

**FFAS**  
**HANDBOOK**

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Reduction in Force

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For FAS, FSA, and RMA Federal Offices

SHORT REFERENCE

29-PM

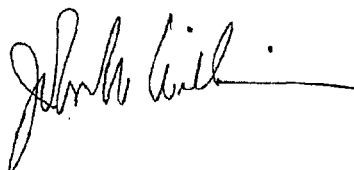
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<b>Reduction in Force 29-PM</b>	<b>Amendment 2</b>
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Approved by: Acting Deputy Administrator, Management



**Amendment Transmittal**

**A**

**Reasons for  
Amendment**

Paragraph 49.5 has been added to change the credit for performance as reflected in 5 CFR 351.504.

Exhibit 6 has been amended to clarify FAS competitive areas and establish RMA competitive areas.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
1, 2	3-1, 3-2 4-3, 4-4 4-5, 4-6 4-7, 4-8 (add)	6, page 1

## Table of Contents

	Page No.	
<b>Part 1</b>	<b>General Provisions</b>	
1	Overview .....	1-1
2	Using Regulations .....	1-1
3	Coverage .....	1-3
4	Policy .....	1-4
5	Communications Between Management and Employees .....	1-5
6	Advance Planning .....	1-6
7	Responsibilities .....	1-6
8-17	(Reserved)	
<b>Part 2</b>	<b>Transfer of Function</b>	
18	Identification .....	2-1
19	Losing Competitive Area .....	2-2
20	Identification of Positions With Transferring Function .....	2-2
21	Gaining Competitive Area .....	2-4
22	Management Rights and Responsibilities .....	2-6
23	Grievances .....	2-6
24-33	(Reserved)	
<b>Part 3</b>	<b>Scope of Competition</b>	
34	General Information .....	3-1
35	Competitive Areas .....	3-1
36	Competitive Levels .....	3-2
37-46	(Reserved)	
<b>Part 4</b>	<b>Retention Standing</b>	
47	Order of Retention - Competitive Service .....	4-1
48	Order of Retention - Excepted Service .....	4-3
49	Length of Service .....	4-3
49.5	Credit for Performance .....	4-4
50	Retention Register .....	4-7
51-60	(Reserved)	

**Table of Contents (Continued)**

**Page No.**

**Part 5 Release From Competitive Level**

61	Releasing Noncompeting Employees .....	5-1
62	Releasing Competing Employees .....	5-2
63-72	(Reserved)	

**Part 6 Assignment Rights**

73	Eligibility .....	6-1
74	Exceptions to Qualifications Standards .....	6-2
75	Best Possible Offer .....	6-2
76	Displacing a Lower Subgroup Employee ("Bumping") .....	6-3
77	Displacing an Employee in the Same Subgroup ("Retreating") .....	6-4
78	Preference Eligibles With 30 Percent or More Service-Connected Disabilities .....	6-4
79	Grade and Pay Retention .....	6-5
80-89	(Reserved)	

**Part 7 Notice to Employees and Interested Agencies and Groups**

**Section 1 Notice to Employees**

90	Notice Period .....	7-1
91	Notice Contents .....	7-3
92	Status During Notice Period .....	7-4
93-102	(Reserved)	

**Section 2 Notice to Interested Agencies and Groups**

103	General Policy .....	7-25
104	To Whom To Provide Information .....	7-25
105-114	(Reserved)	

**Part 8 Placement Assistance, Severance Pay, and Appeals**

115	Placement Assistance .....	8-1
116	Severance Pay .....	8-1
117	Appeals .....	8-2
118	Grounds for Appeal .....	8-3

**Exhibits**

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3-5	(Reserved)
6	FFAS Competitive Areas

Part 1 General Provisions

1 Overview

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A  
Handbook Purpose

This handbook establishes the policies and procedures for effecting RIF actions in FAS, FSA, and RMA.

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B  
Sources of Authority

Authority for the management of RIF actions is authorized by:

- 5 U.S.C.
- 5 CFR Part 351.

**Note:** 5 CFR is available in all servicing personnel offices.

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2 Using Regulations

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A  
Making RIF  
Determinations

Each agency is responsible for determining:

- the categories within which positions are required
- where positions are to be located
- when positions are to be filled, abolished, or vacated.

**Note:** This includes determining when there is a surplus of employees at a particular location in a particular line of work.

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Continued on the next page

2 Using Regulations (Continued)

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**B**  
**When RIF**  
**Procedures Are**  
**Followed**

RIF procedures will be followed when releasing a competing employee from his or her competitive level because of any of the following:

- lack of work
- shortage of funds
- insufficient personnel ceiling
- reorganization
- another employee's exercise of reemployment or restoration rights
- reclassification of an employee's position because of erosion of duties when it occurs within 180 days of a formally announced RIF in a competitive area.

Personnel actions resulting from RIF include:

- separation
  - furlough for more than 30 days
  - demotion
  - reassignment requiring displacement.
- 

**C**  
**Filling Vacant**  
**Positions**

When the agency, at its discretion, chooses to fill a vacant position by an employee who has been reached for release from a competitive level for 1 of the reasons in subparagraph 2 B, RIF procedures shall be followed.

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### 3 Coverage

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#### A

##### Employees Covered

This handbook applies to all employees of FAS, FSA, and RMA, except for:

- County employees
  - members of Senior Executive Service
  - Senior Foreign Service employees
  - Foreign Service employees
  - foreign national employees
  - employees whose appointment is required by Congress to be confirmed by, or made with the advice and consent of, the U.S. Senate.
- 

#### B

##### Actions Not Covered

RIF policy does not apply to the following.

- The termination of a temporary or term promotion or the return of an employee to the position held before the temporary or term promotion or to 1 of equivalent grade and pay.
- A change to lower grade based upon the reclassification of an employee's position because of the application of new classification standards or the correction of a classification error.
- A change to lower grade based on reclassification of an employee's position because of erosion of duties.

**Exception:** This exclusion does not apply to such reclassification actions that will take effect after an agency has formally announced RIF in the employee's competitive area and when RIF will take effect within 180 days. This exception ends at the completion of RIF.

- Placement of an employee serving on an intermittent, part time, on call, or seasonal basis according to conditions established at the time of appointment.
  - A change in an employee's work schedule from other than full time to full time. A change from full time to other than full time for a reason covered in subparagraph 2 B is covered by RIF procedures.
- 

Continued on the next page

3 Coverage (Continued)

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**B**

**Actions Not Covered (Continued)**

- Reassignment to a position at the same grade in the same or different competitive levels, including reassignments because of reorganization.
  - Reduction in grade based upon application of new OPM classification standards or to correct previous classification error.
  - Reclassification because of erosion of duties, when duties have gradually drifted away through an extended erosion process and no proximate cause or time can be determined for the change in duties. However, when RIF has been formally announced and will occur within 180 days after the effective date of the downgrade, RIF procedures are applicable to the downgrade.
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4 Policy

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**A**

**RIF Avoidance**

Reductions in personnel strength will be accomplished, whenever possible, by advance planning and attrition. Every effort will be made to avoid using RIF procedures to effect such reductions.

