

Restructuring Information Handbook Module 2
Human Resource Responsibilities in Reduction in Force
Unit G, Detailed Index to Module 2
(March 2003 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.

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 2

Human Resource Responsibilities in Reduction in Force

Unit G, Detailed Index to Module 2 (March 2003 version)

Introduction Restructuring Information Handbook Module 2 provides guidance to help an agency conduct a reduction in force under OPM's 5 CFR Part 351 retention regulations. Module 2 consists of three Units: (1) Unit B, "Guidance," (2) Unit F, "Basic Index to Module 2," and (3) Unit G, "Detailed Index to Module 2." This is the March 2003 version of Unit G.

Contents This publication contains the following topics:

Topic	Begins at Page
Detailed Index to Module 2	1

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-	
4	ASSIGN DUTIES AND RESPONSIBILITIES TO FACILITATE THE RIF	DUTIES AND RESPONSIBILITIES OF AGENCY DECISIONMAKERS	IDENTIFY STRUCTURE OF NEW ORGANIZATION	2-B-4-2	B
4			IMPLEMENT AGENCY'S STRATEGIC	2-B-4-2	B
4		DUTIES AND RESPONSIBILITIES OF IMMEDIATE SUPERVISORS	DISTRIBUTE SPECIFIC RIF NOTICES AND OTHER INFORMATION TO EMPLOYEES	2-B-4-3	B
4			IMPLEMENT AGENCY'S STRATEGIC	2-B-4-3	B
4		DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCES OFFICE	ADVISE EMPLOYEES ON RIF	2-B-4-4	B
4			ADVISE MANAGERS ON RIF-RELATED ISSUES	2-B-4-4	B
4			CONDUCT RIF CONSISTENT WITH AGENCY'S STRATEGIC PLAN	2-B-4-4	B
4			COUNSEL EMPLOYEES ON RIF-RELATED ISSUES	2-B-4-4	B
4			PREPARE POST-RIF REPORT TO DOCUMENT PROCESS FOR AGENCY'S RECORDS	2-B-4-4	B
4		DUTIES AND RESPONSIBILITIES OF THE OUTPLACEMENT TEAM	ADVISE MANAGERS ON PROGRESS OF OUTPLACEMENT INITIATIVES	2-B-4-6	B
4			COORDINATE RETRAINING SERVICES WITH STATE-BASED WIA PROGRAM	2-B-4-6	B
4			EVALUATE AGENCY'S OUTPLACEMENT PROGRAM	2-B-4-6	B
4			MAINTAIN AND RELEASE OPTIONAL RESUMES PROVIDED BY DISPLACED EMPLOYEES	2-B-4-6	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-	
4	ASSIGN DUTIES AND RESPONSIBILITIES TO FACILITATE THE RIF	DUTIES AND RESPONSIBILITIES OF THE OUTPLACEMENT TEAM	PROVIDE DISPLACED EMPLOYEES WITH MAXIMUM OUTPLACEMENT	2-B-4-6	B
4		IMPORTANCE OF ASSIGNING DUTIES AND RESPONSIBILITIES	AVOIDS DUPLICATION AND MISCOMMUNICATION	2-B-4-1	B
4			STATES DUTIES AND RESPONSIBILITIES OF RIF TEAMS	2-B-4-1	B
4		RESPONSIBILITIES OF DISPLACED EMPLOYEES	PARTICIPATE IN AGENCY'S CAREER TRANSITION ASSISTANCE PROGRAMS	2-B-4-7	B
4			PARTICIPATE IN RIF-RELATED COUNSELING AS APPROPRIATE	2-B-4-7	B
