



**National Security
Personnel System**



Reduction In Force (RIF) Application user guide

Version 1 – October 2006

User Guide

National Security Personnel System (NSPS)

NSPS Reduction in Force (RIF) Application

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About This Guide

Who Should Use This Guide

The NSPS Reduction in Force (RIF) Application User Guide is for human resources (HR) practitioners and others having responsibility for processing RIFs under the guidance provided in the NSPS Implementing Issuance, Workforce Shaping subchapter (DoD 1400.25-M SC 1960).

Introduction

This guide provides you with basic information about how to use the RIF application to perform all the functions necessary to create RIF extracts and databases, and process RIFs. This guide consists of 3 major sections:

- *What You Need to Know Before You Begin* – Furnishes you with background information about the RIF application and enhanced functionality.
- *NSPS RIF Procedures* – Shows you how to create a RIF extract and upload it to create a RIF database to prepare for processing a RIF. Each task is presented with step-by-step procedures and screen captures. A brief description of the purpose and work context of tasks and procedures is included.
- *NSPS RIF Processing Procedures* – Shows you how to process the RIF after you have created the extract and the RIF database, and generate reports and notices associated with RIFs. Like the *NSPS RIF Procedures* section, each task is presented with step-by-step procedures and screen captures. A brief description of the purpose and work context of tasks and procedures is included.

Conventions

Standard conventions for format and layout are used in this guide to make it easier for you to view and understand information. The conventions are as follows:

Item	Convention
Tabs	Bold <i>Example:</i> Select the Employee Data and Appraisals tab.
Links	Underlined <i>Example:</i> Select the <u>CIVDOD RIF Application</u> .
Buttons	Bold; identified as a button <i>Example:</i> Select the Add Group button.
Icons	Bold; icon displayed and identified as an icon <i>Example:</i> Select the Pencil  icon.
Column Heads	Bold <i>Example:</i> Review the information in the Step column.
Dialog Box	Italic <i>Example:</i> Click the OK button in the <i>Save As</i> dialog box.
Field Names	Bold <i>Example:</i> Enter the date in the Starting Date field
Keyboard Keys	Bold; in brackets <i>Example:</i> Press < F11 > to clear the screen.
Menu Items	Bold. Arrows indicate submenu selections. <i>Example:</i> Select File → Open .
Page Names	Italic <i>Example:</i> Select the Login button to go to the <i>Navigator</i> page.
Section Names	Italic <i>Example:</i> Navigate to the <i>Competitive Group</i> section.
List of Values (LOV)	Bold <i>Example:</i> Select a value from the Occ Code LOV .

Item	Convention
Window Names	Italic <i>Example:</i> Select the Save button to go to the <i>Requests</i> page.
Exact text to enter into field	Bold and italic <i>Example:</i> Enter <i>Equals</i> in the Operator field.

Steps

Steps are numbered and used to identify the actions required to complete a task. The table on the previous page describes conventions used within a step to distinguish field names and other screen items and provides an example of how each is used in a step.

Notes Icon

The notes icon indicates additional information. This information may include NSPS policy information or details that are not related directly to a step. For example:



The extract must be a tilde(~)-delimited text file. If you load files into Excel that you plan to upload into the RIF application, refer to Appendix A for information on converting those files into the correct format for the RIF application.

Explanation Text

Explanation text located directly under a step provides additional information that might prove useful when completing a step or task. For example:

1. Select the **Details**  icon to view information on the request.

This page provides you with a summary of the request you submitted. From here, you can view the log entry for the request, cancel the request if it has not reached the Completed stage, or view basic information about the request by selecting Show.

Caution Icon

The caution icon is used to provide warnings. For example:



Do not use your browser's **Back** button to return to the previous screen.

Field Descriptions

Field description tables provide information about what to enter into a field. Default values are included in descriptions.

Follow-on Menu or Button Selections

Follow-on menus or buttons indicate that a series of menu items or buttons is needed to complete a step. The item after the right-facing arrow indicates the follow-on item to select. For example:

2. Select **File** → **Save as**.

Key Combinations

When more than one key must be pressed simultaneously to perform a step, the first key is followed by a plus sign, and then the next key. For example:

3. Press <Ctrl> + <F11> to clear the screen.

Future Versions of this Guide

The RIF application in the Defense Civilian Personnel Data System (DCPDS) will undergo system changes as code is developed and delivered. This guide contains current information as of the October 2006 version of the RIF application. This user guide will be updated as new features become available.

What You Need to Know Before You Begin

This Guide provides detailed instructions on how to use the NSPS RIF Application. The application supports the RIF requirements as documented in the NSPS Implementing Issuances, Workforce Shaping subchapter (DoD 1400.25-M, SC 1960.) For specific information on the RIF process or to answer policy questions, refer to this documentation.

This application supports the NSPS RIF process. For RIFs processed under Title 5 USC, use stand-alone AutoRif software, downloadable from the CPMS website.

NSPS Reduction in Force (RIF) Application

The NSPS RIF application incorporates a number of changes to the RIF process, in addition to creating a tool that meets the criteria set forth in the Workforce Shaping subchapter of the implementing issuances. New functionality associated with RIF includes:

- Integration into the DCPDS enterprise suite: The RIF process is no longer a stand-alone application.
- Framework technology: The application is web-based vs. the previous client-installed application. Systems administrators are no longer required to install updates or new versions of software upgrades.
- User-friendly screens: Changes are text-friendly for easier navigation throughout the RIF application
- Secure access: You must have a login and password to access Employee Self-Service before accessing the RIF database.
- Secure access to RIFs: You are only allowed to access RIFs created by your user ID. All other RIFs are inaccessible. Additionally, the RIF tables are partitioned to prevent unauthorized users from accessing the RIF database tables.
- New responsibilities: Two new “Responsibilities” have been created to support NSPS RIF (CIVDOD RIF and CIVDOD REPORTS).

Logging on to RIF

To access RIF you must first log on to the Employee Self-Service page and navigate to RIF. If you do not have access to Employee Self-Service, contact your HR system administrator who can provide you with access.

Follow these steps to log on:

1. Open your Web browser.
2. Enter the Web site address (different for each Component).



To get more information on how to access and log on to Employee Self-Service, visit your Component home page or <http://www.cpms.osd/mil/regmod/selfservice>.

Login



OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY

*** WARNING *** WARNING *** WARNING *** WARNING ***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

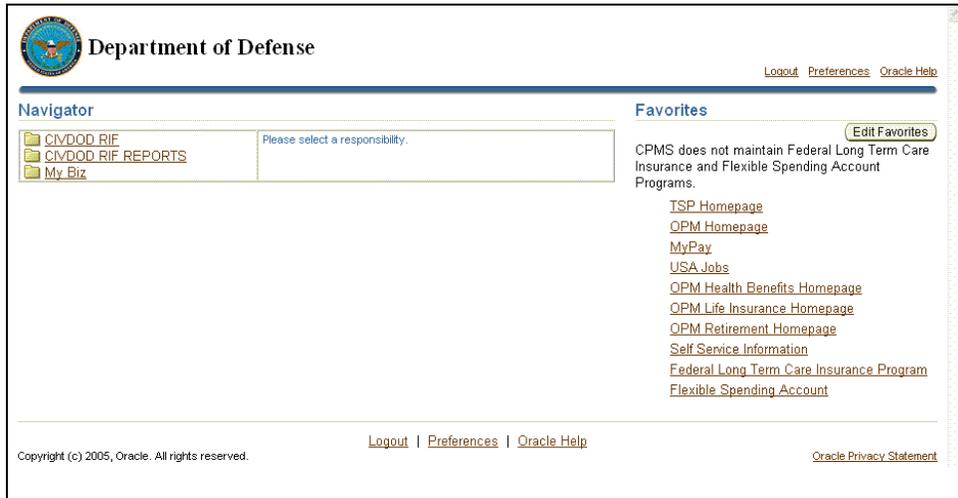
Username

Password

[TIP](#) [Forgot your password?](#)

The *Login* screen for Employee Self-Service

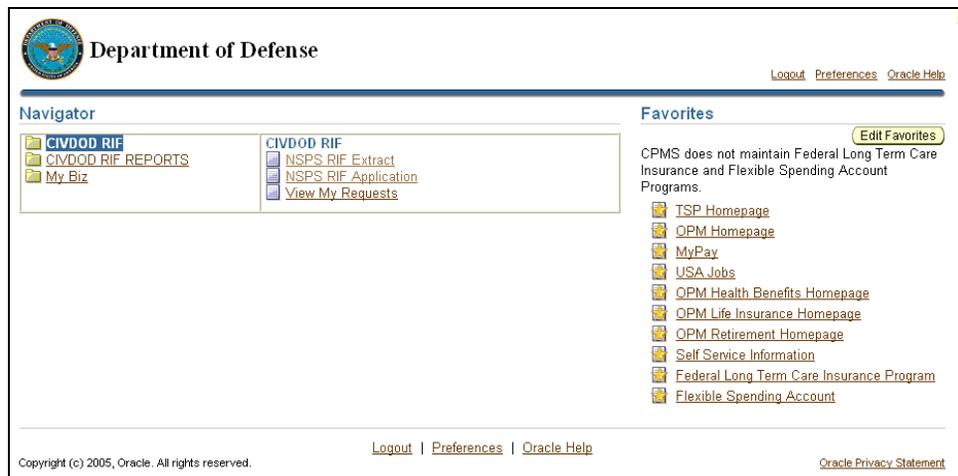
3. Enter your user name and password.
4. Select the **Login** button to go to the *Navigator* page.



The *Navigator* page

5. Select CIVDOD RIF

The CIVDOD REPORTS responsibility is also available to certain users to run statistical reports on any RIF created in the RIF database. This responsibility is necessary for reporting purposes because a security feature in the system prevents one user from accessing information initiated by any other user. Functions and procedures associated with this responsibility (RIF Reports and RIF Notice) are discussed in the section of this guide entitled, “Generating NSPS Reports and Notices Using the CIVDOD RIF Reports Responsibility.”



The *Navigator* page with CIVDOD RIF responsibilities shown

Congratulations!

You have now logged onto the RIF application.

You can now select a function to perform RIF-related activities.

All further information in this guide assumes you are logged on and at the *Navigator* page.

NSPS RIF Procedures

Within this application, three separate functions, taken together, help you perform a RIF. Each function is accessible from the *Navigator* page after you log on to Employee Self-Service and select CIVDOD RIF. Each is described below:

- NSPS RIF Extract: used to create an extract for use with the RIF application
- NSPS RIF Application: used to create an NSPS RIF
- View My Requests: used to view/export files created for NSPS RIFs

Each function within the RIF application has screens associated with it that differ from the other functions. The screen for each function will be described in detail at the beginning of the RIF procedure that defines it.

Creating an NSPS RIF Extract Request

The first step in executing an NSPS RIF is to create an NSPS RIF Extract Request. No processing occurs in this part of the RIF process. The RIF Extract simply lets you identify the criteria needed to retrieve the employee and position records that you will need to create an NSPS RIF database in a later step.

Home Logout Preferences

Create RIF Extract

Load Reset Exit

* Extract File Name

Competitive Area

Servicing Office ID: ADD >

PAS Code: ADD >

UIC: ADD >

Geographic Loc: ADD >

Org Structure ID: ADD >

Competitive Group

Position Occupied: ADD >

Work Schedule: ADD >

Pay Schedule: ADD >

Occ Code: ADD >

Pay Band: ADD >

Career Group: ADD >

Load Reset Exit

Copyright (c) 2005, Oracle. All rights reserved. Home | Logout | Preferences Oracle Privacy Statement

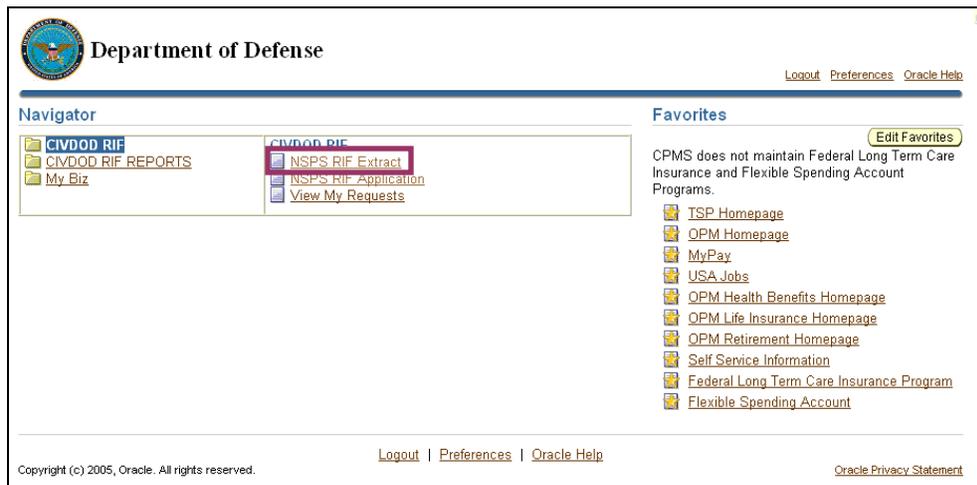
The *Create RIF Extract* page

The *NSPS RIF Extract* page consists of three sections. The first section, *Extract File Name*, lets you identify a unique name for the extract. The *Competitive Area* section lets you define selection criteria based on any combination of geographical location(s), organizational unit(s), line(s) of business, product line(s), or funding line(s). The *Competitive Group* section helps you define the competitive groups for the extract. Competitive groups will be established for excepted and competitive service, different appointment authorities, and different work schedules. They may be further defined by any combination of the fields displayed in this section.

The bottom of the page has three option buttons:

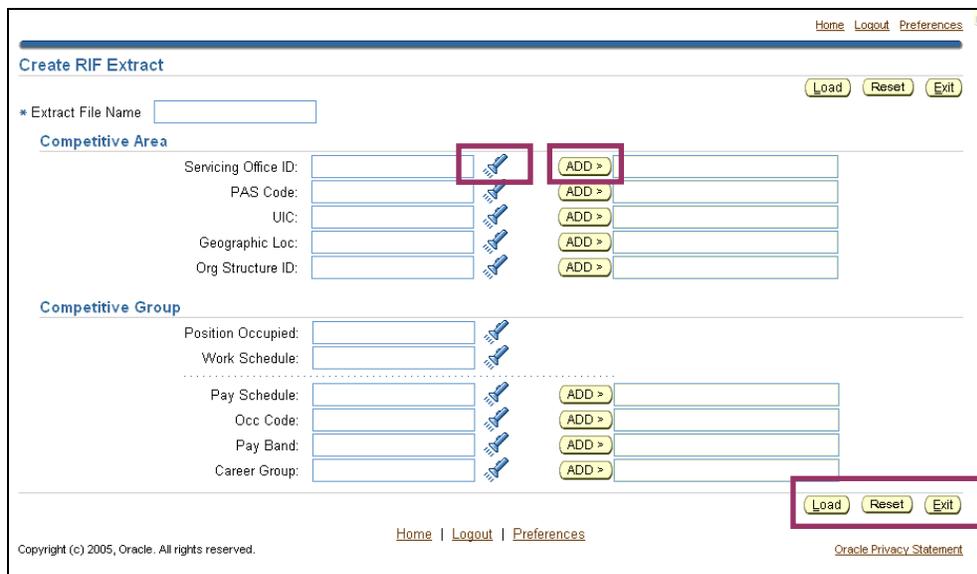
Option Button	Function
Load	Submits the RIF Extract criteria
Reset	Clears the <i>RIF Extract</i> page of all entries
Exit	Closes the <i>Create RIF Extract</i> page without saving

Follow these steps to create an NSPS RIF Extract Request:



The Navigator page

1. Select NSPS RIF Extract to go to the *Create RIF Extract* page.



The Create RIF Extract page

2. Complete the page as follows:

Section	Description
Extract File Name	<p>Enter a unique name for the RIF extract you are creating that will be easy to identify when you are ready to retrieve it (up to 240 characters).</p> <p>RIF Extract will provide a generic name at execution if you do not enter a name here. If RIF supplies the name, it will take more time to execute because the system must search for duplicate names given to concurrently-executing RIF extracts.</p>
Competitive Area	<p>Enter data into any or all of the fields in this section to define the competitive area selection criteria for the RIF extract. Competitive area can be established based on any combination of the data elements provided on the page including:</p> <ul style="list-style-type: none">• Servicing Office ID• PAS Code• UIC• Geographic Loc• Org Structure ID <p>These fields are not mandatory.</p>
Competitive Group	<p>Enter data into any or all of the fields in this section to define competitive groups for the extract. In addition to competitive groups established for excepted and competitive service, excepted appointment authorities and different work schedules, the following fields can be used to further define the competitive group in any combination:</p> <ul style="list-style-type: none">• Position Occupied• Work Schedule

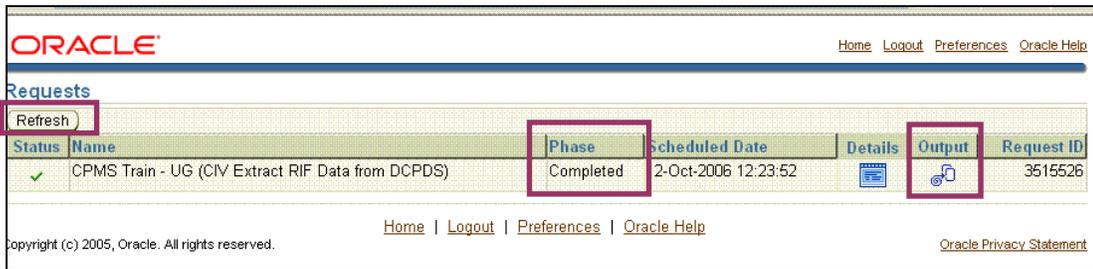
Section	Description
	<ul style="list-style-type: none"> • Pay Schedule • Occ Code • Pay Band • Career Group <p>These fields are not mandatory.</p>

 The **Flashlight**  icon to the right of the fields indicates that you can make your selection for the field from a List of Values (LOV). To choose from the list, select the **Flashlight**  icon to open the LOV and then select the **Go** button to retrieve a list of values. Select a value from the list by clicking the option button to the left of the value or the icon under the **Quick Select** column. You may also enter a value in the **Search by** field and then select the **Go** button to retrieve additional values from which to select.

If you wish to make multiple selections for one field, select the **Add** button to add additional criteria.

3. Select one of the following buttons:

If You	Then
Want to leave the page without saving your work	<p>Select the Exit button.</p> <p>Continue with another task as needed.</p>
Want to clear the page and begin again	<p>Select the Reset button.</p> <p>Return to step 2.</p>
Want to submit the extract	<p>Select the Load button to go to the <i>Requests</i> page.</p> <p>Go to step 4.</p>



The *Requests* page with the **Refresh** button, **Phase** column and **Output** column highlighted

4. Select the **Refresh** button until the **Phase** column displays *Completed*.

The *Requests* page is the same page you see when you select View My Requests from the *Navigator* page. When you submit the extract, this page displays the status of your extract request.

