[Enter Contractor name] FY 20XX [Enter year] Specific Plan for Workforce Restructuring: **Involuntary Separation Program** for the U.S. Department of Energy or National Nuclear Security Administration [Enter name of DOE or NNSA]

Effective: [Enter Month and Year]

May be exempt from public release under the Freedom of Information Act (5 USC 552) exemption number and category: #5, Privileged Information. Department of Energy review required before public release.

Executive Summary

During fiscal year (FY) 20 [enter year], [enter contractor name] anticipates eliminating the positions of up to a total of approximately [enter number] employees, [INCLUDE IF A SELF-SELCT PROGRAM HAS BEEN CONDUCTED: "____ employees through the Self-Select Program"] and the balance through an Involuntary Separation Program. This workforce restructuring plan has been prepared specifically to address the involuntary separations which may be needed in the workforce based on current FY20 [enter year] mission priorities. The maximum number of separations which could be necessary is approximately [enter number].

All separations will be conducted consistent with the workforce restructuring strategies identified in the [Enter month/date, if available, of the DOE or NNSA Sec. 3161 Workforce Restructuring Plan], (hereinafter, the DOE/NNSA Plan). The intent of this program is to mitigate the impact of the reductions on the affected employees and on the surrounding communities and to implement the reductions as expeditiously as possible in order to minimize the actual number of required separations and maximize plant/laboratory/site [as appropriate] mission in FY20 [enter year].

The Need for Workforce Restructuring

Workforce restructuring is necessitated based on current FY20XX mission priorities and resultant budget targets. As shown in the following table, the greatest impact will be to [enter name of organization and/or units, e.g. indirect support services].

Estimated Headcount by Funding Source

Funding Source	Involuntary	Voluntary	Total
Indirect Support Services	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]
Total	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]

The following is a summary of how the specific job categories will be affected by the reprioritization of missions, by DOE's Common Occupational Classification System (COCS), effective [Enter month and year].

Estimated Headcount by COCS

COCS Group	COCS Description	Headcount [enter date just prior to restructuring]	VSP Reductions FY[enter year]	Estimated ISP Reductions FY[enter year]	Post Reduction Headcount
M000	Supervisors, Managers & Program/Project Managers	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]
S000	Scientists	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]
E000	Engineers	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]
P000	Professional Administrative	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]
T000	Technicians	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]

G000	General Administrative/Secretarial	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]
C000	Crafts	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]
R000	Operators	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]
L000	Laborers	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]
	Site Total	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]	[Enter # of employees]

A. Involuntary Separation Program (ISP)

[INCLUDE IF A SELF-SELCT PROGRAM HAS BEEN CONDUCTED: "As of [Enter date], [Enter # of employees] (of which, # of employees are covered by a collective bargaining agreement (CBA) will separate voluntarily as part of the Self-Select Program."] Approximately [Enter # of employees] will have to be separated through an Involuntary Separation Program (ISP), approximately [Enter # of employees] of whom are employees covered by a CBA. The ISP will be implemented consistent with the policies set forth in the [DOE/NNS] Plan. Represented employees covered by CBAs will be identified for involuntary separation in accordance with the terms of the appropriate CBA. Employees not covered by a CBA will be selected for involuntary separation based on a number of objective and neutral factors. General guidelines for managers regarding implementation of a workforce restructuring program are included in Attachment A.

[Enter name of contractor] will provide DOE with an adverse impact analysis for proposed workforce restructuring actions involving fifty or more employees in a twelve-month period for possible disparate impact on minorities and other protected classifications of employees.

All employees who are involuntarily separated will be eligible for severance and outplacement assistance. Represented employees will receive severance pay in accordance with severance provisions in their collective bargaining agreements. Employees who are not covered by a collective bargaining agreement will receive severance pay in accordance with [enter contractor name's] contract with DOE or NNSA. In addition, employees who qualify will be eligible for 3161 hiring preference (Attachment B) and employees who meet the criteria of the Displaced Worker Medical Benefit Program (DWMBP) will be eligible for medical benefits under the DWMBP.

Outplacement assistance will include [briefly describe outplacement services and identity of providers] on the day of separation and access to professional career assistance (such as skill assessments, workshops, assistance with resume creation and reproduction, interview techniques, job market information, resource libraries, automated job listings, etc.). State-specific information will be provided to affected employees in other locations, and career assistance will be offered.

