



STATE OF WEST VIRGINIA  
OFFICE OF THE ADJUTANT GENERAL  
1703 Coonskin Drive  
Charleston, West Virginia 25311-1085

FEB 21 2014

NGWV-TAG

MEMORANDUM FOR All Technicians of the 167<sup>th</sup> Airlift Wing, WV Air National Guard

SUBJECT: General Notice of Reorganization, Realignment and Reduction in Force (RIF), 167<sup>th</sup> Airlift Wing (AW)

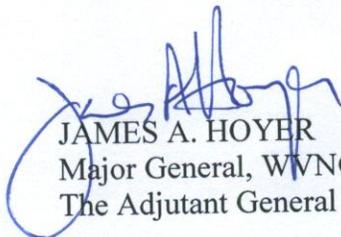
1. **REFERENCES:**

- a. TPR 300-351, dated 22 November 1993, Reorganizations, Realignments, and Reduction in Force.
  - b. General Notice of Reorganization, Realignment and Reduction in Force (RIF), 167<sup>th</sup> Airlift Wing (AW), dated 12 August 2013
2. **COMPETITIVE AREA:** This notice of RIF is intended to inform all technicians assigned to the 167<sup>th</sup> AW, Martinsburg, WV of a reduction in the number of positions at the 167<sup>th</sup> AW due to a reduction associated with Mission Aircraft Conversion, effective 1 October 2014. The established competitive areas are 167<sup>th</sup> Maintenance Group and the 167<sup>th</sup> Operations Group; however, the 167<sup>th</sup> AW basewide will be affected by the RIF process.
3. **IMPACT:** The 167<sup>th</sup> AW has been impacted by an Air National Guard mandated unit manpower change requirement. These impacts will result in a reduction to the overall full-time technician authorizations. 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 WV Air National Guard will use full-time force management options locally and 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.
5. **INCENTIVES:** Incentive authorities are used to achieve targeted reductions voluntarily by creating vacancies for position loss or placement. The WV Air National Guard will use technician Voluntary Early Retirement Authority (VERA), and the Voluntary Separation Incentive Program (VSIP) to attempt to avoid an involuntary RIF. These will be used at the 167<sup>th</sup> AW initially, and on a statewide basis if needed/available.

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6. **SPECIFIC NOTICES:** If an involuntary RIF is required within the competitive area of the 167<sup>th</sup> AW, individuals affected will receive a specific notice no later than 60 days prior to the effective date of the personnel action. When issued, the specific notice will state the effect of the realignment, 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 technicians receive all entitlements and benefits in accordance with the law.
7. **INFORMING THE WORK FORCE:** In the event an involuntary RIF becomes unavoidable, the HRO will notify the ACT representatives concerning any changes, and upon request, discuss ACT proposals.
8. **EXPIRATION:** This general notice will expire one year from the date of this notice, unless it is renewed, replaced by, or supplemented with a specific letter.
9. **DELEGATION:** Implementation is delegated to the Director of Human Resources. The Human Resource Office will provide additional information as it becomes available. The POC is Kay Pahl, Deputy Director for Human Resources, at (304) 561-6434/DSN 623-6434 or email: anita.k.pahl.civ@mail.mil.

  
JAMES A. HOYER  
Major General, WVNG  
The Adjutant General

CF:  
ATAG-Air  
167 AW/CC  
Chairman, WV ACT  
Director of Human Resources