The **Phase** column identifies how the extract, rather than the RIF itself, is processing. When the **Phase** column displays *Completed*, the **Output** column displays a file you can save or view. At this point, you have not yet set the RIF to process.



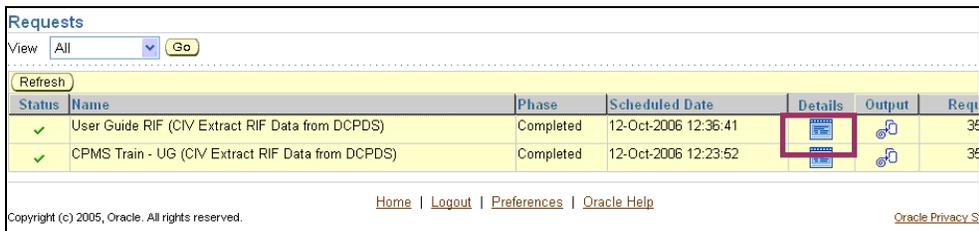
The *Requests* page with Output file options

5. Right-click on the output file you need to save to display a list of options.

- Select one of the following:

If You	Then
Want to view the extract	<p>Select Open Link in New Window to see the extract.</p> <p>Review the information on the extract screen. For more information on viewing an extract request, refer to the following section entitled, “Viewing Extract Requests.”</p> <p>Select File → Save As... to save the extract.</p> <p>Go to step 7.</p>
Want to save the extract	<p>Select Save Target As to open the <i>Save As</i> dialog box and continue with step 7.</p>

- Navigate to the directory in which you want to save the extract.
- Enter a name for the extract file.
- Select the **Save** button to return to the *Requests* page.



The *Requests* page with **Details** icon highlighted

- Select the **Details**  icon to view information on the request.

This page provides you with a summary of the request you submitted. From here, you can view the log entry for the request, cancel the request if it has not reached the Completed stage, or view basic information about the request by selecting Show.

ORACLE [Home](#) [Logout](#) [Preference](#)

[Requests](#) >
Request: 3515531

Summary

Scheduled Request for	CIV Extract RIF Data from DCPDS	Scheduled to Run	12-Oct-2006 12:36:41
Name	User Guide RIF	Elapsed Time	00:00:08
Status	Normal	Repeat	Never Repeats
Phase	Completed	Request ID	3515531

Parameters
[▶ Show](#)

Notifications
[▶ Show](#)

Printing
[▶ Show](#)

Diagnostics
[▶ Show](#)

[Return To Requests](#)

[Home](#) | [Logout](#) | [Preferences](#) | [Oracle Help](#)

The *Requests* page with [Return to Requests](#) and [Home](#) links highlighted

11. Select [Return to Requests](#) to go back to the *Requests* page.
12. Select [Home](#) to exit the *Requests* page and return to the *Navigator* page.

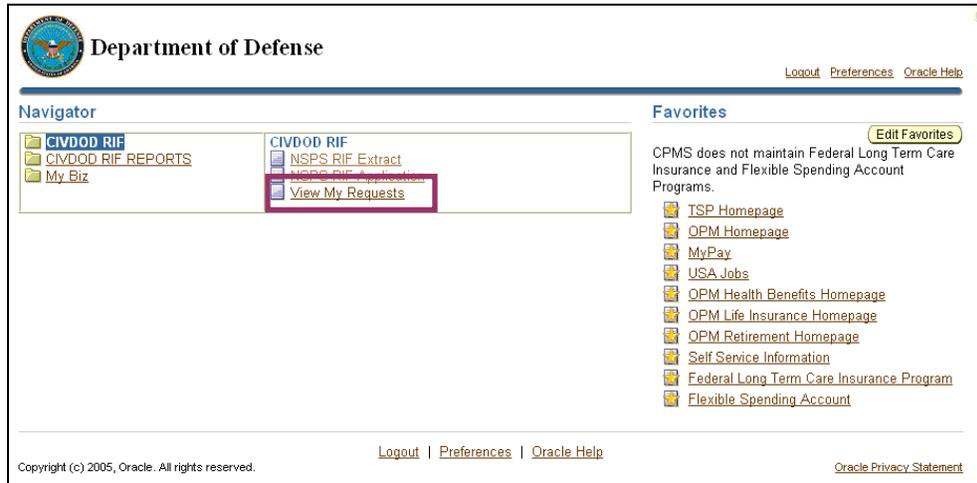
Congratulations!

You have successfully created and submitted a request for a RIF Extract.
You can now upload the information to create the RIF database.

Viewing Extract Requests

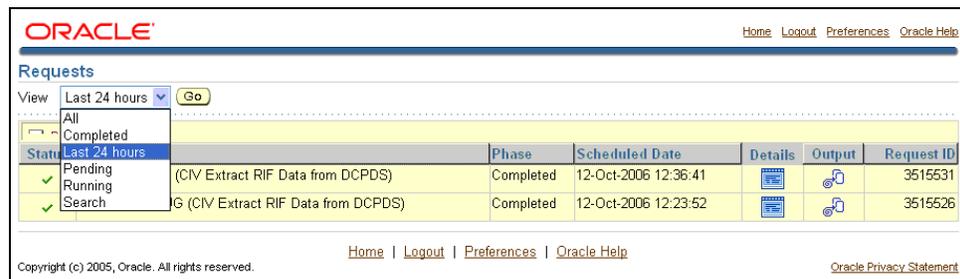
After you create a RIF extract file and submit it, you may view the request through [View My Requests](#) on the *Navigator*.

Follow these steps to view a request:



The *Navigator* page

1. Select [View My Requests](#) from the *Navigator* page to go to the *Requests* page.



The *Requests* page with **View** drop-down options

2. Select the drop-down arrow to the right of the **View** field to identify which extract requests to display.

Lists can be generated to show all requests, completed requests, those generated in the last 24 hours, pending requests, or those that are currently running. You can also search for specific individual requests.

3. Select the **GO** button to view your request.

Congratulations!

You have successfully viewed a RIF extract request.

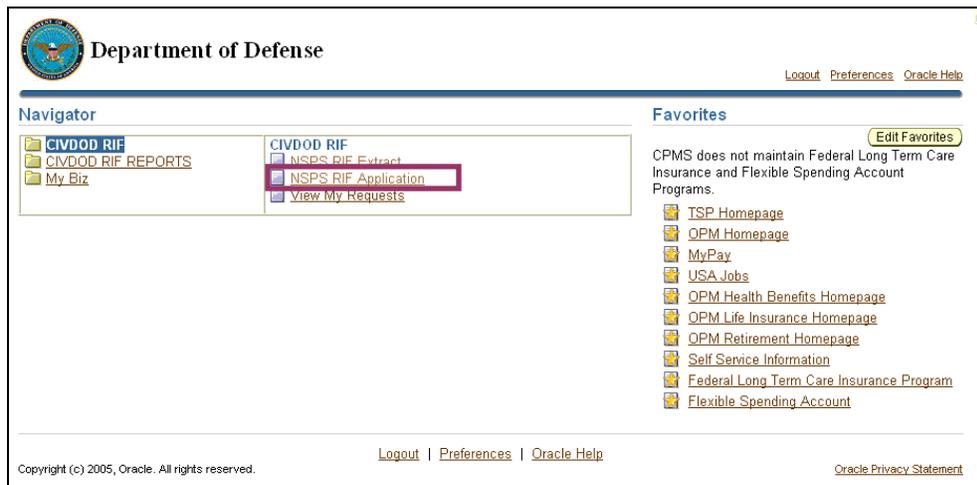
Creating an NSPS RIF Database

You must have created and selected a RIF extract to upload in order to create an NSPS RIF. Before starting the process of creating a new RIF, make sure that the extract file has been reviewed and contains all the required information.



The extract must be a tilde(~)-delimited text file. Refer to Appendix A for information on converting and uploading Excel files into the correct format for the RIF application.

Follow these steps to upload the RIF extract and create a RIF database:



The Navigator page

1. Select NSPS RIF Application to go to *Create/View RIFs* page.



The *Create/View RIFs* page with **Go** button highlighted

- Review the following fields:

Column	Description
Title	<p>The unique name assigned to the RIF during the upload process</p> <p> The title must be unique. Consider establishing a consistent naming convention to prevent duplication.</p>
RIF ID	A system-assigned unique name provided during the upload process
Effective Date	<p>The date the RIF becomes effective</p> <p>You enter this date on the <i>NSPS RIF Options</i> page.</p>
Appraisal Cut-off Date	<p>The latest date an appraisal will be considered in the RIF selection process</p> <p>You assign this date on the <i>NSPS RIF Options</i> page.</p>
RIF Start Date	Date of last update to the RIF
Current Iteration	The current iteration of the RIF
Status	The current status of the RIF
Update	An active Pencil  icon allows you to access the RIF file. An inactive pencil icon will not allow access to the RIF.
Delete	Allows you to delete a RIF file from the database.

- Select the **Go** button to the right of **Create New RIF** to go to the *NSPS RIF uploading file* page.

The NSPS RIF uploading file page

4. Enter data in the following fields:

Field	Description
File Name	<p>Enter the same name as the RIF extract you created.</p> <p>You may select the Browse button to select the extract file you created previously.</p>
RIF Title	<p>Enter a unique name to identify the RIF.</p> <p>This must be a unique name within the RIF database. RIF will verify that the title you assign does not already exist. If it does, you will receive an error message telling you to assign a unique name. If it does not exist, RIF will continue with the next step.</p> <p> You will receive the same error message if there is a problem with the RIF extract. If you receive the error message, be sure to review both the title and the extract file to identify the error.</p>

5. Select the **Submit** button to load the extract file into the RIF database staging tables and go to the *NSPS RIF Options* page.

At this stage, no processing occurs. The data elements imported from the extract file are placed in a holding area until RIF Options are defined.

Going forward, the RIF application will use the extract file you attached in this step for all subsequent processing. Determinations will be driven from the data in this file.

NSPS RIF Options
* Indicates required field

Cancel Reset Upload

General Options

RIF Title: UG RIF 10-12-06

* Effective Date: 15-Dec-2006

* Appr Cutoff Date: 30-Jun-2006

* Earliest Date: 01-Jul-2002

Password: _____

* Work Schedule: F

* Position Occupied: 1

Appoint Authority: _____

Upload Vacancies

Use Vacancies in Step A

Competitive Area

Select or Define Competitive Area

Geographical Code: _____ Add/EditView

Organization Units: _____ Add/EditView

User Defined Competitive Area: **User Defined**

Competitive Group

The NSPS RIF Options page with **User Defined** button highlighted

6. Complete the *General Options* section as follows:

Field	Description
Effective Date	Enter the effective date of the RIF.
Appraisal Cutoff Date	Enter the latest date an appraisal will be considered.
Earliest Date	Auto-populates from the cutoff date you entered in the Appraisal Cutoff Date field (4 years plus 1 day).
Password	<p>Enter a password if you want additional security applied to the RIF information. This is an optional field because each RIF can only be viewed by the user ID that created it.</p> <p> If you forget the password, you will be unable to access any information associated with this RIF and will need to create a new one.</p>
Work Schedule	Enter the Work Schedule code.
Position Occupied	Enter the Position Occupied code.
Appoint Authority	Enter the appointment authority only if this RIF uses Excepted Service records.
Upload Vacancies	Select this option only if vacancies will be used for placements at any time during the RIF.
Use Vacancies in Step A	Select this option if vacancies will be used as a placement option in Step A.

7. Complete the *Competitive Area* section as follows:



Only one competitive area may exist in a RIF, but it can be defined either using the Geographical Code and/or the Organization Unit, or by selecting the User Defined button to include Product Lines, Lines of Business, and/or Funding Lines as criteria.

If You	Then
Want to define competitive areas using geographical location and /or organizational unit <u>plus</u> product lines, funding lines, or lines of business	Select the User Defined button to open the <i>RIF - User Define Competitive Area</i> page. Continue with step 8.
Want to define the Competitive Area using only the Geographical Code and/or Organization Unit	Click on either the Geographical Code or Organization Unit field to activate the Add/Edit/View button to the right of the field. Select the geographical locations and/or organizational units from the LOVs that display for each. These contain the locations and units found in the extract file. Select as many as are appropriate. Select the Add/Edit/View button to add the selection to the criteria list. Select the Save button before exiting or the records you selected will be lost. Go to step 14.

Home Logout Preferences

RIF - User Define Competitive Area Return

RIF Title **UG RIF 10-12-06**

Competitive Area Comments

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

CPCN

SSN

Name

Org Code

Select following positions to RIF process

Select Object: Previous 1-50 of 125 Next 50

Select	CPCN	SSN	Name	Career Group	Pay Sched	Series	Pay Band	GeoLoc Code	Title	Pas Code	UIC	Org Code
<input checked="" type="checkbox"/>	01163.634462	123000064	Coles Bartholomew	S&E CG	YD	0601	03	512128013	GENERAL ENGINEER		H50000	QK66097FPH
<input checked="" type="checkbox"/>	01164.634463	123000065	Crewe Carla	STND CG	YA	0301	01	512128013	STUDENT TRAINEE (OPS RESEARCH)		H50000	QK66097FPH
<input checked="" type="checkbox"/>	01165.634464	123000066	Smyth Guy	MED CG	YH	0601	02	512128013	MEDICAL PROGRAM ANALYST		H50000	QK66097FPH

The RIF - User Define Competitive Area page

8. Enter a description of the criteria you are using to select records for the competitive area in the **Competitive Area Comments** field.
9. Enter data in any of the following fields in the *Search* section to find specific individuals or groups of records:

Field	Description
CPCN	Civilian Position Control Number
SSN	Social Security Number
Name	Employee Name
Org Code	Organization Code

10. Select the **Go** button to display the record(s) that meet your criteria in the lower section of this screen. The page will display 50 records at a time.

11. Perform one of the following:

If You	Then
Want to sort column information	Select the column heading to sort the data in ascending/descending order.
Want to select specific records on the page	Select the checkbox next to each specific record you want to select. Go to step 12.
Want to select all records on the page	Select <u>Select All</u> . Go to step 12.
Want to deselect all records on the page	Select <u>Select None</u> . Select another option from this list or go to step 12.
Want to display additional records	Select <u>Next 50</u> . The <u>Next 50</u> link will remain active until there are no additional records for review. Select another option from this list.

12. Select the **Save** button to save the employee and position records you selected which comprise the competitive area.



You must do this prior to exiting or the selected records will not be retained.

13. Select the **Return** button to return to the *NSPS RIF Options* page so you can define the Competitive Group for the RIF.

The *Competitive Group* section automatically displays a competitive group numbered 1 for the group you just created. RIF consecutively numbers the competitive groups you define as you create them.

Competitive Group

At least one Competitive Group is required.

Select Object: [Update Group](#) [Delete Group](#) **[Add Group](#)**

Select Group Number	Career Group	Pay Schedule	Occupational Code
1	STND CG	YA-02, YA-01, YA-03	0344, 0343, 0305

[Cancel](#) [Reset](#)

[Home](#) | [Logout](#) | [Preferences](#)

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The *Competitive Group* section of the *NSPS RIF Options* page with the **Add Group** button highlighted

14. Select the **Add Group** button to go to the *Competitive Group* page.



Employees must be placed in competitive groups in order to determine retention standing. You may have many competitive groups within a competitive area, and they may be created using Career Group, Pay Schedule/Band, Occupational Code, or Trainee Status. (To create competitive groups by Trainee Status, see Appendix B.) When setting up a competitive group, the application considers the RIF Extract, Competitive Area definition, and Competitive Group definition.

Records must appear in all areas to be included in the competitive group.

[Home](#) [Logout](#)

Group Number 2 [Apply](#)

Competitive Group [Career Group](#)

Career Group

Available		Selected
MED CG	>	
S&E CG	Move	
STND CG	Move All	
	<	
	Remove	
	Remove All	

[Apply](#)

[Home](#) | [Logout](#) | [Preferences](#)

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The *Competitive Group* page

15. Select the drop-down arrow next to the **Competitive Group** field to display the list of available groups. The default value is *Career Group*.



The *Competitive Group* page with a drop-down list of available groups highlighted

16. Select a group from the drop-down list to produce a list of available values in the **Available** column.



The Career Group with values in the **Available** column

17. Perform any of the following:

If You	Then
Want to select a value in the Available column	Highlight the value and select <u>Move</u> to transfer the value to the Selected column. Go to step 18.
Want to select all values in the Available column	Select <u>Move All</u> to transfer all the values to the Selected column. Go to step 18.
Want to remove a selected value	Highlight the value in the Selected column and select <u>Remove</u> .
Want to remove all selected values	Select <u>Remove All</u> , then continue with your selections. Go to step 18.

18. Repeat steps 15 – 17 until you have selected the available values you want for each of these Competitive Groups: Career Group, Pay Schedule-Band, and Occupational Code.
19. Select the **Apply** button to complete the selection process and return to the *NSPS RIF Options* page.

The screenshot shows the 'Competitive Area' section with fields for 'Geographical Code' and 'Organization Units', each with an 'Add/Edit/View' button. Below this is the 'Competitive Group' section, which includes a table of groups. The 'Update Group' button is highlighted in red. The table has the following data:

Select	Group Number	Career Group	Pay Schedule	Occupational Code
<input type="radio"/>	STND CG		YA-02, YA-01, YB-01, YB-02	2210, 1102, 0344, 0343, 0305

At the bottom of the page, the 'Upload' button is highlighted in red. The footer contains 'Copyright (c) 2005, Oracle. All rights reserved.' and 'Oracle Privacy Statement'.

The *NSPS RIF Options* page with a Competitive Group displayed and the **Select** option button, **Update Group** button, and **Upload** button highlighted

20. Navigate to the *Competitive Group* section and review the information displayed for the Competitive Group you defined.
21. Perform any of the following:

If You	Then
Want to correct an error in the competitive group definition	<p>Click the Select option button to the left of the competitive group you need to fix.</p> <p>Select the Update Group button.</p> <p>Return to steps 15 – 20 to make your corrections.</p>
Want to define additional competitive groups	Return to step 14 to define additional competitive groups.
Have verified and are satisfied with the groups as they are displayed	Go to step 22.

22. Select the **Upload** button to upload the RIF extract file. At successful completion of the upload, RIF returns you to the *RIF Status* page.

During the process to upload the extract file, RIF does the following:

- Checks for missing or incomplete information
- Checks for missing information that could cause incorrect placement on a retention list (SCD RIF, Tenure, Vet Preference)
- Assigns a Tenure Subgroup to each employee record
- Determines modal ratings for each Competitive Area
- Determines modal ratings for each Competitive Group
- Determines performance score/converted rating or modal rating for each employee record
- Checks for probationary period
- Converts employees on VRA appointments from the excepted service to competitive service if the VRA Due Date is prior to the effective date of the RIF
- Returns employees on temporary assignment (for example, temporary promotion, temporary reassignment) to their permanent position



All LOV information contained in the *NSPS RIF Options* page is derived from the values captured in the RIF extract.

