

Restructuring Information Handbook Module 3

Reduction in Force

Unit F, Basic Index to Module 3 (December 2002 version)

Introduction

The U.S. Office of Personnel Management developed the **Restructuring Information Handbook** to assist Federal agencies in identifying the mandatory statutory and regulatory procedures that apply to restructuring situations.

The Handbook also offers agencies options for minimizing or even eliminating the disruption that often results from restructuring.

There is no requirement for Federal agencies to use this Handbook. Also, the United States Court of Appeals for the Federal Circuit stated in **James v. Von Zemenszky**, 284 F.3D 1310 (2002), that: “. . . OPM’s Restructuring Information Handbook is not a formal regulation, but merely an informal statement of agency views.”

The structure of the Handbook assists the user in locating as much or as little restructuring information as the user needs. Some Modules contain only one **Unit** in addition to the two index units, while other Modules have two or more Units.

For subjects with mandatory statutory or regulatory requirements, **Unit A (Mandatory Requirements)** provides the user with a crash course on the subject in Section 1, and also with detailed information, complete with citations of requirements contained in law and regulation.

When appropriate, **Unit B (Guidance)** provides the user with useful guidance, including key appeals decisions from appellate bodies such as the Merit Systems Protection Board.

The summaries of appeals decisions are guidance prepared by individual OPM employees. The appeals summaries do not represent official summaries approved by OPM, the Board, or other appellate organizations, and are not intended to provide legal counsel or to be cited as legal authority. Instead, the appeals summaries inform and help the user locate relevant appellate precedents on a specific downsizing subject.

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
Restructuring Information Handbook Module 3
Reduction in Force
Unit F, Basic Index to Module 3 (December 2002 version)

Unit F (Basic Index to Module) and **Unit G (Detailed Index to Module)** help the user readily locate information within a specific Module.

Other Modules may contain additional Units, such as **Unit C (Appeals Index)**, and **Unit D (Samples)**.

Finally, Module 1 contains **Unit H, (Detailed Index to the Restructuring Information Handbook)**.

We welcome comments on the Restructuring Information Handbook.

Send any comments and suggestions to the Center for Talent and Capacity Policy at (202) 606-0960; FAX (202) 606-2329; or e-mail Thomas A. Glennon at taglenno@opm.gov.

Contents

OPM's Restructuring Information Handbook Modules contain the following topics:

Topic	Module	Unit(s)
Planning and Alternatives for Restructuring	1	B, F, G, H
Human Resource Responsibilities in Restructuring	2	B, F, G
Reduction in Force	3	A, B, C, D, E, F, G
Transfer of Function	4	A, B, C, F, G
Reduction in Force Furlough	5	A, B, C, F, G
Reemployment Priority List	6	A, B, C, F, G
Career Transition Assistance	7	A, F, G
Interagency Career Transition Assistance Plan	8	A, F, G
Voluntary Early Retirement	9	A, B, C, F, G
Voluntary Separation Incentive Payments	10	A, B, C, F, G

Restructuring Information Handbook Module 3

Reduction in Force

Unit F, Basic Index to Module 3 (December 2002 version)

Introduction Restructuring Information Handbook Module 3 provides guidance on OPM's Reduction in Force regulations published in part 351 of title 5 of the Code of Federal Regulations (5 CFR part 351). Module 3 presently consists of seven Units: (1) Unit A, "Required Procedures," (2) Unit B, "Guidance," (3) Unit C, "Reduction in Force Appeals Index," (4) Unit D, "Sample Downsizing Notices," (5) Unit E, "Reduction in Force Service Credit," (6) Unit F, "Basic Index to Module 3," and (7) "Detailed Index to Module 3." This is the December 2002 version of Unit F.

Contents This publication contains the following topics:

Topic	Begins at Page
Basic Index to Module 3	1

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
ACTIONS FOLLOWING RELEASE FROM THE COMPETITIVE LEVEL	OFFER OF ANOTHER POSITION	18-1	A B
	SEPARATION OR FURLOUGH	18-2	A B
ADDITIONAL NOTICE REQUIREMENTS WHEN EMPLOYEES SEPARATE BY RIF	ADDITIONAL NOTICE REQUIREMENTS	30-1	A B
	CONTENT OF NOTIFICATIONS TO OTHER ORGANIZATIONS	30-5	A
	GENERAL	30-4	A
	MORE INFORMATION FOR EMPLOYEES	30-2	A
	NOTIFY LOCAL GOVERNMENTAL OFFICIAL	30-7	A
	NOTIFY OPM	30-8	A
	NOTIFY STATE DISLOCATED WORKER PROGRAM	30-6	A
	NOTIFY UNEMPLOYMENT INSURANCE SERVICE	30-3	A
ADMINISTRATIVE ASSIGNMENT OPTIONS	ASSIGNMENT OPTIONS	28-1	A
	ASSIGNMENT RIGHTS FOR EXCEPTED EMPLOYEES	28-4	A B
	BUMPING IN THE SAME SUBGROUP	28-2	A
	BUMPING RIGHTS FOR EMPLOYEES IN TENURE GROUP III	28-3	A B
	REQUIREMENT THAT ADMINISTRATIVE ASSIGNMENT RIGHTS MUST BE CONSISTENT WITH THE RIF	28-5	A
	RESTRICTIONS ON ADMINISTRATIVE ASSIGNMENT RIGHTS	28-6	A B
AGENCY-INITIATED VOLUNTARY CHANGE TO LOWER GRADE NOTICE	PURPOSE OF NOTICE OFFERING VOLUNTARY CHANGE TO LOWER GRADE	6-1	D
	SAMPLE AGENCY-INITIATED VOLUNTARY CHANGE TO LOWER GRADE NOTICE	6-2	D
AUTHORIZATION TO RELEASE RESUME	PURPOSE OF THE AUTHORIZATION TO RELEASE RESUME	5-1	D

