COURSE SYLLABUS

Planning and Conducting a DoD Reduction in Force Course

Understand and apply DoD-specific Reduction in Force procedures through mock scenario analysis and adherence to retention rules.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/planning-and-conducting-a-dod-reduction-in-force

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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.