[Home](#) [Logout](#) [Preferences](#)

RIF Status Page

RIF Options

RIF Title UG RIF 10-12-06	Appr Cutoff Date 30-Jun-2006
Effective Date 15-Dec-2006	Appr Oldest Date 01-Jul-2002

RIF Information

Number of Employee 21	Number of Abolishments
Number of Vacancies 0	

RIF Progress

Current Iteration	Career Group
Current Step	Pay Schedule-Band
Current Competitive Group	Occupation Code
Current SSN	

[Edit Options](#) [Edit Placement Order](#) [View/Edit Position Employee](#) [Process RIF](#) [RIF Reports](#) [RIF Notices](#) [Comments](#)

[Return To Summary](#)

[Home](#) | [Logout](#) | [Preferences](#)

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The *RIF Status* page

23. Perform one of the following:

If You	Then
Want to edit placement order	Select the Edit Placement Order button and refer to the section of this guide entitled, “Editing the NSPS RIF Database.”
Want to view position/employee information	Select the View/Edit Position Employee button and refer to the section of this guide entitled, “Editing the NSPS RIF Database.”
Want to return to the summary	Select <u>Return to Summary</u> to return to the <i>Create/View RIFs</i> page.
	Go to step 24.

24. Select Logout to exit RIF.

You may also select Home to return to the *Navigator* page.

Congratulations!

You have successfully created an NSPS RIF database.

Prior to initiating the actual RIF, you must review and edit the database. Refer to the next section entitled, “Editing the NSPS RIF Database” for more details.

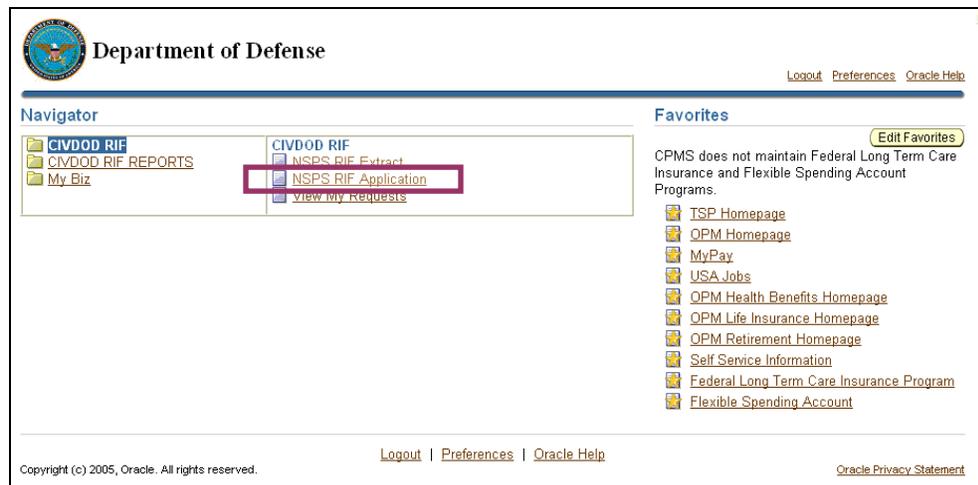
Editing the NSPS RIF Database

After you have defined the RIF extract and uploaded it to create the RIF database, you must complete additional steps before you can initiate the RIF.

Placement order information must be entered and employee records may require changes or updates because of movement into or out of the competitive area/group. You may also need to use the “remove from RIF” functionality due to separation or placement outside of the impacted area. After you make your changes, the positions being abolished must also be updated. The types of changes covered in this section are all initiated from the *RIF Status* page and include the following:

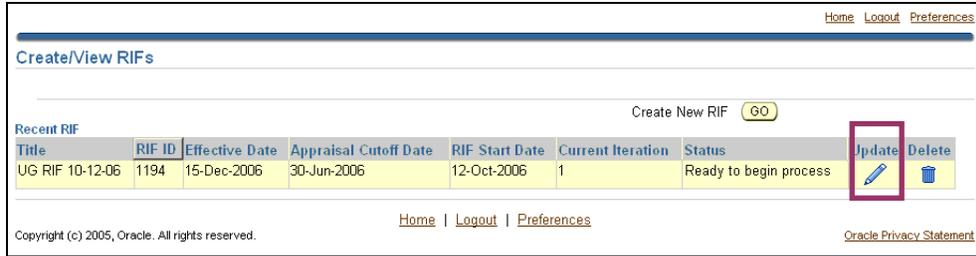
- Editing or updating RIF Options
- Viewing or editing position and employee information
- Calculating performance scores
- Abolishing positions
- Adding positions or employees to RIF
- Deleting a RIF

Follow these steps to go to the *RIF Status* page:



The *Navigator* page

1. Select NSPS RIF Application on the *Navigator* page to go to the *Create/View RIFs* page.



The *Create/View RIFs* page with **Update** pencil icon highlighted

2. Select the **Pencil**  icon in the **Update** column to open the RIF you want and go to the *RIF Status* page.

The RIF Status Page



The *RIF Status* page with **Edit Options** button highlighted

The *RIF Status* page displays information about the RIF you selected.

The *RIF Options* section displays the title and effective date as created on the *RIF Options* page.

The *RIF Information* section contains calculated data based on the criteria which define the Competitive Area/Groups for the RIF. The number of employees and vacancies listed are determined during the import process. The number of abolishments is captured as changes are made in the “View/Edit Position Employee” subsection of this procedure. RIF is programmed to update the numbers when changes to position and/or employee information are made in the database.

The *RIF Progress* section will display data only after you have initiated the RIF.

The bottom of the page contains buttons that allow you to edit RIF information, edit placement order, view and edit position and employee information, and view the comments area. These buttons are described in detail in the next subsections.

Buttons that help you create RIF notices and reports at the completion of the RIF process are also available and are discussed in the “Generating RIF Reports” and “Generating RIF Notices” sections of this guide.

Editing RIF Options

Follow these steps from the *RIF Status* page to edit RIF Options:

1. Select the **Edit Options** button to go to the *NSPS RIF Options* page.

The *NSPS RIF Options* page displays the options you defined for this RIF, including Effective Date, Work Schedule, Position Occupied, Competitive Area, and Competitive Group. Refer to the previous section, “Creating an NSPS RIF Database” for more details on how to edit this information.

2. Make changes to the RIF options as necessary, then perform one of the following.

If You	Then
Want to clear the available fields and start over	Select the Reset button. Continue with other edits as required.
Want to return to the previous page without saving changes	Select the Cancel button. Continue with other edits as required.
Want to upload the changes	Select the Upload button.  Selecting the Upload button will undo any changes you made to the extract that created the NSPS RIF database. RIF will reload all positions/employee records with the information as it existed in the extract file associated with this RIF. The extract file cannot be changed. If you need a new extract file, you must delete the current RIF and create a new one. Refer to the “Deleting a RIF” section for more details.

Congratulations!

You have successfully edited RIF Options.

Editing RIF Placement Order

Placement order must be completed prior to initiating a RIF. Given the flexibility within NSPS to establish competitive groups using various criteria, the placement order spreadsheet helps you identify comparable positions across pay schedules and pay bands.

Follow these steps to edit placement order:



The screenshot shows the 'RIF Status Page' with the following sections:

- RIF Options**: RIF Title **UG RIF 10-12-06**, Effective Date **15-Dec-2006**, Appr Cutoff Date **30-Jun-2006**, Appr Oldest Date **01-Jul-2002**
- RIF Information**: Number of Employee **21**, Number of Vacancies **0**, Number of Abolishments
- RIF Progress**: Current Iteration, Current Step, Current Competitive Group, Current SSN, Career Group, Pay Schedule-Band, Occupation Code

At the bottom, there is a navigation bar with buttons: [Edit Options](#), [Edit Placement Order](#) (highlighted with a red box), [View/Edit Position Employee](#), [Process RIF](#), [RIF Reports](#), [RIF Notices](#), and [Comments](#). There is also a [Return To Summary](#) link.

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The *RIF Status* page with the **Edit Placement Order** button highlighted

1. Select the **Edit Placement Order** button to go to the *Placement Order* page.

Placement Order															
TO FROM	YA-01	YA-02	YA-03	YB-01	YB-02	YC-01	YC-02	YC-03	YD-01	YD-02	YD-03	YE-02	YF-02	YF-03	YH-02
YA-01	CIP	HIP	HIP				HOP	HOP		HOP	HOP		HOP	HOP	HOP
YA-02	1IP	CIP	HIP					HOP			HOP			HOP	
YA-03		1IP	CIP												
YB-01	MNA	MNA	MNA	CIP	HIP	MNA	MNA	MNA	MNA	MNA	MNA	HOP	MNA	MNA	MNA
YB-02	MNA	MNA	MNA	1IP	CIP		MNA	MNA	MNA	MNA	MNA		MNA	MNA	MNA
YC-01		HOP	HOP			CIP	HIP	HIP					HOP	HOP	HOP
YC-02			HOP			1IP	CIP	HIP						HOP	
YC-03							1IP	CIP							
YD-01		HOP	HOP						CIP	HIP	HIP		HOP	HOP	HOP
YD-02			HOP						1IP	CIP	HIP			HOP	
YD-03										1IP	CIP				
YE-02	MNA	MNA	MNA				MNA	MNA	MNA	MNA	MNA	CIP	MNA	MNA	MNA
YF-02			HOP					HOP			HOP		CIP	HIP	
YF-03													1IP	CIP	
YH-02			HOP					HOP			HOP			HOP	CIP

A section of the *Placement Order* page with the **Apply** button highlighted

2. Update all blank fields.

The system auto-populates only placement options within a pay schedule and movements to what would be considered placement into a higher pay band. It bases all other combinations on local determinations (or Component determinations, if provided) of comparable and lower pay bands. You must enter data in all fields without a value before the RIF can be executed.

Placements offered in the RIF application are considered based on the corresponding codes:

Code	Description
CIP	Comparable within Pay Schedule (hardcoded within AutoRif)
HIP	Higher within Pay Schedule (hardcoded within AutoRif)
1IP	One Pay Band lower within Pay Schedules (hardcoded within AutoRif)
2IP	Two or more Pay Bands lower within Pay Schedule (hardcoded with AutoRif [final adjustments only])
COP	Comparable outside of Pay Schedule
HOP	Higher outside of Pay Schedule (hardcoded within AutoRif)

Code	Description
1OP	One pay band outside Pay Schedule (local, or Component, decision)
2OP	Two or more Pay Bands outside Pay Schedule (local, or Component, decision [final adjustments only])
MNA	Movement not allowed from Technical to Analytical/Professional

3. Select the **Apply** button to save the placement order edits you have made and return to the *RIF Status* page with an activated **Process RIF** button.

The *RIF Status* page with the **Process RIF** button active

Congratulations!

You have successfully edited RIF Placement Order.

Viewing/Editing Position and Employee Information

The **View/Edit Position Employee** button helps you edit, add, and delete position or employee information.

Follow these steps to view or edit position employee information:

The screenshot shows the 'RIF Status Page' with the following sections:

- RIF Options:** RIF Title: UG RIF 10-12-06, Effective Date: 15-Dec-2006, Appr Cutoff Date: 30-Jun-2006, Appr Oldest Date: 01-Jul-2002
- RIF Information:** Number of Employee: 18, Number of Vacancies: 1, Number of Abolishments: (blank)
- RIF Progress:** Current Iteration, Current Step, Current Competitive Group, Current SSN, Career Group, Pay Schedule-Band, Occupation Code

At the bottom, there is a navigation bar with buttons: Edit Options, Edit Placement Order, **View/Edit Position Employee** (highlighted), Process RIF, RIF Reports, RIF Notices, and Comments. Below the buttons is a 'Return To Summary' link and footer text: 'Copyright (c) 2005, Oracle. All rights reserved.' and 'Home | Logout | Preferences'.

The *RIF Status* page with the **View/Edit Position Employee** button highlighted

1. Select the **View/Edit Position Employee** button to go to the *Employee and Position Search* window.

The screenshot shows the 'Employee and Position Search' window with the following elements:

- Search:** Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.
- Input fields for CPCN, SSN, Name, and Error.
- Buttons for 'Go' and 'Clear'.
- A table with columns: CPCN, SSN, Name, Error, and Update (pencil icon).

The table contains the following data:

CPCN	SSN	Name	Error	Update
01166.634481	123000067	Coates Owen	APPRAISAL INFO: Less than 3 Records of Rating	[pencil icon]
01167.634486	123000068	Wolf Doug	APPRAISAL INFO: Less than 3 Records of Rating	[pencil icon]
01168.634487	123000069	Gibrar Calek	APPRAISAL INFO: Less than 3 Records of Rating	[pencil icon]

The 'Go' button and the 'Update' pencil icon in the first row are highlighted.

The *Employee and Position Search* window with the **Go** button and **Update** pencil icon highlighted

- Enter data in any of the following fields in the *Search* section to find specific individuals or groups of records:

Field	Description
CPCN	Civilian Position Control Number
SSN	Social Security Number
Name	Employee Name
Error	Error Condition

- Select the **Go** button to display records in the lower part of the screen that match your criteria.



The search page displays 25 records at a time. If there are more than 25 records, you will need to select Next 25 to view the additional records.

- Select the **Pencil**  icon in the **Update** column next to the record you need to edit to go to the *Position Data* page.

The screenshot shows the 'Position Data' page for record 11 of 18. The 'Employee Data and Appraisals' tab is highlighted with a red box. The page contains several sections: 'Position and Organization' with fields for Name (Keterling Jasper), Social Security Number (123000111), CPCN (01210.634534), Title (PROGRAM ANALYST), Salary (95150), and Pay Sched-Band (YA-03); 'RIF Parameter' with fields for Position Occupied (Competitive Service), Work Schedule (Full-Time), Key Emergency Position (N), and Position Sensitivity (1); and 'Organization Data' with fields for Organization Code (OK66097FPH), Office Symbol (AMDE), and Organization Narrative Lines (Test POA, Created 4/20/06). Navigation buttons like '< First', '< Prev', 'Next >', and 'Last >' are visible at the top and bottom. A 'Save Changes' button is located at the bottom right.

The **Position and Organization** tab on the *Position Data* page with the **Employee Data and Appraisals** tab highlighted

- Select Employee Data and Appraisals to view employee information.

Position Data

Record 11 Of 18 [[First](#)] [[Prev](#)] [[Next](#)] [[Last](#)]
[Add to Abolish](#) [Clear Employee Data](#) [Add](#) [Delete](#) [Remove From Abolish](#)

Position and Organization **Employee Data and Appraisals** [Search](#)

Employee Data

Name: **Keterling Jasper** * Pay Sched-Band: **YA-03** Appointment Type: **1A**
 Social Security Number: **123000111** * Occ Code: **0343** Annuitant Indicator: **9**
 DOB: **15-Jun-1970** Security Clearance: Security Clearance Date Prob End:
 Sex: **M** Key Employee: **N** * SCD RIF: **01-Feb-2006**
 * Career Group: **STND CG** Appointment Auth: **Z5C** VRA Conv Due:

Tenure and Seniority

* Tenure Group: **1** * Veteran Pref RIF: **1** ERC: **001000**
 Sub Group: **1B** Veteran Pref Appointment: **1** Handicap: **05**

Performance Appraisals

Employee Appraisal History

Pattern	Agency Rating	Appraisal Type	Rating Date
▼		▼	
▼		▼	
▼		▼	
▼		▼	

Employee Performance Score
 Modal Rating 3

The **Employee Data and Appraisals** tab on the *Position Data* page



The employee performance score is displayed based on the following criteria:

If the Appraisal Score is:	Then the Performance Score Data Field will display:
Calculated from NSPS appraisals	Calculated Performance Score
Based on the employee's organizational conversion to NSPS	Converted Rating
Based on the Modal Rating for competitive area/group	Modal Rating

- Update the information on this page as needed.



Employee/position records can only be changed before a RIF has started or after a new iteration has been started. Changes cannot be made in the middle of processing a RIF.

- Select the **Save Changes** button located beneath the *Employee Appraisal History* section to save your updates.



You must save your changes to update the records before exiting the *View/Edit Position Employee* page. Any changes you make to an employee's

retention standing will cause the system to reevaluate the employee's position on the Retention List.

Congratulations!

You have successfully viewed and edited position and employee information.

Abolishing/Clearing Positions

Follow these steps to abolish positions, clear employee information from a vacated position, add or delete a position or person, or remove a previously identified record from abolishment:

The **Position and Organization** tab on the *Position Data* page with record navigation buttons highlighted

1. Locate the needed employee record by selecting one of the following buttons:

Button	Description
First	Select this button to move to the first record in the file.
Prev	Select this button to move to the previous record.
Next	Select this button to move to the next record in the file.
Last	Select this button to move to the last record in the file.

Position Data

Record 11 Of 18 (1st First) < Prev Next > Last >

Add to Abolish Clear Employee Data Add Delete Remove From Abolish

Position and Organization Employee Data and Appraisals Search

Employee Data

Name **Keterling Jasper** * Pay Sched-Band **YA-03** Appointment Type **1A**
 Social Security Number **123000111** * Occ Code: **0343** Annuitant Indicator **9**
 DOB **15-Jun-1970** Security Clearance Date Prob End
 Sex **M** Key Employee **N** * SCD RIF **01-Feb-2006**
 * Career Group **STND CG** Appointment Auth **Z5C** VRA Conv Due

Tenure and Seniority

* Tenure Group **1** * Veteran Pref RIF **1** ERC **001000**
 Sub Group **1B** Veteran Pref Appointment **1** Handicap **05**

Performance Appraisals

Employee Appraisal History

Pattern	Agency Rating	Appraisal Type	Rating Date
▼		▼	
▼		▼	
▼		▼	
▼		▼	

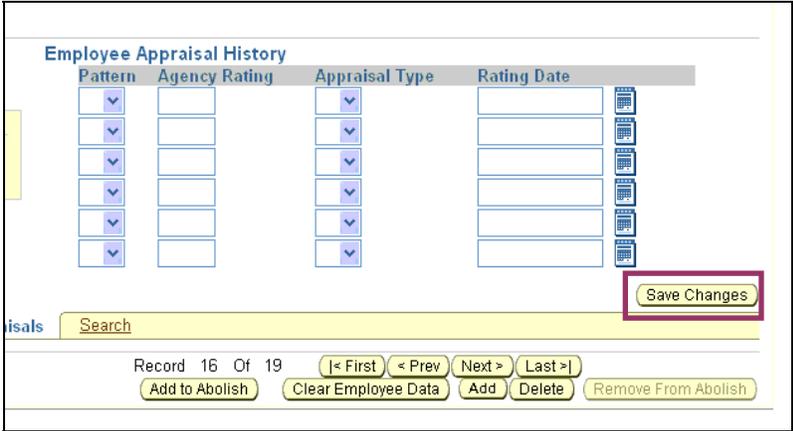
Employee Performance Score
 Modal Rating 3

The **Employee Data and Appraisals** tab on the *Position Data* page with the **Add to Abolish** button, **Clear Employee Data** button and **Remove from Abolish** button highlighted

2. Perform one of the following when you locate the position/employee record you need to change:

If You:	Then:
Want to abolish a position	Select the Add to Abolish button. Continue with abolishments/clearing actions, then go to step 3.
Want to remove a position from the abolishment list	Select the Remove from Abolish button. Continue with abolishments/clearing actions, then go to step 3.
Want to clear all employee-related information from a position	Select the Clear Employee Data button to display a confirmation page. Select the Yes button to confirm your request. The cleared position will be treated as a vacancy. Continue with abolishments/clearing actions, then go to step 3.