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
AUTHORIZATION TO RELEASE RESUME	SAMPLE AUTHORIZATION TO RELEASE RESUME	5-2	D
BASIC MANAGEMENT RIGHTS IN RIF	BASIC RIGHT TO ORGANIZE WORKFORCE	2-2	A B
	GENERAL RIGHT OF AGENCY TO CARRY OUT OTHER PERSONNEL ACTIONS	2-4	A B
	RIF DECISIONS	2-3	A B
	SCOPE OF THIS SECTION	2-1	A
CERTIFICATION OF EXPECTED SEPARATION	A CERTIFICATION OF EXPECTED SEPARATION IS NOT A RIF NOTICE	32-5	A
	CONTENT OF CERTIFICATION OF EXPECTED SEPARATION	32-4	A
	EMPLOYEES' ELIGIBILITY FOR ADDITIONAL OUTPLACE ASSISTANCE AFTER RECEIVING A CERTIFICATION OF EXPECTED SEPARATION	32-7	A B
	MAXIMUM TIME LIMIT FOR CERTIFICATION OF EXPECTED SEPARATION	32-2	A
	NO RIGHT TO APPEAL A CERTIFICATION OF EXPECTED SEPARATION	32-6	A
	PURPOSE OF CERTIFICATION OF EXPECTED SEPARATION	32-1	A
	PURPOSE OF THE CERTIFICATION OF EXPECTED SEPARATION	4-1	D
	PURPOSE OF THE CERTIFICATION OF EXPECTED SEPARATION	4-2	D
	REQUIREMENTS FOR AGENCIES TO USE THE CERTIFICATION OF EXPECTED SEPARATION	32-3	A
	COMPETITIVE AREA	BASIS FOR COMPETITIVE AREA	7-2
COMPETITIVE AREA STANDARD FOR FIELD ACTIVITIES		7-4	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
COMPETITIVE AREA	COMPETITIVE AREA STANDARD FOR HEADQUARTERS ACTIVITIES	7-3	A
	GENERAL	7-1	A
	INSPECTOR GENERAL ACTIVITY	7-5	A
	LOCAL COMMUTING AREA DEFINITION	7-8	A B
	LOCAL COMMUTING AREA IN COMPETITIVE AREA DEFINITION	7-9	A
	PUBLICATION OF COMPETITIVE AREA DEFINITION	7-10	A
	REQUIREMENT THAT COMPETITIVE AREA DEFINITION MUST REMAIN UNCHANGED FOR 90 DAYS PRIOR TO RIF	7-11	A
	SEPARATE ADMINISTRATIVE AUTHORITY IN COMPETITIVE AREA DETERMINATIONS	7-6	A B
	SIZE OF COMPETITIVE AREA	7-7	A B
	COMPETITIVE LEVEL	ESTABLISHING COMPETITIVE LEVELS	9-3
GENERAL		9-1	A
INTERCHANGEABLE POSITIONS ARE IN THE SAME COMPETITIVE LEVEL		9-4	A B
MOBILITY AGREEMENTS NOT CONSIDERED		9-8	A
POSITION DESCRIPTIONS ARE USED TO ESTABLISH COMPETITIVE LEVELS		9-2	A B
SEPARATE COMPETITIVE LEVELS PROHIBITED		9-7	A
SEPARATE COMPETITIVE LEVELS REQUIRED		9-6	A
TRAVEL REQUIREMENTS NOT CONSIDERED		9-8	A
UNDUE INTERRUPTION EXPLAINED		9-5	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
COMPLIANCE WITH OPM'S RIF REGULATIONS	AGENCY RESPONSIBILITY	3-1	A B
	OPM REVIEW OF AGENCY'S RIF PLANS	3-2	A
CONSIDERATION OF GRADES IN EMPLOYEES' ASSIGNMENT RIGHTS	DETERMINING THE GRADE-INTERVAL PROGRESSION FOR GENERAL SCHEDULE POSITIONS	23-4	A
	DETERMINING THE GRADE-INTERVAL PROGRESSION FOR POSITIONS NOT COVERED BY THE GENERAL SCHEDULE	23-5	A B
	DETERMINING THE GRADE-INTERVAL PROGRESSION FOR POSITIONS NOT COVERED BY THE GENERAL SCHEDULE WHEN NO GRADE STRUCTURE EXISTS	23-9	A
	DETERMINING THE GRADE-INTERVAL PROGRESSION FOR POSITIONS NOT COVERED BY THE GENERAL SCHEDULE WHEN NO PROGRESSION EXISTS	23-8	A
	DETERMINING THE GRADE-INTERVAL PROGRESSION FOR POSITIONS NOT COVERED BY THE GENERAL SCHEDULE-MOVEMENT BETWEEN POSITION	23-7	A
	DETERMINING THE GRADE-INTERVAL PROGRESSION FOR POSITIONS NOT COVERED BY THE GENERAL SCHEDULE-SCOPE OF POSITIONS CONSIDERED BY THE AGENCY	23-6	A
	DISTINCTION BETWEEN GRADE AND GRADE-INTERVAL	23-3	A
	EMPLOYEE'S POSITION OF RECORD DETERMINES GRADE AND GRADE-INTERVAL RANGE	23-2	A B
	RANGE OF GRADES AND GRADE-INTERVALS IN DETERMINING ASSIGNMENT RIGHTS	23-1	A
	CONSIDERATION OF QUALIFICATIONS IN ASSIGNMENT RIGHTS	ASKING EMPLOYEES FOR A QUALIFICATIONS UPDATE	25-4
MAKING QUALIFICATIONS DETERMINATIONS-GENERAL		25-5	A B
MAKING QUALIFICATIONS DETERMINATIONS-PHYSICAL QUALIFICATIONS DETERMINATIONS		25-6	A B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
CONSIDERATION OF QUALIFICATIONS IN ASSIGNMENT RIGHTS	MAKING QUALIFICATIONS DETERMINATIONS-PHYSICAL QUALIFICATIONS DETERMINATIONS FOR CERTAIN DISABLED VETERANS	25-7	A
	MODIFICATION OF QUALIFICATIONS IN OFFERING POSITIONS IN LIEU OF RIF SEPARATION OR OTHER RIF ACTIONS	25-9	A B
	ONLY QUALIFIED EMPLOYEES HAVE ASSIGNMENT RIGHTS	25-1	A B
	OTHER QUALIFICATIONS FACTORS	25-3	A B
	QUALIFICATIONS STANDARD	25-2	A B
	WAIVER OF QUALIFICATIONS REQUIREMENTS IN OFFERING RIF ASSIGNMENT TO VACANT POSITIONS	25-8	A B
	CONSIDERATION OF REPRESENTATIVE RATE IN ASSIGNMENT RIGHTS	APPLICATION OF REPRESENTATIVE RATE IN DETERMINING EMPLOYEES' ASSIGNMENT RIGHTS	24-7
COMPARING POSITIONS		24-1	A
PAY SCHEDULE DEFINITION		24-2	A B
REPRESENTATIVE RATE AND THE RATE USED TO DETERMINE RETENTION RIGHTS		24-6	A B
REPRESENTATIVE RATE CALCULATION		24-5	A
REPRESENTATIVE RATE DEFINITION		24-3	A B
REPRESENTATIVE RATE EXPLANATION		24-4	A B
CONSIDERATION OF SECURITY CLEARANCES IN ASSIGNMENT	AGENCY MUST INITIATE CLEARANCE PROCESS WHEN IT DETERMINES POTENTIAL RIGHT OF ASSIGNMENT	27-2	A
	ASSIGNMENT RIGHTS WHEN CLEARANCE IS DENIED	27-4	A
	ASSIGNMENT TO A SENSITIVE POSITION	27-1	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
CONSIDERATION OF SECURITY CLEARANCES IN ASSIGNMENT	WORK ASSIGNMENTS WHILE APPROVAL OF CLEARANCE IS PENDING	27-3	A
COVERAGE OF OPM'S RIF REGULATIONS	ACTIONS EXCLUDED FROM RIF COVERAGE	5-5	A B
	AGENCY AUTHORITY TO REASSIGN	5-2	A B
	EMPLOYEES COVERED BY OPM'S RIF REGULATIONS	5-6	A B
	EMPLOYEES EXCLUDED FROM COVERAGE UNDER OPM'S RIF REGULATIONS	5-8	A B
	MODIFICATIONS TO GENERAL COVERAGE UNDER OPM'S RIF REGULATIONS	5-7	A B
	OBLIGATION OF THE AGENCY TO USE RIF REGULATIONS	5-1	A B
	OPTIONAL USE OF RIF OR REASSIGNMENT	5-3	A B
	RIF ACTIONS AND REASONS FOR A RIF	5-4	A B
CREDIT FOR PERFORMANCE IN RIF	AMOUNT OF CREDIT-MULTIPLE RATING PATTERNS	15-12	A B
	AMOUNT OF CREDIT-SINGLE RATING PATTERN	15-11	A B
	AVAILABILITY OF RATINGS	15-8	A B
	EFFECTIVE DATE FOR OPM'S 1997 REGULATIONS COVERING RETENTION SERVICE CREDIT FOR PERFORMANCE	15-2	A
	FREEZING RATINGS	15-9	A B
	GENERAL	15-1	A B
	MISSING RATINGS	15-10	A B
	RATING OF RECORD-EMPLOYEES COVERED BY 5 U.S.C. CHAPTER 43 OR CFR PART 430	15-6	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
CREDIT FOR PERFORMANCE IN RIF	RATING OF RECORD-EMPLOYEES NOT COVERED BY 5 U.S.C. CHAPTER 43 OR CFR PART 430	15-7	A B
	RATINGS IN OTHER AGENCIES	15-5	A B
	RATINGS USED FOR RIF PURPOSES	15-4	A B
	TIME PERIOD COVERED BY EMPLOYEES' RATINGS OF RECORD	15-3	A
	UNACCEPTABLE PERFORMANCE- FINAL DECISION TO REMOVE OR DEMOTE	15-14	A
	UNACCEPTABLE PERFORMANCE- PROPOSED DECISION TO REMOVE OR DEMOTE	15-13	A
	UNACCEPTABLE PERFORMANCE-ELIMINATION OF UNACCEPTABLE RATING	15-15	A
DETERMINING EMPLOYEES' ASSIGNMENT RIGHTS	ALTERNATIVE OFFER	19-10	A
	BUMPING AND RETREATING RIGHTS	19-1	A
	DEFINITION OF AVAILABLE POSITION	19-4	A B
	DISPLACING EMPLOYEE MUST ACTUALLY PERFORM POSITION	19-14	A
	EMPLOYEES' STATUS AND TENURE AFTER ACCEPTING AN OFFER OF ASSIGNMENT	19-11	A B
	EMPLOYEES WITH ASSIGNMENT RIGHTS	19-2	A
	EMPLOYEES WITH NO ASSIGNMENT RIGHTS	19-3	A
	LIMITATIONS IN OFFERING EMPLOYEES ASSIGNMENT TO OTHER POSITIONS	19-6	A B
	MOBILITY AGREEMENT NOT CONSIDERED	19-15	A
	MORE THAN ONE AVAILABLE POSITION FOR ASSIGNMENT	19-7	A B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
DETERMINING EMPLOYEES' ASSIGNMENT RIGHTS	ONE OFFER OF ASSIGNMENT	19-8	A B
	POSITIONS OCCUPIED BY TEMPORARY EMPLOYEES	19-5	A B
	PROMOTION POTENTIAL OF A POSITION OFFERED FOR ASSIGNMENT	19-12	A B
	REQUIREMENT TO MAKE AN ADDITIONAL OFFER OF ASSIGNMENT	19-9	A B
	SUPERVISORY POSITIONS	19-13	A B
	TRAVEL REQUIREMENT NOT CONSIDERED	19-15	A
DETERMINING EMPLOYEES' RETENTION STANDING	GENERAL	11-1	A
	ORDER OF EMPLOYEES ON THE RETENTION REGISTER	11-2	A
ESTABLISHING RETENTION REGISTERS	EMPLOYEES LISTED APART FROM THE RETENTION REGISTER	10-4	A B
	EMPLOYEES LISTED ON THE RETENTION REGISTERS	10-2	A B
	EMPLOYEES NOT LISTED ON THE RETENTION REGISTER BECAUSE OF RESTORATION RIGHTS BASED ON ARMED FORCES SERVICE	10-3	A
	GENERAL	10-1	A B
GRIEVANCE RIGHTS FOR CERTAIN BARGAINING UNIT EMPLOYEES	GRIEVANCE RIGHTS PARAGRAPH FOR NOTICE TO CERTAIN BARGAINING UNIT EMPLOYEES	3-1	D
	SAMPLE NOTICE OF GRIEVANCE RIGHT FOR CERTAIN BARGAINING UNIT EMPLOYEES	3-2	D
MERIT PROMOTION VOLUNTARY CHANGE TO LOWER GRADE NOTICE THROUGH CTAP	PURPOSE OF MERIT PROMOTION NOTICE OFFERING VOLUNTARY CHANGE TO LOWER GRADE	7-1	D
	SAMPLE MERIT PROMOTION NOTICE OFFERING VOLUNTARY CHANGE TO LOWER GRADE	7-2	D

