



NATIONAL FEDERATION OF FEDERAL EMPLOYEES

Affiliated with the International Association of Machinists & Aerospace Workers, AFL-CIO

NFFE Guidance: Preparing for a Possible Reduction in Force (RIF) Notice

1. **Check your eOPF.** Make sure your OPF contains accurate documentation of your entire employment history, training, and education. Make sure your performance ratings are all included and accurate so you can receive the correct RIF service credit for performance. You may submit additional information for inclusion such as resume, biographical sketch, etc. These documents are critical because the agency will use them to match you with vacancies and determine other benefits you may be entitled to. Request changes or amendments if you find errors or missing documents. You may designate all areas for which you wish to be considered so long as you possess skills in those areas and these documents show those skills.
2. **Update your mailing address on record with your agency.** Before a RIF- update your mailing address on record to one that you will be able to check regularly. This is especially important if the agency decides to mail you your RIF notice rather than give it to you in person. When notices are mailed, you are presumed to have received it. If you don't check your mail and miss the letter, you may miss the deadline to accept an offer in the RIF notice, such as severance pay. Deadlines will not be extended if you do not check your mail.
3. **Prepare for no longer having access to government systems.** Be sure to capture all the information that will be helpful or necessary to have for you personally following your government service. It is a good idea to forward government emails to a personal email address if you believe you may need them later. It is a good idea to keep downloads of your OPF and any other documents related to your performance, benefits, and employment where you can access them if you no longer are a federal employee. This advice is limited only to capturing information related to your employment. Do not take any information off government systems unless you are authorized to do so. Do not take any action that may subject you to discipline. You may not receive severance pay or may not be able to apply for unemployment benefits if you are disciplined before a RIF can take effect.
4. **Determine whether you are excepted service or competitive service.** Employees holding excepted service positions have no assignment rights unless their agency, at its discretion, chooses to offer these rights. Your agency may have decided to run an excepted service RIF in the same competitive area undergoing a RIF. Excepted service employees who are eligible for veterans preference and separated by a RIF are eligible to have their names placed on a reemployment list that gives them future consideration for excepted positions filled by their former agency.



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5. **Learn about all the available government placement programs.** See if your agency has a process for you to secure priority consideration for agency vacancies you could move into by noncompetitive reassignment, repromotion, or voluntary change to lower grade or reduced tour, i.e. Workforce Restructuring and Placement System Process, the Interagency Career Transition Plan (ICTAP), Reemployment Priority List and Career Transition Assistance Plan, or the Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128) programs. The Agency is responsible for determining which of these programs might be used in a RIF impacting you, but learning about them now is helpful to employees who want to anticipate what might occur should they be notified of a RIF.

6. **Calculate what your severance pay offer might be.** RIF notices will contain severance pay offers. Use OPM's Severance Pay Estimation Worksheet to determine what you might be offered. (insert hyperlink <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/severance-pay-estimation-worksheet/>)

7. **Locate your social security card.** It might be needed if you plan to apply for unemployment benefits. If you can't find it you should request a replacement now, as there may be a delay in getting replacement cards if staffing reductions occur at SSA. <https://www.ssa.gov/number-card/replace-card>