11	COUNSELING EMPLOYEES ON PROCEDURES AND OPTIONS	CHECK LIST ACTION ITEM 38: PLANNING FOR EFFECTIVE COUNSELING	HRO COORDINATES COUNSELING WITH EACH APPLICABLE RIF-RELATED TEAM	2-B-11-2	B
11		CHECK LIST ACTION ITEM 39: EFFECTIVE OUTPLACEMENT COUNSELING	ALL AGENCY EMPLOYEES ELIGIBLE FOR MANDATORY OUTPLACEMENT COUNSELING	2-B-11-3	B
11			HRO IS RESPONSIBLE FOR PROVIDING MANDATORY OUTPLACEMENT COUNSELING	2-B-11-3	B
11			INCLUDES ACCESS TO OUTPLACEMENT SERVICES AT ALL LOCATIONS	2-B-11-3	B
11			INCLUDES ACCESS TO TRANSITION SERVICES AFTER RIF SEPARATION	2-B-11-3	B
11			INCLUDES EXCUSED ABSENCES TO USE AGENCY'S TRANSITION SERVICES	2-B-11-3	B
11			INCLUDES INFORMATION ON EAP SERVICES FOR EXCESS EMPLOYEES	2-B-11-3	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-	
11	COUNSELING EMPLOYEES ON PROCEDURES AND OPTIONS	CHECK LIST ACTION ITEM 39: EFFECTIVE OUTPLACEMENT COUNSELING	INCLUDES INFORMATION ON OUTPLACEMENT SERVICES FOR DISABLE	2-B-11-3	B
11			INCLUDES ORIENTATION SESSION ON SELECTION PRIORITY PROGRAMS	2-B-11-3	B
11			INCLUDES RETRAINING INFORMATION	2-B-11-3	B
11			INCLUDES TRANSITION PRIORITY ON COMPONENT BASIS AT AGENCY OPTION	2-B-11-3	B
11			MANDATORY OUTPLACEMENT COUNSELING REQUIRED BY CTAP	2-B-11-3	B
11		IMPORTANCE OF PROVIDING EFFECTIVE COUNSELING TO EMPLOYEES	BENEFITS BOTH RELEASED EMPLOYEES AND THE AGENCY	2-B-11-1	B
9	DETERMINING RIGHTS TO OTHER POSITIONS	CHECK LIST ACTION ITEM 24: DETERMINE EMPLOYEES' REPRESENTATIVE RATES	COMPARES OFFERS OF POSITIONS IN DIFFERENT PAY SCHEDULES	2-B-9-2	B
9		CHECK LIST ACTION ITEM 25: DETERMINE NORMAL LINE OF PROGRESSION	DETERMINES GRADE AND GRADE INTERVALS FOR ASSIGNMENT RIGHTS	2-B-9-3	B
9		CHECK LIST ACTION ITEM 26: IDENTIFY VACANCIES	INCLUDES VACANCIES FOR ASSIGNMENT	2-B-9-4	B
9			INCLUDES VACANCIES FOR PLACEMENT AS NON-RIF OFFERS	2-B-9-4	B
9		CHECK LIST ACTION ITEM 27: DETERMINE RELEASED EMPLOYEES' QUALIFICATIONS	RIF TEAM MAKES DECISION BASED ON ALL AVAILABLE RECORDS	2-B-9-5	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
9 DETERMINING RIGHTS TO OTHER POSITIONS	CHECK LIST ACTION ITEM 28: DETERMINE RELEASED EMPLOYEES' RIGHTS	AGENCY MAY USE MASTER RETENTION LIST TO SIMPLIFY PROCEDURES	2-B-9-6	B
9	CHECK LIST ACTION ITEM 29: RUN MOCK RIF AND CHECK RESULTS FOR ACCURACY	AGENCY HAS RIGHT TO DECIDE WHETHER TO RELEASE MOCK RIF RESULTS	2-B-9-7	B
9		MOCK RIF IS AGENCY OPTION	2-B-9-7	B
9		NO OPM DEFINITION OF MOCK RIF	2-B-9-7	B
10	CHECK LIST ACTION ITEM 32: SEND NOTICES FOR 50 OR MORE RIF SEPARATIONS	INCLUDES NOTICE TO LABOR'S UNEMPLOYMENT INSURANCE SERVICE	2-B-10-4	B