If You:	Then:
<p>Want to delete a position or employee record from the RIF database</p>	<p>Select the Delete button.</p> <p>The information is cleared from the page and the record is removed from the RIF database.</p> <p>Continue with abolishments/clearing actions, then go to step 3.</p>
<p>Want to remove a person from the RIF process</p>	<p>Select the Remove from RIF checkbox in the <i>Options</i> section on the Position and Organization tab for the person's record you want to remove.</p> <p>Document the reason for removal in the Comments field underneath the checkbox.</p> <p>Continue with abolishments/clearing actions, then go to step 3.</p>



The **Save Changes** button on the *Employee Data and Appraisals* tab

3. Select the **Save Changes** button located beneath the *Employee Appraisal History* section to save your edits.

Congratulations!

You have successfully abolished, cleared employee data, added, or deleted a position or removed a record from abolishment.

Adding Positions and Employees to RIF

Follow these steps to manually add employees and positions to the RIF:

The screenshot shows the 'Position Data' page with the 'Position and Organization' tab selected. The 'Add' button in the top navigation bar is highlighted with a red box. The form contains the following data:

Position and Organization	
Name	Coates Owen
Social Security Number	123000067
CPCN	01166.634481
Title	PROGRAM ANALYST
Salary	82828
* Pay Sched-Band	YA-02
* Occ Code:	0343
Bus Code	8888
Drug Testing	
Career Prog	
Acquisition Info	

RIF Parameter

* Position Occupied	Competitive Service	Key Emergency Position	N
Work Schedule	Full-Time	Position Sensitivity	1

Organization Data

Organization Code	OK66097FPH	Organization Narrative Line 3	CH
Office Symbol	AMDC	Organization Narrative Line 4	
Organization Narrative Line 1	Test POA	Organization Narrative Line 5	
Organization Narrative Line 2	Created 4/20/06		

The **Position and Organization** tab on the *Position Data* page with the **Add** button highlighted

1. Select the **Add** button on the *Position and Organization* tab to open a blank *Position* page.

The screenshot shows the 'Position Data' page with a blank 'Position and Organization' tab. The 'Save Changes' button in the bottom right corner is highlighted with a red box. The form contains the following data:

Position and Organization	
Name	
Social Security Number	
CPCN	
Title	
Salary	
Pay Sched-Band	
Occ Code:	
Bus Code	
Drug Testing	
Career Prog	
Acquisition Info	

RIF Parameter

Position Occupied		Key Emergency Position	
Work Schedule		Position Sensitivity	

Organization Data

Organization Code		Organization Narrative Line 3	
Office Symbol		Organization Narrative Line 4	
Organization Narrative Line 1		Organization Narrative Line 5	
Organization Narrative Line 2			

A blank **Position and Organization** tab on the *Position Data* page with the **Save Changes** button highlighted

2. Complete the fields under the **Name** and **Social Security Number** fields to enter the position information and scroll to the *RIF Parameter* section.
3. Complete the fields in the *RIF Parameter* sections as needed and scroll to the *Organization Data* section.
4. Complete the fields in the *Organization Data* section as needed.
5. Select the **Save Changes** button to increase the total number of positions by one.
6. Select Employee Data and Appraisals to go to a blank *Employee Data and Appraisals* tab page.

A blank *Employee Data and Appraisals* tab on the *Position Data* page

7. Complete the fields in the *Employee Data* section as needed and scroll to the *Tenure and Seniority* section.
8. Complete the fields in the *Tenure and Seniority* section as needed and scroll to the *Performance Appraisals* section.
9. Complete the fields in the *Performance Appraisals* section as needed.
10. Select the **Save Changes** button to save your edits.



To save changes after modifying an employee or position record, you **must** click the **Save Changes** button. If a change is made to any of the data elements used in the calculation of an employee's retention standing after saving the change, select Return to Overview Page. The system will automatically recalculate the employee's retention standing when you re-enter the data on the *View/Edit Position Employee* page or when you select the **Process RIF** button.



RIF lets you navigate to another record without prompting you to save your changes. You must select the **Save Changes** button to update any modified records before you exit the *View/Edit Position Employee* page.

11. Select Return to Overview Page to exit the *View/Edit Position Employee* page.



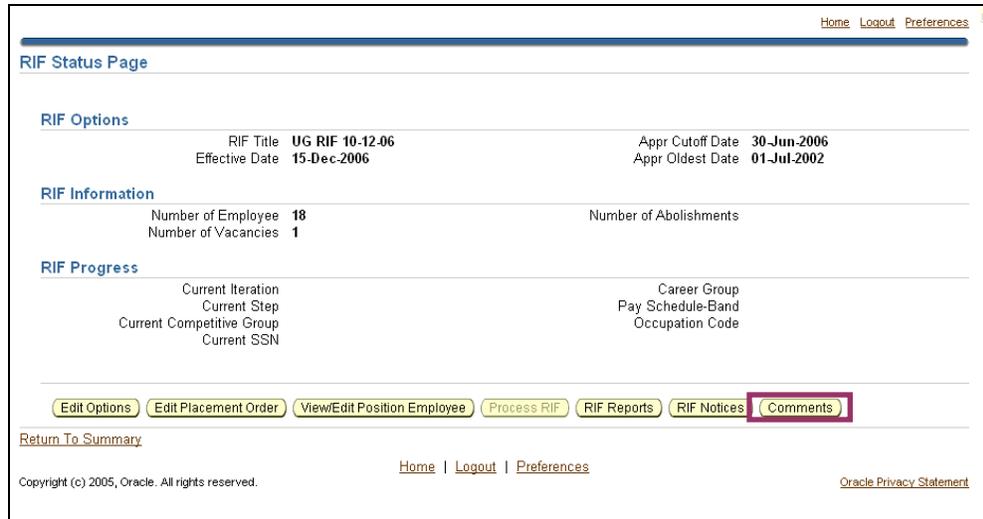
The Return to Overview Page is the proper way to exit this section of the application. Do not use the web browser Back button to exit the window. Closing out improperly may affect system performance.

Congratulations!

You have successfully added positions and employees to a RIF.

Viewing Comments

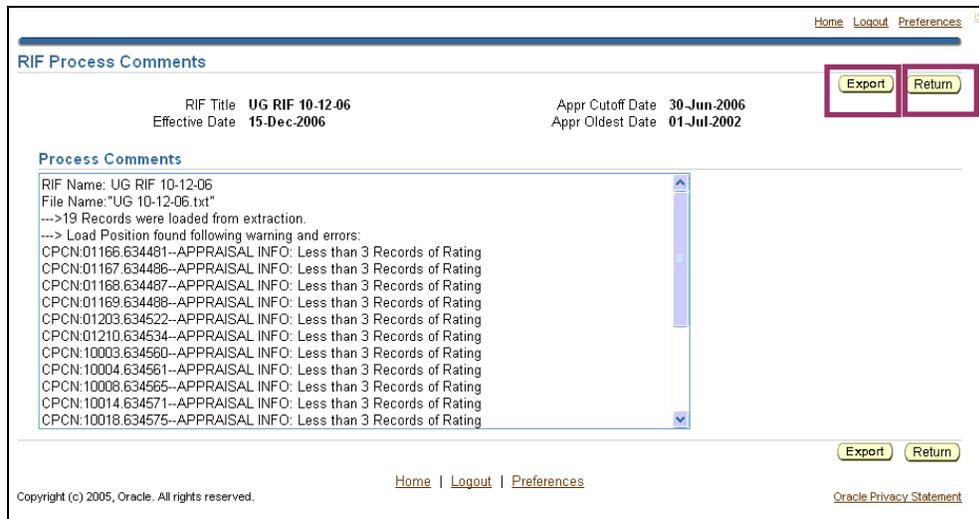
Follow these steps to view comments or information related to the uploaded extract file from the *RIF Status* page:



The screenshot shows the 'RIF Status Page' with a navigation bar at the top containing 'Home', 'Logout', and 'Preferences'. The page is divided into several sections: 'RIF Options' with fields for RIF Title (UG RIF 10-12-06), Effective Date (15-Dec-2006), Appr Cutoff Date (30-Jun-2006), and Appr Oldest Date (01-Jul-2002); 'RIF Information' with Number of Employee (18) and Number of Vacancies (1); and 'RIF Progress' with fields for Current Iteration, Current Step, Current Competitive Group, Current SSN, Career Group, Pay Schedule-Band, and Occupation Code. A horizontal menu at the bottom contains buttons for 'Edit Options', 'Edit Placement Order', 'View/Edit Position Employee', 'Process RIF', 'RIF Reports', 'RIF Notices', and 'Comments', with the 'Comments' button highlighted in a red box. Below the menu is a 'Return To Summary' link and a footer with copyright information and a privacy statement link.

The *RIF Status* page with the **Comments** button highlighted

1. Select the **Comments** button to open a *RIF Comments Process* page that displays the RIF File name, total number of records retrieved from the extract, records containing errors, records that fail to load, and changes to a record being uploaded.

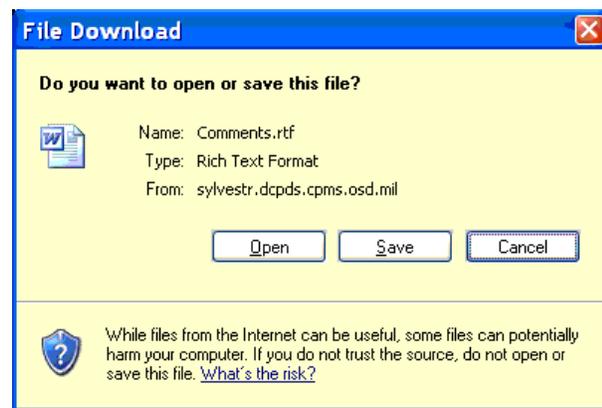


The screenshot shows the 'RIF Process Comments' page with a navigation bar at the top containing 'Home', 'Logout', and 'Preferences'. The page displays RIF Title (UG RIF 10-12-06), Effective Date (15-Dec-2006), Appr Cutoff Date (30-Jun-2006), and Appr Oldest Date (01-Jul-2002). Below this is a section titled 'Process Comments' containing a text area with the following content: 'RIF Name: UG RIF 10-12-06', 'File Name: "UG 10-12-06.txt"', '--->19 Records were loaded from extraction.', '---> Load Position found following warning and errors:', and a list of CPCN entries with their respective appraisal info. At the top right of the page, the 'Export' and 'Return' buttons are highlighted in a red box. At the bottom right, there are also 'Export' and 'Return' buttons. The footer contains copyright information and a privacy statement link.

The *RIF Process Comments* page with the **Export** button and **Return** button highlighted

2. Perform any of the following:

If You:	Then:
Want to generate the same information in report format	Select the Export button to open a <i>File Download</i> dialog box. Continue with step 3.
Want to return directly to the <i>RIF Status</i> page	Select the Return button
Want to return to the <i>Create/View RIFs</i> page	Select the Return button to go to the <i>RIF Status</i> page. Select <u>Return to Summary</u> on the <i>RIF Status</i> page to return to the <i>Create/View RIFs</i> page.



The *File Download* dialog box

3. Perform any of the following:

If You:	Then:
Want to open the file in Microsoft Word	Select the Open button.
Want to save the file	Select the Save button. Enter the name of the file in the File Name field. Navigate to the folder where you want to save the file. Select the OK button to save the file
Want to cancel without opening or saving the file	Select the Cancel button.

Congratulations!

You have successfully viewed comments associated with a RIF.

Deleting a RIF

You may delete a RIF from the *Create/View RIFs* page.

Follow these steps to delete a RIF:



The *Create/View RIFs* page with the **Delete** icon highlighted

1. Select the **Delete** icon next to the RIF you want to remove to go to a *Warning* message.



The *Warning* page with the **Yes** button highlighted

2. Select the **Yes** button to confirm your delete request, remove the RIF from the page, and display a confirmation notice.
3. Select Home to return to the *Navigator* page.

Congratulations!

You have successfully deleted a RIF.

You have now edited all the information in the RIF database. Refer to the next section, "Processing the NSPS RIF," to initiate the first part of the actual RIF in the system.

Processing the NSPS RIF

After you complete the *Edit Placement Order* and *View/Edit Position Employee* pages, you may begin processing the first part of the RIF. If the **Process RIF** button on the *RIF Status* page is inactive, all the required information to begin processing the RIF has not been entered. Review the information in both areas, update as necessary, and return to the *RIF Status* page. After all changes have been made to the database, you are ready to process the RIF.

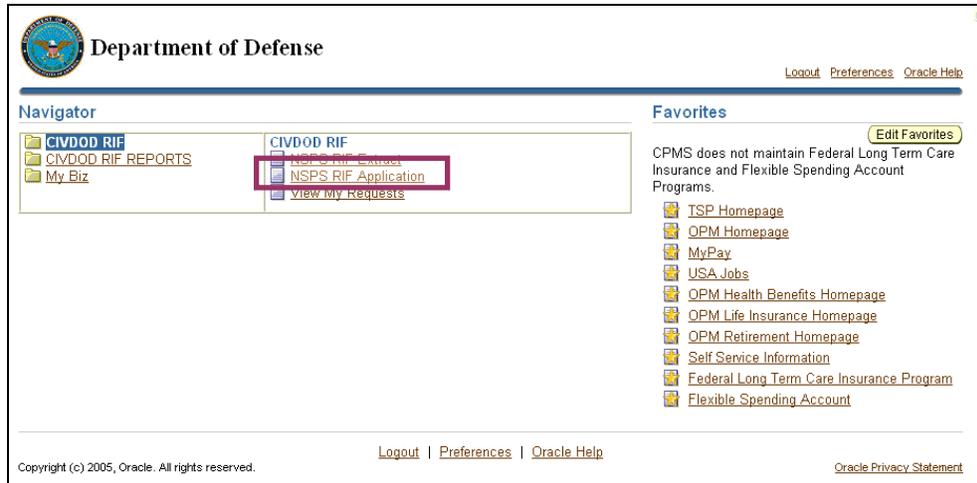
The system performs the following actions in the RIF application once the **Process RIF** button is pressed:

- A Retention list for each competitive group is established based on employee tenure, veterans' preference for RIF, performance score, and SCD RIF.
- Employees occupying positions selected for abolishment are placed in their competitive group in retention list order.
- The system assigns a tiebreaker when two or more employees have the same retention standing on the retention list.
- Vacancies are identified by competitive group to be used in making placements if **Use Vacancies** is selected in the RIF Options.
- Placement offers are made based on the placement options spreadsheet completed in the RIF Options. The positions are listed in the following order:
 - Step A – CIP, COP, 1IP, 1OP,
 - Step B – CIP, COP, 1IP, 1OP,
 - Step C – CIP, COP, 1IP, 1OP, 2IP, 2OP
 - Vacancies will be listed before encumbered positions when **Use Vacancies** is selected in the RIF Options
- Changes to position and employee records are not allowed. Employee records can be viewed if necessary, but a new iteration must be started before any change can be made.

Prior to processing the RIF, you will already have uploaded the RIF extract, made any modifications to employee/position records, and identified the positions to be abolished. Upon completing the above steps, use the instructions that follow to process the RIF.

Step A – Displacement and Release within the Competitive Group

Follow these steps to begin Step A of the RIF process:



Department of Defense

Logout Preferences Oracle Help

Navigator

- CIVDOD RIF
- CIVDOD RIF REPORTS
- My Biz

CIVDOD RIF

- NSPS RIF Extract
- NSPS RIF Application**
- view my Requests

Favorites

Edit Favorites

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- TSP Homepage
- OPM Homepage
- MyPay
- USA Jobs
- OPM Health Benefits Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- Self Service Information
- Federal Long Term Care Insurance Program
- Flexible Spending Account

Logout Preferences Oracle Help

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The Navigator page

1. Select NSPS RIF Application on the *Navigator* page to go to the *Create/View RIFs* page.



Home Logout Preferences

Create/View RIFs

Create New RIF GO

Title	RIF ID	Effective Date	Appraisal Cutoff Date	RIF Start Date	Current Iteration	Status	Update	Delete
UG RIF 10-12-06	1194	15-Dec-2006	30-Jun-2006	12-Oct-2006	1	Ready to begin process		

Home Logout Preferences

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The Create/View RIFs page

2. Select the **Pencil**  icon in the **Update** column to open the RIF database you need and go to the *RIF Status* page.

The *RIF Status* page with the active **Process RIF** button highlighted

3. Select the **Process RIF** button to go to the *RIF Process – Step A* page.

The *RIF Process – Step A* page

The *RIF Process – Step A* page is separated into three areas:

- *RIF Statistics*, which includes the RIF Title, number of employees affected in RIF, number of abolished positions, number of vacancies, and the current iteration.
- The *Competitive Group* number and the criteria defining it.
- *Employee* information for abolished positions meeting the competitive group definition in retention list order. The employee having the highest retention standing is listed first.

Notice that the tenure column reflects the tenure subgroup information. In the NSPS RIF application, the following codes are used to distinguish employees who have completed their initial probationary period from those who have not.

Code	Description
1AD	Career – 30% DAV
1A	Career – Veteran
1B	Career – Non Veteran
1PAD	Career Probationary – 30% DAV
1PA	Career Probationary – Veteran
1PB	Career Probationary – Non Veteran
3AD	Term – 30% DAV
3A	Term – Veteran
3B	Term – Non Veteran
3PAD	Term Probationary – 30% DAV
3PA	Term Probationary – Veteran
3PB	Term Probationary – Non Veteran

[Home](#) [Logout](#) [Preferences](#)

RIF Process - Step A

Close Step B New Iteration

RIF Title **UG RIF 10-12-06** Total Vacancies **2**
 Total Employees **16** Current Iteration **1**
 Abolished **4**

Select Competitive Group and Process

Please Select Competitive Group 1

Pay Schedule - Band **YA-02, YA-01, YA-03** Career Group **STND CG**
 Occupation Code **0344,0343,0305**

Select Employee for RIF Action

Details	Name	SSN	Tenure	Performance Score	SCD	Education	Pay	CPCN	Position Title	RIF	Action
▶ Show	Wolf Doug	123000068	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	01167.634486	PROGRAM ANALYST		
▶ Show	Keterling Jasper	123000111	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	01210.634534	PROGRAM ANALYST		
▶ Show	Gibrar Calek	123000069	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	01168.634487	PROGRAM ANALYST		
▶ Show	Zeigler Adam	123000004	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	10003.634560	PROGRAM ANALYST		

[Return to Overview Page](#)
Close Step B New Iteration

The RIF Process – Step A page with the Competitive Group selected

- Select the competitive group to be displayed.