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**B**

**Informing Employees**

Employees and their elected and recognized representatives will be informed as soon as possible of any necessity for RIF, and of the agency's plans for effecting the reduction. When a sizeable reduction (50 or more employees) is necessary, similar information will be provided to the Secretary of Agriculture, appropriate Government agencies, and interested employee and civic groups.

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**C**

**Vacant Positions**

The agency will, to the extent feasible, offer employees being separated or downgraded because of RIF vacant continuing positions for which they are qualified.

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Continued on the next page



**4 Policy (Continued)**

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**D**

**Outplacement Assistance**

Outplacement assistance will be provided to all employees who are separated as a result of RIF. Outplacement assistance will be conducted according to the agency CTAP. Separated employees will be provided with assistance according to ICTAP and the USDA RPL.

---

**E**

**Time Off**

According to the agency CTAP, employees being separated because of RIF will be given a reasonable amount of time off without charge to leave to participate in job interviews with other Federal or private sector employers.

Reasonable amounts of time off without charge to leave also will be made available to employees seeking career counseling or Employee Assistance Program Services.

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**5 Communications Between Management and Employees**

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**A**

**Open Communications**

All forms of RIF actions covered by this handbook are highly sensitive subjects. Open communications with employees and union representatives will help employees understand the need for RIF action and will encourage employees to continue work with as little disruption as possible.

Cognizant management officials will, to the maximum extent possible, ensure that employees who might be affected by a contemplated RIF action are provided with complete and timely information, which they will need to make reasoned decisions regarding their rights, and that employees are kept reasonably current regarding planning for RIF action.

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**B**

**Compliance With Negotiated Agreement Provisions**

Mission areas with recognized bargaining units must comply with negotiated agreement provisions concerning union notice of planned RIF's and participation at formal meetings.

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**6 Advance Planning**

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**A  
Minimize  
Disruptions**

The disruptive effects of a contemplated RIF action can be minimized, and in some cases completely avoided, by careful advance planning.

---

**B  
Actions**

When the probable extent and effects of a RIF have been ascertained, the following steps will be taken.

- • Positions that are essential to the continuing mission and must be retained will be identified.
  - • Information will be obtained about possible resignations, retirement, and other separation actions, and a determination made as to the extent to which the work force is likely to be reduced through normal attrition.
- 

**7 Responsibilities**

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**A  
Administrators**

The Administrators for FAS, FSA, and RMA, with the advice of the Associate and Deputy Administrators, will do the following.

- Determine when major reductions in personnel are to be effected, which will materially affect the work force, and which functions and competitive levels are to be reduced.
  - Approve all RIF's.
  - Approve the competitive areas established for the National Offices and applicable Field Offices.
- 

Continued on the next page

**7 Responsibilities (Continued)**

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**B****FSA DAM**

FSA DAM, with the advice of key staff, will do the following.

- Make recommendations to the respective Administrators concerning reductions in personnel, including functions and competitive levels to be reduced, when occupied positions are to be abolished, or when closure of a Field Office is involved.
  - Publish approved competitive areas for the respective agencies.
  - Arrange and participate in negotiations with recognized bargaining units, as appropriate.
- 

**C****Director, HRD**

The Director, HRD, in consultation with the Director, PD, provides advice and recommendations to the respective Administrators and other senior management officials regarding RIF policy and procedures. The Director will do the following.

- Keep employees and their representatives informed of essential facts pertaining to RIF, the procedures under which a RIF will be effected, placement assistance available, and any other matters to assist employees in understanding a RIF situation.
  - Maintain records and definitions of approved commuting areas.
  - Designate competitive levels for all positions in the organization they service classified under delegated authority.
  - Determine local commuting areas for RIF purposes.
  - Prepare retention registers.
  - Establish and monitor placement assistance programs.
- 

**8-17 (Reserved)**

Part 2 Transfer of Function

18 Identification

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A

**Definition of Function**

A function is defined as all, or a clearly identifiable segment, of an agency's mission (including all integral parts of that mission), regardless of how it is performed.

---

B

**Definition of Transfer of Function**

A transfer of function is defined as the transfer of the performance of a continuing function from 1 competitive area and its addition to 1 or more other competitive areas, except when the function involved is virtually identical to functions already being performed in the other competitive area(s) affected; or the movement of the competitive area in which the function is performed to another local commuting area. The gaining competitive area may be in the same or a different agency. The movement of work within a competitive area is a reorganization.

---

C

**Explanation of Continuing Function**

A function being transferred solely for the purposes of liquidation is not a continuing function. A function is transferred only when it disappears or is discontinued at 1 location and appears in an identifiable form at another location. The function must, at the time of transfer, be authorized to continue in operation for more than 60 days. In contrast, a discontinued function that does not appear at another location is considered to have been abolished. An employee whose position is transferred solely for liquidation, and who is not identified with an operating function specifically authorized at the time of transfer to continue in operation more than 60 days, is not a competing employee for other positions in the competitive area gaining the function.

---

**19 Losing Competitive Area**

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**A**

**Regulations**

The following regulations apply to the losing competitive area in a transfer of function.

- Regardless of an employee’s personal preference, a competing employee occupying a position that has been identified for transfer has no right to transfer with a function, unless the alternative is separation or downgrading in the competitive area losing the function.
- Except as permitted in subparagraph 20 E, the losing competitive area must use adverse action procedures if it chooses to separate an employee who declines to transfer with his or her function. An employee who declines to transfer with the function may not be separated any sooner than the effective date of the transfer of the employees who choose to transfer with the function to the gaining competitive area.
- Transfer of function regulations do not permit the losing competitive area to carry out RIF solely for employees who decline to transfer with their function. However, the losing competitive area may, at its discretion, include employees who decline to transfer as part of a concurrent RIF conducted for other reasons. They may also reassign the employee to another continuing position under the general authority to reassign employees.

---

**20 Identification of Positions With Transferring Function**

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**A**

**Introduction**

The competitive area losing the function is responsible for identifying the positions of competing employees with the transferring function. A competing employee is identified with the transferring function on the basis of the employee’s official position. Two methods are provided to identify the employees with the transferring function:

- Identification Method One
- Identification Method Two.

---

**B**

**Which Method to Use**

Identification Method One must be used to identify each position to which it is applicable. Identification Method Two is used only to identify positions to which Method One is not applicable.

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Continued on the next page

**20 Identification of Positions With a Transferring Function (Continued)**

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**C****Method One**

Under Identification Method One, a competing employee is identified with a transferring function if:

- the employee performs the function at least half of his or her work time
- regardless of the time the employee performs the function during his or her work time, the function performed by the employee includes the duties controlling his or her grade or rate of pay.