10		INCLUDES NOTICE TO STATE WORKFORCE INVESTMENT ACT (WIA) OFFICE	2-B-10-4	B
10	CHECK LIST ACTION ITEM 33: NOTIFY BARGAINING UNIT	NOTICE IS CONSISTENT WITH BARGAINING UNIT AGREEMENT	2-B-10-5	B
10	CHECK LIST ACTION ITEM 34: DETERMINE HOW TO DELIVER RIF NOTICES	AGENCY SHOULD HAVE EAP SYSTEM AVAILABLE TO SUPPORT EMPLOYEES	2-B-10-6	B
10		AGENCY SHOULD IMPLEMENT SYSTEM TO TRACK STATUS OF RIF NOTICES	2-B-10-6	B
10		AGENCY SHOULD TRAIN SUPERVISORS HOW TO DELIVER NOTICES	2-B-10-6	B
10	CHECK LIST ACTION ITEM 35: PREPARE PACKAGES FOR SEPARATING EMPLOYEES	GUIDE TO PROCESSING PERSONNEL ACTIONS COVERS OUTPROCESSING PACKAGE	2-B-10-7	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-	
10	DETERMINING RIGHTS TO OTHER POSITIONS	CHECK LIST ACTION ITEM 36: DELIVER REDUCTION IN FORCE NOTICES	HRO COORDINATES DELIVERY OF RIF NOTICES	2-B-10-8	B
10		CHECK LIST ACTION ITEM 37: RERUN RIF AS NECESSARY FOR CHANGES	RETENTION RIGHTS BASED ON COMPETITIVE AREA ON RIF EFFECTIVE DATE	2-B-10-9	B
9		DETERMINING EMPLOYEES' RIF ASSIGNMENT RIGHTS	RELEASED EMPLOYEE HAS ASSIGNMENT RIGHT TO AVAILABLE POSITION	2-B-9-1	B
3	DOWNSIZING SKILLS UPDATE FOR THE RIF TEAM		IDENTIFY EMPLOYEES' NEEDS FOR TRAINING ON RESTRUCTURING PROGRAMS	2-B-3-1	B
3		NEED TO ASSESS DOWNSIZING KNOWLEDGE OF THE RIF TEAM	IDENTIFY EMPLOYEES WITH PRIOR RESTRUCTURING EXPERIENCE	2-B-3-1	B
3		TRAINING SUBJECT-AUTOMATED RIF SOFTWARE	AUTORIF IS STANDARD AUTOMATED RIF PROGRAM	2-B-3-3	B
3		TRAINING SUBJECT-EMPLOYEE BENEFITS	HEALTH BENEFITS	2-B-3-6	B
3			LIFE INSURANCE	2-B-3-6	B
3			RETIREMENT	2-B-3-6	B
3			THRIFT SAVINGS PLAN	2-B-3-6	B
3		TRAINING SUBJECT-MANUAL RIF REGISTERS	OPTION TO AUTOMATED SOFTWARE	2-B-3-3	B
3		TRAINING SUBJECT-OPM'S RIF REGULATIONS	RIF TEAM NEEDS RECENT TRAINING ON OPM'S 5 CFR PART 351 RIF REGULATIONS	2-B-3-2	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-	
3	DOWN-sizing SKILLS UPDATE FOR THE RIF TEAM	TRAINING SUBJECT-OPM'S SAVED GRADE AND PAY REGULATIONS	RIF TEAM NEEDS RECENT TRAINING ON OPM'S 5 CFR PART 536 REGULATIONS	2-B-3-4	B
3		TRAINING SUBJECT-OPM'S SEVERANCE PAY REGULATIONS	RIF TEAM NEEDS RECENT TRAINING ON OPM'S 5 CFR PART 550-F REGULATIONS	2-B-3-4	B
3		TRAINING SUBJECT-RESTORATION RIGHTS	AGENCY-SPECIFIC LEGISLATION	2-B-3-5	B
3			ARMED FORCES	2-B-3-5	B
3			COMPENSABLE INJURY	2-B-3-5	B
3			PROGRAM-SPECIFIC LEGISLATION	2-B-3-5	B
3		TRAINING SUBJECT-SELECTION PRIORITY PROGRAMS	CAREER TRANSITION ASSISTANCE PLAN	2-B-3-7	B