The abolished positions for that competitive group will be displayed. The data elements for each employee include: Name, Social Security Number, Tenure, Performance Score, SCD-RIF, Education Level, Pay Band-Occupation Code-Pay Schedule, Civilian Position Control Number, and Title. The *RIF Details* page displays how each selected employee is impacted at every step of the RIF.

The page displays up to 10 records at a time. If more than 10 records exist, select Next 10 to display the next set of 10 records.



RIF defaults to the first created competitive group. To display employees in a different competitive group, select the drop down arrow to the right of the **Competitive Group** field, then select the competitive group you want to display.

- Perform one of the following:

If You:	Then:
Want to go back to the <i>RIF Status</i> page	Select <u>Return to Overview Page</u> .
Want to check for placement options	Select the active Pencil  icon in the Action column to open the <i>Placement Options</i> section of the <i>Step A Action for Employee</i> page. The active pencil identifies the first employee listed in Competitive Group 1.
	 Other established competitive groups can be viewed, but the highlighted pencil identifies the only record that can be updated at this time.
	Continue with step 6.

Home Logout Preferences

Step A Action For Employee Separate View/Delete Exception Cancel

Name **Wolf Doug** SSN **12300068**
 Position Title **PROGRAM ANALYST** CPCN **01167.634486**
 Pay Schedule/Band **YA-0343-03** Tenure **1B**
 Vet Pref-RIF **1** Performance Score **4**
 SCD **02/01/2006** Current Iteration **1**

Placement Options
 Select Object: Place Set Exception

Select	Details	Placement Type	PS-OC-PB	CPCN	Position Title	Organization	Employee Name	Tenure	Performance Score	RIF SCD
<input type="radio"/>	Show	Vacancy	YA-0343-03	01169.634488	PROGRAM ANALYST	QK-G6097FPH				
<input type="radio"/>	Show	Displacement	YA-0343-03	10029.634590	PROGRAM ANALYST	QK-G6097FPH	Harrison Camille	1B	4	10-Jul-2006
<input type="radio"/>	Show	Displacement	YA-0343-03	10041.634602	PROGRAM ANALYST	QK-G6097FPH	Lechman Mark	1B	4	03-Apr-2006
<input type="radio"/>	Show	Vacancy	YA-0343-02	10004.634561	PROGRAM ANALYST	QK-G6097FPH				

Separate View/Delete Exception Cancel

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The *Step A Action for Employee* page with the *Placement Options* section

- Review the information on the *Step A Action for Employee* page.

The *Placement Options* page displays information on positions (encumbered and vacant if selected in RIF Options) deemed possible placements. It includes columns for Placement Type, Pay Band-Occupational Code-Pay Schedule, Civilian Position Control Number, Title, Organization, Employee Name, Tenure, Performance Score, and SCD-RIF. RIF uses data captured on the Placement Options spreadsheet to identify positions for consideration.

Only positions that are within an employee's assignment or placement rights will be displayed. Under NSPS RIF, an employee has the right to be assigned to a comparable position or to a position one pay band lower than his or her current position. If no vacancies or placement options are available for an employee, a blank page displays.

Home Logout Pre

Step A Action For Employee Separate View/Delete Exception C

Name **Keterling Jasper** SSN **123000111**
 Position Title **PROGRAM ANALYST** CPCN **01210.634534**
 Pay Schedule/Band **YA-0343-03** Tenure **1B**
 Vet Pref-RIF **1** Performance Score **3**
 SCD **02/01/1999** Current Iteration **2**

Placement Options
 Select Object: Place Set Exception

Select	Details	Placement Type	PS-OC-PB	CPCN	Position Title	Organization	Employee Name	Tenure	Performance Score	RIF SCD
No data exists.										

Separate View/Delete Exception C

Home | Logout | Preferences

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A blank *Placement Options* page

When vacancies exist and **Use Vacancies in Step A** is selected on the *NSPS RIF Options page*, the vacancies are displayed first, followed by those positions that would displace an employee with a lower retention standing. Employees listed as displacement options are listed in reverse retention list order. This ensures the employee with the lowest retention standing is offered as a displacement before anyone with a higher retention standing is released. One of three placement actions may occur:

- A. A competing employee may be placed into a vacancy.
 - B. A competing employee may be placed into a position for which they are fully qualified, held by an employee with a lower retention standing (Step A only).
 - C. A competing employee may be separated if there are no vacancies or placement options available.
7. Perform any of the following placement actions:

If You:	Then:
Cannot place an employee because there are no placement options available	<p>Select the Separate button.</p> <p>Enter the appropriate placement actions.</p> <p>Go to step 8.</p>
Cannot place an employee and want to set an exception	<p>Select the Set Exception button to go to the <i>Step A – Set Exceptions</i> page.</p> <p>Enter an explanation for the exception in the Remarks field.</p> <p>Select the Apply button to return to the <i>Step A Action for Employee</i> page.</p> <p>Go to step 8.</p>
Want to view exceptions set for an employee	<p>Select the position in the Select column.</p> <p>Select the View/Delete Exception button at the bottom of the page to view exception information. Information can be viewed or deleted if the exception no longer applies.</p> <p>To delete, select the position to be removed and select the Delete button. Select the Return button and the position is again displayed as a placement option.</p> <p>Go to step 8.</p>

If You:	Then:
Want to delete exceptions set for an employee	<p>Select the position in the Select column.</p> <p>Select the View/Delete Exception button at the bottom of the page to delete exception information.</p> <p>To delete exceptions that no longer apply, select the position to be removed.</p> <p>Select the Delete button.</p> <p>Select the Return button and the position is again displayed as a placement option.</p> <p>Go to step 8.</p>

Want to place an employee	<p>Select the position into which you want to place the employee.</p> <p>Select the Place button.</p> <p>After you make the selection, RIF returns you to the <i>Placement Options</i> page and the active pencil now highlights the next employee on the retention list.</p> <p>Continue with step 6 until all employees in the first competitive group have been placed.</p> <p>When the last employee in the competitive group is placed, the first record in the next competitive group displays.</p> <p>Continue with step 8.</p>
---------------------------	---

8. Repeat step 7 until all competitive groups have been addressed. When the last employee in the final competitive group has been placed, Step A is complete and the **Step B** button becomes active.
9. Select the **Step B** button to continue the RIF process.

Congratulations!

You have successfully completed Step A – Displacement and Release Within the Competitive Group and are ready to begin Step B in the RIF process.

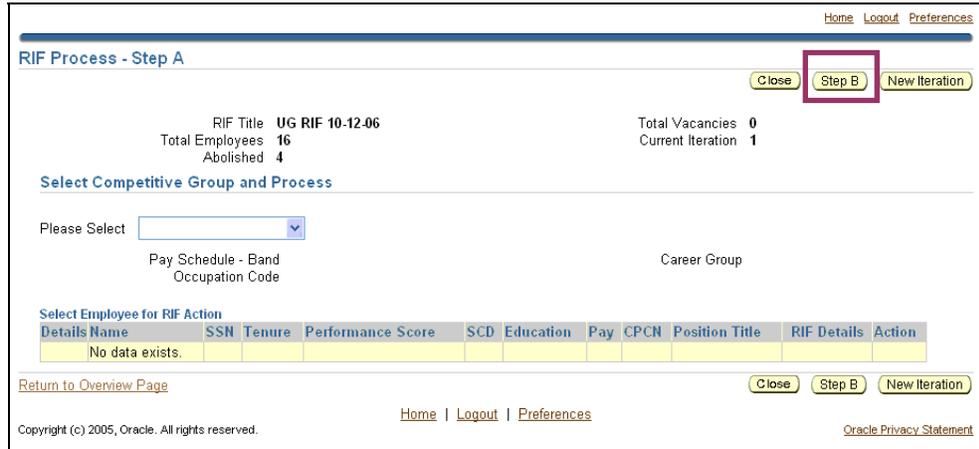
Step B – Use of Vacancies Outside of the Competitive Group(s)

After Step A is complete, Step B consists of using vacancies uploaded for placement options outside an employee's competitive group, but within the competitive area.

If you did not select the **Upload Vacancies** option on the *NSPS RIF Options* page, no vacancies may be used for placement options in this step.

If the **Use Vacancies in Step A** option was selected in the *NSPS RIF Options* page, then only vacancies not used for placements within the competitive groups are used in this step. Employees separated from their competitive group in Step A are placed on this list in retention standing order and compete for the remaining vacancies. The vacant positions are offered to employees in retention list order. Employees must be qualified to be placed into vacancies in this step.

Follow these steps to complete Step B if **Upload Vacancies** was selected:



The screenshot shows the 'RIF Process - Step A' web interface. At the top right, there are links for 'Home', 'Logout', and 'Preferences'. Below the title, there are three buttons: 'Close', 'Step B' (highlighted with a red box), and 'New Iteration'. The main content area displays the following information:

- RIF Title: UG RIF 10-12-06
- Total Employees: 16
- Abolished: 4
- Total Vacancies: 0
- Current Iteration: 1

Below this information is a section titled 'Select Competitive Group and Process' with a 'Please Select' dropdown menu. Underneath, there are labels for 'Pay Schedule - Band' and 'Occupation Code' on the left, and 'Career Group' on the right.

Next is a section titled 'Select Employee for RIF Action' with a table. The table has the following columns: Details, Name, SSN, Tenure, Performance Score, SCD, Education, Pay, CPCN, Position Title, RIF Details, and Action. The first row of the table contains the text 'No data exists.'

At the bottom of the interface, there is a 'Return to Overview Page' link, another set of 'Close', 'Step B', and 'New Iteration' buttons, and a footer with 'Copyright (c) 2005, Oracle. All rights reserved.' and an 'Oracle Privacy Statement' link.

The **Step B** button

1. Select the **Step B** button to go to the *RIF Process – Step B* page.

Home | Logout | Preferences

RIF Process - Step B

Close Step C New Iteration

RIF Title	06 RIF 10-12-06	Total vacancies	0
Total Employees	16	Current Iteration	1
Abolished	4		

Select Employee for RIF Action
(Separate)

Details	Selected	Name	SSN	Tenure	Score	SCD	Education	Pay	CPCN	Position Title	RIF Details
Show		Wolf, Doug	123000068	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	01167.634486	PROGRAM ANALYST	
Show		Zeigler, Adam	123000004	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	10003.634560	PROGRAM ANALYST	

Vacancy Positions

Select Details	Placement Type	Pay Schedule	Series	Pay Band	CPCN	Position Title	Organization
No data exists.							

Return to Overview Page Close Step C New Iteration

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The *RIF Process – Step B* page

The *RIF Process – Step B* page consists of the following three sections:

- *RIF Statistics*, which includes the RIF Title, number of employees affected in RIF, number of abolished positions, number of vacancies, and the current iteration.
- *Select Employee for RIF Action*, which lists all employees displaced from their competitive group in Step A within the competitive area in retention list order.



The  icon under the **Selected** column replaces the pencil used in Step A. This identifies the record currently being placed. Again, the **Details** icon can be selected to display employee placement information at any time.

- *Vacancy Positions*, if available, identifies unused vacancies within the competitive area that were not used in any competitive group in Step A.

2. Perform any of the following:

If You:	Then:
Want to place an employee in a vacancy	Select the option button to the left of the position into which the employee is to be placed. Select the Place button. The  moves to the next employee, and the filled vacancy no longer displays in the available vacancy list. Repeat until all employees are placed or until all vacancies are filled. Separate any remaining employees.
Want to process a Separation	Select the Separate button. The system updates the employee to separated and moves the  icon to the next record.

Congratulations!

You have successfully completed Step B – Use of Vacancies Outside of the Competitive Group(s) and are ready to begin Step C in the RIF process.

You may start Step C when all placement actions are made or all employees have been separated and the **Step C** button is activated.

The **Step C** button will only become active after all placement actions or separations for all employees have been completed.

Step C – Placement Actions in Lieu of Separation

Step C is the final step in the RIF process, after Steps A and B have afforded employees their RIF assignment rights. In Step C, employees are again placed in retention list order, and all vacancies within the competitive area that were not used in Steps A or B may be used for placements. Step C allows for management placement exceptions to the RIF process. Placement may be made for management waivers of qualifications or into positions that are more than one pay band below the employee's current pay band. The intent is to provide a means of minimizing the number of separations if vacancies remain outside an employee's RIF entitlement.

Follow these steps to complete Step C and make a placement in lieu of separation:

RIF Process - Step B

Close Step C New Iteration

RIF Title **UG RIF 10-12-06**
Total Employees **16**
Abolished **4**

Total Vacancies **0**
Current Iteration **1**

Select Employee for RIF Action

Details	Selected	Name	SSN	Tenure	Performance Score	SCD	Education	Pay	CPCN	Position Title	RIF Details
Show	<input checked="" type="checkbox"/>	Wolf, Doug	123000068	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	01167.634486	PROGRAM ANALYST	
Show	<input checked="" type="checkbox"/>	Zeigler, Adam	123000004	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	10003.634560	PROGRAM ANALYST	

Vacancy Positions

Select Details	Placement Type	Pay Schedule	Series	Pay Band	CPCN	Position Title	Organization
No data exists.							

Return to Overview Page

Close Step C New Iteration

Home | Logout | Preferences

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The RIF Process – Step B page with the **Step C** button highlighted

1. Select the **Step C** button to go to the RIF Process – Step C page.



The RIF Process – Step C page with the current record highlighted

As in Step B, the **Select**  icon indicates the current record.

2. Select the option button in the **Selected** column to the left of the vacancy.
3. Select the **Place Employee in Selected Vacancy** button.
4. Perform one of the following:

If You:	Then:
Want to add an explanation about how a placement determination was made, including any special considerations made in the final placement	Enter your comments in the Remarks field.
Do not need to enter explanations	Go to step 5.

5. Repeat steps 2-4 until all vacancies are used or placement options are exhausted.
6. Select the **Separate** button for any remaining employees.
7. Select the **Done** button when all employees have been placed or separated to return to the *Create/View RIFs* page.

The status column now displays RIF Complete.

Create/View RIFs								
							Create New RIF <input type="button" value="GO"/>	
Recent RIF								
Title	RIF ID	Effective Date	Appraisal Cutoff Date	RIF Start Date	Current Iteration	Status	Update	Delete
NSPS Users Guide	1134	30-Sep-2006	30-Jun-2006	07-Sep-2006	1	RIF Complete		

The *Create/View RIFs* page with **Status** showing RIF Complete

Congratulations!

You have successfully completed Step C – Placement Actions in Lieu of Separation, which completes the RIF processing.

Interrupting RIF Processing

The following procedures help you to interrupt a RIF or to navigate through the RIF screens once the RIF has begun processing. A RIF is considered in process once Step A has been initiated. You may need to interrupt your processing if you are not able to complete the work at that time or if a new employee or vacancy must be added to the RIF.

Closing or Exiting a RIF

Follow these steps to close or exit an open RIF:

If You:	Then:
Want to return to the <i>RIF Overview</i> page	Select the Return to RIF Overview button OR select the Close button.
Want to return to the <i>Home</i> page	Select <u>Home</u> .
Want to exit RIF	Select <u>Logout</u> .



In any of the above instances, the RIF application automatically saves changes as they are made. You will experience no loss of data using any of the above methods to close the page or exit the RIF altogether.

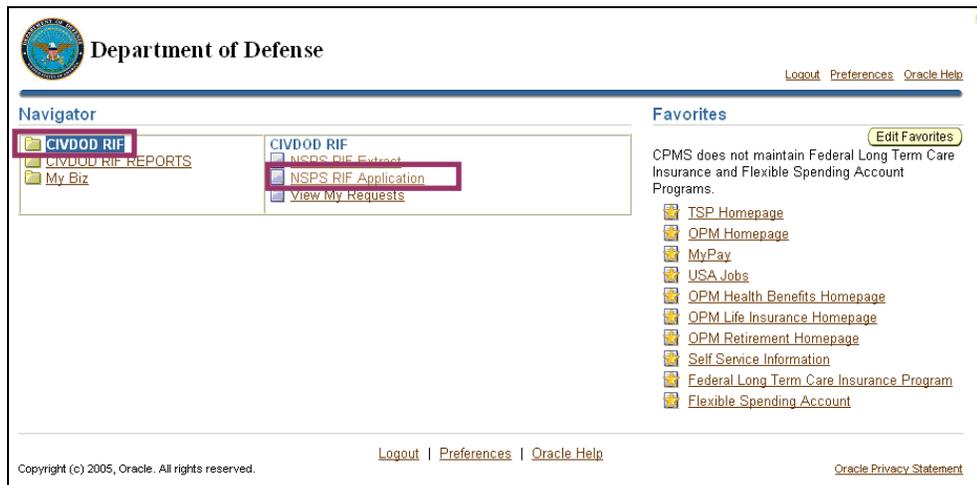
Congratulations!

You have successfully closed or exited a RIF. You may return later to continue processing this RIF.

Re-Entering a RIF in Process

Follow these steps to re-enter a RIF in process:

1. Log on to Employee Self-Service.



The screenshot shows the Department of Defense Employee Self-Service interface. The 'Navigator' section on the left contains a tree view with 'CIVDOD RIF' selected. The 'Favorites' section on the right lists various links, with 'NSPS RIF Application' highlighted. The page includes a header with the Department of Defense logo and 'Department of Defense' text, and a footer with copyright information and links for 'Logout', 'Preferences', and 'Oracle Help'.

The Navigator page

2. Select the CIVDOD RIF responsibility.
3. Select NSPS RIF Application to open the *Create/View RIFs* page.



The screenshot displays the 'Create/View RIFs' page. At the top, there are links for 'Home', 'Logout', and 'Preferences'. Below the page title, there is a 'Create New RIF' button with a 'GO' button next to it. A table titled 'Recent RIF' contains the following data:

Title	RIF ID	Effective Date	Appraisal Cutoff Date	RIF Start Date	Current Iteration	Status	Update	Delete
UG RIF 10-12-06	1194	15-Dec-2006	30-Jun-2006	19-Oct-2006	2	Processing Step A		
UG CP 10-19-06	1199	16-Jan-2006	10-Jul-2006	19-Oct-2006	1	Ready to begin process		

The footer includes copyright information and links for 'Home', 'Logout', 'Preferences', and 'Oracle Privacy Statement'.

The Create/View RIFs page

4. Select the active **Pencil**  icon in the **Update** column for the RIF which you need to re-open to go to the *RIF Status Page*.

