



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 12351.1D
N1CP
8 Jul 2022

NETC STAFF INSTRUCTION 12351.1D

From: Commander, Naval Education and Training Command

Subj: COMPETITIVE AREA FOR REDUCTION IN FORCE

Ref: (a) 5 CFR 351.402
(b) 5 CFR 351.801

1. Purpose. To define the Competitive Area (CA) for Reduction in Force (RIF) purposes for Appropriated Fund civilian employees of Naval Education and Training Command (NETC) Headquarters (HQ) Staff.

2. Cancellation. NETCSTAFFINST 12351.1C.

3. Discussion. All federal agencies are required to establish CAs. These are the boundaries within which employees compete for retention under RIF procedures. Employees in a CA compete only with each other; they do not compete with employees in another CA.

4. Scope

a. Per reference (a), the following CAs are defined:

- (1) SAN DIEGO, CA:
UIC 33589, NETC HQ Staff Information Technology
UIC 3766A, Civilian Personnel Support Staff
UIC 60128, Supply Chain Operations
- (2) GROTON, CT:
UIC 33589, NETC Information Technology Support
UIC 3766A, Force Development Support
- (3) MAYPORT, FL:
UIC 3766A, Force Development Support
- (4) PENSACOLA, FL:
UIC 00076, NETC HQ Staff
UIC 33589, NETC HQ Staff Information Technology Support
UIC 3766A, Force Development Civilian Personnel Support Staff
- (5) GREAT LAKES, IL:
UIC 00076, NETC HQ Staff
UIC 33589, NETC Information Technology Support
UIC 3766A, Force Development Support
- (6) NEW ORLEANS, LA:
UIC 00076, NETC HQ Staff
- (7) NEWPORT, RI:
UIC 43728, Senior Enlisted Academy

- (8) MILLINGTON, TN:
UIC 00076, NETC HQ Staff
UIC 60128, Supply Chain Operations
- (9) DAHLGREN, VA:
UIC 3766A, Force Development Support
- (10) DAM NECK, VIRGINIA BEACH, VA:
UIC 33589, NETC Information Technology Support
UIC 3766A, Force Development Support
UIC 60128, Supply Chain Operations
- (11) NORFOLK, VA:
UIC 60128, Supply Chain Operations
- (12) VIRGINIA BEACH, VA:
UIC 60128, Supply Chain Operations

b. All civilian employees in the above UICs will be in the specified CA by geographic location as listed above.

5. Policy. Per reference (b), an agency must give an employee at least 60 days specific written notice before the employee is released from the competitive level by a RIF action. NETC will strive to provide a 90 day RIF notification period. At the same time a notice is issued to an employee, a written notice must be given to the exclusive representative(s) of each affected employee at the time of the notice.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the

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instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



K. BECK
Chief of Staff

Releasability and distribution:

This instructions is cleared for public release and is available electronically on the NETC Public Web Site (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by e-mail at netc_directives@navy.mil.