3			INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN	2-B-3-7	B
3			REEMPLOYMENT PRIORITY LIST	2-B-3-7	B
10	ISSUING RIF NOTICES	CHECK LIST ACTION ITEM 30: DETERMINE EMPLOYEE'S ELIGIBILITY FOR BENEFITS	INCLUDES IMMEDIATE RETIREMENT	2-B-10-2	B
10			INCLUDES INTRA- AND INTERAGENCY SELECTION PRIORITY	2-B-10-2	B
10			INCLUDES SAVED GRADE AND/OR SAVED PAY	2-B-10-2	B
10			INCLUDES SEVERANCE PAY	2-B-10-2	B
10			INCLUDES TRAINING AND/OR RETRAINING	2-B-10-2	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
10 ISSUING RIF NOTICES	CHECK LIST ACTION ITEM 30: DETERMINE EMPLOYEE'S ELIGIBILITY FOR BENEFITS	INCLUDES UNEMPLOYMENT COMPENSATION	2-B-10-2	B
10	CHECK LIST ACTION ITEM 31: PREPARE SPECIFIC RIF NOTICES	THE RIF TEAM ALSO PREPARES APPLICABLE ATTACHMENTS TO RIF NOTICE	2-B-10-3	B
10	CHECK LIST ACTION ITEM 32: SEND NOTICES FOR 50 OR MORE RIF SEPARATIONS	INCLUDES NOTICE TO APPROPRIATE ELECTED OFFICIAL OF LOCAL GOVERNMENT	2-B-10-4	B
10	ISSUING NOTICES TO EMPLOYEES	RIF TEAM COORDINATES ISSUING RIF NOTICES WITH HRO AND AGENCY MANAGERS	2-B-10-1	B
5 MANAGEMENT DECISIONS TO IMPLEMENT A RIF	CHECK LIST ACTION ITEM 1-REQUEST APPROVAL OF RIF	AGENCY'S DELEGATION OF AUTHORITY DOCUMENTS FINAL LEVEL OF APPROVAL	2-B-5-2	B
5	CHECK LIST ACTION ITEM 2-IDENTIFY POSITIONS TO BE ABOLISHED	MANAGEMENT RIGHT TO DECIDE WHICH POSITIONS TO ABOLISH	2-B-5-3	B
5	CHECK LIST ACTION ITEM 3-IDENTIFY POSITIONS IN POST-RIF ORGANIZATION	MANAGEMENT RIGHT TO DECIDE WHICH POSITIONS TO CONTINUE	2-B-5-4	B
5		MANAGEMENT RIGHT TO DECIDE WHICH POSITIONS TO ESTABLISH	2-B-5-4	B
5	CHECK LIST ACTION ITEM 4-ESTABLISH RIF EFFECTIVE DATE	MANAGEMENT RIGHT TO DECIDE RIF EFFECTIVE DATE	2-B-5-5	B
5	CHECK LIST ACTION ITEM 5-FREEZE DISCRETIONARY PERSONNEL ACTIONS	FREEZE DATE ASSISTS HRO IN PLACING EXCESS EMPLOYEES	2-B-5-6	B
5		FREEZE DATE ASSISTS RIF TEAM IN PREPARING RETENTION REGISTERS	2-B-5-6	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-	
5	MANAGEMENT DECISIONS TO IMPLEMENT A RIF	CHECK LIST ACTION ITEM 5-FREEZE DISCRETIONARY PERSONNEL ACTIONS	FREEZE DATE MAY INCLUDE SAFETY VALVE OPTION	2-B-5-6	B
5		CHECK LIST ACTION ITEM 6-NOTIFY COLLECTIVE BARGAINING REPRESENTATIVES	COLLECTIVE BARGAINING AGREEMENT MAY REQUIRE OFFICIAL NOTICE	2-B-5-7	B
5			UNION MAY BARGAIN ON RIF IMPACT AND IMPLEMENTATION ISSUES	2-B-5-7	B
5		CHECK LIST ACTION ITEM 7-ESTABLISH RIF TEAM(S)	APPROPRIATE FOR SITUATION	2-B-5-8	B
5		EFFECTIVE MANAGEMENT RIF DECISIONS REQUIRE INTRA-AGENCY COORDINATION	AGENCY DECISIONMAKERS APPROVE FINAL RESTRUCTURING CHOICES	2-B-5-1	B
