

Policy Template: Reduction in Force – June 8, 2026

Template General Instructions

1. The purpose of this document is to provide federal agencies with a template that they may quickly adapt to their internal reduction in force policies to align with OPM’s final regulations on Schedule Policy/Career.
2. The template policy language is intended to provide agencies with guidance on providing assignment rights to Schedule Policy/Career employees during a reduction in force. Under 5 CFR 351.705(a)(3), OPM granted agencies the discretion to “provide competing employees in the excepted service with assignment rights to other positions under the same appointing authority on the same basis as assignment rights provided to competitive service employees.” OPM encourages agencies to exercise their discretion to provide Schedule Policy/Career assignment rights to provide an orderly, fair, and transparent process for retaining critical skills, knowledge, and experience.
3. Agencies may adapt this template to meet mission needs.
4. In the template, text boxes are used to show template instructions or notes that would not be part of the policy document issued by the agency. Those instructions and notes are intended to assist agencies as they use the template to create an agency policy document.

Template Policy on Reduction in Force

[Instructions: This document sets forth changes to agency policies regarding reductions in force. Agencies are encouraged to provide assignment rights to Schedule Policy/Career and may modify this language to meet their mission needs.]

Assignment Rights for Schedule Policy/Career Employees

[AGENCY NAME] Schedule Policy/Career employees will be provided assignment rights to other positions under Schedule Policy/Career on the same basis as assignment rights provided to competitive service employees under 5 CFR 351.701 and 351.705(a)(1)-(2).