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
OVERVIEW	ASSIGNMENT RIGHTS	1-9	A
	COMPETITIVE AREA	1-4	A
	COMPETITIVE LEVEL	1-5	A
	DETERMINING EMPLOYEES' RETENTION STANDING	1-7	A
	FOUR RIF RETENTION FACTORS	1-1	A
	MANAGEMENT'S RIGHT TO MAKE RIF DECISIONS	1-2	A
	PLACEMENT ASSISTANCE AND EMPLOYEE BENEFITS	1-13	A
	RELEASE FROM THE COMPETITIVE LEVEL	1-8	A
	RETENTION REGISTER	1-6	A
	RIF APPEALS AND GRIEVANCES	1-11	A
	RIF NOTICES	1-10	A
	TRANSFER OF FUNCTION	1-12	A
	USE OF RIF PROCEDURES	1-3	A
OVERVIEW OF RIF SERVICE CREDIT AUTHORIZED BY SPECIFIC STATUTE- UNIT E	AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE	4-1	E
	APPALACHIAN REGIONAL COMMISSION	4-2	E
	DISTRICT OF COLUMBIA GOVERNMENT	4-3	E
	NONAPPROPRIATED FUND (NAF) EMPLOYEES	4-5	E
	PEACE CORPS VOLUNTEERS	4-6	E
	POSTAL SERVICE	4-7	E
	SAINT ELIZABETHS HOSPITAL	4-4	E

