



RIF Information Sheet

Factors used in Placing Employees on Retention Registers

Competitive Area: The area defined by the Agency in which employees compete for retention in a RIF.

Competitive Level: The pay plan, series, grade, competitive level code, and work schedule of your position of record.

Types of Services

Competitive Service (Listed as Type of Service = 1 on the RIF Notice)

Tenure Group 1: Includes all career employees not serving probation.

Tenure Group 2: Includes career-conditional employees. It also includes career employees serving a probationary period because they have received a new appointment from an Office of Personnel Management (OPM) certificate of eligibles. A career employee who gets a new appointment from an OPM certificate of eligibles must serve a probationary period of 1 year. This does not mean the 1-year probationary period for new supervisors and managers.

Tenure Group 3: Includes employees serving under term appointments, temporary appointments pending establishment of a register (TAPER), status quo appointments, and other non-status, nonpermanent appointments.

Excepted Service (Listed as Type of Service = 2 on the RIF Notice)

Tenure Group 1: Includes each permanent employee whose appointment carries no restriction or condition, such as conditional, indefinite, a specific time limit, or trial period. (While OPM regulations do not require a trial period, agencies may require one.) An attorney who has completed a trial period would be an example of an employee in this group.

Tenure Group 2: Includes employees serving a trial period and employees whose tenure is equivalent to a career-conditional appointment in the competitive service. An example would be an attorney who has not completed a required trial period.

Tenure Group 3: Includes employees whose tenure is indefinite (i.e., without a specific time limit), but not actually or potentially permanent; whose appointments have a time limit of more than 1 year, or who have served in an appointment limited to 1 year, or who have served in an appointment limited to 1 year or less, but who have been extended so they have actually worked more than 1 year without a break in service.

Preference eligibility subgroups

AD - Employees entitled to veteran preference with a compensable service-connected disability of 30 percent or more.

A - All other employees entitled to veteran preference.

B - Employees not entitled to veteran preference.

Service Computation Date (SCD)

The date that includes the total years of service creditable for each employee.

Performance ratings

The official record assessing the employee's work performance. An employee may receive additional years of service credit for annual performance ratings of Fully Successful or higher.

Rating	Credit for Performance
Outstanding	20 additional years service
Exceeds Fully Successful	16 additional years service
Fully Successful	12 additional years service
Minimally Successful/Unacceptable	0 additional years service

Points for the last three annual performance ratings of record received within the four-year period preceding the agency-established cutoff date prior to the RIF are added together and divided by three. The average represents the additional years of service credit for RIF. If you received only one or two ratings, credit is given for performance based on the actual ratings of record received divided by the number of actual ratings. If you received no ratings, you will receive the modal rating, i.e. the rating received by most employees in your Competitive Area.