



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-0050

OFFICE OF FIELD POLICY
AND MANAGEMENT

August 28, 2007

MEMORANDUM FOR: All FPM Employees

FROM: Robert Young, Acting Assistant Deputy Secretary
for Field Policy and Management, M
Rob Young

SUBJECT: Voluntary Placement

As you are probably aware, the Office of Field Policy and Management (FPM) is currently over its FY2007 ceiling of 411.9 FTE. The FY2008 FTE ceiling will be reduced to 383. This circumstance presents serious challenges in managing the FPM workforce. In light of the reductions, FPM must reduce a minimum of 20 positions in order to meet our allotted ceiling. Our goal is to accomplish this by utilizing voluntary reassignments.

Attached is a list of positions available for voluntary reassignments in program offices that are under their authorized FTE ceiling. If you wish to be considered for any of the positions, you must submit a resume for each position for which you wish to be considered. Please include your name on each page of all documents you submit. This material must be received in OHR no later than 8:45 a.m. on Wednesday, September 5, 2007.

Since this voluntary reassignment phase is a non-competitive process, you cannot be selected for reassignment to a position that offers greater promotional potential than the position you currently occupy. The Department encourages you to volunteer for positions within your commuting area. It will not pay relocation costs for reassignments outside of an employee's commuting area.

Employees must meet the basic Office of Personnel Management qualification requirements for the position for which referred. If selected for a position, each employee accepting a reassignment must execute a signed agreement certifying acceptance and acknowledgement of the voluntary reassignment prior to placement. OHR will provide the agreement at the time of the job offer.

Resumes for consideration must be received by the deadline and may be sent via e.mail to **FPM Volunteer Response**. If you have questions regarding this process,

please call June Stewart, Management Analyst, Human Resource Management at 202-708-3946 or Michael Simms, Acting Branch Chief, Staffing and Classification Division, Office of Human Resources 202-402-3395.

Attachment