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
OVERVIEW OF RIF SERVICE CREDIT AUTHORIZED BY SPECIFIC STATUTE- UNIT E	VOLUNTEERS IN SERVICE TO AMERICA (VISTA)	4-8	E
OVERVIEW OF RIF SERVICE CREDIT-UNIT E	BACKGROUND INFORMATION ON RIF SERVICE CREDIT	1-1	E
	CONTACTING OPM ON RETENTION SERVICE CREDIT ISSUES	1-8	E
	DOCUMENTING REDUCTION IN FORCE SERVICE CREDIT DECISIONS	1-7	E
	REGULATORY AUTHORITY FOR ALL REDUCTION IN FORCE SERVICE CREDIT	1-4	E
	STATUTORY AUTHORITY FOR RIF SERVICE CREDIT BASED ON CIVILIAN SERVICE	1-2	E
	STATUTORY AUTHORITY FOR RIF SERVICE CREDIT BASED ON UNIFORMED SERVICE	1-3	E
	TYPES OF SERVICE CREDITABLE FOR REDUCTION IN FORCE COMPETITION	1-6	E
	USING REDUCTION IN FORCE SERVICE CREDIT TO DETERMINE RETENTION STANDING	1-5	E
PERSONNEL RECORDS IN RIF	EMPLOYEE ACCESS TO RETENTION RECORDS	16-3	A B
	RESPONSIBILITY OF AGENCY TO MAINTAIN PERSONNEL RECORDS	16-1	A B
	RESPONSIBILITY OF AGENCY UNDER PRIVACY ACT	16-2	A
	RETENTION OF RECORDS FOR 1 YEAR	16-6	A
	REVIEW OF OTHER RETENTION REGISTERS	16-5	A
	REVIEW OF RETENTION REGISTER WITH EMPLOYEE'S	16-4	A
REASSIGNMENT TO DIFFERENT LOCAL COMMUTING AREA	PURPOSE OF REASSIGNMENT LETTER	12-1	D
	SAMPLE REASSIGNMENT LETTER	12-2	D

