



AutoRIF (Automated Reduction-in-Force)

AutoRIF (Automated Reduction-in-Force) is an automated RIF processing application, which uses data from the Defense Civilian Personnel Data System (DCPDS) to process RIF actions. The application is designed to simplify RIF processing, document RIF actions, and minimize data entry. It can handle multiple iterations of the RIF to make adjustments, automates the search for placement options, and provides equal employment opportunity statistics and reports, and other standard reports. It generates automated RIF notices to employees, and keeps an electronic record of all actions in any stage of RIF. Several features are available which allow as much flexibility as possible.

Process

RIF is not a static process. RIF actions are dependent on other RIF actions, and all are dependent on employee and position data. A change in a single data element for one employee can have a multiplying effect that changes RIF actions for several employees. Processing a RIF can be very chaotic if a good tracking system is not available. AutoRIF assists in keeping track of employees, actions, and other RIF-related data.

Data

AutoRIF uses employee and position data download from the Defense Civilian Personnel Data System (DCPDS) at the beginning of the RIF process. The staffer can update changes to this “snapshot” of data that occur during the RIF manually in AutoRIF.

Reports

AutoRIF will produce several standard reports: Retention Registers, EEO (Equal Employment Opportunity) reports, tenure listing, action report listing, individual worksheet for impacted candidates, etc. AutoRIF data files contain all the necessary data for producing RIF notices.

Advantages

Using AutoRIF instead of manually processing a RIF has the following advantages:

- Fewer people are necessary for processing RIF actions.
- A RIF placement can be found and recorded in a fraction of the time.
- Changes to the database can be entered and RIF actions updated much more quickly.

- Placement accuracy is greatly improved.
- Documentation of RIF actions is automatic.

The version of the software currently being used on stand-alone personnel computers is AutoRIF 3.3, which is operated in a Windows environment. (Minimum System Requirements *Operating System: Windows 95/98/ or NT *Processor: 486/66 *Memory: 32 Mb *Hard Drive Space: 20 Mb free). AutoRIF is available for downloading at http://www.afpc.randolph.af.mil/dpc/Staffing/rif_corner.htm .