

Reduction in Force Process & Timeline

Timeline – RIF Implementation Activities

Activity	Date
Preference-eligible employees to submit updated eCareer profiles	April 18, 2021
HR conducts preference-eligible position qualifications review	April 19 – May 7, 2021
New structure and staffing effective in system (trigger for RIF process)	May 8, 2021
Run Reduction-in-Force process (to include Round 3 assignments)	May 10 – May 18, 2021
Officers & managers share new structures/jobs, including specific employee impacts, with employees	May 18 - 20, 2021
Issue specific RIF notices to impacted employees (via mail & email)	May 21, 2021
RIF Separation Date	October 8, 2021
RIF Placement Date	October 9, 2021

Timeline – Key RIF Avoidance Activities

Activity	Date
Lift hiring freeze & announce key RIF dates & timelines (first postings to go up 5/25)	May 3, 2021
Second Voluntary Early Retirement Offering	May 7, 2021
Organizational announcements (specific VP Town Halls) sharing new structures/jobs, including specific employee impacts	May 18 - 20, 2021
Issue specific RIF notices to impacted employees (via mail & email)	May 21, 2021
Employees can request noncompetitive laterals or downgrades	May 20 – October 8, 2021
Job Posting 1: 10 day posting - Limited Area of Consideration (posted to impacted and nonimpacted employees in impacted competitive areas)	May 25 – June 3, 2021
Selection date for job posting 1	July 3, 2021
Job Posting 2: 5 day posting - Limited Area of Consideration (posted to impacted and nonimpacted employees in impacted competitive areas)	July 12 - 16, 2021
Selection date for job posting 2	August 14, 2021
Second VER irrevocable date	July 16, 2021
Second VER effective date	July 30, 2021
Job Posting 3: 5 day posting - Limited Area of Consideration (posted to impacted employees only)	August 23 – 27, 2021
Selection date for job posting 3	September 11, 2021

RIF Placements

- RIF will be run in each competitive area in accordance with OPM's applicable RIF regulations.
- Preference-eligible employees will be provided their best offer during the RIF process, if any.
- HR will coordinate directly with each ELT & VP group to ensure RIF is administered properly.

For the Postal Service's RIF policy view Employee and Labor Relations Manual (ELM), Section 354.2, Assignment of Non-bargaining Unit Employees Due to a Potential or Actual Reduction in Force.