



WHY RIF WHEN YOU CAN REASSIGN

Since establishment of the Reduction in Force (RIF) Unit in late 1999, we have received 294 RIF requests to process. Of these 99 (33.6%) involved three or less employees. In 23 of these RIFs (25%) the resulting placement for one or more of the impacted employees was a vacancy provided in the RIF request package.

Although RIF procedures may have to be used to place small numbers of surplus employees it is not the only option available. In many of the cases mentioned above the RIF could have been either minimized or avoided if the CPF had management reassigned the surplus employees into existing vacancies in accordance with their priority consideration under rule "C" Table 8.1. of AFMAN 36-203. This priority entitles a surplus employee facing RIF with mandatory placement on any vacant position at the same grade for which they qualify.

RIF is probably the most time-consuming and labor extensive option for both AFPC and the CPF when dealing with small numbers of surplus employees. It takes the RIF Unit 120 days to accomplish a RIF. It also adds to the CPFs workload in preparation of the RIF Request, announcing and processing VERA/VSIP applications, registering candidates in Priority Placement Program (PPP), counseling employees, and other Pre and Post RIF tasks.

The RIF process also is very disruptive and expense to a base. You affect not only the impacted employees but also their organization, and other employees in the competitive area. As well as adding to the payroll cost of the activity.

- Employees who are demoted usually keep their higher grades for two years (grade retention) and/or salary indefinitely (pay retention)
- Employees who are reassigned and displace someone are normally those with greater seniority and higher pay rates (step in grade) than those displaced
- Employees who are separated usually have entitlements to severance pay equal to as much as one year's salary

There are additional one-time costs as well

- Outplacement entitlements of employees include Priority Placement Program (PPP) registration that requires the losing activities to fund the Permanent Change of Station (PCS) moves outside the commuting area
- Unemployment compensation and lump sum payment of annual leave must be paid to separated employees

When a RIF is anticipated, the Civilian Personnel Flight (CPF) can avoid or lessen the impact, and forestall the additional administrative workload for their office that is associated with RIF by reassigning the surplus employees to vacancies that are available or anticipated in the future. This

will result in quicker and less disruptive placements. Please contact the RIF Unit at DSN 665-3045 ext 4392 if you have any questions regarding RIF avoidance.