5			HRO OFFICE PROVIDES OPTIONS ON SCOPE OF RIF	2-B-5-1	B
5			HRO OFFICE PROVIDES OPTIONS ON TIMING OF RIF	2-B-5-1	B
6	MANAGEMENT-HRO COORDINATION ON DISCRETIONARY RIF DECISIONS	CHECK LIST ACTION ITEM 10(a)- ESTABLISH RIF POLICY	USE OF VACANCIES	2-B-6-4-(a)	B
6		CHECK LIST ACTION ITEM 10(b)- ESTABLISH RIF POLICY	WAIVING OR MODIFYING QUALIFICATIONS WHEN FILLING VACANCIES	2-B-6-4-(b)	B
6		CHECK LIST ACTION ITEM 10(c)- ESTABLISH RIF POLICY	BREAK TIES IN RETENTION STANDING	2-B-6-4-(c)	B
6		CHECK LIST ACTION ITEM 10(d)- ESTABLISH RIF POLICY	RIF ASSIGNMENT RIGHTS FOR EXCEPTED EMPLOYEES	2-B-6-4-(d)	B
6		CHECK LIST ACTION ITEM 10(e)- ESTABLISH RIF POLICY	RIF ASSIGNMENT RIGHTS FOR GROUP III EMPLOYEES	2-B-6-4-(e)	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
6 MANAGEMENT-HRO COORDINATION ON DISCRETIONARY RIF DECISIONS	CHECK LIST ACTION ITEM 10(f)- ESTABLISH RIF POLICY	SAME SUBGROUP BUMPING	2-B-6-4-(f)	B
6	CHECK LIST ACTION ITEM 10(g)- ESTABLISH RIF POLICY	TERMINATE REEMPLOYED ANNUITANTS BEFORE RIF EFFECTIVE DATE	2-B-6-4-(g)	B
6	CHECK LIST ACTION ITEM 10(h)- ESTABLISH RIF POLICY	TERMINATE EMPLOYEES BEFORE RIF EFFECTIVE DATE	2-B-6-4-(h)	B
6	CHECK LIST ACTION ITEM 10(i)- ESTABLISH RIF POLICY	USE TEMPORARY EXCEPTION(S) TO REGULAR ORDER OF RIF RELEASE	2-B-6-4-(i)	B
6	CHECK LIST ACTION ITEM 10(j)- ESTABLISH RIF POLICY	FREEZE DATE TO UPDATE PERFORMANCE RATINGS USED IN RIF	2-B-6-4-(j)	B
6	CHECK LIST ACTION ITEM 10(k)- ESTABLISH RIF POLICY	DEFINE MODAL PERFORMANCE RATING FOR RIF COMPETITION	2-B-6-4-(k)	B
6	CHECK LIST ACTION ITEM 10(l)- ESTABLISH RIF POLICY	DEFINE RIF PERFORMANCE CREDIT FOR MULTIPLE RATING PATTERNS	2-B-6-4-(l)	B
6	CHECK LIST ACTION ITEM 10(m)- ESTABLISH RIF POLICY	REQUEST EMPLOYEES TO PROVIDE RIF QUALIFICATIONS UPDATES	2-B-6-4-(m)	B
6	CHECK LIST ACTION ITEM 10- ESTABLISH DISCRETIONARY RIF	HRO MAY EXPLAIN RESULTS OF OPTION TO AGENCY MANAGERS	2-B-6-4	B
6	CHECK LIST ACTION ITEM 11(a)- ESTABLISH OUTPLACEMENT POLICY	EARLY REGISTRATION OF SURPLUS EMPLOYEES IN CTAP	2-B-6-5-(a)	B
6	CHECK LIST ACTION ITEM 11(b)- ESTABLISH OUTPLACEMENT POLICY	ISSUE CES TO POTENTIALLY DISPLACED EMPLOYEES	2-B-6-5-(b)	B
6	CHECK LIST ACTION ITEM 11(c)- ESTABLISH OUTPLACEMENT POLICY	PROVIDE ADDITIONAL CONSIDERATION FROM RPL	2-B-6-5-(c)	B
6	CHECK LIST ACTION ITEM 11(d)- ESTABLISH OUTPLACEMENT POLICY	REQUEST VERA APPROVAL FROM OPM	2-B-6-5-(d)	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-	
6	MANAGEMENT-HRO COORDINATION ON DISCRETIONARY RIF DECISIONS	CHECK LIST ACTION ITEM 11(e)- ESTABLISH OUTPLACEMENT POLICY	REQUEST VSIP APPROVAL FROM OPM	2-B-6-5-(e)	B