**Note:** In determining what percentage of time an employee performs a function in the employee's official position, the agency may supplement the employee's official position description by the use of appropriate records; such as, work reports, organizational time logs, work schedules, etc.

---

**D****Method Two**

Identification Method Two is applicable to employees who perform the function during less than half of their work time and are not otherwise covered by Identification Method One.

Under Identification Method Two, the losing competitive area must identify the number of positions it needed to perform the transferring function. To determine which employees are identified for transfer, the losing competitive area must establish a retention register, according to this handbook, that includes the name of each competing employee who performed the function. Competing employees listed on the retention register are identified for transfer in the inverse order of their retention standing. If, for any retention register, this procedure would result in the separation or demotion by RIF at the losing competitive area of any employee with higher retention standing, the losing competitive area must identify competing employees on that register for transfer in the order of their retention standing.

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Continued on the next page

## 20 Identification of Positions With a Transferring Function (Continued)

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### E

#### Handling Volunteers for Transfer

The losing competitive area may permit other employees of the agency to volunteer for transfer with the function in place of employees identified for transfer. However, the losing competitive area may permit these employees to volunteer only if no competing employee is separated or demoted solely because a volunteer transferred in place of him or her to the gaining competitive area.

If the total number of employees who volunteer for transfer exceeds the number of employees required to perform the function in the gaining competitive area, the losing competitive area, at its discretion, may give preference to the volunteers with the highest retention standing, or make selections based upon other appropriate criteria. Where exclusive representation exists, the representative will be given the opportunity to negotiate this criteria.

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## 21 Gaining Competitive Area

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### A

#### Regulations

The following regulations apply to the gaining competitive area in a transfer of function.

- The transfer of function provisions do not affect employees of the gaining competitive area if the transfer of function does not require RIF or other personnel actions in that organization.
- If a transfer of function requires that the gaining competitive area conduct RIF, employees identified for transfer by the losing competitive area shall be transferred to the gaining competitive area before it conducts RIF, **with no change in tenure**. They have the right to compete in any RIF on retention registers comprised of both themselves and the employees assigned to the gaining competitive area at the time the transfer is effected. A transferred employee who is reached for RIF action in the gaining competitive area has no retreat rights to the losing competitive area.

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Continued on the next page

**21 Gaining Competitive Area (Continued)**

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**A  
Regulations  
(Continued)**

- The gaining competitive area may determine the retention rights of incoming employees in a transfer of function without an actual relocation of the competing employees from the losing competitive area. The losing competitive area may act as an agent for the gaining competitive area in providing information to transferring employees and, if applicable, in processing lump sum annual leave payments and severance pay.
- Employees whose positions are transferred solely for purposes of liquidation, and who are not identified with operating functions specifically authorized at the time of transfer to continue in operation for more than 60 days, are not competing employees in the gaining competitive area. The employee has the right to transfer to the gaining competitive area solely for the purpose of separation by RIF.

An employee whose position is transferred solely for liquidation is placed on the reemployment priority list of the gaining rather than the losing competitive area.

- The transfer of function regulations do not apply to the transfer of a function that is terminated in the losing competitive area, and is subsequently transferred to another competitive area for completion.

A competing employee who the agency identifies with a terminated program is a competing employee in the losing competitive area for RIF competition.

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**22 Management Rights and Responsibilities**

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**A**

**Other Personnel  
Actions**

A transfer of function does not suspend management’s right to take other legitimate personnel actions. These actions may be taken before, concurrent with, or after the transfer of function.

---

**B**

**Assisting Employees**

To assist employees who must decide whether or not to accept transfer to a new geographic location, agency officials should provide available information to affected employees regarding the:

- new location of the activity
- timing of the transfer
- gaining organization
- new positions
- conditions upon which this information is subject to change.

Information should also be made available concerning such matters as availability and cost of housing in the new area, and the Government’s obligations to pay travel and moving expenses. Similarly, positive outplacement programs must be undertaken to assist employees who are faced with separation because they do not choose to transfer with the function, or because they did not receive offers at the new location.

---

**23 Grievances**

---

**A**

**Employee Rights**

An employee has no right to appeal a transfer of function per se. However, an employee may raise a transfer of function issue as part of an appeal or grievance of a subsequent RIF or adverse action that the employee believes resulted from the transfer of function.

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**24-33 (Reserved)**

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### Part 3 Scope of Competition

#### 34 General Information

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##### A

##### Basis for Competition

Employees compete for retention in RIF action on the basis of:

- competitive area
  - competitive level
  - tenure of employment
  - veteran's preference
  - length of service augmented by performance credit.
- 

##### B

##### Record Review and Retention

Records established for RIF purposes, such as documentation of competitive area and competitive level determinations, must be available for review by:

- representatives of OPM
- representatives of the bargaining unit
- an employee of the agency, to the extent that this register and records have a bearing on a specific action taken or to be taken against the employee.

The agency shall preserve intact all registers and records relating to an employee for at least 2 years from the date the employee is issued a specific notice.

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#### 35 Competitive Areas

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##### A

##### Introduction

A competitive area outlines the specific geographical or organizational boundaries within which employees compete in RIF actions. All employees in the organizational unit and geographical location are included in the competitive area.

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##### B

##### Established Competitive Areas

The Administrators for FAS, FSA, and RMA have established competitive areas for RIF affecting employees within their respective agencies. See Exhibit 6.

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Continued on the next page

### 35 Competitive Areas (Continued)

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#### C Minimum Criteria and Description Requirements

\*--The competitive areas established must consist of, at the minimum, a subdivision of the agency under separate administration within the local commuting area.--\*

When a competitive area will be in effect for less than 90 calendar days before the effective date of RIF, a description of the competitive area must be submitted to \*--OPM for approval in advance of RIF. Descriptions of all competitive areas--\* must be readily available for review.

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#### D Design

The competitive area structure for any RIF should be designed to:

- cause the minimum amount of disruption in the work force
  - minimize the costs of any RIF
  - be defensible, if challenged on appeal.
- 

### 36 Competitive Levels

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#### A Identifying Competitive Levels

A competitive level consists of jobs so similar that management can readily move an employee from one to another without significant training and without undue interruption to the work program.

Positions in a competitive level are characterized by the same grade (or occupational) level and classification series, and are similar enough in duties, qualifications requirements, pay schedules, and working conditions that the incumbent of one position can successfully perform the critical elements of any other position in the competitive level upon assignment to it, without any loss of productivity beyond that normally expected in the orientation of any new but fully qualified employee.

The competitive level is based upon each employee's position description, not on the employee's personal qualifications. Only occupied positions are included in a competitive level.

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Continued on the next page

**36 Competitive Levels (Continued)**

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**B  
Separate  
Competitive Levels**

Separate competitive levels are established in each competitive area according to the following.

