COURSE SYLLABUS

Planning and Conducting a DoD Reduction in Force Course (Self-Paced)

Learn how to conduct a federal Reduction in Force with confidence, covering planning, retention factors, mock simulations, and rights-based decision-making under 5 CFR 351.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/planning-and-conducting-a-dod-reduction-in-force-course-self-paced



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Course Outline

Module 1: RIF Overview

- Define and describe the primary factors involved in reduction in force (RIF), including competitive area, competitive level, and retention factors.
- Learn the importance of retention standing, including the bumping rights and the process for employee selection during a RIF.
- Understand the purpose of RIF as a management tool used to downsize an organization, including the competitive level and areas within the DoD.

Module 2: RIF Retention Factors

- Explore the specific retention factors used in DoD RIFs, such as tenure, veterans' preference, service computation date (SCD), and performance ratings.
- Learn about the competitive areas and levels used to assess employees during a RIF, and the process for determining their retention standing.
- Understand how performance ratings and veterans' preference impact employees' ranking and retention standing in a RIF.

Module 3: Retention Standing and Release

- Discuss the concept of retention standing and how it determines the priority for retention or release during a RIF.
- Learn how bumping rights work and the process by which an employee can displace another in the same competitive level.
- Understand how to project retention standing and apply RIF rules to determine which employees will be impacted.

Module 4: Financial Implications of RIF

- Understand the financial implications of a RIF, including eligibility for severance pay, grade retention, and pay retention.
- Learn the criteria for severance pay and how to calculate severance amounts based on years of service and employment status.
- Explore the impact of RIF on retirement benefits and the different options available for displaced employees.

Module 5: RIF Notice Requirements

- Learn about the required notices for employees affected by a RIF, including the information that must be included in the notice.
- Understand the timeline for providing RIF notices, and the rights of employees during the notice period, including appeal options.

- Explore the various types of RIF notices, such as furlough, separation, reassignment, and change in grade notices.

Module 6: Employee Benefits in RIF

- Identify the retirement options available to employees who are affected by a RIF, including eligibility for discontinued service retirement (DSR).
- Learn about the benefits for employees placed in lower-graded positions, including pay retention and grade retention.
- Explore severance pay options and the eligibility requirements for different benefits under the RIF process.

Module 7: Employment Programs for Displaced Employees

- Learn about employment programs that assist displaced employees, including the Reemployment Priority List (RPL) and Career Transition Assistance Program (CTAP).
- Understand the eligibility requirements for displaced employees to participate in these programs and the process for securing new employment opportunities.

Module 8: Transfer of Function

- Explore the concept of a transfer of function, and how it affects employees during a reorganization or transfer of function under RIF conditions.
- Understand employee rights and management options when a function is transferred within or outside the DoD.

Module 9: RIF Grievance and Appeal Rights

- Examine the grievance and appeal rights of employees affected by a RIF, including procedures for filing grievances and appeals to MSPB or through negotiated grievance procedures.
- Understand the role of the Merit Systems Protection Board (MSPB) and other bodies in adjudicating RIF-related disputes and grievances.