



COMDTINST 12351.2B
APR 22 1999

COMMANDANT INSTRUCTION 12351.2B

Subj: COMPETITIVE AREAS OF THE UNITED STATES COAST GUARD

1. PURPOSE. For purposes of reduction in force (RIF), this Instruction sets policy governing the establishment of competitive areas in the U.S. Coast Guard for civilian employees. The intended users are civilian personnelists, employees, their supervisors, and managers.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands (MLCs), commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.
3. DIRECTIVES AFFECTED. Competitive Areas of the United States Coast Guard, Commandant Instruction 12351.2A is canceled.
4. COVERAGE. The provisions of this Instruction apply to competing employees as defined in paragraph 5 below. It does not apply to employees paid from nonappropriated funds, or to the Senior Executive Service (SES).
5. DEFINITIONS.
 - a. Co-located commands or units are those which share a common commuting area.
 - b. A competitive area defines the organizational and geographic boundaries in which civilian employees compete in a RIF.
 - c. A competing employee is defined as an employee, subject to RIF procedures, whose tenure is either in group I (Career), group II (Career Conditional), or group III (indefinite, term, and status employees), with the exception of those having a written decision under

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5 CFR 432 of removal due to unacceptable performance. The Coast Guard does not permit reemployed civil service annuitants to hold status as competing employees.

- d. A local commuting area is a geographic area that usually includes any population center and the surrounding communities in which people live and reasonably travel to and from work. Coast Guard commuting areas are identified in enclosure (1).

6. PROCEDURES.

- a. Standard Coast Guard Competitive Areas. Competitive areas within the Coast Guard shall be as follows:

- (1) The maximum competitive area is all commands within a single commuting area.
- (2) For Coast Guard Headquarters and all Headquarters units in the Washington, D.C. metropolitan area, the competitive area is the Washington, D.C. commuting area which encompasses Washington, D.C., adjacent areas in Maryland, and Northern Virginia, but excludes Baltimore, Maryland and its environs.
- (3) For all other locations outside the Washington, D.C. commuting area, each command within a commuting area will form a separate competitive area. All units of any given command (e.g., MLC units) within a single commuting area will form a single competitive area. When a competitive area of less than ten employees is co-located with other commands, the Coast Guard Personnel Command, Civilian Personnel Management Division (CGPC-cpm), in consultation with the commands, shall designate a larger competitive area for the employees.

- b. Changes to Competitive Areas.

- (1) Co-located Commands. Upon agreement, separate commands that are co-located in a single commuting area may form a single competitive area. Such changes shall be immediately communicated in writing to CGPC-cpm.
- (2) Publication.
 - (a) When establishing and changing competitive areas, they must be described in and distributed through official Coast Guard media readily accessible to all employees. A competitive area is not officially established or changed until announced in such a manner. Official media include appropriate websites.
 - (b) When notified by management, CGPC-cpm shall ensure competitive areas are published whenever established or changed.

- (c) Newly established competitive areas and changes to competitive areas must be published prior to issuing RIF notices.
- c. Office of Personnel Management (OPM) Approval Required for Competitive Area Changes Made within 90 Days of a RIF.
- (1) When changes in existing competitive areas are made or new areas are established less than 90 days prior to the effective date of a RIF, prior approval of OPM is required. Requests must be forwarded in writing from the head of the command via CGPC-cpm to Commandant (G-WPC). Upon review, Commandant (G-WPC) will forward accepted requests to the Departmental Director of Human Resource Management for submission to OPM.
 - (2) The request should be submitted as early as possible and should include:
 - (a) Identification of the proposed competitive area including the organizational segment, geographic location, and limits of the commuting area.
 - (b) A description of how the proposed area differs from the one previously approved for the same unit and geographic area.
 - (c) An organizational chart showing the relationship between the organizational components within the competitive area and other components in the commuting area.
 - (d) The number of competing employees in the proposed competitive area.
 - (e) A description of the operation, work function, staff, and personnel administration of the proposed area, and, where appropriate, a description of how the area is distinguished from others in these respects.
 - (f) A discussion of the circumstances which led to the proposed changes less than 90 days before a reduction in force.
 - (3) In cases where OPM approval for a new or modified competitive area is still pending, the RIF may not be effected until the approval is obtained or the required 90-day waiting period has been met.

