

## Reduction in Force (RIF) Benefits & Entitlements

### Change to Lower Grade/Reassignment Chart

Offer/Scenario	Grade Retention Eligibility	Optional Retirement Eligibility	Discontinued Service Retirement Eligibility	Benefits and Entitlements
Reasonable Offer - DSR Eligible and Grade Retention	Y	Y	Y	<ul style="list-style-type: none"> <li>- Eligible for grade retention for 2 years unless repromoted</li> <li>- Priority repromotion via IRS PPP</li> <li>- Eligibility ends under specific conditions (e.g., decline reasonable offer or break in service)</li> <li>- Retain pay after grade retention under certain rules</li> <li>- DSR eligibility forfeited if RIF offer declined.</li> </ul>
Reasonable Offer - Grade Retention, Not DSR Eligible	Y	Y	N/A	<ul style="list-style-type: none"> <li>- Same grade retention conditions as above</li> <li>- Severance pay eligibility ends if RIF offer declined.</li> </ul>
Not a Reasonable Offer - Grade Retention, DSR Eligible	Y	N/A	Y	<ul style="list-style-type: none"> <li>- Eligible for DSR upon separation</li> <li>- Eligible for grade retention with same conditions as above</li> <li>- No severance pay eligibility.</li> </ul>
Not a Reasonable Offer - Grade Retention, Not DSR Eligible	Y	N/A	N	<ul style="list-style-type: none"> <li>- Eligible for grade retention with same conditions as above</li> <li>- Severance pay eligibility if RIF offer declined.</li> </ul>
Optional Retirement and Grade Retention	Y	Y	N/A	<ul style="list-style-type: none"> <li>- Optional retirement eligibility means no severance pay</li> <li>- Grade retention with same conditions as above.</li> </ul>
Military Retirement and Grade Retention	Y	N/A	N/A	<ul style="list-style-type: none"> <li>- Military retirement annuity eligibility means no severance pay</li> <li>- Grade retention with same conditions as above.</li> </ul>
Reasonable Offer - DSR Eligible, Not Grade Retention	N	Y	Y	<ul style="list-style-type: none"> <li>- DSR eligibility forfeited if RIF offer declined</li> <li>- Pay retention eligibility with conditions (e.g., pay at or above step 10 retained).</li> </ul>
Not Reasonable Offer - DSR Eligible, Not Grade Retention	N	N/A	Y	<ul style="list-style-type: none"> <li>- Eligible for DSR upon separation</li> <li>- Pay retention eligibility with conditions (e.g., pay at or above step 10 retained).</li> </ul>
Not Reasonable Offer - Not Grade Retention or DSR Eligible	N	N/A	N/A	<ul style="list-style-type: none"> <li>- Severance pay eligibility if RIF offer declined</li> <li>- Pay retention eligibility with conditions.</li> </ul>

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<b>Reasonable Offer - Not Grade Retention or DSR Eligible</b>	N	Y	N/A	- No severance pay eligibility - Pay retention eligibility with conditions.
<b>Military Retirement, Not Grade Retention</b>	N	N/A	N/A	- Military retirement annuity eligibility means no severance pay - Pay retention eligibility with conditions.

### Separation

**NOTE: Benefit definitions can be found on page**

Offer/Scenario	Benefits and Entitlements
<b>Discontinued Service Retirement Eligibility</b> (Competitive & Excepted Service)	Listed below is specific information regarding the benefits/entitlements for which you are eligible as a result of being reached for a RIF action. <ul style="list-style-type: none"> <li>- Annual and Sick Leave</li> <li>- Unemployment Compensation</li> <li>- Health Benefits</li> <li>- Thrift Savings Plan</li> <li>- Life Insurance</li> <li>- Placement Assistance</li> </ul>
<b>Optional Retirement Eligibility</b> (Competitive & Excepted Service)	Listed below is specific information regarding the benefits/entitlements for which you are eligible as a result of being reached for a RIF action. <ul style="list-style-type: none"> <li>- Annual and Sick Leave</li> <li>- Unemployment Compensation</li> <li>- Health Benefits</li> <li>- Thrift Savings Plan</li> <li>- Life Insurance</li> <li>- Placement Assistance</li> </ul>
<b>Not Eligible for DSR or Optional Retirement</b> (Competitive & Excepted Service)	Listed below is specific information regarding the benefits/entitlements for which you are eligible as a result of being reached for a RIF action. <ul style="list-style-type: none"> <li>- Annual and Sick Leave</li> <li>- Severance Pay</li> <li>- Unemployment Compensation</li> <li>- Health Benefits</li> <li>- Thrift Savings Plan</li> <li>- Life Insurance</li> <li>- Placement Assistance</li> </ul>
<b>Less than 12 Months of Continuous Service</b>	<ul style="list-style-type: none"> <li>- Eligible for grade retention with same conditions as above</li> <li>- Severance pay eligibility if RIF offer declined.</li> <li>- Annual and Sick Leave</li> <li>- Severance Pay</li> <li>- Unemployment Compensation</li> <li>- Health Benefits</li> <li>- Thrift Savings Plan</li> <li>- Life Insurance</li> <li>- Placement Assistance</li> </ul>

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### **Benefits**

#### **Annual and Sick Leave**

When you are separated, your accrued annual leave will be paid in a lump sum. You will not be paid for any accrued sick leave at the time of separation; however, you are entitled to have the sick leave recredited if you are ever reemployed in the Federal service.

