positions for one year is $7,000 x 27 positions = $189,000.

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VERA/VSIP Business Case: 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.

- **Office of the Regional Administrator:** Reduce and reshape the Public Affairs Office by one Supervisory Public Affairs Specialist, GS-1035-14 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, GS-2210-14 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, GS-301-11 position.

- **Water Division:** Reduce and reshape the administrative support team by three Environmental Protection Assistant, GS-029 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, GS-028 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 reshape one non-supervisory Environmental Scientist (On-Scene Coordinator), GS-1301-14 position in the Emergency Response Section to be backfilled 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, GS-028 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, GS-819-13 positions and two Environmental Scientist, GS-1301-13 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, GS-13 position from any of the interdisciplinary occupations including Life Scientist, GS-401, Environmental/Physical Scientists, GS-1301, or Environmental Engineer, GS-819. The reduction will allow us to reassign staff to align with program activities.

    - Restructuring one Remedial Project Manager, GS-13 position from any of the interdisciplinary occupations including Life Scientist, GS-401, Environmental/Physical Scientists, GS-1301, or Environmental Engineer, GS-819. The reductions will be used to reassign staff to align with program activities.

- **Environmental Management Division.** Reduce and reshape the environmental management system program within the Infrastructure Branch by one Environmental Scientist, GS-1301-13 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, GS-905 positions including one position at the GS-14 level and one position at the GS-15 level to realign staffing with program activities.

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-one 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.

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.

Region 9 currently has one temporary Pathways Intern on-board.

Attachments:

- Reorganization Charts
- Targeted Positions Spreadsheet

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Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) are captured in footnotes.

Table A – Direct Costs for VERA/VSIP	
23 Targeted Positions for VSIP x $25,000	$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 **23** Targeted Positions} note: (A)	$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 note: (B)	$114,278,730	$115,135,821
B. VERA/ VSIP Payout Cost	$575,000	$0
C. Leave Payout Cost	$300,271	$0
D. Post VERA/VSIP Annual Payroll Cost note: (C), (D)	$110,335,070	$111,162,587
E. Payroll for # New Hires	none	none
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)	$3,068,390	$3,973,234
G. Pre-VERA/VSIP Annual WCF Cost note: (E)	$4,420,981	$4,487,295
H. Post VERA/VSIP Annual WCF Cost	$4,307,757	$4,367,374
I. WCF for # New Hires	none	none
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)	$113,223	$114,922
Projected Savings with VERA/VSIP (F + J)	$3,181,613	$4,088,156

Notes;

(A) Based on [HYPERLINK "https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/SF.pdf"], all grades at step 10.
(B) Using PPE 4/29/17, based on same pre-VERA/VSIP FTE level, assume 1.5% COLA increase in FY18, 1% COLA increase in FY19.
(C) Based on all grades at step 10, assume 30% benefits and 1.5% COLA increase for ¾ of FY18.
(D) Based on all grades at step 10, assume 30% benefits and 1% COLA increase for ¾ of FY19.
(E) Using FY17 WCF level, assume 1.5% increase in WCF in FY18 and FY19.

Region 9	Total Non-Term Employees	Retire Eligible	VERA Eligible (Excludes RE)	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			
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						1				2	1	1	
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	70	11	12	55													
1301-Environmental Scientist (ENF)	9	2	4	9					2					9	2	2	

Comments
Adjusted count to remove targeted OPA positions
ORA, Office of Public Affairs (supervisory positions only)
Adjusted Count for SFD OSC 14, OSC 13 & RPM; ENF & EMD
Enforcement Divisoin

1301-Environmental Scientist (EMD)	1		1	1					1					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						1				2	1	1	
260-Equal Employment Opportunity	1		1	1													
28-Environmental Protection Specialist	170	33	55	161													
28-Environmental Protection Specialist (ENF)	31	4	4	31				1	4	1	1			31	7	7	
29-Environmental Protection Assistant (WTR)	3	1	2	3		3								3	3	3	
301-Miscellaneous Administration and Program	5	1	3	5													
301-Administrative Specialist (ORA)	1			1			1							1	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					2					10	2	2	
893-Chemical Engineering	1																
905-General Attorney	16	2	3	9													
905-Attorney-Adviser (Excludes Supv Attorney)	52	13	12	52						1	1			52	2	2	
401-819-1301 On-Scene Coordinator	8	4	4	8					1	1				8	2	2	
401-819-1301 Remedial Project Manager	48	6	15	48					1					48	1	1	
#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													

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
Added Back one 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

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**	

VERA/VSIP Business Case Checklist

Region or Program Office: **Office of Air and Radiation (OAR)**

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 chart below.