- By service - competitive vs. excepted.
  - By appointment authority - separate levels are established for excepted service positions filled under different appointment authorities.
  - By pay schedule.
  - By type of work schedule - full-time, part-time, intermittent, seasonal, or on-call basis. No distinction may be made among employees in the competitive level on the basis of the number of hours or weeks scheduled to be worked.
  - By trainee status - separate levels for employees in formally designated trainee or developmental programs, as defined by 5 CFR 351.702 (e) (1) through (4).
- 

**C  
One Position  
Competitive Level**

A competitive level may consist of 1 position if it is unique in the sense that it is not interchangeable with any other position.

---

**D  
First Round  
Competition**

The first round competition in RIF action is among employees in the same competitive area who are assigned to positions in the same competitive level.

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**37-46 (Reserved)**

**Part 4 Retention Standing****47 Order of Retention - Competitive Service**

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**A****Retention Factors**

After grouping interchangeable positions into competitive levels, the agency applies the 4 retention factors listed in subparagraph 48 A in establishing separate retention registers for each competitive level that may be included in RIF. The name of each employee is listed in the retention register in the order of his or her retention standing. The retention register includes the name of each employee who meets any of the following criteria:

0

- holds a position in the competitive level
- holds another position because of a temporary promotion from the competitive level
- is detailed from the competitive level.

**Note:** Employees on military duty with restoration rights are not included.

Competing employees are placed on a retention register in the following groups and subgroups. The descending order of retention standing by:

- **tenure groups** is Group I, Group II, and Group III.
- **subgroups** based upon eligibility for veteran's preference in RIF, within each tenure group is Subgroup AD, Subgroup A, and Subgroup B.
- **length of service** within each subgroup, employees are ranked beginning with the earliest service date, including **performance credit**.

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Continued on the next page.

## 47 Order of Retention - Competitive Service (Continued)

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### B

#### Tenure Groups

Tenure groups for competitive service employees are comprised as follows.

- **Group I** - All career employees not serving a probationary period for appointment to a competitive position.
- **Group II** - All career-conditional employees, and all employees serving a probationary period for initial appointment to a competitive position.

**Note:** The fact that an employee is serving a probationary period for a supervisory or managerial position does not affect the tenure group of the employee's appointment for RIF purposes.

- **Group III** - All indefinite employees, employees serving under temporary appointments pending establishment of a register, employees in status quo, and employees serving under other nonstatus nontemporary appointments, such as provisional appointments.

**Note:** Employees serving under temporary limited appointments are not listed in Tenure Group III, and are not competing employees in RIF action.

---

### C

#### Subgroups

The subgroups are comprised of the following employees.

- **Subgroup AD** - All preference eligibles with compensable service-connected disabilities of 30 percent or more.
  - **Subgroup A** - All preference eligibles not included in Subgroup AD.
  - **Subgroup B** - All nonpreference eligibles.
- 

### D

#### Retired Pay Preference

Employees who are drawing retired pay from the U.S. Armed Forces must meet certain OPM criteria to be considered preference eligibles for RIF purposes. These criteria are defined in 5 CFR 351.501.

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**48 Order of Retention-Excepted Service**

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**A  
Retention  
Factors**

Competing employees in the excepted service are classified on a retention register in descending order as set forth in subparagraph 47 A for competing employees in the competitive service. Competing employees in the excepted service are classified on the basis of their:

- tenure of employment
  - veteran's preference
  - length of service
  - performance.
- 

**B  
Groups**

Groups are defined as follows.

- **Group 1** - All permanent employees whose appointment carries no restriction of condition such as conditional, indefinite, specific time limit, or trial period.
  - **Group 2** - All employees serving a trial period or whose tenure is equivalent to a career-conditional appointment in the competitive service.
  - **Group 3** - All employees who meet any of the following criteria:
    - whose tenure is indefinite, without specific time limit, but not actually or potentially permanent
    - whose appointment has a specific time limitation of more than 1 year
    - who are currently employed under a temporary appointment of 1 year or less, but who have completed 1 year of current continuous service under a temporary appointment with no break in service of 1 day or more.
- 

**49 Length of Service \* \* \***

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**A  
Introduction**

A service date will be established for each competing employee in RIF. Employees are listed on a retention register within veteran's preference subgroups, see subparagraph 47 C, by length of service, in descending order, and starting with the earliest service date.

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Continued on the next page

**49 Length of Service \* \* \* (Continued)**

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**B  
Determining  
Service Date**

An employee's service date for RIF purposes is 1 of the following:

- The date the employee entered on duty, if the employee has no previous creditable service.
  - The date obtained by subtracting the employee's total previous creditable service from the date the employee last entered on duty.
  - The date obtained by subtracting from either of the preceding dates any service credit for performance to which the employee is entitled, see subparagraph C.
- 

\* \* \*

**\*--49.5 Credit for Performance**

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**A  
Calculating  
Performance  
Credit**

An employee is given performance credit for RIF competition when his or her performance meets certain requirements. The amount of credit added is based on the mathematical average of the value of the employee's last 3 Federal annual performance ratings of record received during the 4-year period before the date the RIF notice was issued. Round fractions to the next higher whole number. Do **not** use a performance rating of record received:

- more than 4 years before the date of issuance of RIF notice
  - after the cutoff date specified in subparagraph C.
- 

**B  
Missing Ratings**

An employee who has received at least 1 but fewer than 3 previous ratings of record during the 4-year cycle shall receive credit for performance on the basis of the value of the actual rating(s) of record divided by the number of actual ratings received.

An employee who has not received any rating of record during the 4-year period shall receive credit for performance based on the modal rating for the summary rating pattern. A modal rating is defined as the summary level that was assigned most frequently among the actual ratings of record to employees in the competitive area or, at the discretion of the agency, within a larger subdivision of the agency or agencywide.--\*

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Continued on the next page



**\*--49.5 Credit for Performance**

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**C**

**Cutoff Date for Ratings**

The cutoff date for submitting performance appraisals shall be set 90 calendar days before the date the specific RIF notice is issued to employees. No new appraisals will be accepted after this date.

---

**D**

**Credit for Single Rating Pattern or Ratings before October 1, 1997**

For all ratings issued before October 1, 1997, or where all ratings within the 4-year cycle and competitive area are in the same rating pattern, the performance credit assigned to each actual performance rating is as follows:

- 20 years for a Level 5 summary rating (Outstanding or equivalent)
  - 16 years for a Level 4 summary rating (Exceeds Fully Successful or equivalent)
  - 12 years for a Level 3 summary rating (Fully Successful or equivalent).--\*
- 

Continued on the next page

**\*--49.5 Credit for Performance (Continued)**

**E  
Multiple Rating  
Patterns**

If an agency has employees in a competitive area who have ratings of record under more than 1 pattern of summary levels, the following crediting plans will be used to determine the years to be credited for performance.

