

When an agency decides to abolish positions, it has to determine which employees will no longer be needed. The process used to make that determination is called **Reduction in Force (RIF)**. The RIF rules require agencies to favor (1) career civil servants, (2) veterans, (3) long-term employees, and (4) good performance in determining which employees will be impacted. The order those factors are taken into account may change depending on what Agency you work for. RIF/Reorganization plans must be submitted and approved by OPM before any personnel action can be taken. The processes concerning a RIF are statutory (5 CFR 351) and must be adhered to. You may also have language in your contract regarding a RIF procedure. If so, you should familiarize yourself with any unique rights you may have under your collective bargaining agreement. (Insert link to 5 CFR 351).

WHAT HAPPENS TO EMPLOYEES IN A RIF

Employees in positions that are being eliminated, and related positions, will be ranked based on the 4 factors above and will remain in their position, be reassigned to another position, or be terminated.

WHAT EMPLOYEES CAN DO RIGHT NOW

- [Make sure that the agency has the correct information](#)
- [Learn about the RIF process.](#)

RIF NOTICES ACCORDING TO LAW AND REGULATION

Pursuant to law and regulation, at least 60 days before any RIF action, the agency must provide each impacted employee with a written notice that includes important information, such as:

- The type of RIF action the agency is taking (e.g., separation or reassignment),
- the purpose of the RIF,
- the date of the RIF action,
- where the employee can obtain their Official Personnel Folder, and
- the employee's ranking on the retention register (i.e., the list of employees that determines which employees are let go first.)

RIF Notices may have additional requirements if your Collective Bargaining Agreement has been negotiated to include other items or timeframes.