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
REDUCTION IN FORCE CONTINUOUS FURLOUGH NOTICE	PURPOSE OF REDUCTION IN FORCE CONTINUOUS FURLOUGH NOTICE	10-1	D
	SAMPLE REDUCTION IN FORCE CONTINUOUS FURLOUGH NOTICE RIGHTS	10-2	D
REDUCTION IN FORCE DISCONTINUOUS FURLOUGH NOTICE	PURPOSE OF REDUCTION IN FORCE DISCONTINUOUS FURLOUGH NOTICE	11-1	D
	SAMPLE REDUCTION IN FORCE DISCONTINUOUS FURLOUGH NOTICE	11-2	D
REDUCTION IN FORCE NOTICES TO EMPLOYEES	ADDITIONAL NOTICE REQUIREMENTS WHEN 50 OR MORE EMPLOYEES ARE SEPARATED BY RIF FROM A COMPETITIVE AREA	29-6	A
	AMENDED RIF NOTICE-BETTER OFFER OF ASSIGNMENT	29-17	A
	AMENDED RIF NOTICE-EARLIER RIF DATE	29-16	A
	AMENDED RIF NOTICE-LATER RIF DATE	29-15	A
	CERTIFICATION OF EXPECTED SEPARATION	29-2	A
	COMPUTING THE RIF NOTICE PERIOD	29-14	A
	CONTENT OF SPECIFIC NOTICE	29-4	A B
	DEFINITION OF A SPECIFIC RIF NOTICE	29-1	A B
	EMPLOYEE'S DUTY STATUS DURING RIF NOTICE PERIOD	29-20	A B
	EXPIRATION OF RIF NOTICE-IMPLEMENTATION OF ACTION	29-18	A
	EXPIRATION OF RIF NOTICE-IMPLEMENTATION OF LESS SEVERE ACTION	29-19	A
	INFORMATIONAL NOTICES	29-3	A
	LENGTH OF RIF NOTICE-FORMER MINIMUM 120-DAY RIF NOTICE FOR CERTAIN DOD EMPLOYEES	29-9	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
REDUCTION IN FORCE NOTICES TO EMPLOYEES	LENGTH OF RIF NOTICE-MINIMUM 60-DAY RIF NOTICE FOR ALL EMPLOYEES	29-8	A B
	LENGTH OF RIF NOTICE-NEW NOTICE REQUIRED FOR MORE SEVERE RIF ACTION	29-10	A
	LENGTH OF RIF NOTICE-NO MAXIMUM RIF NOTICE	29-11	A B
	LENGTH OF RIF NOTICE-REQUESTING OPM APPROVAL FOR A SHORTER NOTICE PERIOD	29-12	A
	NOTICE TO BARGAINING UNIT REPRESENTATIVE	29-7	A
	REQUIREMENT TO PROVIDE EMPLOYEE WITH A COPY OF OPM'S RIF REGULATIONS	29-5	A
	SAME NOTICE REQUIREMENTS WHEN USING AN INDIVIDUAL EXCEPTION TO THE RIF ORDER OF RELEASE	29-13	A
	RELEASE FROM THE COMPETITIVE LEVEL	BREAKING TIES IN EMPLOYEES' RETENTION STANDING	17-4
DATE USED TO DETERMINE AN EMPLOYEE'S RETENTION STANDING		17-1	A B
EFFECTIVE DATE OF RIF ACTION USING A MANDATORY EXCEPTION		17-7	A
EFFECTIVE DATE OF RIF ACTION USING A PERMISSIVE CONTINUING EXCEPTION		17-10	A
EFFECTIVE DATE OF RIF ACTION WHEN USING A PERMISSIVE TEMPORARY EXCEPTION		17-17	A
LIQUIDATION EXCEPTION TO THE REGULAR ORDER OF RELEASE		17-19	A B
MANDATORY EXCEPTION TO THE REGULAR ORDER OF RELEASE AND THE USE OF ANNUAL LEAVE TO OBTAIN RETIREMENT BENEFITS AND/OR TO CONTINUE HEALTH BENEFITS COVERAGE		17-6	A B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
RELEASE FROM THE COMPETITIVE LEVEL	MANDATORY EXCEPTION TO THE REGULAR ORDER OF RELEASE BASED UPON SERVICE IN THE ARMED FORCES	17-5	A
	MANDATORY USE OF ANNUAL LEAVE IN RELOCATION SITUATIONS TO OBTAIN RETIREMENT BENEFITS AND/OR TO CONTINUE HEALTH BENEFITS COVERAGE	17-8	A
	NOTICE TO EMPLOYEES WHEN USING A PERMISSIVE CONTINUING EXCEPTION	17-11	A
	NOTICE TO HIGHER-STANDING EMPLOYEES WHEN USING A LIQUIDATION EXCEPTION	17-20	A
	NOTICE TO HIGHER-STANDING EMPLOYEES WHEN USING A PERMISSIVE TEMPORARY EXCEPTION	17-18	A
	ORDER OF RELEASING EMPLOYEES FROM THE COMPETITIVE LEVEL	17-3	A B
	OTHER REASONS FOR A PERMISSIVE TEMPORARY EXCEPTION	17-16	A
	PERMISSIVE CONTINUING EXCEPTION TO THE REGULAR ORDER OF RELEASE	17-9	A
	PERMISSIVE TEMPORARY EXCEPTION AND UNDUE INTERRUPTION	17-12	A
	PERMISSIVE TEMPORARY EXCEPTION AND USE OF SICK LEAVE	17-14	A
	PERMISSIVE TEMPORARY EXCEPTION TO OBTAIN RETIREMENT BENEFITS AND/OR TO CONTINUE HEALTH BENEFITS COVERAGE	17-15	A
	PERMISSIVE TEMPORARY EXCEPTION TO SATISFY A GOVERNMENT OBLIGATION	17-13	A B
	RELEASE OF NONCOMPETING EMPLOYEES	17-2	A B
REORGANIZATION	ACCRETION OF DUTIES	6-6	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
REORGANIZATION	DEFINITION	6-1	A B
	RECLASSIFICATION DUE TO JOB EROSION	6-4	A B
	RECLASSIFICATION DUE TO NEW CLASSIFICATION STANDARDS OR CORRECTION OF CLASSIFICATION ERROR	6-3	A B
	USE OF RIF PROCEDURES IN JOB EROSION SITUATIONS	6-5	A B
	USE OF RIF PROCEDURES IN REORGANIZATION	6-2	A B
	REQUEST FOR OPM APPROVAL OF A COMPETITIVE AREA CHANGE	INFORMATION IN REQUEST TO OPM	8-2
REQUESTING AN EXCEPTION TO MINIMUM RIF NOTICE PERIOD	OPM ADDRESS FOR REQUEST	8-3	A
	OPM PRIOR APPROVAL OF CHANGES TO THE COMPETITIVE AREA WITHIN 90 DAYS OF RIF-GENERAL	8-1	A B
	CONTENT OF AGENCY'S REQUEST TO OPM	31-3	A
	OPM ADDRESS FOR SUBMITTING A REQUEST	31-4	A
REQUESTING AN EXCEPTION TO MINIMUM RIF NOTICE PERIOD	OPM APPROVAL FOR RIF NOTICE LESS THAN 60 DAYS-GENERAL	31-1	A
	REQUEST FROM AGENCY'S HEADQUARTERS FOR OPM APPROVAL OF RIF NOTICE LESS THAN 60 DAYS	31-2	A
	COMPETITIVE SERVICE TENURE GROUPS	12-2	A B
RETENTION TENURE GROUPS	EXCEPTED SERVICE TENURE GROUPS	12-3	A B
	GENERAL	12-1	A B
	AGENCY NOTICE OF APPEAL RIGHTS TO EMPLOYEES	33-3	A
RIF APPEALS	BASIC EMPLOYEE RIGHT TO APPEAL A RIF ACTION	33-1	A B
	CORRECTIVE ACTION ON APPEAL-ACTION REVERSED OR MODIFIED	33-4	A B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
RIF APPEALS	CORRECTIVE ACTION ON APPEAL-ACTION REVERSED OR MODIFIED WITH INTERIM RELIEF	33-5	A B
	CORRECTIVE ACTION ON GRIEVANCE	34-6	A
	ELECTION OF PROCEDURE WITH EXCEPTION	34-4	A B
	GENERAL EXCEPTION TO THE RIGHT TO GRIEVE	34-3	A
	TIME LIMITS FOR ELECTION WITH EXCEPTION	34-5	A B
	TIME LIMITS FOR FILING A GRIEVANCE	34-2	A
	TIME LIMITS FOR FILING AN APPEAL TO THE BOARD	33-2	A
	RIF DEFINITIONS	DEFINITIONS IN THIS MODULE	4-1
RIF DEFINITIONS-UNIT E	RIF SERVICE CREDIT DEFINITIONS	2-1	E
RIF GRIEVANCES	RIGHT TO GRIEVE A RIF ACTION	34-1	A
SERVICE CREDIT IN RIF	ADDITIONAL INFORMATION ON CREDITABLE SERVICE	14-6	A
	CREDITABLE SERVICE FOR RETENTION	14-3	A B
	DETERMINING THE EMPLOYEE'S SERVICE DATE	14-4	A B
	DETERMINING THE SERVICE DATE OF RETIRED MEMBERS OF THE ARMED FORCES	14-5	A B
	GENERAL	14-1	A B
	RESPONSIBILITY OF THE AGENCY TO DETERMINE EMPLOYEES' RETENTION SERVICE DATES	14-2	A
	SERVICE CREDIT IN RIF-CIVILIAN SERVICE-UNIT E	AMOUNT OF CIVILIAN RETENTION SERVICE CREDIT-DIFFERENT WORK SCHEDULES	3-2
AMOUNT OF RETENTION CIVILIAN SERVICE CREDIT-SUBSTANTIALLY CONTINUOUS SERVICE		3-4	E

