

Template for Requesting a Reduction in Force (RIF) Notice to Employee Period of Less Than 60 days

Agency: _____

Name of the affected component(s): _____

Each competing employee in a RIF who is selected for release from a competitive level is entitled to a specific written notice at least 60 full days before the effective date of release.

However, when an agency must run a RIF due to unforeseeable circumstances, the head of the agency may request an exception to the 60-day notice period from the Office of Personnel Management (OPM). The shortened notice period must cover at least 30-full days before the effective date of the employee's release.

An agency's request for an exception to the minimum 60-day specific RIF notice period must be signed by the head of the agency or a specific designee in the headquarters. When requesting an exception to the 60-day notice period, please address the following:

1. The organization(s) and geographic location(s) for which an exception is requested: _____

2. The effective date of the RIF: _____

3. The number of employees who will be issued RIF notices: _____

4. The RIF notice period being requested (full number of days): _____

5. The reasons why a shorter RIF notice period is needed (describe the unforeseen circumstance(s) which has caused the agency to request a shorter notification period, e.g., funding or other need for urgency): _____

6. The name, telephone number, and title of an agency contact person in the event OPM needs additional information about the request:

Name: _____

Email/telephone number: _____

Title: _____

7. Agency Signature of Requesting Official (Agency Head or Designee):

Requesting Official's Name: _____

Requesting Official's Title: _____

Requesting Official's Signature and date (or attach signed cover memo):

_____ Date: _____

Please submit to:

Email: WPIntake@opm.gov

Mailing Address:

Deputy Associate Director
Talent Acquisition, Classification, and Veterans Programs
Workforce Policy and Innovation
U.S. Office of Personnel Management
1900 E Street, NW Room 6500
Washington, DC 20415