

## Navigating a Reduction in Force: What You Need to Know

### What is a Reduction in Force (RIF)?

A Reduction in Force (RIF) is a process where a government agency reduces its workforce due to budget constraints, organizational changes, or shifting priorities. This may result in employees being reassigned, furloughed, or separated from service. RIF decisions are not performance-based, although past performance does play a role, and are made using specific guidelines, such as tenure, length of service, and veterans' preference. Affected employees may have access to benefits like severance pay, retirement training, and [career transition programs](#) to support them during this transition.

### Employee Responsibilities before a Reduction in Force

Employees should review their [Electronic Official Personnel Folder \(eOPF\)](#) files and Notice of Personnel Action (SF-50) to ensure accuracy. Employees are encouraged to have their resumes prepared and ready for submissions to your bureau's Human Resources team, if requested. Your resume may help with:

- Assessing your qualifications for other positions
- Updating your veterans' preference, education, and experiences (if applicable)
- Verifying information for retention registers
- Reporting any errors or missing information to your Senior Human Resources Officer

### Employees Who Are Separated in a Reduction in Force

Not all employees impacted by a RIF will be separated, many may be reassigned to new positions. If you receive a RIF Notice of Reassignment or Separation, it is important to read the notice in its entirety. There are several other important factors to understand and consider during this process.

**Understand Your Benefits:** Employees who are separated in a RIF may be eligible for a number of benefits including:

- [Severance pay](#)
- Unemployment compensation
- Unused annual leave – [lump sum payment](#) for accrued annual leave upon separation
- Unused sick leave – restored if re-employed in the government; if retiring, added to your total service for annuity purposes
- [Retirement benefits](#)

For more details, refer to the sections the [Benefits for Separated Employees](#) and [Benefits for Downgraded Employees](#) on the U.S. Office of Personnel Management (OPM) website.

### Employee Career Transition Resources

<b>Employee Assistance Program (EAP)</b> <ul style="list-style-type: none"><li>• Federal Occupational Health (FOH)</li></ul>	<a href="https://www.foh4you.com/">https://www.foh4you.com/</a>
<b>Agency Career Transition Services</b> <ul style="list-style-type: none"><li>• Career Transition Assistance Plan (CTAP)</li><li>• Interagency Career Transition Plan (ICTAP)</li><li>• Agency Reemployed Priority Lists (RPL)</li></ul>	<a href="#">OPM Career Transition Guide</a>