[Home](#) [Logout](#)

RIF Status Page

RIF Options

RIF Title **UG RIF 10-12-06** Appr Cutoff Date **30-Jun-2006**
 Effective Date **15-Dec-2006** Appr Oldest Date **01-Jul-2002**

RIF Information

Number of Employee **18** Number of Abolishments
 Number of Vacancies **1**

RIF Progress

Current Iteration **1** Career Group
 Current Step **A** Pay Schedule-Band
 Current Competitive Group Occupation Code
 Current SSN **null**

[Edit Options](#) [Edit Placement Order](#) [View/Edit Position Employee](#) **[Process RIF](#)** [RIF Reports](#) [RIF Notices](#) [Comments](#)

[Return To Summary](#)

[Home](#) | [Logout](#) | [Preferences](#)

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The RIF Status page with the **Process RIF** button highlighted

5. Select the **Process RIF** button to go to the *RIF Process – Step A* page.

[Home](#) [Logout](#) [Preferences](#)

RIF Process - Step A

[Close](#) [Step B](#) [New Iteration](#)

RIF Title **UG RIF 10-12-06** Total Vacancies **2**
 Total Employees **16** Current Iteration **1**
 Abolished **4**

Select Competitive Group and Process

Please Select **Competitive Group 1** ▼

Pay Schedule - Band **YA-02, YA-01, YA-03** Career Group **STND CG**
 Occupation Code **0344,0343,0305**

Select Employee for RIF Action

Details	Name	SSN	Tenure	Performance Score	SCD	Education	Pay	CPCN	Position Title	RIF Details	Action
▶ Show	Wolf Doug	123000068	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	01167.634486	PROGRAM ANALYST		
▶ Show	Keterling Jasper	123000111	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	01210.634534	PROGRAM ANALYST		
▶ Show	Gibrar Calek	123000069	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	01168.634487	PROGRAM ANALYST		
▶ Show	Zeigler Adam	123000004	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	10003.634560	PROGRAM ANALYST		

[Return to Overview Page](#) [Close](#) [Step B](#) [New Iteration](#)

The RIF Process – Step A page with the **Action** icon highlighted

6. Perform one of the following:

If You:	Then:
Stopped processing in the middle of Step A and now need to continue processing	Select the active Pencil  icon to continue where you previously stopped.
Stopped processing in the middle of Step B and now need to continue processing	Select the Step B button to continue where you previously stopped.
Stopped processing in the middle of Step C and now need to continue processing	Select the Step B , and then select the Step C button to continue where you previously stopped.
<i>Congratulations!</i> You have successfully re-entered a RIF in process.	

Starting a New Iteration

Once you have begun processing the RIF, updates to position or employee information are not allowed. If a change becomes necessary (for example, a new employee enters the RIF or a new vacancy is received from management), the RIF must be stopped to allow for input of the additional information and then re-started. You accomplish this process using the **New Iteration** button displayed on the top and bottom right of all pages in Steps A, B, and C.

Follow these steps to start a new iteration:

Home | Logout | Preferences

RIF Process - Step B

Close Step C **New Iteration**

RIF Title **UG RIF 10-12-06** Total Vacancies **0**
 Total Employees **16** Current Iteration **1**
 Abolished **4**

Select Employee for RIF Action

Separate

Details	Selected	Name	SSN	Tenure	Performance Score	SCD	Education	Pay	CPCN	Position Title	RIF Details
Show	<input checked="" type="checkbox"/>	Wolf, Doug	123000068	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	01167.634486	PROGRAM ANALYST	Details
Show	<input checked="" type="checkbox"/>	Zeigler, Adam	123000004	1B	4	02/01/2006	13-Engineering (140101)	YA-0343-03	10003.634560	PROGRAM ANALYST	Details

Vacancy Positions

Select Details	Placement Type	Pay Schedule	Series	Pay Band	CPCN	Position Title	Organization
No data exists.							

Return to Overview Page

Close Step C **New Iteration**

Home | Logout | Preferences

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The **New Iteration** button on the *RIF Process – Step A* page

1. Select the **New Iteration** button to close the current page (the Step A, B or C page) and return to the *RIF Status* page.

Notice that the **Current Iteration** field number has increased by one.

2. Make changes to the RIF database (for example, position(s) or employee(s) may be added, and other information may be altered).
3. Select the **Process RIF** button to restart RIF processing.

Congratulations!

You have successfully started a new iteration of a RIF.

Generating RIF Reports

The RIF application enables you to retrieve reports that display the status at various steps of the RIF. This section identifies the reports available in the RIF application and provides instructions on how to generate and save RIF Reports. The reports available in the RIF application are as follows:

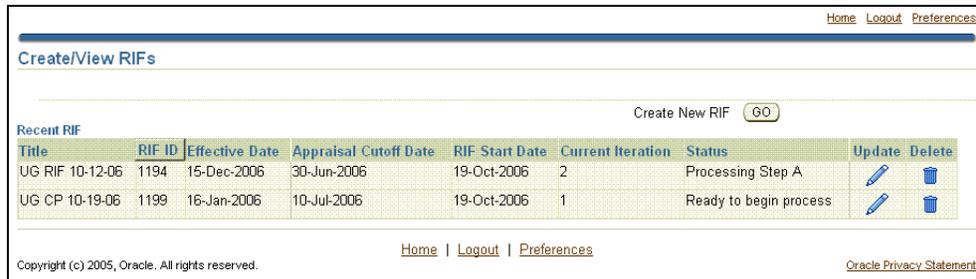
- Abolishment List
- Abolishment List (abbreviated)
- Actions List
- Actions List (abbreviated)
- Disabled Veterans Impact
- Duty Status
- Gains-Losses Movements
- EEO Statistics
- EEO Statistics for Competitive Group
- Employee History
- Handicapped Impact
- Leftover Vacancies
- Placement Exceptions
- Placement Order
- Removed from RIF
- Retention Registers
 - Basic
 - Standard
 - Standard (No Privacy Act)
- RIF Options
- RIF Summary
- Tenure
- Tiebreak
- Vacancies
- Work Sheets
 - Single
 - Multiple

Follow these steps to generate a RIF report:



The *Navigator* page

1. Select NSPS RIF Application on the *Navigator* page to go to the *Create/View RIFs* page.



The *Create/View RIFs* page

2. Select the **Pencil**  icon in the **Update** column to open the RIF you need and go to the *RIF Status* page.

The *RIF Status* page with the **RIF Reports** button highlighted

3. Select the **RIF Reports** button to go to the *RIF Report* page.

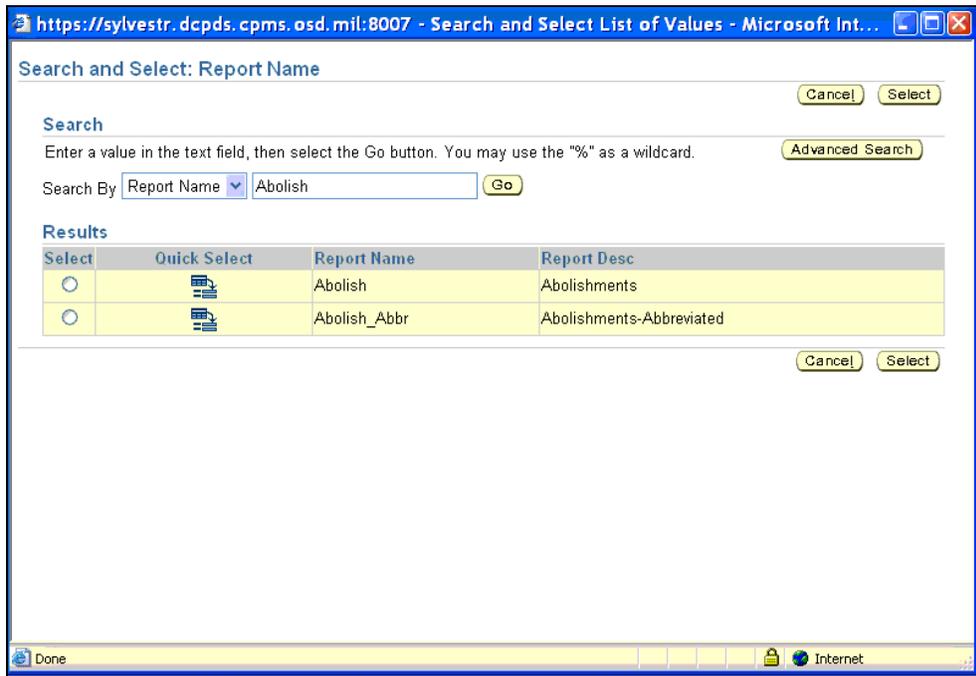
The *RIF Report* page

4. Review the following information:

Field	Description
RIF Name	The title of the RIF
RIF ID	A system-generated identifier for the RIF process
Iteration	The number of iterations as of the time the report is being generated.

5. Perform one of the following.

If You:	Then:
Know the name of the report you want	Enter the complete name of the report in the Report Name field. Select the Go button. Go to step 8.
Know a portion of the report name	Enter a portion of the report name in the Report Name field. Select the Flashlight  icon to go to the <i>Search and Select: Report Name</i> page.  If you enter report criteria in the Report Name field, only those reports matching the criteria will appear. Go to step 6.
Do not know the report name	Select the Flashlight  icon to go to the <i>Search and Select: Report Name</i> page. Enter a partial report name followed by the percent sign (%). Select the Go button to produce a list of reports. Go to step 6.



The *Search and Select: Report Name* page

6. Select the option button to the left of the report you want to display in the **Report Name** field on the *Report Page*.

You may also select the **Quick Select**  icon next to the report you want.

7. Select the **Go** button to select the report, and to display the name in the **Report Name** field on the *Report Page*.



The *Report Page* with reports selected and the **Parameters** button highlighted

8. Select the **Parameters** button to go to the *Parameters* page.

Parameters	Operator	Input
CPCN		
NAME		
SSN		
CAREER_GROUP		
CGROUP_NO		
PAY_SCHEDULE		
SERIES		
PAY_BAND		
ORG_CODE		
ORG_LINE1		
ORG_LINE2		
ORG_LINE3		
ORG_LINE4		
ORG_LINE5		
POSN_TITLE		

Where

Add Parameters

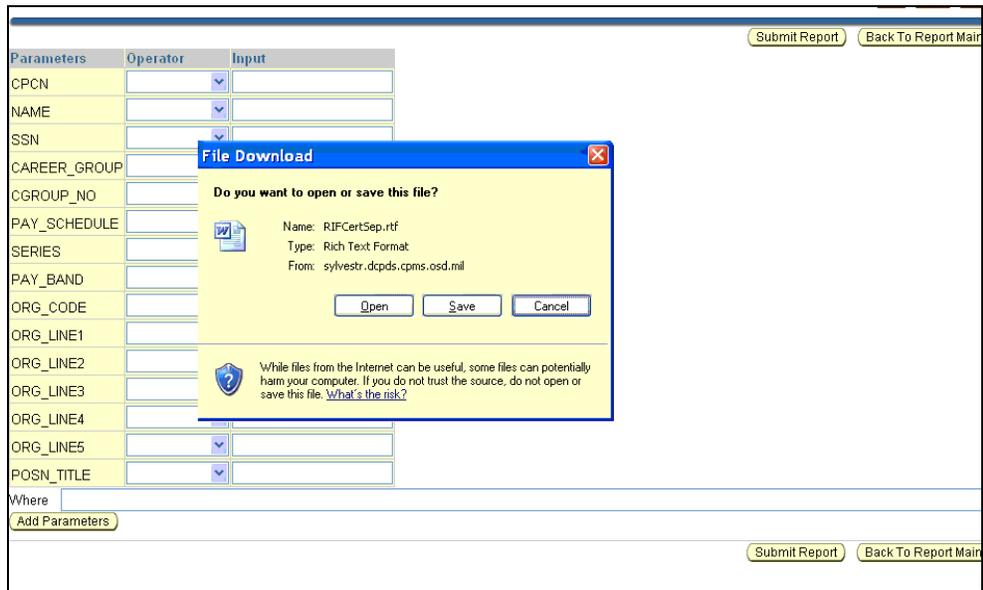
Submit Report Back To Report MainPage

The *Parameters* page

9. Perform one of the following.

If You:	Then:
Want to run the report	Select the Submit Report button Go to step 11.
Want to add parameters to the report before you view or print it	Click on the Operator field to the right of the parameter you want to use to limit your report. Click on the down arrow in the right of the Operator field to display a list of choices. (Operators include: Equals, Not Equal, Less than or Greater than) Click on the Input field to the right of the operator you just entered. Enter a value the system will use to limit the report. Go to step 10.

10. Select the **Submit Report** to generate the report and go to the *File Download* dialog box.



The *File Download* dialog box

11. Perform one of the following:

If You:	Then:
Want to save the report	<p>Select the Save button to go to the <i>Save as...</i> dialog box.</p> <p>Browse to the location on your computer where you want to save the report.</p> <p>Enter a file name in the File name field.</p> <p>Select Save to save the report.</p> <p>The report will be saved as a Rich Text Format (RTF), which can later be opened in Microsoft Word.</p>
Want to open the report	<p>Select the Open button to open the report in Microsoft Word.</p> <p>Select File → Save as to save the report on your computer after opening.</p> <p>Go to step 12.</p>

12. Close Microsoft Word to return to the *Parameters* page.

Parameters	Operator	Input
CPCN	<input type="text"/>	<input type="text"/>
NAME	<input type="text"/>	<input type="text"/>
SSN	<input type="text"/>	<input type="text"/>
CAREER_GROUP	<input type="text"/>	<input type="text"/>
CGROUP_NO	<input type="text"/>	<input type="text"/>
PAY_SCHEDULE	<input type="text"/>	<input type="text"/>
SERIES	<input type="text"/>	<input type="text"/>
PAY_BAND	<input type="text"/>	<input type="text"/>
ORG_CODE	<input type="text"/>	<input type="text"/>
ORG_LINE1	<input type="text"/>	<input type="text"/>
ORG_LINE2	<input type="text"/>	<input type="text"/>
ORG_LINE3	<input type="text"/>	<input type="text"/>
ORG_LINE4	<input type="text"/>	<input type="text"/>
ORG_LINE5	<input type="text"/>	<input type="text"/>
POSN_TITLE	<input type="text"/>	<input type="text"/>

Where

The *Parameters* page with **Back to Report Main Page** button highlighted

13. Select the **Back to Report Main Page** button to return to the *Report Page*.

Congratulations!

You have successfully generated and downloaded a RIF Report.

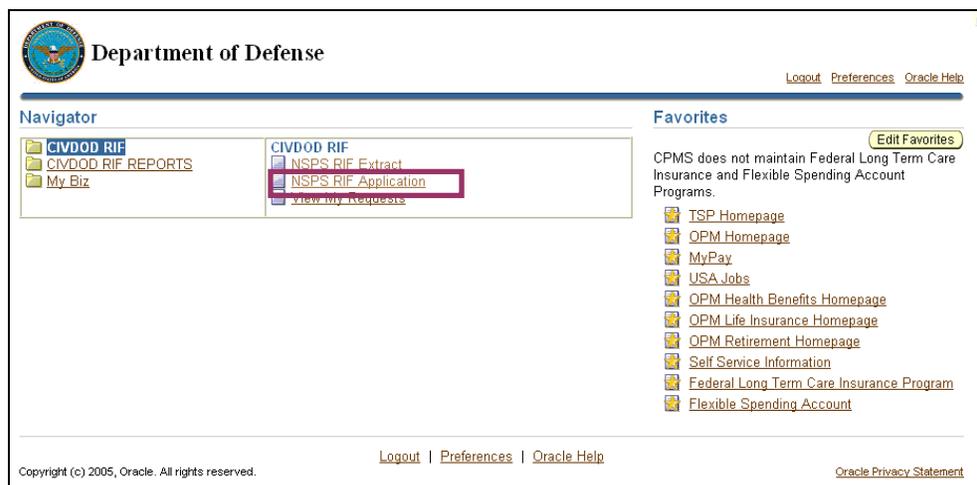
Generating RIF Notices

This section provides instructions on how to generate RIF notices that notify employees of a proposed RIF action. The following types of notices are available for use with this application:

- Reassignment as Assignment Right
- Reassignment in Lieu of Separation
- Reassignment – Better Offer
- Reduction in Band as Assignment Right
- Reduction in Band in Lieu of Separation
- Reduction in Band – Better Offer
- Separation – Without Severance Pay
- Separation – Severance Pay
- Certificate of Expected Separation

Once a RIF has been processed, notices may be generated, printed, and issued to impacted employees.

Follow these steps to generate RIF Notices:



The Navigator page

1. Select NSPS RIF Application on the *Navigator* page to go to the *Create/View RIFs* page.

[Home](#) [Logout](#) [Preferences](#)

Create/View RIFs

Create New RIF

Recent RIF

Title	RIF ID	Effective Date	Appraisal Cutoff Date	RIF Start Date	Current Iteration	Status	Update	Delete
UG RIF 10-12-06	1194	15-Dec-2006	30-Jun-2006	19-Oct-2006	2	Processing Step A		
UG CP 10-19-06	1199	16-Jan-2006	10-Jul-2006	19-Oct-2006	1	Ready to begin process		

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The *Create/View RIFs* page

- Select the **Pencil**  icon in the **Update** column to open an existing RIF and go to the *RIF Status* page.