OFFICE/ LOCATION ALL DC UNLESS OTHERWISE INDICATED	SERIES	GRADE(S)	TOTAL TARGETED POSITIONS	MAXIMUM # OF BUYOUTS TO BE OFFERED
OAA/IO	301	11, 12, 13	4	**3**
	303	5	1	
	343	13,14	2	
OAA/OAPPS	301 (NS)	15	2	
	343	12, 13, 14	4	
OAP/IO	318	10	1	**3**
OAP/PMS	343	13,14	6	
OAP/CPPD/ESIB	343	13	1	
OAP/CPPD/ESCIB	343	13	2	
OAP/SPD/SPIB	343	13	1	
OAP/CCD/GGRPB	343	13	2	
ORIA/NCRFO (LAS VEGAS, NV)	303	8	1	**3**

ORIA/NAREL (MONTGOMERY, AL)	318	9	1	
ORIA/IED	344	9	1	
OAQPS/CORE/AAG (RTP, NC)	343	14	1	**3**
OAQPS/PACS (RTP, NC)	343	14	1	
OAQPS/AQAD/AAMG (RTP, NC)	343	14	1	
OTAQ/IO	318	10	1	**8**
OTAQ/IO/COSDC	318	8	1	
	343	13	1	
OTAQ/IO/PPBS	343	13, 14, 15	4	
OTAQ/IO/COSAA (ANN ARBOR, MI)	301	9, 13, 15	3	
	343	12, 13	3	
OTAQ/IO/CSC (ANN ARBOR, MI)	301	13	1	
	343	11, 12, 13	3	
OTAQ/CD/IO (ANN ARBOR, MI/DC)	301 (AA)	13	1	
	341 (DC)	11	1	
	343 (AA)	12	1	
OTAQ/CD/FCCIT	344	88	1	
OTAQ/TATD/IO (ANN ARBOR, MI)	301	13	3	
	318	8	1	
	343	15	1	
OTAQ/TCD/IO (ANN ARBOR, MI/DC)	301(AA)	13	1	
	343 (AA)	12	2	
	343 (DC)	13	1	
	344	8	1	
OTAQ/TCD/CEMC	301	13	1	
OTAQ/TCD/LFIAC	301	15	1	
OTAQ/ASD (ANN ARBOR, MI)	301	9	2	

ADDITIONAL INFORMATION

How OAR will operate without the eliminated/restructured positions.
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 constitutes 40% of our workforce. We are requesting authority to offer VSIP/VERA in order to reach the goal of 20 voluntary separations. 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 chart above. 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

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	$ 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
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.

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 [LH1]: 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 restructured at a lower grade level.

Commented [LH2]: 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.

10. OARM-Cincinnati proposes to restructure one 0343 Program Analyst (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.

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. 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.