Use this table for FAS, FSA, and RMA.

	Level 1	Level 2	Level 3	Level 4		Level 5	
<b>Pattern A</b>	0	NA	16	NA		NA	
<b>Pattern B</b>	0	NA	13	NA		17	
<b>Pattern C</b>	0	NA	13	17		NA	
<b>Pattern D</b>	0	0	17	NA		NA	
<b>Pattern E</b>	0	NA	12	<b>FSA RMA</b>	<b>FAS</b>	<b>FSA RMA</b>	<b>FAS</b>
				15	16	18	20
<b>Pattern F</b>	0	0	14	NA		18	
<b>Pattern G</b>	0	0	14	17		NA	
<b>Pattern H</b>	0	0	14	16		18	

**Note:** When "NA" is listed, the level is not used in that pattern. The numbers represent the number of years to be credited for a rating at that level and under that pattern.

**F  
Crossing Agency  
Lines**

Regardless of whether the employee's service occurred in 1 or more Federal agencies, the employee's actual ratings are to be used to the extent they are available. If they are not available in the employee's official records, the current employing agency will accept employee copies of annual performance ratings of record for this purpose.--\*

**\*--49.5 Credit for Performance (Continued)**

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**G****Improved Rating**

An employee who has received an improved rating following an opportunity to demonstrate acceptable performance according to 5 CFR Part 432 shall have the improved rating considered as the annual performance rating of record. An employee's annual performance rating of record shall be presumed to be fully successful when both of the following conditions apply:

- the employee has been demoted or reassigned under 5 CFR Part 432 because of unacceptable performance
  - as of the date the RIF notice is issued, the employee has not received an annual performance rating in the position to which demoted or reassigned.--\*
- 

**50 Retention Register**

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**A****Introduction**

Before conducting a RIF action, management will determine the competitive area(s) and the competitive level(s) that will be affected. The personnel office will then prepare a retention register for each competitive level affected by RIF, listing employees by tenure group/subgroup as follows: IAD, IA, IB, IIAD, IIA, IIB, IIIAD, IIIA, and IIIB.

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Continued on the next page

**50 Retention Register (Continued)**

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**B  
Temporary  
Promotion**                    An employee serving a temporary promotion will be placed on the retention register for the competitive level from which he or she was promoted.

---

**C  
Temporary  
Part-Time  
Schedule**                    An employee serving in a permanent position on a temporary part-time work schedule with an established not-to-exceed date will be returned to a full-time work schedule before the specific RIF notices are issued.

---

**D  
Decision to  
Demote or  
Reassign**                    An employee who has received a written decision to demote or reassign him or her because of unacceptable performance will be placed on the retention register for the competitive level to which he or she will be demoted or reassigned.

---

**E  
Noncompeting  
Employees**                    The personnel office will list, apart from the retention registers but on the same document, in the following order, the name of each employee who meets either of the following criteria.

- Is serving under a specifically limited temporary appointment, term promotion, or temporary promotion (together with the expiration date of appointment or promotion).
- Has a written decision under 5 CFR Part 432 of removal from the position because of unacceptable performance. An employee who has received a written decision under 5 CFR Part 432 of the decision to demote him or her because on unsuccessful performance competes from the position to which he or she has been or will be demoted.

Employees so listed are noncompeting employees in the competitive level, because the agency must remove them from positions in the competitive level by means other than RIF before releasing any competing employee from the level through RIF.

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**51-60        (Reserved)**

**Part 5 Release From Competitive Level**

**61 Releasing Noncompeting Employees**

---

**A**

**Release Stages**

When an employee's position is abolished in RIF, the employee is not automatically released from his or her competitive level. The agency takes action according to the following table.

Stage	Action
1	<p>The agency releases noncompeting employees from the competitive level. A noncompeting employee is one who meets any of the following criteria:</p> <ul style="list-style-type: none"> <li>• is serving under a specifically limited temporary appointment to a position in that competitive level</li> <li>• is serving under a term promotion or temporary promotion to a position in that competitive level (these employees are returned to their permanent positions of record, or equivalent)</li> <li>• has received a written decision of removal from a position in that competitive level.</li> </ul>
2	<p>The agency may choose to reassign employees within the competitive level. A reassignment made during a reorganization to a position in the same competitive level is neither a RIF nor an adverse action, because RIF regulations apply only when there is a release from a competitive level.</p>
3	<p>The agency may reassign any employee in the competitive level to a vacant position at the same grade level in the same or different competitive level.</p>

**62 Releasing Competing Employees**

---

**A  
Rights**

If a competing employee must be released, an employee in an abolished position has a right to 1 of the other positions in the level as long as he or she is not the lowest standing employee. If the employee in the abolished position is the lowest standing employee, he or she may be released from the competitive level.

Similarly, when satisfying an assignment right of an employee from a different competitive level, the agency is not required to offer the job of the lowest standing employee, but may reassign employees within the level and offer any position in the level so long as the assignment right is satisfied and the proper order of release from the level is followed.

---

**B  
Stages of Release**

After the agency has released all noncompeting employees from a competitive level, it selects competing employees for release in the inverse order of their retention standing, beginning with the lowest standing employee. The agency takes action according to the following table.

Stage	Action
1	All employees in Tenure Group III are released before any employee in Tenure Group II is released, and all employees in Tenure Group II are released before any employee in Tenure Group I is released.
2	Within each tenure group, employees in Subgroup B are released first, followed by Subgroups A and AD in that order.
3	<p>Within each subgroup, employees are released in the order of their service dates (as augmented by performance rating credits), beginning with the most recent service date.</p> <p><b>Note:</b> When employees in the same subgroup have identical service dates and are tied for release, the performance rating credit will be deducted and the employee with the most recent service computation date will be released first. If employees have the same service computation date after deducting the performance rating credit, locally developed and published tie breaking criteria will be used to determine which employee is released. Locally developed criteria must be published before RIF notices are delivered to employees. Where exclusive representation exists, the representative will be given the opportunity to negotiate the tie breaking criteria.</p>

Continued on the next page

**62 Releasing Competing Employees (Continued)**

---

**C**

**Order of Release  
Exceptions**

Exceptions to the order of release described in subparagraph B are listed in 5 CFR 351.601 (a) (1) and (2) and 351.607 and 608. Any employee reached for release out of the regular order must be notified in writing of the reason for the exception. Where exclusive representation exists, the representative will also be notified in writing of the reason for the exception.

---

**D**

**Assignment Rights**

An employee released from a competitive level may have the right to be assigned to another position. If so, the employee must be offered that position (or an equivalent one). Assignment rights are discussed in detail in Part 6.

---

**E**

**Furlough or  
Separation**

Only when an employee has no right of assignment to another position, or turns down an offered position satisfying the assignment right, may the agency furlough or separate the employee under RIF procedures.

