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LISA M. NEWELL **

* ADMITTED IN D.C. & MD.

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March 9, 1981

WASHINGTON OFFICE

1742 N. STREET, N.W.

WASHINGTON, D.C. 20036

(202) 785-4822

PLEASE REPLY TO

(301) 656-7013

Personnel Office - Employee Relations
Nuclear Regulatory Commission
1717 H Street, N.W.
Washington, D.C. 20006

Dear Personnel Officer:

This is a request under the Freedom of Information Act as amended.

I write to request copies of any regulations, policies, maps, forms, etc. promulgated by your agency concerning the definition of "commuting area" pursuant to Federal Personnel Manual Chapter 351-4-4. I am particularly interested in how your agency has in fact employed the definition of "commuting area" in an actual personnel action. A copy of the response to a similar request to Navy Headquarters is attached for illustrative purposes.

I am prepared to pay reasonable costs for locating the applicable documents and reproducing them.

If you have any questions regarding this request, please telephone me at the above number.

As provided for in the amended Act, I will expect to receive a reply within 10 working days.

Sincerely,

Lisa M. Newell

Lisa M. Newell

LMN/pc

Encl.

RECEIVED
EMPLOYEE RELATIONS
DIV. OF ORG. & PER.

81 MAR 13 AM 10

RECEIVED

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FREEDOM OF INFORMATION
ACT REQUEST

FOIA-81-102
Rec'd 3-17-81
in ORR



HEADQUARTERS

NAVAL DISTRICT WASHINGTON, D. C.

WASHINGTON, D.C. 20374

Code 21

5211 (2)

6 May 1977

Gary Howard Simpson
4720 Montgomery Lane, Suite 407
Bethesda, Maryland 20014

Dear Mr. Simpson:

The Headquarters, Naval District Washington has received your check, number 1804, in the amount of two (2) dollars to cover research and duplicating costs for releasable information under the provisions Freedom of Information Act as implemented by Secretary of the Navy Instruction 5720.42B, Subj: Availability To the Public of Department of the Navy Records.

Pursuant to your request, enclosure (1), is forwarded.

Sincerely,

A handwritten signature in cursive script that reads "T. B. Wood".

T. B. WOOD

Captain U. S. Navy
Administrative Officer

Enclosure (1)

Naval District Washington Instruction 12351.3A
of 19 August 1969.



HEADQUARTERS
NAVAL DISTRICT WASHINGTON, D. C.
WASHINGTON, D. C. 20390

NDWINST 12351.3A
Code 24
19 August 1969

NDW INSTRUCTION 12351.3A

From: Commandant, Naval District Washington, D. C.
To: Distribution List

Subj: Placement and Reemployment of Civilian Employees Reached for
Separation by Reduction in Force

Ref: (a) FPM 351 SubChapter 10
(b) CMNI 351.10
(c) CMNI 330.2

1. Purpose. To provide Naval and Marine Corps activities in the Naval District Washington, placement and reemployment procedures for career and career-conditional civilian employees who are affected by reduction in force. Reference (a) requires each agency to establish and maintain a reemployment priority list for each commuting area in which it separates Group I or II employees by reduction-in-force.
2. Cancellation. This Instruction cancels and supersedes NDW Instruction 12351.3 of 1 February 1968 (NOTAL).
3. Background. Reference (b) assigns the Commandant the responsibility for coordinating and directing placement efforts between Naval activities; for directing placements of displaced employees referred by the Civil Service Commission; for administering Reemployment Priority Lists for Navy employees; and for providing information and assistance on reduction in force questions to activities within their areas.
4. Information. Since this District includes areas in Virginia, Maryland and Washington, D. C., the following commuting areas are established for reduction in force purposes:

COMMUTING AREA I

Activities located in the Washington, D. C. Metropolitan area.

COMMUTING AREA II

Activities located in the Naval Air Station, Patuxent River, Maryland area.

NDWINST 12351.3A

(8-19-69)

COMMUTING AREA III

U. S. Naval Ordnance Station, Indian Head, Maryland, including the
U. S. Naval Explosive Ordnance Disposal Facility and School.