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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	# 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
all locations																		
	69	**22**	**12**	**59**				**3**	**33**	**11**	**12**			**59**	**5**	**3**	**2**	
1301-General Physical Science	35	9	4	29				3	12	5	9			29				
1301-General Physical Science	*25*	*6*	*4*	*19*														
1301-General Physical Science	*1*	*1*		*1*														
1301-General Physical Science	*5*	*1*		*5*														
1301-General Physical Science	*1*	*1*		*1*														
1301-General Physical Science	*1*			*1*														
1301-General Physical Science	*1*			*1*														
1301-General Physical Science	*1*			*1*														
1320-Chemistry	27	11	7	26					20	4	2			26				
1350-Geology	1	1		1					1					1				
415-Toxicology	1			1						1				1				
401-General Natural Resources Management and Biological Sciences	5	1	1	2						1	1			2				
	5	**2**	**0**	**5**					**4**	**1**				**5**	**1**		**1**	
1801-General Inspection, Investigation, and Compliance	5	2	0	5					4	1				5				
1801-General Inspection, Investigation, and Compliance	*2*	*1*		*2*														
1801-General Inspection, Investigation, and Compliance	*1*	*1*		*1*														
1801-General Inspection, Investigation, and Compliance	*1*			*1*														
1801-General Inspection, Investigation, and Compliance	*1*			*1*														
	33	**10**	**9**	**33**			**1**		**14**	**11**	**7**			**33**	**3**	**2**	**1**	
2210-Information Technology Management	33	10	9	33			1		14	11	7			33				
2210-Information Technology Management	*26*	*9*	*6*	*26*														
2210-Information Technology Management	*7*	*1*	*3*	*7*														
	69	**15**	**25**	**69**					**24**	**18**	**27**			**69**	**7**	**3**	**4**	
28-Environmental Protection Specialist	69	15	25	69					24	18	27			69				
28-Environmental Protection Specialist	*66*	*14*	*24*	*66*														
28-Environmental Protection Specialist	*1*		*1*	*1*														
28-Environmental Protection Specialist	*2*	*1*		*2*														
	58	**15**	**17**	**51**		**2**	**21**	**10**	**10**	**6**	**2**			**51**	**5**	**2**	**3**	
301-Miscellaneous Administration and Program	30	11	12	30			17	5	5	1	2			30				
301-Miscellaneous Administration and Program	*14*	*5*	*7*	*14*														
301-Miscellaneous Administration and Program	*1*			*1*														
301-Miscellaneous Administration and Program	*1*	*1*		*1*														
301-Miscellaneous Administration and Program	*1*		*1*	*1*														
301-Miscellaneous Administration and Program	*1*			*1*														
301-Miscellaneous Administration and Program	*1*			*1*														
301-Miscellaneous Administration and Program	*1*		*1*	*1*														
301-Miscellaneous Administration and Program	*1*			*1*														
301-Miscellaneous Administration and Program	*3*	*2*	*1*	*3*														
301-Miscellaneous Administration and Program	*1*			*1*														
301-Miscellaneous Administration and Program	*1*	*1*		*1*														
301-Miscellaneous Administration and Program	*1*	*1*		*1*														
301-Miscellaneous Administration and Program	*1*		*1*	*1*														
301-Miscellaneous Administration and Program	*1*	*1*		*1*														
301-Miscellaneous Administration and Program	*1*		*1*	*1*														
306-Government Information Specialist	1			1					1					1				
308-Records Management	3		1	3				1	1	1				3				
318-Secretary	2		1	2			2							2				
341-Administrative Officer	6	0	1	5			1	4						5				
341-Administrative Officer	*5*		*1*	*4*										0				
341-Administrative Officer	*1*			*1*										0				
986-Legal Assistance	1	1		1		1								1				
1601-Equipment, Facilities, and Services	1			1					1					1				
344-Management and Program Clerical and Assistance	1		1	1		1								1				
950-Paralegal Specialist	1		1	1					1					1				
1001-General Arts and Information	2			2						2				2				
1035-Public Affairs	1	1		1						1				1				
1412-Technical Information Services	1			1						1				1				
1083-Technical Writing and Editing	1	1		1					1					1				
1311-Physical Science Technician	1	1		1			1							1				
	217	**29**	**39**	**105**		**3**	**5**	**4**	**36**	**20**	**31**			**99**	**12**	**6**	**6**	
340-Program Management	11	2	5	9						2	1			3				does not include SES
340-Program Management	*7*	*0*	*0*	*0*										0				
340-Program Management	*4*		*2*	*3*										0				
343-Management and Program Analysis	102	27	34	94		3	5	4	35	18	29			94				
343-Management and Program Analysis	*96*	*24*	*33*	*88*										0				
343-Management and Program Analysis	*3*	*2*		*3*										0				
343-Management and Program Analysis	*1*	*1*		*1*										0				
343-Management and Program Analysis	*1*			*1*										0				
343-Management and Program Analysis	*1*		*1*	*1*										0				
														0				
560-Budget Analysis	1			1							1			1				
1160-Financial Analysis	1			1					1					1				
	55	**6**	**22**	**44**		**0**	**0**	**2**	**17**	**13**	**12**			**44**	**4**	**2**	**2**	
819-Environmental Engineering	32	5	17	31				2	10	9	10			31				
819-Environmental Engineering	*18*	*4*	*8*	*17*														
819-Environmental Engineering	*1*			*1*														
819-Environmental Engineering	*2*		*1*	*2*														
819-Environmental Engineering	*11*	*1*	*8*	*11*														
830-Mechanical Engineering	1			1					1					1				

893-Chemical Engineering	10	1	4	10					6	2	2			10				
893-Chemical Engineering	*2*			*2*										0				
893-Chemical Engineering	*1*			*1*										0				
893-Chemical Engineering	*1*			*1*										0				
893-Chemical Engineering	*6*	*1*	*4*	*6*										0				
1530-Statistics	1			1						1				1				
1529-Mathematical Statistics	1		1	1						1				1				
	175	**38**	**40**	**156**				**2**	**4**	**49**	**91**			**146**	**14**	**7**	**7**	
905-General Attorney	175	38	40	156				2	4	49	91			146				does not include SES
905-General Attorney	*164*	*33*	*33*	*66*														
905-General Attorney	*1*			*1*														
905-General Attorney	*1*			*1*														
905-General Attorney	*1*	*1*		*1*														
905-General Attorney	*5*	*1*	*1*	*5*														
905-General Attorney	*3*			*3*														
Grand Total	**681**	**137**	**164**	**522**		**5**	**27**	**21**	**142**	**129**	**182**			**506**	**51**	**25**	**26**	

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**