An agency may furlough a competing employee only when it intends within 1 year to recall the employee to the position from which furloughed. An agency may not furlough competing employees for more than 1 year.

When an agency recalls employees to duty in the competitive level from which furloughed, it shall recall them in the order of their retention standing, beginning with the highest standing employee. If a furlough is not appropriate, the employee is separated. However, an employee may not be separated while a lower-standing employee in the same competitive level remains on furlough.

---

**63-72 (Reserved)**

**Part 6 Assignment Rights****73 Eligibility**

---

**A  
Criteria**

In a RIF action, a competitive service employee in Tenure Group I or II who has a current annual performance appraisal of record of "minimally successful" or higher has eligibility for assignment to another position, provided that the available position:

- is in the competitive service
- is in the same competitive area
- will last at least 3 months
- is one for which the released employee is qualified
- has a grade or representative rate of pay no higher than the grade or representative rate of the position from which the employee is released
- if encumbered, is occupied by an employee subject to displacement by the released employee by either "bump" or "retreat"
- has the same type of work schedule as the position from which the employee is released
- has a pay rate which requires no reduction or the least possible reduction in the employee's present grade.

Promotion potential is not considered in filing a position under RIF regulations. A RIF offer may have more, less, or the same potential.

The existence of an available position does not oblige an agency to offer an employee a particular position; however, it does establish the employee's right to be offered a position at the same grade level as the available position.

Even though an employee is entitled to only 1 offer of assignment, the agency must make a better offer if a position with a higher representative rate is available on or before the date of the RIF notice.

Employees in Tenure Group III or those having current annual performance appraisals of record of "unacceptable" have no assignment rights in a RIF action.



**74 Exceptions to Qualifications Standards**

---

**A**

**Exceptions**

In a RIF action, exceptions may be made to qualifications standards to assign an employee to a vacant available position at the same or lower representative rate. This may be done when it is determined that the employee has the capacity, adaptability, and skills required, or that he or she can be retrained to assume the duties of the new position within a reasonable period of time. However, minimum educational requirements cannot be waived.

**Example:** Require 24 semester hours in accounting, or the equivalent, for the GS-511 series.

---

**75 Best Possible Offer**

---

**A**

**Available Positions**

When more than 1 available position meeting all criteria of paragraph 73 will satisfy an employee's assignment right, the employee must be offered the position with the highest representative rate.

When 2 or more available positions exist with the same representative rate, the employee may be offered any of the positions.

---

**B**

**Voluntary  
Acceptance of  
Lower  
Representative  
Rate**

While the best possible offer must be made to a competing employee, he or she may voluntarily accept an available position at a lower representative rate. Willing acceptance of such an offer, with full knowledge of entitlement to a position with a higher representative rate, satisfies an employee's assignment right.

---

**C**

**Reassignments**

A competing employee may be reassigned to a vacant position in the same competitive area, or in a different competitive area in the same commuting area, which is at least equivalent to the employee's assignment right. However, employees have no right to such reassignment, nor do they have the right to choose assignment to any particular position in a RIF action.

---

**D**

**Temporary Position**

A competing employee may be offered a temporary position (under an appointment not to exceed 1 year) only instead of separation by RIF when the employee has no other assignment right.

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**76 Displacing a Lower Subgroup Employee ("Bumping")**

---

**A**

**Criteria**

Upon release from a competitive level, an eligible employee is entitled to "bump" to an available position that requires no reduction, or the least possible reduction, in representative rate, when the occupied position is **both** of the following:

- encumbered by an employee subject to displacement

**Note:** See subparagraph B.

- the same grade or no more than 3 grades or 3 grade-intervals (or equivalent) below the position from which the employee is released.
- 

**B**

**Examples**

An eligible employee in Subgroup IAD can displace an employee in Subgroup IA or IB or any employee in Tenure Group II or III.

An employee in Subgroup IA can displace an employee in Subgroup IB or any employee in Tenure Group II or III.

An employee in Subgroup IB can displace any employee in Tenure Group II or III.

An eligible employee in Subgroup IIAD can displace an employee in Subgroup IIA or IIB or any employee in Tenure Group III.

An employee in Subgroup IIA can displace an employee in Subgroup IIB or any employee in Tenure Group III.

An employee in Subgroup IIB can displace any employee in Tenure Group III.

---

## 77 Displacing an Employee in the Same Subgroup ("Retreating")

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### A

#### Criteria

Upon release from a competitive level, an eligible employee is entitled to "retreat" to an available position that requires no reduction, or the least possible reduction, in representative rate, when the occupied position is:

- encumbered by an employee with a later service date in the same subgroup as the retreating employee
- the same grade, or no more than 3 grades or 3 grade-intervals (or equivalent) below the position from which the retreating employee is released (the position may be up to 5 grades or 5 grade-intervals lower if the released employee is a preference eligible with a compensable service-connected disability of 30 percent or more)
- the same position, or essentially identical to a position previously held by the released employee on a permanent basis in any Federal agency
- encumbered by an employee with a current annual performance appraisal of record no higher than "minimally successful" when the released employee's rating is "minimally successful".

**Note:** The criteria for an essentially identical position are the same as the criteria for competitive level, as defined in paragraph 36.

## 78 Preference Eligibles With 30 Percent or More Service-Connected Disabilities

---

### A

#### Notify OPM

The personnel office must notify OPM when it determines, based on the available evidence, that a preference eligible who has a compensable service-connected disability of 30 percent or more is not able to fulfill the physical requirements of a position to which the employee would otherwise have been assigned under RIF procedures.

### B

#### Notify Employee

At the same time, the personnel office must notify the employee of the reasons for the determination and of the employee's right to respond to OPM within 15 days of the notification.

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Continued on the next page

**78 Preference Eligibles With 30 Percent or More Service-Connected Disabilities (Continued)**

---

**C**  
**Final Determination** OPM will make a final determination concerning the physical qualifications of the employee for the position, and inform the personnel office and the employee of the findings. The agency may not assign any other person to the position until OPM has made its final determination.

---

**D**  
**Compliance** The personnel office must comply with the final OPM determination.

---

**79 Grade and Pay Retention**

---

**A**  
**Regulation** Employees assigned to positions at a lower representative rate than the position from which released are entitled to grade and pay retention according to 5 CFR Part 536.

---

**80-89 (Reserved)**

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**Part 7 Notice to Employees and Interested Agencies and Groups**

**Section 1 Notice to Employees**

**90 Notice Period**

---

**A  
Conditions for  
Advance Notice**

Career and career-conditional employees affected by RIF actions will be given at least 60-days advance specific notice. These conditions apply to employees being affected in any of the following ways:

- separated
- furloughed for 30 days or more
- reduced in grade
- required to accept assignment beyond the commuting area in a transfer of function.

