

# Reduction in Force (RIF) Offer of Reassignment Notice Attachment 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 Separation 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. Declining a reassignment may impact your eligibility for some benefits/entitlements).
4. **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.