

Reduction in Force (RIF)

Offer of Change to Lower Grade Notice Package

Quick Reference Guide

Please read your RIF notice and the documents outlined below carefully. If, after you have read the material, you still have questions, please contact the Employee Resource Center (ERC) at (1) 1-866-743-5748, (2) an [online chat box](#), or (3) by opening a ticket on [IRS Service Central](#) and let them know you have received a RIF Notice.

- 1. Reduction in Force Offer of Change to Lower Grade Notice:** This notice is your official notification from the IRS of the outcome of the RIF competition conducted in your competitive area. It describes the action that will be taken as a result of the RIF and the effective date. In addition, this Notice contains information about a **position which has been offered to you as a result of this RIF action**. You must respond by indicating whether you accept or decline this position within 5 workdays of the receipt of this notice. A failure to respond within 5 days will be considered a DECLINATION of the position offered. Note: Please keep a copy of this Notice for your records.
- 2. RIF Information Sheet:** This sheet describes the factors used in RIF competition. It will help you to understand what each of the retention factors listed on your RIF Notice mean.
- 3. Benefits/Entitlements for Employees:** This document provides a general overview of the benefits and entitlements that result from your receipt of a RIF Notice. Specific Benefits/Entitlements are dependent on the RIF action taken and your personal eligibility (i.e. if you are retirement eligible, you will not be entitled to severance pay).
- 4. Explanation of the Severance Pay Computation:** If you are eligible for severance pay, your RIF notice included an estimate of the amount of severance pay to which you will be entitled upon RIF separation. Please note that if you are a seasonal employee, any time in a pay status after the receipt of this Notice may modify the amount of your severance pay entitlement.
- 5. Office of Personnel Management (OPM) RIF Regulations - 5 CFR, Part 351:** This copy of the 5 CFR, Part 351 details the requirements for the RIF process established by OPM. The RIF in your competitive area was conducted in compliance with these requirements.
- 6. MSPB FORM 185 - Merit Systems Protection Board Appeal Form and Document 12208 - Merit Systems Protection Board Abbreviated Regulations:** These documents provide you with information regarding your rights to appeal this RIF action. Please read these documents carefully as there are specific time limitations associated with the filing of a RIF appeal. You can access a complete copy of the MSPB regulations at www.mspb.gov.