The initial 60-day specific notice need not be extended if the notice is amended resulting in a more favorable action for the employee, but if amendment results in a more severe action (such as a change from demotion to separation), a new 60-day notice is required.

Employees who accept a functional transfer offer and then decline during the last 30 days of the 60-day notice period need only be given a 30-day advance notice of separation.

At the time the agency issues a notice to an employee it must give a written notice to the exclusive representative of every affected employee at the time of the notice, as well as any other notice requirements under the collective bargaining agreement or memorandum of understanding. The specific RIF notice contains the specifics of RIF action to be taken. It must be issued not later than 60 days before the RIF is to become effective.

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Continued on the next page

**90 Notice Period (Continued)**

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**A  
Conditions for  
Advance Notice  
(Continued)**

When RIF is caused by circumstances not reasonably foreseeable, the Director, OPM, at the request of an agency head or designee, may approve a notice period of less than 60 days. This shortened notice period must cover at least 30 full days before the effective date of release. The request to OPM shall specify:

- the specific RIF
- the number of days by which the period will be shortened
- the reasons for the request
- any other material requested by OPM.

The notice period begins the day after the employee receives the notice. When a significant number of employees will be separated, the agency will satisfy the notice requirements under Section 2.

---

**B  
LWOP**

Career and career-conditional employees who receive an initial or subsequent notice of separation or furlough because of RIF may not be carried in LWOP beyond the effective date of the RIF action.

---

**C  
Annual Leave**

Generally career or career-conditional employees may not be carried in annual leave status beyond the effective date of a RIF action or transfer of function involving relocation. However, if employees would become eligible for continuation of health benefits into retirement or immediate annuities if carried beyond the effective date of RIF, they are to be allowed to use accrued annual leave until they become eligible to continue health benefits or to retire.

---

**91 Notice Contents**

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**A****Information in  
Advance Notice**

Specific advance notice of release from the competitive level as a result of a RIF action will include the following information:

- a general statement of reasons RIF is being conducted
- a statement of the specific action to be taken: separation, demotion, furlough, or reassignment
- the effective date of the action
- the employee's competitive area, competitive level, subgroup, service date, and annual performance ratings of record received during the last 4 years
- the place where the employee may inspect the regulations and records pertinent to his or her case
- if applicable, the reasons for retaining a lower standing employee under a mandatory exception, discretionary exception, or discretionary temporary exception authorized by OPM regulations
- if applicable, a statement that employees are being separated under liquidation procedures without regard to standing within the subgroup, and the date that the liquidation will be complete
- the employee's appeal or grievance rights, time limits, and appropriate procedures (see subparagraphs 117 and 118)
- if applicable, the employee's rights, entitlements, and responsibilities with respect to the outplacement programs described in paragraph 115
- notice to the employee of the right to reemployment consideration
- information on applying for unemployment compensation
- information on the employee's eligibility to continue health and life insurance benefits after RIF separation
- notice to the employee of the entitlement to a copy of OPM's retention regulations in 5 CFR Part 351.

**92 Status During Notice Period**

---

**A**

**Conditions**

The notice period begins the day after the employee receives the RIF notice. Neither the day the employee receives the notice nor the effective date of the RIF action may be counted in computing the notice period.

Generally, employees will remain in a duty status during the notice period. Under emergency conditions caused by lack of work or funds, employees may be placed on annual leave, LWOP or other nonpay status, with or without their consent, for all or part of the notice period, with the prior approval of the Administrator for FAS, FSA, or RMA.

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**93-102 (Reserved)**



**Section 2 Notice to Interested Agencies and Groups**

**103 General Policy**

---

**A**

**Applicability**

Interested agencies and groups shall be notified when:

- there are RIF actions that result in either of the following:
  - the closure of a Field Office
  - a major reduction in personnel within a region, which is expected to be of interest to members of Congress and the public
- there is an abolishment of 50 or more encumbered positions within an area.

---

**104 To Whom To Provide Information**

---

**A**

**Employee  
Organizations**

Every effort will be made to provide information on a major reduction to the national officers of employee organizations known to have members in the affected activity, and to the local officers of such organizations at the affected activity. Information on impending RIF actions will be provided to recognized labor organizations according to collective bargaining agreements.

---

**B**

**OPM**

Appropriate OPM offices will be informed as soon as information is available about significant RIF's so that they may assist in carrying out RIF actions and placing displaced employees.

---

**C**

**American Embassy**

In a foreign area, the American Embassy should be informed regarding employees, local nationals, third country nationals, and U. S. citizens to be displaced. This information should be provided as early as practicable, and include, as a minimum, the number of each category of employee being affected.

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Continued on the next page

**104 To Whom To Provide Information (Continued)**

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**D**

**State Employment  
Offices**

State employment service offices in each competitive area must be provided the earliest practicable advance notice of the number and kinds of employees being affected by a major reduction.

If the RIF involves more than 49 employees, the State Dislocated Worker Unit and the highest elected official in the area where the RIF actions will take place must be notified. At a minimum, the number of employees to be separated, the locations of those employees, and the effective date of the RIF must be provided in this notice.

---

**E**

**Department of  
Labor**

Pertinent information should be provided to the Department of Labor regarding employees to be displaced, to assist that agency in discharging its responsibilities under the Federal Unemployment Compensation Program.

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**F**

**Chambers of  
Commerce**

Information should be provided to local Chambers of Commerce and other local civic organizations.

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**105-114 (Reserved)**

**Part 8 Placement Assistance, Severance Pay, and Appeals**

**115 Placement Assistance**

---

**A**

**Offering Assistance**

Placement assistance will be offered according to the agency CTAP.

Employees are also entitled to placement assistance through the:

- ICTAP
- USDA RPL
- Economic Displacement and Worker Adjustment Program.

---

**116 Severance Pay**

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**A**

**Granting Severance Pay**

Eligible employees who are involuntarily separated from Federal service in a RIF action will be granted severance pay according to 5 CFR Part 550.

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**117 Appeals**

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**A****General Policy**

With the exception of those employees covered by subparagraph B, any employee who received a specific notice of a RIF action, including separation, demotion, or furlough of more than 30 days, and believes that the provisions of this handbook, or of applicable OPM or USDA regulations, have not been correctly applied, may file an appeal with MSPB.

An employee who accepts an offer of assignment to another position at the same grade and same representative rate may not appeal the RIF action to MSPB.

As part of the specific RIF notice, the employee will be provided with a copy of the MSPB appeal form, and will be advised that he or she:

- has 30 days after the effective date of the action to file an appeal
  - may have access to the MSPB regulations regarding the processing of appeals
  - may file the appeal in person or by mail, but in either case is responsible for ensuring that the appeal is received timely at the appropriate MSPB Field Office.
- 

**B****Bargaining Unit**

An employee in a bargaining unit covered by a negotiated grievance procedure that does not exclude RIF must use the negotiated grievance procedure and may not appeal a RIF action to MSPB, unless the employee raises an allegation of discrimination under 5 U.S.C. 2302(b)(1) in conjunction with a RIF action (in which case the employee may either use the negotiated grievance procedures or appeal to MSPB, but not both). Time limits for these employees are spelled out in the collective bargaining agreement.