[Home](#) [Logout](#) [Preferences](#)

RIF Status Page

RIF Options

RIF Title	UG RIF 10-12-06	Appr Cutoff Date	30-Jun-2006
Effective Date	15-Dec-2006	Appr Oldest Date	01-Jul-2002

RIF Information

Number of Employee	21	Number of Abolishments	
Number of Vacancies	0		

RIF Progress

Current Iteration		Career Group	
Current Step		Pay Schedule-Band	
Current Competitive Group		Occupation Code	
Current SSN			

[Return To Summary](#)

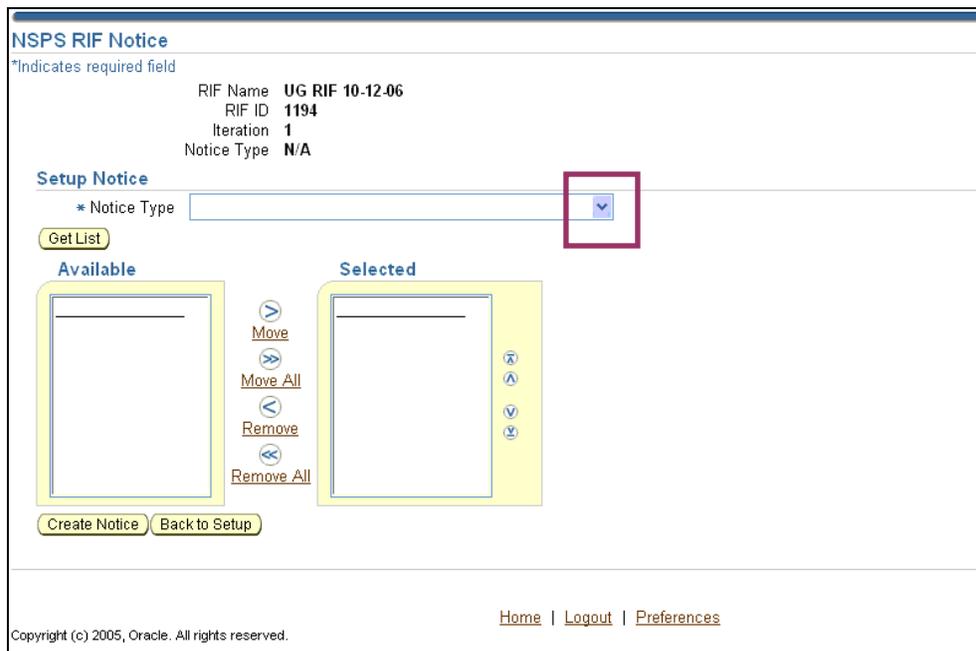
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The *RIF Status Page* with the **RIF Notices** button highlighted

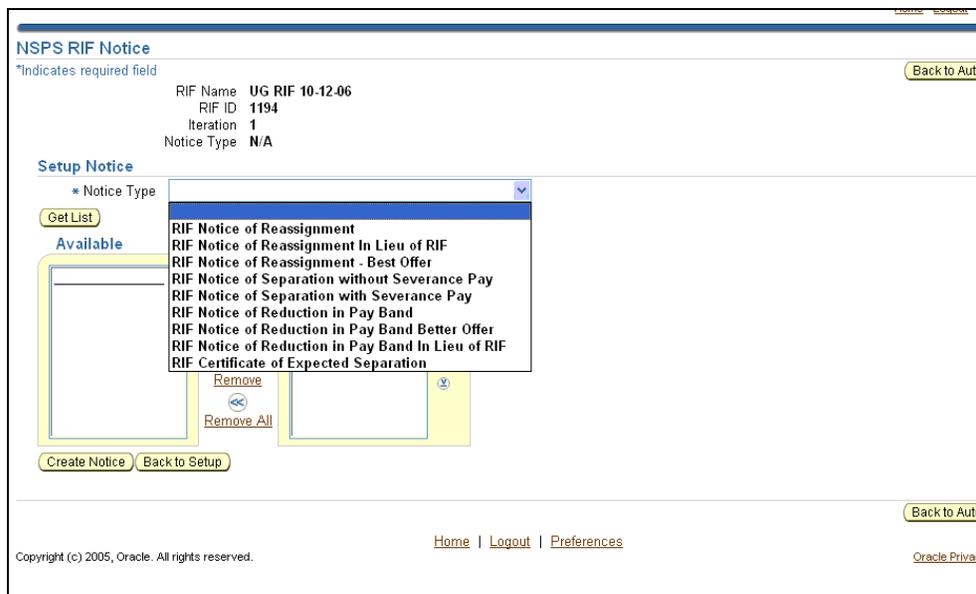
- Select the **RIF Notices** button to go to the *NSPS RIF Notice* page.
This page contains the RIF Title and displays the Iteration as of the time the report is being generated. If the RIF is completed, the last iteration of the RIF will display.



The *NSPS RIF Notice* page with the **Notice Type** drop-down arrow highlighted

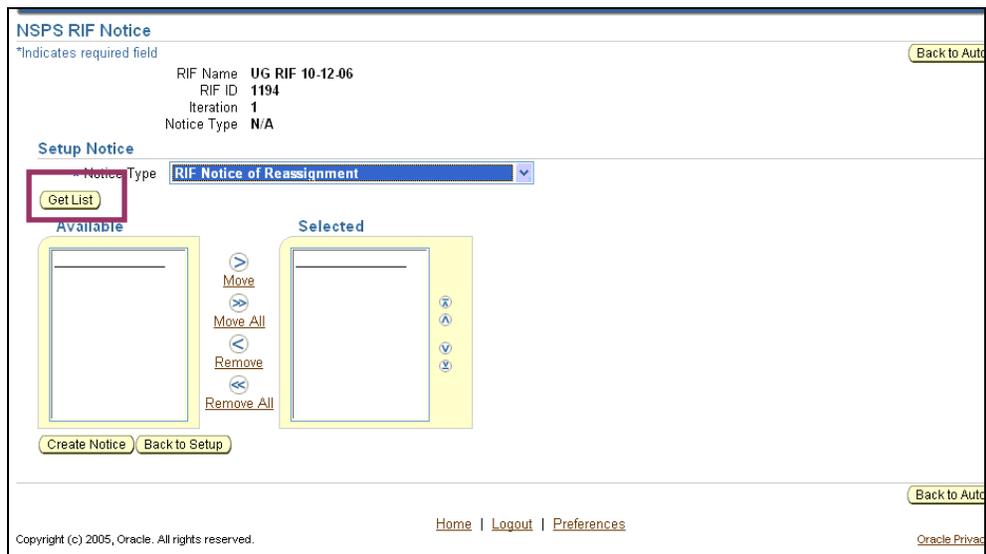
4. Select the drop-down arrow in the **Notice Type** field to display available notice templates.

The system has three types of Notice templates available: Reassignment, Reduction in Band, and Separation.



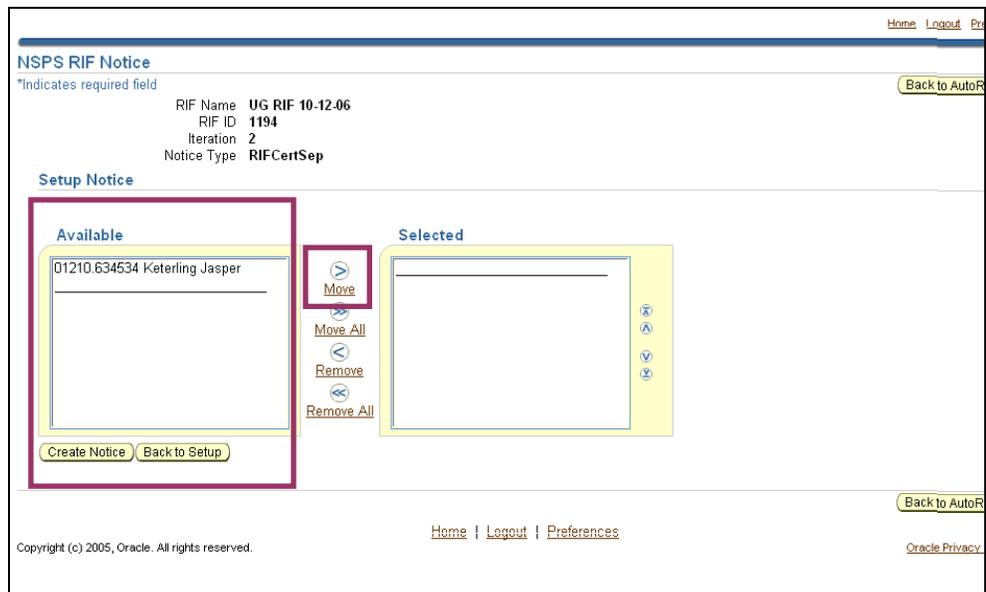
The *NSPS RIF Notice* page with Notice Types displayed

5. Select the notice template you want to display in the **Notice Type** field.



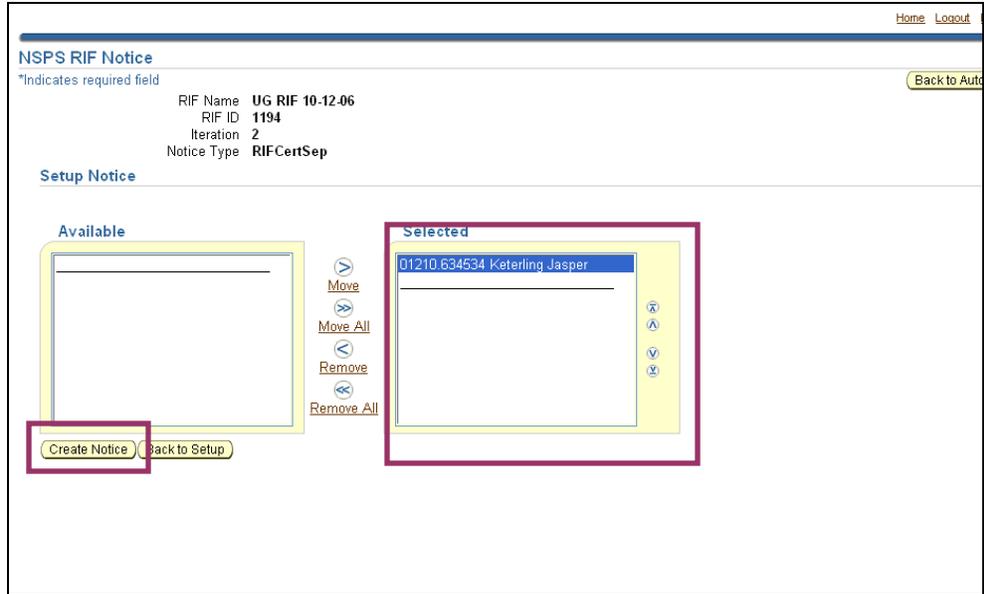
The *NSPS RIF Notice* page with the **Get List** button highlighted

6. Select the **Get List** button to display in the **Available** field a list of all employees meeting the criteria for the selected notice.



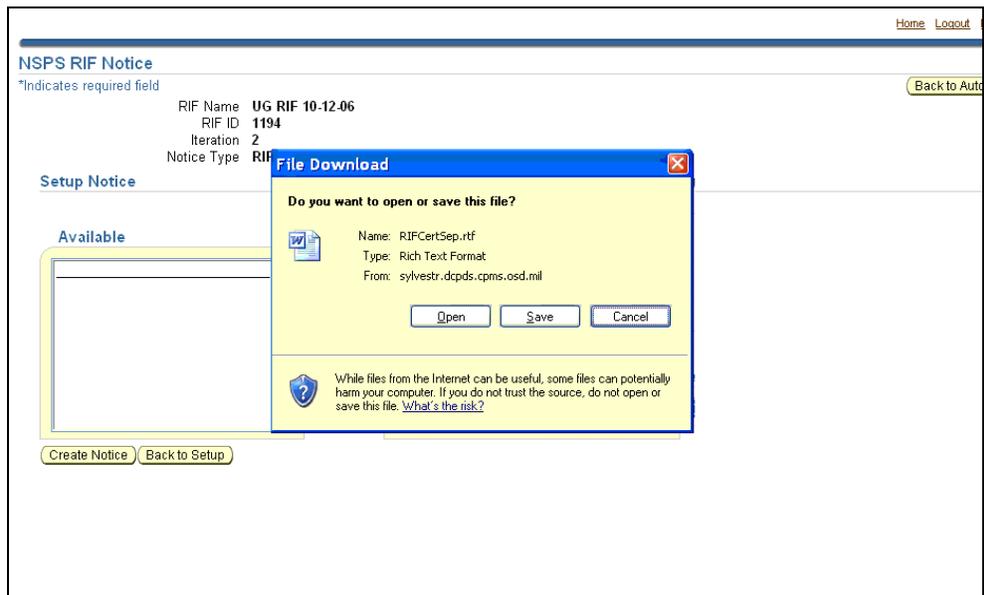
The *Set-up Notice* page with a record in the **Available** column

7. Select a record in the **Available** field.
8. Select the **Move** button to move the selected record to the **Selected** field.



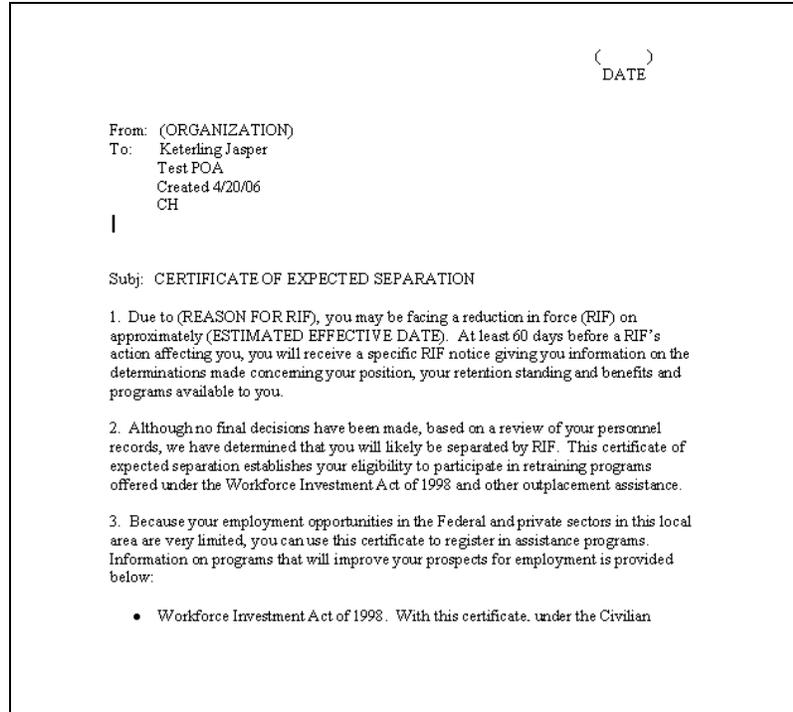
The **Available** record moved to the **Selected** column

9. Select the **Create Notice** button to open a *File Download* dialog box.



The *File Download* dialog box

10. Select the **Open** button to open the notice in Microsoft Word.



A Certificate of Expected Separation Notice

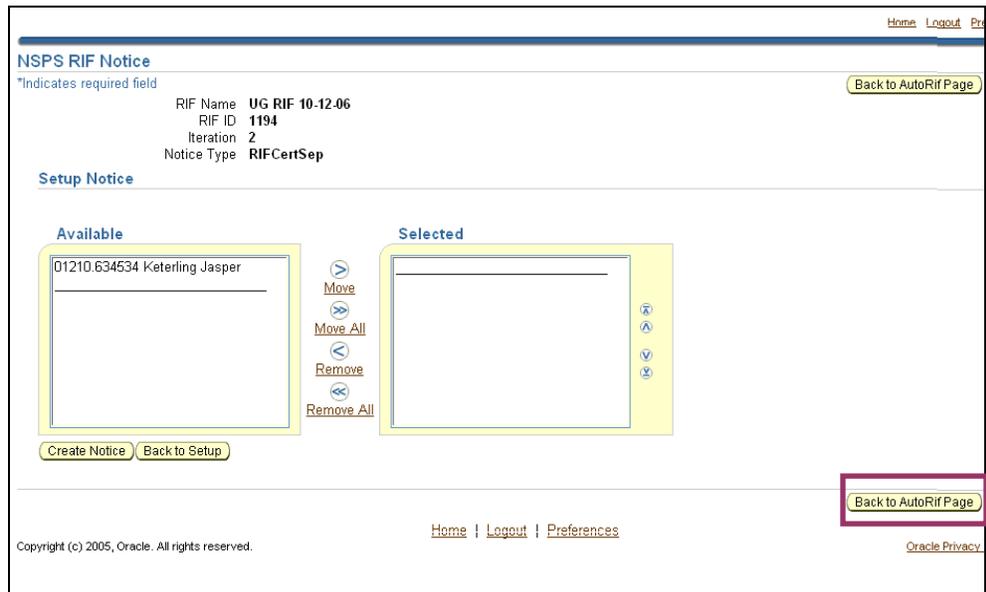


You may save the notice for future use at this time and close Microsoft Word to return to the RIF application.



The NSPS RIF Notice page with the **Back to Setup** button highlighted

11. Select the **Back to Setup** button to navigate back to the *NSPS RIF Notice* page.



The *NSPS RIF Notice* page with the **Back to AutoRif Page** button highlighted

12. Repeat steps 4 – 10 to create additional notices.



You may also select the **Back to AutoRif Page** button to return to the *RIF Status* page.

Congratulations!

You have successfully generated a RIF Notice(s).

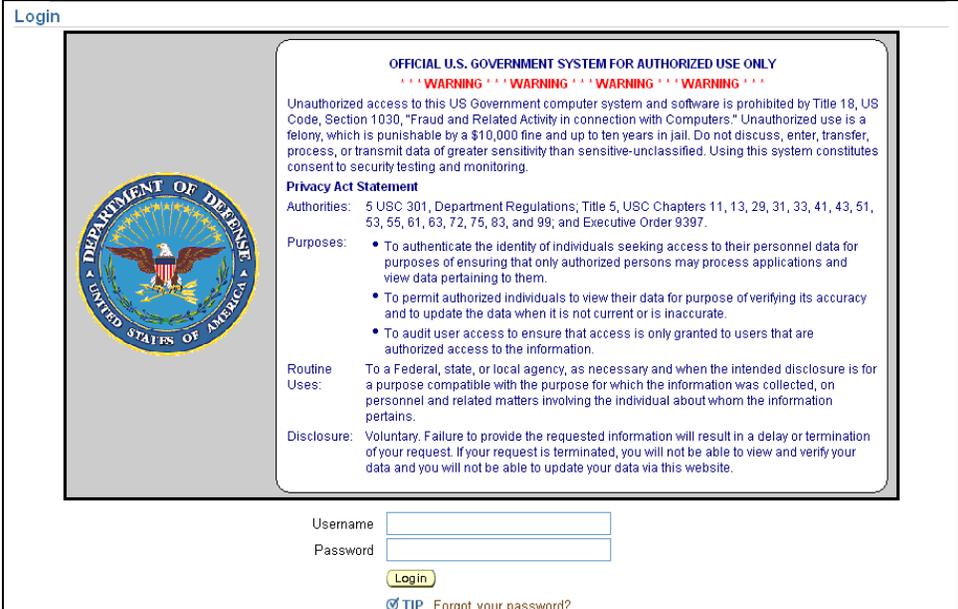
Generating NSPS RIF Reports and Notices Using the CIVDOD RIF Reports Responsibility

The CIVDOD RIF REPORTS responsibility was created to allow access to the reports, notices, and other statistical information within the DCPDS RIF database without allowing access to the actual RIF file. (The security applied to DCPDS is such that only the user account creating a RIF file has access to that RIF.) This does not allow any modification to the information in the DCPDS database; however, any report or notice that is allowed by the user can be generated by a person with this responsibility.

Generating reports and notices from this responsibility is very similar to the way they are generated from the CIVDOD RIF responsibility, except using this responsibility takes you directly to the reports or notices. To access other information about a particular RIF, the user must log on to with the CIVDOD RIF responsibility. The following section provides instructions for accessing, generating, and saving reports and notices from the RIF database.

Generate NSPS RIF Reports from the CIVDOD Reports Responsibility

Follow these steps to generate NSPS RIF Reports from the CIVDOD Reports responsibility.