The total cost for separating these employees is estimated at $[enter amount] million, which includes the cost of severance and the DWMBP (Attachment C). The cost savings, including from salaries and benefits no longer paid, is estimated at $[enter amount].

B. Communication Plan

This workforce restructuring action will require extensive internal and external communications. These communications will assure that interested parties are kept well informed at every stage of the restructuring process.

Communications with employees will be structured to assure that employees receive consistent and legally appropriate messages relevant to their situation. These communications will include 1) general communications, such as newsletter articles, and 2) specific messages, such as employee information packets, and meetings with individual employees to notify employees of their status and responsibilities within the restructuring program.

[Enter contractor name] will address concerns raised by the community, the media, elected officials, and other stakeholders in external communications. A chart that outlines key communication activities is included below.

Action	Date
DOE or NNSA Approval of SS VSP, if applicable	
Employee Notification, Open Window for SS VSP Applications	
Submit Site Specific ISP to DOE or NNSA	
Close Window for SS VSP Applications	
Notify Employees of Approval/Disapproval of SS VSP Applications	
Employees May Rescind Application Until this Date	
Re-evaluate Involuntary Impacts After SS VSP	
Submit ISP Disparate Impact Evaluation for Review (optional but encouraged)	
Begin SS VSP Departures	
DOE or NNSA Approval of ISP Disparate Impact Evaluation & Site Specific ISP	
ISP Employees Separated	

ATTACHMENT A

GUIDELINES FOR INVOLUNTARY WORKFORCE RESTRUCTURING

Purpose

These guidelines are intended to assist management and leadership in conducting involuntary workforce restructuring programs. These guidelines do not apply to employees who resign or to employees who are terminated for cause or for performance issues.

Selection of Affected Employees

Employees should be selected for involuntary separation consistent with the criteria set forth below.

[CRITERIA]

A Rating Sheet (see Appendix i) should be used to document the selection process, subject to the following:

(a) If a position is being eliminated and the duties of that position are no longer going to be performed by the department and there is only one employee who filled the position and that employee will be laid off, then documentation can be limited to the reasons the position was eliminated.

(b) If a position is being eliminated and the duties of that position are being combined with the duties of a remaining position, then the documentation should show why the employee who is assuming the duties of the eliminated position should be retained and the employee whose position is being eliminated should be laid off.

(c) If a department has more than one employee filling the same position and one or more of which is being laid off (i.e. there are two administrative assistants and one must be laid off), then the documentation should show why certain employees were retained and others were laid off.

Appendix i – Rating Sheet

Peer Group: Systems Engr.						
		Weight:	**0.40**	**0.10**	**0.50**	**1.00**
NAME	**Job Classification**	**Salary Grade**	**Education, Knowledge and Skills Critical to [enter name of DOE or NNSA site] Mission**	**Length of Service**	**Avg. Last 3 Performance Reviews**	**Total Rating**
Employee A						
Employee B						
Employee C						

ATTACHMENT B

HIRING PREFERENCE

Pursuant to the Interim Planning Guidance for Contractor Workforce Restructuring, eligible employees involuntarily separated from employment (except if terminated for cause) at the [enter name of DOE or NNSA site] or other DOE/NNSA sites may be eligible for preference in hiring. Where qualifications are approximately equal, eligible individuals will be given preference in hiring consistent with applicable law, regulation, or executive order, and collective bargaining agreements.

3161 Hiring Preference for Eligible Employees

Initially, and on an annual basis thereafter, eligible individuals must certify on the Statement of Interest in Maintaining Section 3161 Employment Eligibility form, their desire to retain their hiring preference through the contractor's employment department. This form is provided when the employee out processes.

As positions become available, Human Resources will review the qualifications of eligible former employees on the [enter name of DOE or NNSA site] Preference in Hiring List so individuals can be given preferential consideration when they meet the minimum qualifications for a position.

In order to be eligible, individuals must meet the requirements as identified below:

> Regular full-time and part-time employees are qualified, eligible employees under section 3161, if they have been:
>
> • Employed at a DOE defense nuclear facility on or before September 27, 1991, and
>
> • Employed at [enter name of DOE or NNSA site] in a full-time or part-time regular capacity on the date a workforce restructuring notice was given for a specific workforce reduction, and
>
> • Involuntarily separated (other than for cause).

Hiring Preference for Other Affected Employees (not 3161 eligible)

Affected employees are encouraged to apply for open positions that they feel qualified to fill.