

**STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789**

NGOH-HRO

21 March 2013

MEMORANDUM FOR All Technicians and Active Guard Reserve (AGR) Members of the 121<sup>st</sup> Air Refueling Wing, Ohio Air National Guard

SUBJECT: General Notice of Reorganization, Realignment, and Reduction in Force (RIF) for the 121<sup>st</sup> Air Refueling Wing (ARW)

**1. REFERENCES:**

- a. TPR 300-351, 22 November 1993, Reorganizations, Realignments, and Reduction in Force.
- b. OH TPM 351, 1 July 2009, Workforce Realignment, Reorganization and Reduction in Force.
- c. ANGI 36-101, 30 June 2010, Active Guard and Reserve (AGR) Program, Chapter 4 and 10, Priority Placement and Reduction in Force.

**2. COMPETITIVE AREA:** This general notice of RIF is intended to inform all technician and AGR personnel assigned to the 121<sup>st</sup> ARW, 7370 Minuteman Way, Columbus, Ohio 43217, of a possible reduction in the number of technician and AGR positions. This notice is issued when there is not enough information available to determine specifically which technicians will be affected and what personnel actions must be taken.

**3. IMPACT:** Based upon programmatic changes required by the 2013 National Defense Authorization Act, the 121<sup>st</sup> ARW has been directed to reassign/retire six KC-135R aircraft NLT 30 September 2013. Because of this action, the 121<sup>st</sup> ARW Unit Manning Document (UMD) has been adjusted. The result is a significant reduction in the full-time force. These reductions are effective 1 October 2013. The remainder of this memorandum explains in broad terms how these new requirements will be met.

**4. VOLUNTARY FORCE MANAGEMENT:** The purpose of Voluntary Force Management is to avoid an involuntary RIF to the maximum extent possible. The Ohio Air National Guard will use full-time force management options statewide to provide employment opportunities for displaced employees. Options include, but are not limited to, reassignment, change to lower grade (with grade and pay retention), hiring controls, and release of temporary and indefinite employees occupying permanent vacancies.

*"When Called, We Respond With Ready Units to Execute Federal, State, and Community Missions."*

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5. **INCENTIVES:** Incentive authorities are used to achieve targeted reductions voluntarily by creating vacancies for position loss or placement. If approved, the Ohio Air National Guard may use Technician Voluntary Early Retirement Authority (VERA) and possibly Voluntary Separation Incentive Program (VSIP) to avoid an involuntary RIF. These may be used locally at the 121<sup>st</sup> ARW initially, and on a statewide basis if needed. Technicians, who are interested in VERA/VSIP, should complete the enclosed survey and forward it to the Human Resource Office, NLT 30 days from the issuance of this memorandum. Completion of a survey does not obligate the technician to accept an incentive, nor does it obligate the agency to offer one. At this time, we do not anticipate the use of early retirement or separation incentives for the AGR force.

6. **SPECIFIC NOTICES:** If an involuntary RIF is required within the competitive area of the 121<sup>st</sup> ARW, technicians affected will receive a specific notice NLT 60 days prior to the effective date of the personnel action; AGRs affected will receive a specific notice NLT 90 days prior to the effective date of the personnel action. When issued, the specific notice will state the effects of the realignment or reduction, what assignment, if any, will be offered, and the effective date of any personnel action(s). The specific notice will include eligibility for retirement, severance pay, grade and/or pay retention, and appeal procedures. It is our objective to ensure affected employees receive all entitlements and benefits in accordance with the law.

7. **BUMP AND RETREAT:** If an involuntary RIF becomes unavoidable, the Ohio National Guard will not reassign displaced permanent technicians into positions that are already occupied by other permanent technicians.

8. **EXPIRATION:** This general notice will expire 30 September 2013, unless it is renewed, replaced by, or supplemented with a specific letter.

9. **DELEGATION:** Implementation is delegated to the Director for Human Resources. The Human Resource Office will provide additional information as it becomes available. The POC is Lt Col Michell Herder, Deputy Director for Human Resources, at (614) 336-7057/DSN 346-7057, or email: michell.r.herder.mil@mail.mil.

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DEBORAH A. ASHENHURST  
Major General  
The Adjutant General

CF:  
ATAG-Air  
Wing/GSU Commanders  
AFGE Local 3970 President  
Director for Human Resources

**VOLUNTARY SEPARATION INCENTIVE PAY (VSIP) AND  
VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) APPLICATION**

Submit to:  
Ohio National Guard  
Attn: HRO, 2825 W. Dublin Granville Rd.  
Columbus, Ohio 43235-2789

Printed Name		Last 4 of SSN:	
Organization/Activity		Duty Location	
Work Telephone	Official Job Title	Pay Plan/Series/Grade/Step	
Have you previously received Severance pay? Yes <input type="checkbox"/> No <input type="checkbox"/>	# of weeks	Amount	
Are you currently on a temporary promotion or detail? Yes <input type="checkbox"/> No <input type="checkbox"/>			
I would like to be considered for the following special incentive programs. (Note: Please indicate the date on which you would be willing to retire/resign, must be NLT 1 July 2010)			
<input type="checkbox"/> VSIP Based on my Optional Retirement	Preferred Date (MM/DD/YY)	Earliest Date (MM/DD/YY)	
<input type="checkbox"/> VSIP Based on my Voluntary Resignation	Preferred Date (MM/DD/YY)	Earliest Date (MM/DD/YY)	
<input type="checkbox"/> *VSIP based on my Early Retirement (VERA)	Preferred Date (MM/DD/YY)	Earliest Date (MM/DD/YY)	
<b>*NOTE: Indicates willingness to accept VERA ONLY if not eligible for optional retirement</b>			
I would retire under the Early Retirement Authority (VERA) without VSIP Yes <input type="checkbox"/> No <input type="checkbox"/>		Earliest Date of Retirement	
I have <input type="checkbox"/> have not <input type="checkbox"/> been in contact with HRO regarding my retirement.			
This application authorizes the Human Resources Office (HRO) to formally offer my position to excess employee. I understand that returning this form does not obligate me to retire or resign nor does it obligate DoD to pay me a separation incentive. If approved I will be committed to voluntary separation and will be entitled to receive a cash incentive equal to the lesser of: (1) \$25,000; or (2) the amount that I would receive under the formula for computing severance pay. INTIALS _____			
Name of Supervisor		Phone Number	
Employee's Signature:		Date	
Privacy Act Statement Authority: Title 10 USC 3012 Purpose: For consideration for Retirement Routine Uses: Administrative Purposes Disclosure: Note: Information submitted is subject to the provisions and protections afforded under the Federal Privacy Act. Submission is voluntary, but failure to submit may result in denial of consideration for VERA/VSIP.			

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