



## Reduction in Force (RIF) Separation 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. **Note: Please keep a copy of this Notice for your records. You will also need to include a copy with each application you submit under the CTAP or ICTAP Placement Assistance Programs.**
- 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. if you are retirement eligible, you will not be entitled to severance pay).
- 4. Explanation of the Severance Pay Computation:** If you are eligible for severance pay, your RIF notice included an **estimate** of the amount of severance pay to which you will be entitled upon RIF separation. Please note that if you are a seasonal employee, any time in a pay status after the receipt of this Notice may modify the amount of your severance pay entitlement.
- 5. Workforce Innovation and Opportunity Act (WIOA) Information Sheet:** This Sheet provides you with information about the services for which you may be eligible under the provisions of this Act. Service is generally provided through “one-Stop” Centers that are managed by your state government.
- 6. 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.
- 7. MSPB Form 185 – Merit Systems Protection Board Appeal Form and Document 12208 – Merit Systems Protection Board Abbreviated Regulations:** These documents provide you with information regarding your rights to appeal this RIF action. Please read these documents carefully as there are specific time limitations associated with the filing of a RIF appeal. You can access a complete copy of the MSPB regulations at [www.mspb.gov](http://www.mspb.gov).
- 8. Reemployment Priority Listing - Form 13591 – Employee Application:** If you wish to be entered on the Department of Treasury RPL, please complete this form and submit it together with a copy of your RIF Separation Notice (and, an updated resume if you choose) to the address listed on the Application.