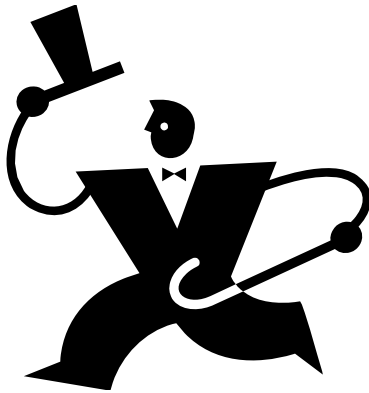


Fort Knox CPAC...



HR Tip of the Week

Reassignment versus Realignment

It seems organizations are constantly shuffling around to prepare for new missions and/or mission changes that may require moving employees around to accommodate new business requirements. In doing so, managers may be required to initiate reassignment and/or realignment actions to ensure proper placement of employees to avoid mission failure.

When approaching these kinds of actions, it is important to understand the differences between a reassignment and a realignment action. In the HR world, we take the approach of the face and place method. Face meaning employee and place meaning position. In the case of a realignment, the employee (face) moves with their position (place) to a new organizational setting. In other words, the face and the place move together with the only change being a new location. No competition is required since the only change that will take place is the organization to which the employee is assigned. Hence, if the employee and position move to a new organization and the position will not exist in the former organization, it is considered a realignment action.

When considering a reassignment action, the employee (face) moves to a new position (place) but the change may or may not require moving to a new organization. Following this reasoning, the employee (face) leaves their position (place) to assume a new position (place). This is considered a reassignment action because the only actual change is to the position description assignment. This is also true when the employee (face) and position (place) move to a new organization but the position (place) will continue to exist in the former organization. If the employee (face) is moving to a new position (place), this is a reassignment. Some reassignment actions may be a result of competitive action or may be management directed and may be subject to rules and regulations regarding the Priority Placement Program (PPP).

To recap the aforementioned processing logic, refer to the following definitions:

Realignment - Face and place move to new location but place will not exist in former location.
Reassignment – Face moves to new place and place may continue to exist in former location.

Please keep in mind, timely and accurate processing of all relevant actions will be accomplished through close coordination with the servicing HR Specialists in the CPAC.

Look for our next HR Tip on Federal Employees' Group Life Insurance (FEGLI) Premium Changes