COMMUTING AREA IV

U. S. Naval Weapons Laboratory, and Naval Space Surveillance Center,
Dahlgren, Virginia.

COMMUTING AREA V

Naval and Marine Corps activities located in the Quantico and Fort
Belvoir, Virginia areas.

COMMUTING AREA VI

U. S. Naval Academy; Ship Research and Development Laboratory, Annapolis,
Maryland, Naval Plant Representative Office, Baltimore, Maryland, and
other activities located in the Naval Academy area.

5. Action

a. Reemployment Priority Lists. In accordance with reference (b),
Reemployment Priority Lists for commuting areas listed in paragraph (4)
above will be established and maintained by the following officers,
who are delegated authority to coordinate placement among naval activi-
ties in their commuting area:

<u>COMMUTING AREA</u>	<u>COORDINATING ACTIVITY</u>
I	Commandant, NDW (CAPSO-N, Washington)
II	Commanding Officer, NAS Patuxent River, Md.
III	Commanding Officer, NDS, Indian Head, Md.
IV	Commander, Naval Weapons Laboratory, Dahlgren, Virginia.
V	Commanding General, Marine Corps Development and Education Command, Quantico, Virginia.
VI	Superintendent, U.S. Naval Academy, Annapolis, Maryland.

b. Reemployment Priority Lists should be established when it has been determined that an employee in retention Group I or II is to be separated. Upon request, CAPSO-N Washington will assist activities in setting up procedures for maintenance and use of Reemployment Priority Lists. Upon establishment of a list, a copy will be forwarded to CAPSO-N Washington.

c. Placement within the Commuting Area. Whenever a Retention Group I or II employee is affected by reduction in force and cannot be placed in the activity, or it is necessary to determine the availability of a higher reasonable offer within the commuting area, the following procedure will be followed:

(1) Information shall be requested from the activity listed in paragraph (5), having coordinating authority for the commuting areas, as to whether or not there are Retention Group III employees in the area subject to displacement.

(2) The coordinating activity will then check with all activities in the commuting area to determine whether or not there are positions occupied by Retention Group III employees and will notify the activity undergoing the reduction in force of the results of the check.

(3) If there are positions held by Retention Group III employees and the employee who has been affected in the reduction in force desires placement consideration in that position, the coordinating activity will effect displacement of the employee with the least retention preference. In effecting the displacement of Group III employees the procedures in CMMI 351 will be followed.

(4) Although the above steps can be accomplished by telephone, written records should be maintained by the coordinating activities for review or inspection by the U. S. Civil Service Commission, Naval Inspector General, or District Inspector General.

(5) Objections to the placement of a referred employee will be discussed with the referring activity and unresolved objections forwarded to the Navy Regional Coordinator (See CMMI 330 - Appendix C) for resolution.

6. Whenever it is determined that an employee in Retention Group I or II is to be separated, the following procedures shall be followed by the activity undergoing the reduction in force:

a. Notify the coordinating activity to have the employee's name immediately entered on the Reemployment Priority List for the position from which he is being separated.

(8-19-69)

b. Furnish the coordinating activity with the following information on employees desiring to have their names entered on the Reemployment Priority List for other positions:

- (1) An application for Federal Employment (SF 171)
- (2) A copy of the Reduction in Force Notice
- (3) Statement of the positions for which he desires consideration, and for which he is qualified
- (4) Statement of any placement offer declined
- (5) Any pertinent information requested by the coordinating activity.

(The action in paragraph 6 (b) above is not necessary if employee desires consideration only for the position held at the time of separation).

c. Notify the coordinating activity by memorandum or telephone if separation of Retention Group I or II employee is not effected so that his name may be removed from the Reemployment Priority List.

7. Restriction on Filling Vacancies. Whenever there are eligibles on the Reemployment Priority List, vacancies may not be filled by the appointment or transfer from another agency, of any other eligibles, except as provided for in reference (c).

8. Availability of Forms. Each Coordinating Activity will furnish forms appropriate for use in their Commuting Area.

W. G. Boyer
W. G. ROYER
Chief of Staff

Distribution

LIST II