6		CHECK LIST ACTION ITEM 11(f)- ESTABLISH OUTPLACEMENT POLICY	DEFINE ADMINISTRATIVE TIME AVAILABLE TO DISPLACED EMPLOYEES	2-B-6-5-(f)	B
6		CHECK LIST ACTION ITEM 11- ESTABLISH DISCRETIONARY OUTPLACEMENT POLICY	HRO MAY EXPLAIN RESULTS OF OPTION TO AGENCY MANAGERS	2-B-6-5	B
6		CHECK LIST ACTION ITEM 8-DEFINE COMPETITIVE AREA AND COMMUTING AREA	COMPETITIVE AREA DEFINES SCOPE OF RIF COMPETITION	2-B-6-2	B
6			LOCAL COMMUTING AREA MUST BE REASONABLE RELATIVE TO SITUATION	2-B-6-2	B
6		CHECK LIST ACTION ITEM 9-DEVELOP COMMUNICATION PLAN	COMMUNICATE STRATEGIC PLAN	2-B-6-3	B
6			MANY OPTIONS TO PROVIDE INFORMATION	2-B-6-3	B
6			PROVIDE TIMELY AND ACCURATE INFORMATION TO ALL PARTIES	2-B-6-3	B
6		EFFECTIVE MANAGEMENT DECISIONS REQUIRE COORDINATION WITH HRO	AGENCY'S DELEGATION OF AUTHORITY DOCUMENTS FINAL LEVEL OF APPROVAL	2-B-6-1	B
6			HRO MAY EXPLAIN RESULTS OF OPTION TO AGENCY MANAGERS	2-B-6-1	B
1	OVERVIEW OF MODULE 2	DOWNSIZING ASSISTANCE FROM OPM	REFERENCE TO SECTION 1-B-11	2-B-1-4	B
1		GUIDANCE IN MODULE 2	HUMAN RESOURCES ROLE IF AGENCY MUST CONDUCT RIF	2-B-1-1	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
1 OVERVIEW OF MODULE 2	ORGANIZATION OF MODULE 2	MODULE ORGANIZED ON BASIS OF RIF ACTION ITEMS CHECKLIST	2-B-1-2	B
1		RIF ACTION ITEMS CHECKLIST FOUND IN PARAGRAPH 2-B-1-5	2-B-1-2	B
1	RELATED GUIDANCE IN MODULE 1	HUMAN RESOURCES ROLE IN PLANNING FOR RESTRUCTURING ACTIONS	2-B-1-3	B
1	SAMPLE REDUCTION IN FORCE ACTION ITEMS CHECKLIST	USED FOR ORGANIZATION OF MODULE 2	2-B-1-5	B
12 POST-RIF ACTIONS	CHECK LIST ACTION ITEM 40: REVIEW RIF PLANNING AND IMPLEMENTATION	INCLUDES INPUT FROM ALL PARTIES INVOLVED IN OR AFFECTED BY RIF	2-B-12-2	B
12	CHECK LIST ACTION ITEM 41: RESPOND TO RIF APPEALS AND GRIEVANCES	HRO COORDINATES RESPONSES WITH MANAGERS AND LEGAL STAFF	2-B-12-3	B
12	CHECK LIST ACTION ITEM 42: CONTINUE OUTPLACEMENT AND REHIRING PROGRAMS	HRO CONTINUES LEAD TO ASSIST DISPLACED FORMER EMPLOYEES	2-B-12-4	B
12		OUTPLACEMENT TEAM CONTINUES POSITIVE CAREER TRANSITION EFFORTS	2-B-12-4	B
12	IMPLEMENTING THE STRATEGIC PLAN AFTER COMPLETING THE RIF	HRO IS AVAILABLE TO AGENCY MANAGERS TO IMPLEMENT STRTEGIC PLAN	2-B-12-1	B
7 PRELIMINARY ACTIONS BY THE RIF TEAM	CHECK LIST ACTION ITEM 12(a)-ACCOUNT FOR ALL POSITIONS	IDENTIFY POSITIONS IN EACH COMPETITIVE AREA	2-B-7-2-(a)	B
7	CHECK LIST ACTION ITEM 12(b)-ACCOUNT FOR ALL POSITIONS	DOCUMENT NONCOMPETING EMPLOYEES ON NONPERMANENT ASSIGNMENTS	2-B-7-2-(b)	B