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
SERVICE CREDIT IN RIF-CIVILIAN SERVICE-UNIT E	AMOUNT OF RETENTION CIVILIAN SERVICE CREDIT-LEAVE WITHOUT PAY (LWOP)	3-3	E
	CONVERSION CHARTS	3-5	E
	CREDITABLE CIVILIAN SERVICE	3-1	E
SERVICE CREDIT IN RIF-COMPUTING THE SCD-RIF-UNIT E	ADDITIONAL REDUCTION IN FORCE SERVICE CREDIT FOR PERFORMANCE	7-6	E
	BEFORE COMPUTING THE SERVICE COMPUTATION DATE (SCD)	7-1	E
	BREAKS IN SERVICE WHEN COMPUTING THE CIVILIAN SERVICE COMPUTATION DATE	7-3	E
	CREDIT FOR THE SEPARATION DAY WHEN COMPUTING THE CIVILIAN SERVICE COMPUTATION DATE	7-2	E
	PROCEDURE TO COMPUTE THE ARMED FORCES SERVICE COMPUTATION DATE	7-5	E
	PROCEDURE TO COMPUTE THE CIVILIAN SERVICE COMPUTATION DATE	7-4	E
	PROCEDURE TO COMPUTE THE REDUCTION IN FORCE SERVICE COMPUTATION DATE (SCD-RIF)	7-7	E
SERVICE CREDIT IN RIF-UNIFORMED SERVICE-UNIT E	AMOUNT OF ARMED FORCES RETENTION SERVICE CREDIT AFTER RETIREMENT BASED ON LESS THAN 20 YEARS OF UNIFORMED SERVICE	6-4	E
	AMOUNT OF ARMED FORCES RETENTION SERVICE CREDIT FOR RETIREES OF UNIFORMED SERVICE IN THE PUBLIC HEALTH SERVICE AND THE NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION	6-6	E
	AMOUNT OF ARMED FORCES RETENTION SERVICE CREDIT WITH NO PREFERENCE AFTER RETIREMENT BASED ON 20 OR MORE YEARS OF UNIFORMED SERVICE	6-2	E

