 INTERIM NATIONAL **SECURITY** STRATEGIC GUILDANCE

From: Mr. John Rowe, DCHR, NOOCP

To: COMMANDER, NAVY RESERVE FORCE

Subj: REVISION TO COMNAVRESFORINST 12551.1A

Per reference (a), the following authority is requested:

RIF: # ci From: Mr. John Rowe, DCHR, NOOCP

To: COMMANDER, NAVY RESERVE FORCE

subj: REVISION TO COMNAVRESFORINST 12551.1A

1. Per reference (a), the following authority is requested:

RIF: # civilian positions to be abolished:

TOF or TOW: # civilian positions to be transferred:

VSIP: # to be offered: VERA: # to be offered:

1. This VSIP/VERA request (if applicable) is submitted for the purpose of:

RIF due to downsizing

Position restructuring

1. Describe in sufficient detail the purpose for the RIF, workforce restructuring or downsizing. Describe the mission change, skill imbalance or delayering, and why the incumbent position(s) do not meet the requirements and how the new position(s) will meet mission requirements. List the series, grade and title for each incumbent being offered the VERA/VSIP incentive.
2. If the VSIP request is for restructuring, provide the following for each position to be restructured:
   1. Current position title, series and grade, and position description number.
   2. Proposed changes to the current position in terms of duties, major responsibilities and/or skill requirements.

SIGNATURE Commander/Commanding Officer

DATE