7	CHECK LIST ACTION ITEM 12(c)-ACCOUNT FOR ALL POSITIONS	DOCUMENT OTHER NONCOMPETING EMPLOYEES	2-B-7-2-(c)	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
7 PRELIMINARY ACTIONS BY THE RIF TEAM	CHECK LIST ACTION ITEM 12(d)- ACCOUNT FOR ALL POSITIONS	DOCUMENT EACH EMPLOYEE IN NONPAY STATUS	2-B-7-2-(d)	B
7	CHECK LIST ACTION ITEM 12(e)- ACCOUNT FOR ALL POSITIONS	DOCUMENT EACH EMPLOYEE WITH ARMED FORCES RESTORATION RIGHT	2-B-7-2-(e)	B
7	CHECK LIST ACTION ITEM 12(f)- ACCOUNT FOR ALL POSITIONS	DOCUMENT EACH RETURNED EMPLOYEE WITH ARMED FORCES RESTORATION RIGHT	2-B-7-2-(f)	B
7	CHECK LIST ACTION ITEM 12(g)- ACCOUNT FOR ALL POSITIONS	DOCUMENT EACH RETURNED EMPLOYEE ON COMPENSABLE INJURY	2-B-7-2-(g)	B
7	CHECK LIST ACTION ITEM 13: REVIEW POSITION DESCRIPTIONS	VERIFY EACH EMPLOYEE HAS OFFICIAL POSITION DESCRIPTION	2-B-7-3	B
7	CHECK LIST ACTION ITEM 14: REVIEW COMPETITIVE LEVELS FOR ACCURACY	COMPETITIVE LEVELS ARE BASED UPON OFFICIAL POSITION DESCRIPTIONS	2-B-7-4	B
7	CHECK LIST ACTION ITEM 15: DETERMINE RIF VETERANS' PREFERENCE RIGHTS	INCLUDES DERIVATIVE PREFERENCE	2-B-7-5	B
7		REVIEW RECORDS FOR 30% OR MORE COMPENSABLE DISABILITY	2-B-7-5	B
7		REVIEW RECORDS OF RETIRED MEMBERS OF ARMED FORCES	2-B-7-5	B
7	CHECK LIST ACTION ITEM 16: DETERMINE EMPLOYEES' BASIC RIF SCD	DOCUMENT DATES AS APPROPRIATE	2-B-7-6	B
7	CHECK LIST ACTION ITEM 17: VERIFY EMPLOYEES' RIF PERFORMANCE RATINGS	RATINGS FALL IN AGENCY'S APPLICABLE 4-YEAR WINDOW PERIOD	2-B-7-7	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
7 PRELIMINARY ACTIONS BY THE RIF TEAM	CHECK LIST ACTION ITEM 18: DETERMINE EMPLOYEES' ADJUSTED RIF SCD	ADDITIONAL SERVICE FOR PERFORMANCE MAY BE BASED ON DEFAULT VALUES	2-B-7-8	B
7		ADDITIONAL SERVICE FOR PERFORMANCE MAY BE BASED ON MIXED PATTERN	2-B-7-8	B
7		ADDITIONAL SERVICE FOR PERFORMANCE MAY BE BASED ON MODAL VALUE	2-B-7-8	B
7	CHECK LIST ACTION ITEM 19: REVIEW EMPLOYEES' ESSENTIAL RETENTION DATA	MAY INCLUDE EMPLOYEES' QUALIFICATIONS UPDATES	2-B-7-9	B
7		VERIFY INFORMATION IN OFFICIAL PERSONNEL FOLDERS	2-B-7-9	B
7	THE RIF TEAM LEADER COORDINATES THE TEAM'S WORK	COORDINATES WORK OF RIF TEAM WITH AGENCY MANAGERS	2-B-7-1	B
7		COORDINATES WORK OF RIF TEAM WITH HRO	2-B-7-1	B
8 PREPARING AND USING RETENTION REGISTERS.	CHECK LIST ACTION ITEM 20: PROJECT EMPLOYEE RETENTION DATA TO RIF DATE	DOES NOT INCLUDE FROZEN PERFORMANCE RATINGS	2-B-8-2	B
8		INCLUDES BASIC RIF SCD	2-B-8-2	B
8		INCLUDES CHANGE IN TENURE	2-B-8-2	B
8		INCLUDES CHANGE IN VETERANS' PREFERENCE ELIGIBILITY	2-B-8-2	B