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
SERVICE CREDIT IN RIF-UNIFORMED SERVICE-UNIT E	AMOUNT OF ARMED FORCES RETENTION SERVICE CREDIT WITH PREFERENCE AFTER RETIREMENT BASED ON 20 OR MORE YEARS OF UNIFORMED SERVICE	6-3	E
	ARMED FORCES ACTIVE DUTY	5-1	E
	ARMED FORCES SERVICE CREDIT CHART FOR RETIRED MEMBERS OF A UNIFORMED SERVICE	6-7	E
	ARMY AND AIR FORCE NATIONAL GUARD SERVICE	5-6	E
	ARMY NATIONAL GUARD OF THE UNITED STATES (ARNGUS) AND AIR FORCE NATIONAL GUARD OF THE UNITED STATES (ANGUS)	5-7	E
	DOCUMENTS USED TO CREDIT ARMED FORCES ACTIVE DUTY	5-2	E
	DUAL CREDIT IS PROHIBITED	5-4	E
	EARLY RETIREMENT FROM THE ARMED FORCES UNDER P.L. 102-484	5-9	E
	GENERAL RULE FOR ARMED FORCES RETENTION SERVICE CREDIT AFTER RETIREMENT FROM A UNIFORMED SERVICE	6-1	E
	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION COMMISSIONED OFFICER CORPS	5-11	E
	NO ADDITIONAL SERVICE CREDIT FOR DERIVATIVE PREFERENCE	5-5	E
	NO CREDIT FOR ARMED FORCES LOST TIME	5-3	E
	PUBLIC HEALTH SERVICE COMMISSIONED CORPS	5-10	E
	TEMPORARY DISABILITY RETIREMENT LIST AND THE DUAL COMPENSATION ACT	6-5	E
VERIFYING ACTIVE ARMED FORCES SERVICE	5-8	E	

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
SPECIFIC REDUCTION IN FORCE NOTICES DISPLACEMENT NOTICE 1 – DISPLACEMENT OF	2-4 2-4 LOWER-STANDING EMPLOYEE IN FIRST ROUND REDUCTION IN FORCE COMPETITION AS REASSIGNMENT ACTION	SAMPLE D	
	GUIDANCE ON SPECIFIC REDUCTION IN FORCE NOTICES	2-1	D
	SAMPLE LANGUAGE FOR CERTAIN BARGAINING UNIT EMPLOYEES	2-2	D
	SAMPLE REDUCTION IN FORCE NOTICE 10-OFFER OF ASSIGNMENT TO POSITION MORE THAN TWO GRADES LOWER WITH SAVED GRADE AND ELIGIBILITY FOR VERA OR DSR	2-14	D
	SAMPLE REDUCTION IN FORCE NOTICE 11-OFFER OF ASSIGNMENT TO POSITION MORE THAN TWO GRADES LOWER WITH SAVED GRADE OR ANNUAL LEAVE UNTIL INITIAL ELIGIBILITY FOR BENEFITS	2-15	D
	SAMPLE REDUCTION IN FORCE NOTICE 12-DECLINATION OF ASSIGNMENT OFFER TO LOWER GRADED POSITION	2-16	D
	SAMPLE REDUCTION IN FORCE NOTICE 13-SEPARATION NO ELIGIBILITY FOR SEVERANCE PAY OR IMMEDIATE RETIREMENT	2-17	D
	SAMPLE REDUCTION IN FORCE NOTICE 14-SEPARATION WITH ELIGIBILITY FOR SEVERANCE PAY	2-18	D
	SAMPLE REDUCTION IN FORCE NOTICE 15-SEPARATION WITH ELIGIBILITY FOR DISCONTINUED SERVICE RETIREMENT	2-19	D
	SAMPLE REDUCTION IN FORCE NOTICE 16-SEPARATION WITH ELIGIBILITY FOR OPTIONAL RETIREMENT	2-20	D
SAMPLE REDUCTION IN FORCE NOTICE 17-SEPARATION WITH CHOICE OF SEVERANCE PAY OR ANNUAL LEAVE UNTIL INITIAL ELIGIBILITY FOR BENEFITS	2-21	D	

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
SPECIFIC REDUCTION IN FORCE NOTICES	SAMPLE REDUCTION IN FORCE NOTICE 18-SEPARATION FROM INTERMITTENT APPOINTMENT WITH NO SEVERANCE PAY	2-22	D
	SAMPLE REDUCTION IN FORCE NOTICE 19-SEPARATION FROM TERM APPOINTMENT WITH NO SEVERANCE PAY	2-23	D
	SAMPLE REDUCTION IN FORCE NOTICE 1-OFFER OF ASSIGNMENT TO POSITION AT SAME GRADE	2-5	D
	SAMPLE REDUCTION IN FORCE NOTICE 20-SEPARATION FROM EXCEPTED POSITION WITH SEVERANCE PAY	2-24	D
	SAMPLE REDUCTION IN FORCE NOTICE 2-OFFER OF ASSIGNMENT TO POSITION AT SAME GRADE OR OPTIONAL RETIREMENT	2-6	D
	SAMPLE REDUCTION IN FORCE NOTICE 3-OFFER OF ASSIGNMENT TO POSITION WITHIN TWO LOWER GRADES WITH HIGHEST PREVIOUS RATE	2-7	D
	SAMPLE REDUCTION IN FORCE NOTICE 4-OFFER OF ASSIGNMENT TO POSITION WITHIN TWO LOWER GRADES WITH SAVED GRADE AND PAY	2-8	D
	SAMPLE REDUCTION IN FORCE NOTICE 5-OFFER OF ASSIGNMENT TO POSITION WITHIN TWO LOWER GRADES WITH SAVED GRADE AND PAY AND ELIGIBILITY FOR OPTIONAL RETIREMENT	2-9	D
	SAMPLE REDUCTION IN FORCE NOTICE 6-OFFER OF ASSIGNMENT TO POSITION MORE THAN TWO GRADES LOWER WITH SAVED PAY, AND NO ELIGIBILITY FOR SEVERANCE PAY OR IMMEDIATE RETIREMENT	2-10	D
SAMPLE REDUCTION IN FORCE NOTICE 7-OFFER OF ASSIGNMENT TO POSITION MORE THAN TWO GRADES LOWER WITH SAVED GRADE AND NO ELIGIBILITY FOR SEVERANCE PAY OR RETIREMENT	2-11	D	