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**C****When to File**

An employee may not file a RIF appeal before the effective date of the RIF action, even when the employee's basic right is to file a grievance under a negotiated grievance procedure.

---

**118 Grounds for Appeal**

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**A**

**Appeals of RIF  
Action**

Appeals of RIF actions may be based on the following grounds:

- retention of an employee in a lower subgroup in a job for which the appellant considers himself or herself qualified
- insufficient notice
- inadequate reasons, or failure to give reasons, for exceptions to the regulations
- denial of the right to examine the regulations or to inspect the retention registers and related records
- excessive narrowness of the competitive area
- excessive restriction of the competitive level
- improper tenure grouping
- error in establishing the service date
- failure to make a reasonable assignment offer
- improper determination of qualifications for another assignment
- improper placement on LWOP during the notice period
- failure by the agency to comply with its own administrative procedures
- any other RIF action that adversely impacts an employee.

**Reports, Forms, Abbreviations, and Delegations of Authority**

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**Reports** None

**Forms** None

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**Abbreviations Not Listed in 1-CM** The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CTAP	Career Transition Assistance Program	4, 115
ICTAP	Interagency Career Transition Assistance Program	4, 115
LWOP	leave without pay	90, 92, 118
PD	Personnel Division, KCMO	7
RIF	reduction in force	Text and Exhibits
RPL	Reemployment Priority List	4, 115

**Redelegations of Authority** None

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**Definitions of Terms Used in This Handbook**

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<b>Annual Performance Rating of Record</b>	<u>Annual performance rating of record</u> is an official performance rating under a performance appraisal system approved by OPM according to 5 U.S.C. 43.
<b>Assignment Right</b>	<u>Assignment right</u> is the right of an employee to be assigned (by means of bump or retreat) in the second round of competition to a position in a different competitive level held by an employee with lower standing on the retention register (see paragraphs 76 and 77).
<b>Competing Employee</b>	<u>Competing employee</u> is an employee in Tenure Group I, II, or III in either the competitive or the excepted service.
<b>Competitive Area</b>	<u>Competitive area</u> is the organizational and geographical boundaries within which employees compete in a RIF (see paragraph 35).
<b>Competitive Level</b>	<u>Competitive level</u> is a group of all positions in a competitive area that are in the same grade (or occupational level) and classification series and that are similar enough in duties, qualification requirements, pay schedules, and working conditions so that the agency may reassign the incumbent of 1 position to any of the other positions in the level without undue interruption. Competitive and excepted service positions are never placed in the same competitive level (see paragraph 36).
<b>Days</b>	<u>Days</u> are calendar days.
<b>Function</b>	<u>Function</u> is all, or a clearly identifiable segment, of an agency's mission (including all integral parts of that mission), regardless of how it is performed.
<b>Furlough</b>	<u>Furlough (under RIF procedures)</u> is the placement of an employee in a temporary nonduty and nonpay status for more than 30 consecutive calendar days (or 22 workdays, if done on a noncontinuous basis), but not more than 1 year, when the action is based on 1 of the RIF reasons and is not according to pre-established conditions of employment.

Continued on the next page

**Definitions of Terms Used in This Handbook (Continued)**

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<b>Local Commuting Area</b>	<u>Local commuting area</u> is the geographic area that usually constitutes 1 area for employment purposes, as determined by the agency. It includes any population center (or 2 or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.
<b>Notice</b>	<u>Notice</u> is an official written communication provided to an individual employee announcing that he or she will be affected by a RIF action.
<b>Reorganization</b>	<u>Reorganization</u> is the planned elimination, addition, or redistribution of functions or duties in an organization.
<b>Representative Rate</b>	<u>Representative rate</u> is the fourth step of the grade for a position under the general schedule, or the prevailing rate for a position under the Federal wage system or similar wage determining procedure; and, for other positions, the rate designated by the agency as representative of the position.
<b>Retention Register</b>	<u>Retention register</u> is a list of competing employees within a competitive level who are grouped by tenure of employment, veteran's preference, and length of service, augmented by performance credit. In practice, the terms competitive level and retention register generally have the same meaning and refer to the competitive level after an employee's retention standing is determined (see paragraph 50).
<b>Retention Standing</b>	<u>Retention standing</u> is an employee's relative position on the retention register.
<b>Rounds of Competition</b>	<u>Rounds of competition</u> is the different stages of competing for retention in a RIF action. In the first round of competition, employees compete to stay in their competitive level. In the second round of competition, employees compete for assignment to positions in different competitive levels.

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Continued on the next page



**Definitions of Terms Used in This Handbook (Continued)**

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**Subgroup Standing**      Subgroup standing is the employee’s relative position on the retention register based on tenure group and veteran’s preference subgroup. It does not take into account length of service or performance credit.

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**Tenure**                      Tenure is the period of time an employee may reasonably expect to serve under a current appointment. See paragraphs 47 and 48.

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**Transfer of Function**      Transfer of function is the transfer of the performance of a continuing function from 1 competitive area and its addition of 1 or more other competitive areas, except when the function involved is virtually identical to functions already being performed in other competitive area(s) affected; or the movement of the competitive area in which the function is being performed to another commuting area (see Part 2).

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**Undue Interruption**      Undue interruption is defined as a degree of interruption that would prevent the completion of required work by the employee 90 days after the employee has been placed in a different position through RIF. The 90-day standard should be considered within the allowable limits of time and quality, taking into account the pressures of priorities, deadlines, and other demands. However, a work program would generally not be unduly interrupted even if an employee needed more than 90 days after RIF to perform the optimal quality or quantity of work. The 90-day standard may be extended if placement is made under RIF procedures to a low priority program or to a vacant position.

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**FFAS Competitive Areas**

Employees	Competitive Areas
FAS employees	*--Worldwide for Foreign Service employees.
	Washington, D.C. metropolitan area for Civil Service employees.--*
FSA employees	Washington, D.C. for National Office employees located in the Washington, D.C. metropolitan area.
	Kansas City for employees located in the Kansas City metropolitan area.
	St. Louis for employees located in the St. Louis metropolitan area.
	Local commuting area for Warehouse Examiners.
	Local commuting area for State and county Federal employees (including Caribbean Area Office).
	Salt Lake City, UT, for APFO employees.
RMA employees	*--Washington, D.C. for National Office employees located in the Washington, D.C. metropolitan area.
	Deputy Administrator for Research and Development (DARD) for all DARD employees located in the Kansas City metropolitan area.
	RSO's: all positions by office.
	Compliance Field Office's: all positions by office.--*