8		INCLUDES OTHER PERSONNEL ACTIONS NOT COVERED BY OPTIONAL FREEZ	2-B-8-2	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-
8 PREPARING AND USING RETENTION REGISTERS.	CHECK LIST ACTION ITEM 21: PREPARE RETENTION REGISTERS	REGISTER APPLIES FOUR RETENTION FACTORS TO A COMPETITIVE LEVEL	2-B-8-3	B
8		TERMS COMPETITIVE LEVEL AND RETENTION REGISTER ARE INTERCHANGEABLE	2-B-8-3	B
8	CHECK LIST ACTION ITEM 22: SEPARATE NONCOMPETING EMPLOYEES	NONCOMPETING EMPLOYEES SEPARATED BEFORE RELEASE OF COMPETING EMPLOYEE	2-B-8-4	B
8	CHECK LIST ACTION ITEM 23: IDENTIFY EMPLOYEES RELEASED FROM LEVEL	COMPETING EMPLOYEES WITH LOWEST STANDING RELEASED FROM LEVEL	2-B-8-5	B
8	PREPARING RETENTION REGISTERS- THE FIRST STEPS	RIF TEAM BEGINS TO IMPLEMENT CHECK LIST ACTION ITEMS 1 THROUGH 10	2-B-8-1	B
2 THE HUMAN RESOURCES OFFICE'S REDUCTION IN FORCE TEAM	EQUIPMENT AND SUPPLIES FOR THE REDUCTION IN FORCE TEAM	APPROPRIATE FOR SITUATION	2-B-2-4	B
2	ESTABLISHING THE REDUCTION IN FORCE TEAM	COMPOSITION IS RELATIVE TO SITUATION	2-B-2-1	B
2	FACILITIES FOR THE REDUCTION IN FORCE TEAM	APPROPRIATE FOR SITUATION	2-B-2-3	B
2	PERSONNEL RECORDS FOR THE REDUCTION IN FORCE TEAM	ACCESS TO OFFICIAL PERSONNEL FOLDERS	2-B-2-5	B
2		ACCESS TO OFFICIAL POSITION DESCRIPTIONS	2-B-2-5	B
2		MUST BE SECURE	2-B-2-5	B
2	REFERENCE MATERIALS FOR THE REDUCTION IN FORCE TEAM	AGENCY'S INTERNAL PERSONNEL MANUAL	2-B-2-6	B

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 2
 Human Resource Responsibilities in Reduction in Force
 Unit G, Detailed Index to Module 2 (March 2003 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNITS-	
2	THE HUMAN RESOURCES OFFICE'S REDUCTION IN FORCE TEAM	REFERENCE MATERIALS FOR THE REDUCTION IN FORCE TEAM	APPLICABLE APPEALS AND GRIEVANCE DECISIONS	2-B-2-6	B
2			COLLECTIVE BARGAINING AGREEMENT(S)	2-B-2-6	
2			OTHER OPM MANUALS AND GUIDES	2-B-2-6	B
2			PERSONNEL ROSTERS OF OLD AND NEW ORGANIZATIONS	2-B-2-6	B
2			TITLE 5 CODE OF FEDERAL REGULATIONS	2-B-2-6	B
2			TITLE 5 UNITED STATES CODE	2-B-2-6	B
2		SAMPLE SKILLS SURVEY FOR EMPLOYEES ON RIF TEAM-PURPOSE	AGENCY USES TO EVALUATE CURRENT DOWNSIZING SKILLS OF RIF TEAM MEMBERS	2-B-2-8	B
2		SUPPORT FOR OTHER DOWNSIZING- RELATED TEAMS	SPECIALIZED SUPPORT APPROPRIATE FOR SITUATION	2-B-2-7	B
2		SUPPORT STAFF FOR THE REDUCTION IN FORCE TEAM	BENEFITS SPECIALISTS	2-B-2-2	B
2			CLERICAL SUPPORT STAFFERS	2-B-2-2	B
2			COMPUTER SPECIALISTS	2-B-2-2	B
2			STAFFING ASSISTANTS	2-B-2-2	B
2		USING THE SAMPLE DOWNSIZING SKILLS SURVEY	COPY OF SAMPLE DOWNSIZING SKILLS SURVEY	2-B-2-9	B