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
SPECIFIC REDUCTION IN FORCE NOTICES	SAMPLE REDUCTION IN FORCE NOTICE 8-OFFER OF ASSIGNMENT TO POSITION MORE THAN TWO GRADES LOWER WITH SAVED GRADE AND ELIGIBILITY FOR DISCONTINUED SERVICE RETIREMENT	2-12	D
	SAMPLE REDUCTION IN FORCE NOTICE 9-OFFER OF ASSIGNMENT TO POSITION MORE THAN TWO GRADES LOWER WITH SAVED GRADE AND ELIGIBILITY FOR OPTIONAL RETIREMENT	2-13	D
	SAMPLE REDUCTION IN FORCE NOTICE CHECKLIST	2-3	D
TRANSFER OF FUNCTION CANVASS LETTER TO MULTIPLE LOCATIONS	SAMPLE TRANSFER OF FUNCTION CANVASS LETTER TO MULTIPLE LOCATIONS	9-1	D
TRANSFER OF FUNCTION CANVASS LETTER TO ONE LOCATION	PURPOSE OF TRANSFER OF FUNCTION CANVASS LETTER	8-1	D
	SAMPLE TRANSFER OF FUNCTION CANVASS LETTER TO ONE LOCATION	8-2	D
USE OF TRAINEE AND DEVELOPMENTAL POSITIONS	ASSIGNMENT TO A TRAINEE OR DEVELOPMENTAL	26-1	A
	DEFINITION OF A TRAINEE OR DEVELOPMENTAL POSITION	26-2	A B
	FULLY TRAINED EMPLOYEES HAVE NO ASSIGNMENT RIGHTS TO A TRAINEE OR DEVELOPMENTAL POSITION	26-3	A B
	MAKING QUALIFICATIONS DETERMINATIONS WHEN CONSIDERING ASSIGNMENT RIGHTS TO A TRAINEE OR DEVELOPMENTAL POSITION	26-4	A
USING BUMP AND RETREAT IN MEETING ASSIGNMENT RIGHTS	BUMP RIGHTS	20-1	A B
	RETREAT RIGHTS-ESSENTIALLY IDENTICAL POSITION	20-3	A B
	RETREAT RIGHTS-EXPANDED GRADE LIMITS RIGHTS FOR DISABLED VETERANS IN SUBGROUP AD	20-4	A B
	RETREAT RIGHTS-GENERAL	20-2	A B
USING OPM'S SAMPLE DOWNSIZING NOTICES	ADAPTING THE SAMPLES TO AGENCY-SPECIFIC NOTICES	1-4	D

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-
USING OPM'S SAMPLE DOWNSIZING NOTICES	DOWNSIZING NOTICES INCLUDED IN UNIT 3-D	1-2	D
	OTHER POSSIBLE DOWNSIZING NOTICES	1-3	D
	PURPOSE OF OPM'S SAMPLE DOWNSIZING NOTICES	1-1	D
USING VACANCIES IN MEETING EMPLOYEES' ASSIGNMENT RIGHTS	CONSIDERATION OF RETENTION STANDING IN OFFERING VACANCIES	21-3	A B
	CONSIDERATION OF UNDUE INTERRUPTION IN OFFERING VACANT POSITIONS	21-4	A B
	MAKING RIF OFFERS OF VACANT POSITIONS TO RELEASED EMPLOYEES	21-2	A B
	MODIFICATION OF QUALIFICATIONS REQUIREMENTS IN OFFERING POSITIONS IN LIEU OF RIF SEPARATION OR OTHER RIF ACTIONS	21-7	A
	OFFERING VACANT POSITIONS AS NON-RIF OFFERS TO PLACE EMPLOYEES IN LIEU OF RIF SEPARATION OR OTHER RIF ACTIONS	21-6	A B
	WAIVER OF QUALIFICATIONS REQUIREMENTS IN OFFERING ASSIGNMENT TO VACANT POSITIONS	21-5	A B
USING VACANCIES IN MEETING EMPLOYEES' RIGHTS	MANAGEMENT'S DECISION TO FILL VACANT POSITIONS DURING A RIF	21-1	A
USING VACANT TEMPORARY POSITIONS AS PLACEMENT OFFERS	COMPETITIVE SERVICE TEMPORARY POSITIONS ARE NOT AVAILABLE POSITIONS	22-1	A B
	CONVERSION TO A TEMPORARY POSITION IN LIEU OF RIF SEPARATION	22-4	A
	REEMPLOYMENT IN A TEMPORARY POSITION FOLLOWING RIF SEPARATION	22-3	A
	USING A TEMPORARY POSITION AS A RIF OFFER OF ASSIGNMENT	22-2	A B
VETERANS' PREFERENCE IN RIF	DISABLED VETERAN	13-4	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 3
 Reduction in Force
 Unit F, Basic Index to Module 3 (December 2002 version)

GENERAL SUBJECT-	SPECIFIC SUBJECT-	CITE-	UNITS-	
VETERANS' PREFERENCE IN RIF	ELIGIBILITY FOR VETERANS' PREFERENCE BASED ON DERIVATIVE PREFERENCE	13-7	A	B
	ELIGIBILITY FOR VETERANS' PREFERENCE BASED ON INITIAL ENTRY INTO ARMED FORCES BEFORE OCTOBER 15, 1976	13-5	A	
	ELIGIBILITY FOR VETERANS' PREFERENCE BASED ON INITIAL ENTRY INTO ARMED FORCES ON OR AFTER OCTOBER 15, 1976	13-6	A	
	ELIGIBILITY FOR VETERANS' PREFERENCE WHEN THE EMPLOYEE IS RETIRED FROM ARMED FORCES	13-8	A	B
	ELIGIBILITY FOR VETERANS' PREFERENCE WHEN THE EMPLOYEE IS RETIRED FROM THE ARMED FORCES AS A TITLE 10 RESERVIST	13-9	A	B
	EMPLOYEES IN TENURE SUBGROUPS	13-2	A	
	GENERAL ELIGIBILITY FOR VETERANS' PREFERENCE	13-3	A	
	TENURE SUBGROUPS	13-1	A	B