#### **Unemployment Compensation**

Even though you are eligible for severance pay, you may also be eligible for unemployment compensation. Unemployment insurance programs provide a weekly income for a limited period of time to separated Federal civilian workers who are eligible for benefits. The Department of Labor, through agreements with State governments, administers the unemployment insurance program for Federal employees. The States and the District of Columbia determine eligibility for benefits as well as the amounts paid to separated employees based on location of employment.

You should contact your State employment service office or unemployment insurance claims office to register for work and file a claim. You will need your Social Security card, your specific RIF notice of separation, and your Statements of Earnings and Leave that document your employment with the federal government. In most states, unemployment compensation is not payable while a former employee is receiving severance pay. However, you may need to file an application for unemployment benefits soon after your separation date to meet filing deadlines.

Additional information concerning unemployment insurance is available from your local office of the state employment service. You may use the following link to access the U.S. Department of Labor's website which will provide you with more information concerning unemployment insurance and a link to specific information concerning your state's unemployment insurance program: [www.dol.gov/dol/topic/unemployment-insurance/index.htm](http://www.dol.gov/dol/topic/unemployment-insurance/index.htm).

#### **Health Benefits**

You are eligible to carry your Federal Employees Health Benefits (FEHB) enrollment into retirement if you have been enrolled in or covered by a FEHB plan continuously for the five years of service immediately prior to retirement, or for the entire time eligible to be enrolled, if less than five years. When you retire, your enrollment is transferred to the Office of Personnel Management (OPM). The government continues to pay the same portion of your health benefits as it did prior to your separation. The portion of your health benefits that is your responsibility is deducted from your annuity. If you have questions regarding your health benefits related to DSR, please contact the ERC at 1-866-743-5748.

#### **Thrift Savings Plan**

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If you are a participant in the Thrift Savings Plan (TSP) and are separated from federal service, you are eligible to withdraw your vested account balance. You may choose to receive a TSP life annuity, a single payment, or a series of monthly payments. You may transfer all or a series of monthly payments to an Individual Retirement Account (IRA) or other eligible retirement plan. You may also leave your account in the TSP when you separate and decide later. If your vested account balance is less than \$200, the amount will be paid automatically to you in a single payment. If you have questions regarding your TSP account, you may access information from the TSP website at <https://www.tsp.gov> and/or you may contact the ERC at 1-866-743-5748.

### Life Insurance

If you have been insured for basic coverage and/or the various types of optional coverage either during the entire period the coverage was available, or for the last five years of service immediately preceding the starting date of your annuity, then you are eligible to continue your life insurance coverage under the Federal Employees' Group Life Insurance (FEGLI). The government continues to pay the same portion of your life insurance benefits as it did prior to your separation. The portion of your life insurance benefits that is your responsibility is deducted from your annuity. If you have questions regarding your life insurance benefits related to DSR, please contact the ERC at 1-866-743-5748.

### Severance Pay

Because you have received a RIF Notice of separation and you do not meet the age and service requirements for Discontinued Service Retirement (DSR), you are entitled to receive severance pay when you separate from the federal service through RIF procedures. An estimate of your severance pay calculation was included in your RIF Notice. Note: If you are eligible for a military retirement, within one month after separation, you are **not** entitled to receive severance pay.

### Placement Assistance

Your RIF Notice of Separation will permit you to participate in the following placement programs prior to and/or after your expected date of separation. To participate in these programs, you must have a copy of your official RIF Notice of Separation.

- (1) Career Transition Assistance Plan (CTAP). This placement assistance program is available to all career and career-conditional competitive service employees within the Department of Treasury who have received a RIF Notice of separation, Certificate of Expected Separation (CES) or other notice which indicates that they are a surplus employee, and who have a current performance rating of record of at least fully successful. It covers policies regarding career transition services and procedures for special selection priority for Department of Treasury vacancies within (and, to a limited extent, IRS vacancies outside) the local commuting area. To exercise your entitlement to selection priority for vacancies at or below your permanent grade level, you must apply for each vacancy in which you are interested. IRS and Treasury Bureau vacancies are announced on USAJOBS. To receive your selection priority under the CTAP program, you must include a copy of

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your RIF, CES, or other certification notice to each application you submit for vacancies as proof of your CTAP eligibility.

- (2) Interagency Career Transition Assistance Plan (ICTAP). The ICTAP regulations require all federal agencies to select a displaced employee prior to selecting external candidates. Under this plan, a displaced competitive service employee in Tenure group I or II who applies directly for a vacancy (which is at or below his/her permanent grade level) within the local commuting area, has a current performance rating of record of at least fully successful, and is determined by the agency to be well-qualified, will be given selection priority for that position. You may obtain vacancy announcement information through the Internet at <https://www.usajobs.gov/>. In addition to submitting all the material requested in a vacancy announcement, you must include a copy of your RIF Notice of Separation with each application you submit for vacancies as proof of your ICTAP eligibility.
- (3) Workforce Innovation and Opportunity Act (WIOA). Under the WIOA, the Department of Labor provides funding for various types of retraining and readjustment assistance to displaced workers, such as counseling, testing, and placement assistance. Attached is an information sheet on WIOA services.

### General Information

The Employee Resource Center (ERC) can put you in contact with a Specialist to provide you with personal information on benefits, retirement, payroll, and thrift savings. The following are options you may use to contact the ERC: (1) a toll-free telephone call to 1-866-743-5748, (2) [an online chat box](#) or (3) by opening a ticket on [IRS Service Central](#).