



DEPARTMENT OF THE NAVY
OFFICE OF NAVAL INTELLIGENCE
4251 SUTLAND ROAD
WASHINGTON, D.C. 20395-5720

IN REPLY REFER TO
12301.1
Ser RMO43/1517
22 JAN 09

From: Deputy Commander, Office of Naval Intelligence
To: All ONI-36 Employees

Subj: CIVILIAN ONI-36 EMPLOYEES NOTICE OF ONI-36 TRANSFER OF
FUNCTION AND REQUEST FOR DECISION TO EXERCISE TRANSFER
RIGHTS

Encl: (1) Transfer of Function Decision Form

1. In accordance with Secretary of Navy Instruction 12351.5F, "Announcement and Approval of Civilian Reduction-in-Force (RIF), Transfer of Function (TOF), Transfer of Work, and Furlough Actions" and at the direction of the Chief of Naval Operations, the Office of Naval Intelligence (ONI) has been granted the authority to transfer the ONI-36 function to the Naval Criminal Investigative Service (NCIS). This TOF will impact all current ONI-36 employees performing duties under the ONI-36 function. Operational Control and tasking of ONI-36 personnel officially transferred to NCIS on 15 October 2008. Administrative Control to include the official realignment of the personnel to NCIS will be effective 13 April 2009.

2. Since ONI and NCIS are both Navy commands, this TOF is considered an intra-agency TOF. All civilian employees in ONI-36 have the right to transfer with the function to NCIS. All employees who exercise transfer of function rights will be transferred with their current position to NCIS. You are encouraged to exercise your TOF right as it is the desire of NCIS to retain the skills of current ONI employees to the extent possible.

3. Benefits and Entitlements for Employees Who Accept the TOF

If you choose to accept your transfer right, the current terms and conditions of employment will remain in effect.

a. **OCONUS Duty Station Employees** - Civilians assigned to OCONUS duty stations will remain in place and retain all provisions applicable by law and DOD regulations for overseas appointments to include differentials and allowances as appropriate to their places of employment and their employment conditions. Return rights and duration of tour requirements will also remain in effect in accordance with applicable laws and DOD regulations.

Subj: NOTICE OF ONI-36 TRANSFER OF FUNCTION AND REQUEST FOR
DECISION TO EXERCISE TRANSFER RIGHTS

b. CONUS Duty Station Employees

(1) The majority of civilians assigned to CONUS duty stations will remain in place. The exception may be a small number of employees with a Washington DC metropolitan duty station who may experience a change in duty station. An example of this is some employees assigned to NMIC Suitland may be reassigned to the Washington Navy Yard, remaining in the National Capital Region.

(2) Some civilian positions transferring to the NCIS Navy Yard Duty Station may be affected by the NCIS Base Realignment and Closure (BRAC) projected for 2011. These NCIS positions will be relocated to Quantico, Virginia. In this instance, you may be entitled to the BRAC employee entitlements which may include Outplacement Assistance, Outplacement Subsidy, Voluntary Reduction-in-Force, Severance Pay, Annual Leave Restoration, Extended Employment for Retirement and/or Health Benefits, FEHB-Temporary Continuation of Coverage, and Automatic Waiver of FEHB Minimum Participation Requirements.

c. Performance Management - All employees will remain covered under DCIPS; established Individual Performance Objectives (IPOs) and Individual Development Plans (IDPs) will remain in place.

d. Pay and Compensation - Total pay and compensation will be administered in accordance with your current DCIPS pay band structure and salary levels.

e. Special Position and Qualification Requirements - You must maintain your eligibility for a Top Secret SCI Clearance with access to Special Programs and a polygraph may be required. Positions are already identified as test designated.

4. Benefits and Entitlements for Employees Who Decline the TOF

You have the right to decline to transfer with your function. You should clearly understand that if you decline to exercise your right to transfer with your function, you will be separated by the ONI under adverse action procedures and be classified as a displaced employee. Your official separation date will be effective 13 April 2009, the pay period of the official transfer of function to NCIS.

Subj: NOTICE OF ONI-36 TRANSFER OF FUNCTION AND REQUEST FOR
DECISION TO EXERCISE TRANSFER RIGHTS

a. Displaced employees may be eligible to participate in the DOD Priority Placement Program (PPP) and the federal agency-wide Interagency Career Transition Assistance Plan (ICTAP). Current employees who have career or career-conditional status and are on an appointment without time limitations in the competitive service, or employees in the excepted service (with or without personnel competitive status), may register with the PPP if they are scheduled for displacement action as covered in the PPP Operations Manual chapter 3, paragraph B.1.b. Employee performance and conduct must be fully satisfactory.

Eligible employees must ensure they take the following actions:

- (1) Decline the TOF or covered management-directed reassignment in writing; and
- (2) Register with the PPP and/or ICTAP while still employed.

b. Employees entitled to severance pay are mandatorily registered.

c. Separation Benefits and Entitlements - The "Department of Defense Displaced Employee Guide Benefit and Entitlement Information," provides a detailed explanation of your employee benefits and entitlements. It can be accessed on line at:
<http://www.cpms.osd.mil/ASSETS/9E43C08C52474716BF5A04AAEA84F910/deguide.pdf>
Highlights of benefits and entitlements are listed below:

(1) **Lump-Sum Severance Pay** - Eligible DOD employees have the option to receive severance pay in a lump sum rather than the usual bi-weekly installments.

(2) **Temporary Continuation of Federal Employee Health Benefits Coverage** - Employee is entitled to receive 18 months of health insurance coverage after Reduction-In-Force separation. The Department continues to pay the employer portion of the premium; the individual pays the employee share plus a small administrative fee.

(3) **Unemployment Compensation** - monetary payments for workers whose employment has been terminated through no fault of their own.

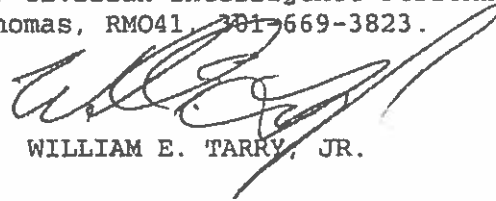
5. Your service at ONI is greatly appreciated, and we encourage you to give careful consideration to pursuing your career by exercising your transfer right. If you decide not to transfer with your function, you will be counseled concerning your eligibility for placement under the PPP.

Subj: NOTICE OF ONI-36 TRANSFER OF FUNCTION AND REQUEST FOR
DECISION TO EXERCISE TRANSFER RIGHTS

6. You must indicate your decision on Enclosure (1) and forward to Samichie Thomas, Resource Management Office (RMO41), room 2A129. Failure to respond to this letter within 15 calendar days constitutes a declination of the offer to transfer with your function.

7. You are faced with an important decision, and you should consider all aspects of the transfer very carefully. Your supervisor and an ONI and/or CIPD HR representative will be available to answer any questions you may have concerning this transfer. They will provide advice and information about the transfer; however, the final decision must be yours.

8. The ONI POCs are Davida McKinney, Civilian Intelligence Personnel Office (301) 669-5858; or Samichie Thomas, RMO41, 301-669-3823.



WILLIAM E. TARRY, JR.