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Encl: (1) Coast Guard Commuting Areas

UNITED STATES COAST GUARD COMMUTING AREAS

State	Commuting Area	Code
		ALMO
Alabama	Mobile	AKAN
Alaska	Anchorage	AKJU
	Juneau	AKKE
	Ketchikan	AKKO
	Kodiak	AKSI
	Sitka	AKSP
	St. Paul	AKVA
	Valdez	CAAL
California	Alameda/Oakland/San Francisco	CALB
	Long Beach/Los Angeles/San Pedro	CAMC
	McKinleyville	CAPE
	Petaluma/Point Reyes Station	CASC
	Sacramento	CASD
	San Diego	CTGR
Connecticut	Groton/New London	CTNH
	New Haven	FLJA
Florida	Jackson/Mayport	FLMI
	Miami/Miami Beach/Opa Locka	FLTA
	Tampa/Clearwater/St. Petersburg	GASA
Georgia	Savannah	HIHO
Hawaii	Honolulu	ILCH
Illinois	Chicago	
	Granite City (See Missouri)	
Kansas	Topeka	KSTO
Kentucky	Louisville	KYLO
Louisiana	Paducah	KYPA
	Morgan City	LAMO
	New Orleans	LANO
Maine	Portland/S. Portland	MEPO
	SW Harbor	MESW
Maryland	Curtis Bay/Baltimore/Columbia/Glen Burnie	MDCB
	Forestville/Suitland (See Washington DC)	
Massachusetts	Boston/Weymouth/Natick	MABO
	New Bedford	MANB
	Otis AFB	MAOT
	Woods Hole/Barnstable	MAWO
Michigan	Detroit/Selfridge AFB	MIDE
	Grand Haven	MIGH
	Hancock	MIHA
	Sault Ste Marie	MIST
	Traverse City	MITC
Minnesota	Duluth	MNDU
	Minneapolis	MNMI
	Rainer	MNRA
	Ray	MNRY

Enclosure (1) to COMDTINST 12351.2B

State	Commuting Area	Code
Minnesota	Warroad	MNWA
Mississippi	Jackson	MSJA
Missouri	St. Louis/Granite City II	MOSL
New Jersey	Atlantic City/Cape May/Wildwood/Woodbine	NJAT
New York	Buffalo/Niagara Falls	NYBU
	Coram	NYCO
	New York City	NYNY
North Carolina	Atlantic Beach	NCAT
	Elizabeth City	NCEC
	Wilmington	NCWI
Ohio	Cincinnati	OHCI
	Cleveland	OHCL
	Toledo	OHTO
Oklahoma	Oklahoma City	OKOK
Oregon	Astoria	ORAS
	Medford	ORME
	North Bend	ORNB
	Portland	ORPO
Pennsylvania	Philadelphia	PAPH
	Pittsburg	PAPI
Puerto Rico	Aguadilla	PRAG
	San Juan	PRSJ
Rhode Island	Providence	RIPR
South Carolina	Charleston	SCCH
Tennessee	Memphis	TNME
	Nashville	TNNA
Texas	Corpus Christi	TXCH
	Galveston	TXGA
	Houston	TXHO
	Port Arthur	TXPA
Virginia	Portsmouth/Chesapeake/Hampton/Norfolk/Yorktown	VAPO
Washington	Bellingham	WABE
	Port Angeles	WAPO
	Seattle	WASE
Washington DC	Washington DC/Northern VA/Forestville/Suitland MD	DCDC
West Virginia	Huntington	WVHU
	Martinsburg/Falling Waters	WVMA
Wisconsin	Milwaukee	WIMI