Official U.S. Government System for Authorized Use Only
WARNINGWARNING***WARNING***WARNING***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement
Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

Username
Password

[TIP Forgot your password?](#)

The *Login* screen for Employee Self-Service



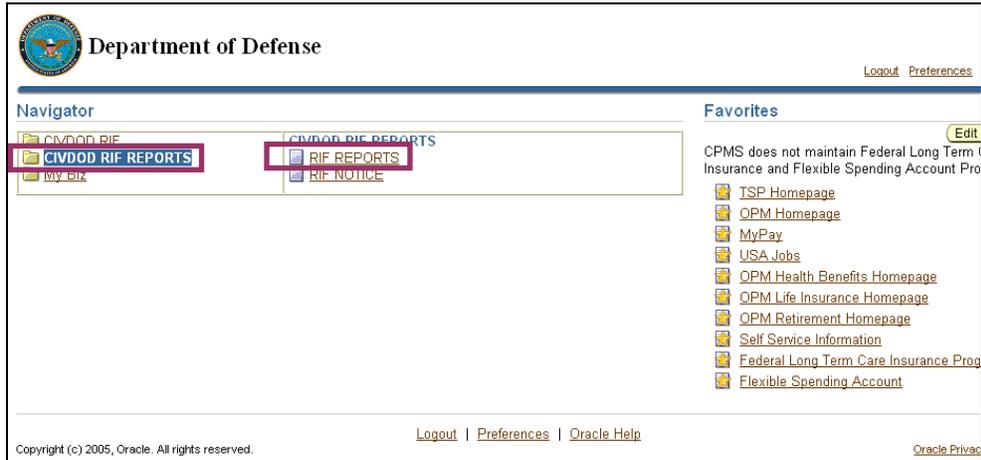
If you do not have log-on information, please contact your HR systems administrator.

1. Open your Web browser.

2. Enter the Web site address (different for each Component).



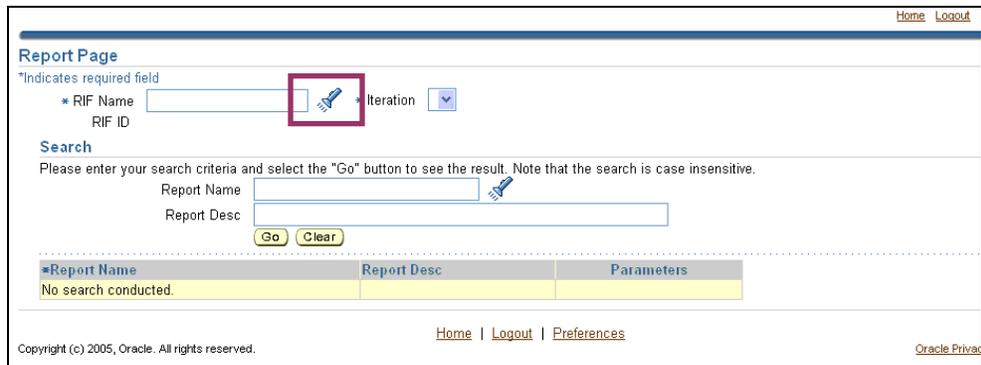
To get more information on how to access and log on to Employee Self-Service, visit your Component home page or <http://www.cpms.osd/mil/regmod/selfservice>.



The Navigator Page

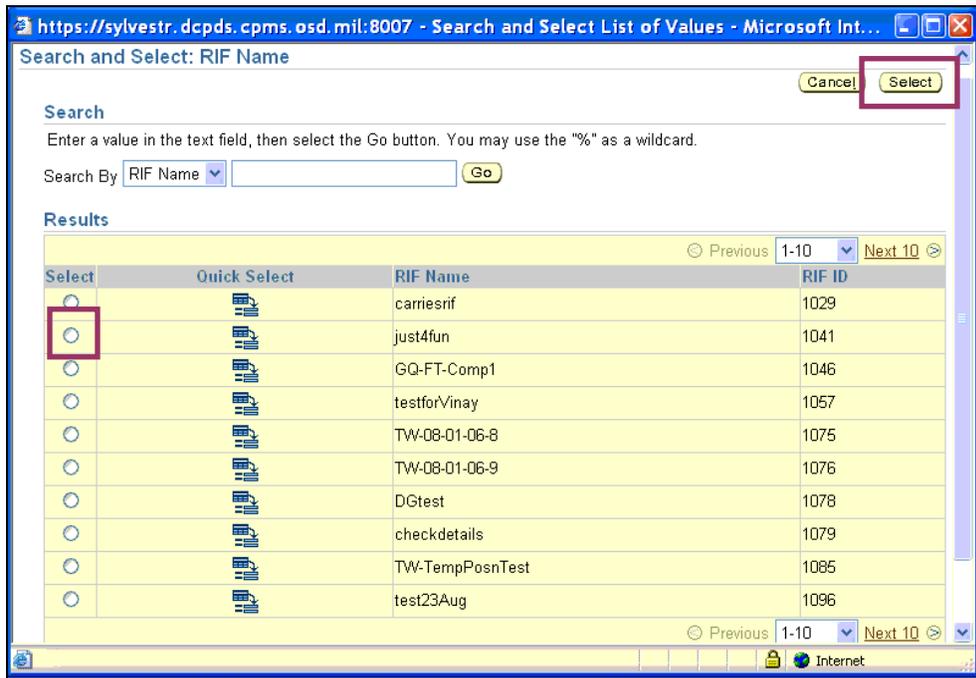
3. Select CIVDOD RIF REPORTS.
4. Select RIF REPORTS to go to the *Report Page*.

This is the same page displayed when entering the RIF Reports from the *RIF Status* page except the RIF Name, Iteration, and RIF ID are not populated on this page.



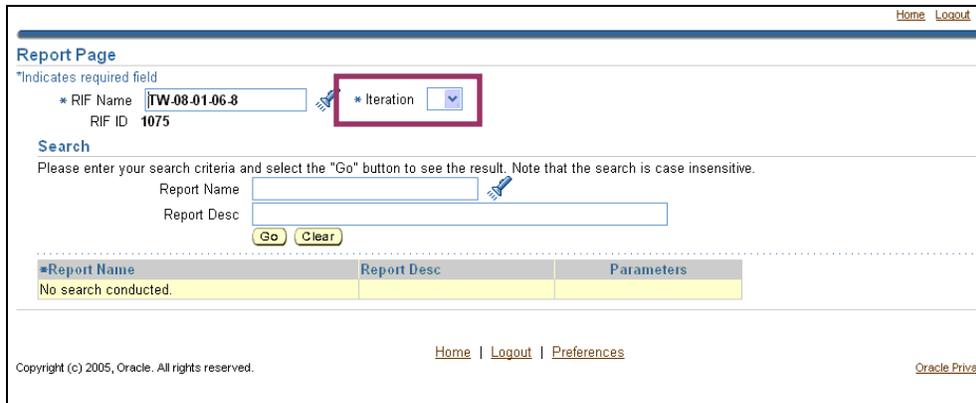
The Report Page with the **Flashlight** icon highlighted

5. Enter the RIF Name by selecting the **Flashlight**  icon next to the **RIF Name** field to go to the *Search and Select: RIF Name* page.



The *Search and Select: RIF Name* page with the **Select** option button and **Select** button highlighted

6. Select the radio button in the **Select** column to the left of the RIF you want.
7. Select the **Select** button to populate the **RIF Name** field and return to the *Report Page*.



The *Report* page with the RIF name entered and **Iteration** field highlighted

8. Select the drop-down arrow to the right of the **Iteration** field to select the iteration you want.
9. Refer to step 7 in the “Generating RIF Reports” section to continue processing the report.

Congratulations!

You have successfully generated a RIF Report using the CIVDOD RIF REPORTS Responsibility.

Generate NSPS RIF Notices from the CIVDOD REPORTS Responsibility

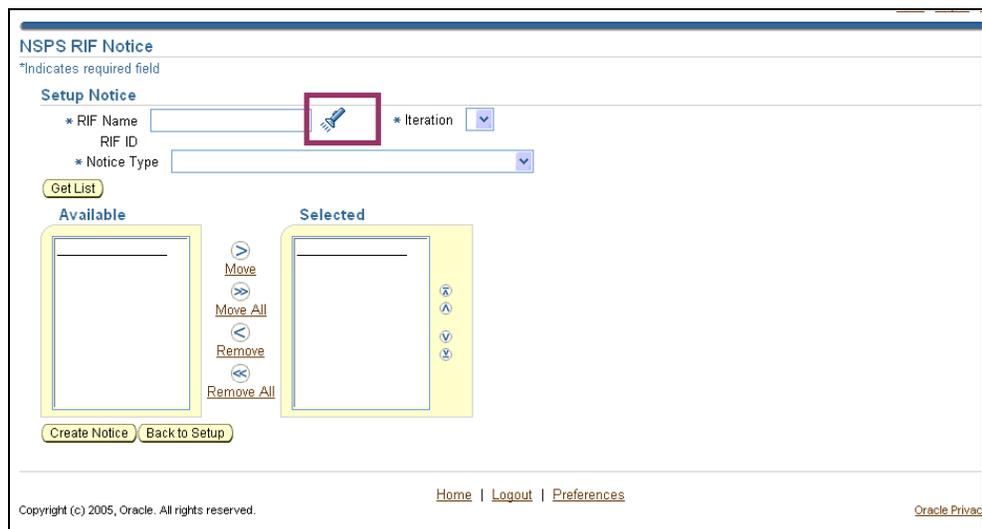
Follow these steps to generate NSPS RIF Notices from the CIVDOD REPORTS Responsibility:



The *Navigator* page

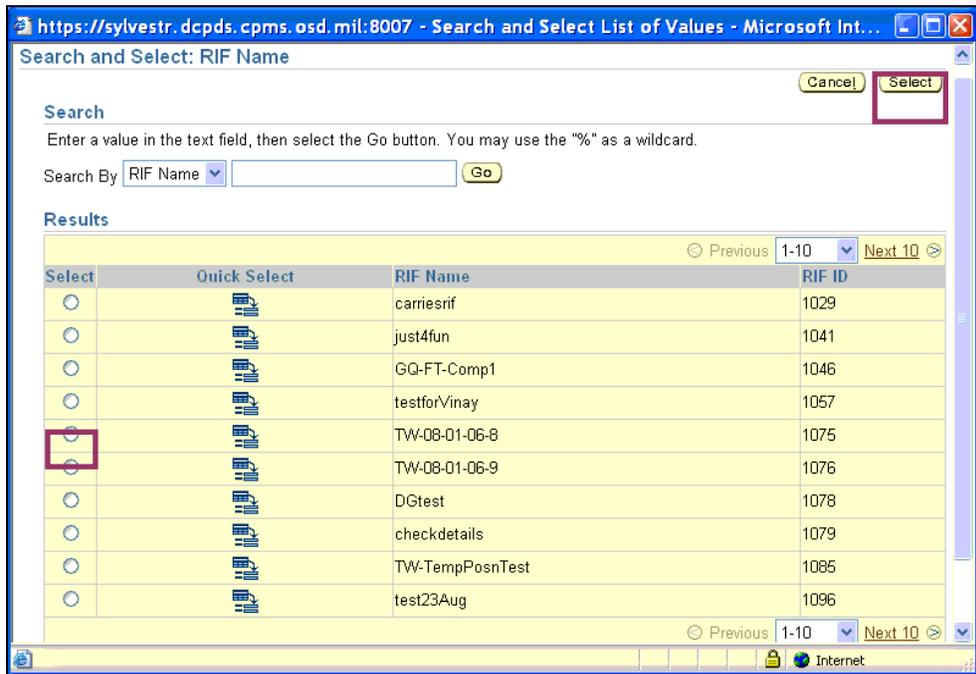
1. Select RIF NOTICE on the *Navigator* page to go to the *NSPS RIF Notice* page.

This is the same page displayed when entering the *NSPS RIF Notice* page from the *RIF Status* page, except the RIF Name, Iteration, and RIF ID are not populated on this page.



The *NSPS RIF Notice* page with the **Flashlight** icon highlighted

2. Enter the RIF name by selecting the **Flashlight**  icon next to the **RIF Name** field to go to the *Search and Select: RIF Name* page.



The *Search and Select: RIF Name* page with the **Select** Option button and **Select** button highlighted

3. Select the radio button in the **Select** column to the left of the RIF you want.
4. Select the **Select** button to populate the **RIF Name** field and return to the *NSPS RIF Notice Page*.



The *NSPS RIF Notice* page with the **Iteration** field highlighted

5. Select drop-down arrow to the right of the **Iteration** field to select the iteration you want.
6. Refer to step 4 in the “Generating RIF Notices” section of the guide to continue processing the notices.

Congratulations!

You have successfully generated a RIF Notice using the CIVDOD RIF REPORTS Responsibility.

Appendix A

Set Up Microsoft Excel to Save as a Tilde-Delimited File

Set Up Microsoft Excel to Save as a Tilde-Delimited File

The NSPS RIF application allows you to upload the DCPDS-created extract in one of two ways:

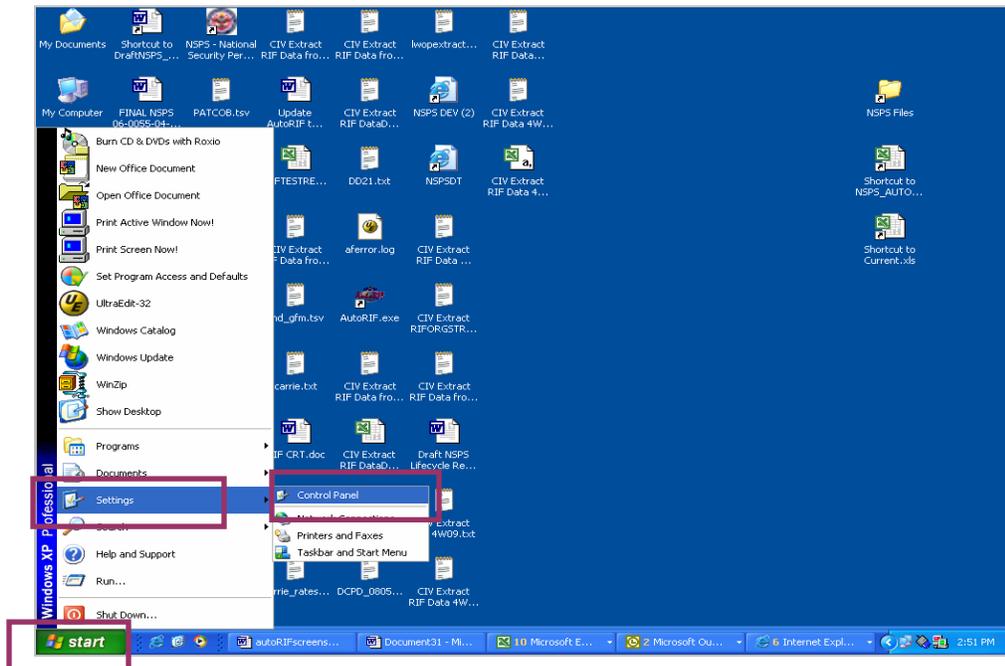
- It will accept the text file (created with a tilde (~) separator without modification), or
- If a file must be modified before uploading, it will accept a file created and saved in Excel using the attached instructions.

Examples of changes that might be necessary are as follows:

- Remove employees/positions that cannot be readily identified through the uploading process.
- Remove vacancies not being used in the process.

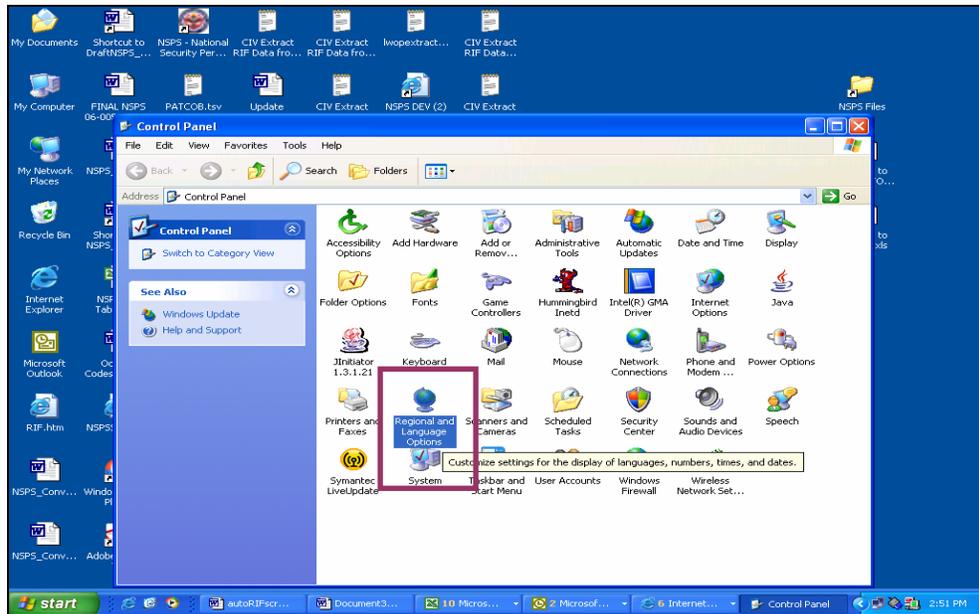
The Extract File is initially created as a text file (.txt) with a tilde (~) separating the fields. The tilde was selected to avoid the use of a fixed field size for every data element. This practice required major changes every time there was a change to the length of a data element. The tilde was chosen because of the way the comma and period (more common separator) are used within the DCPDS application. This format does not allow Notepad/Textpad and other software applications to vertically align text according to the tilde. For extract files that require more than a cursory review, the following steps should be followed so that the text file can be opened and then saved after changes are made using Microsoft Excel.

Follow these steps to configure Excel to save in the tilde format:



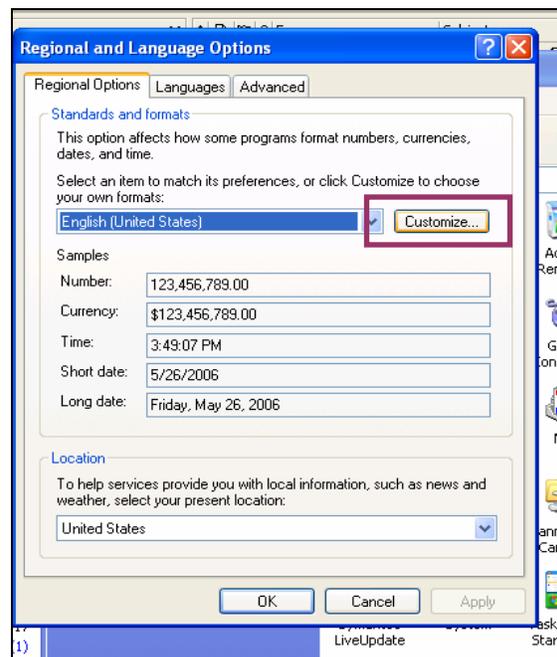
The Start menu with **Settings** and **Control Panel** highlighted

1. Select **Start** → **Settings** → **Control Panel** to open the *Control Panel*.



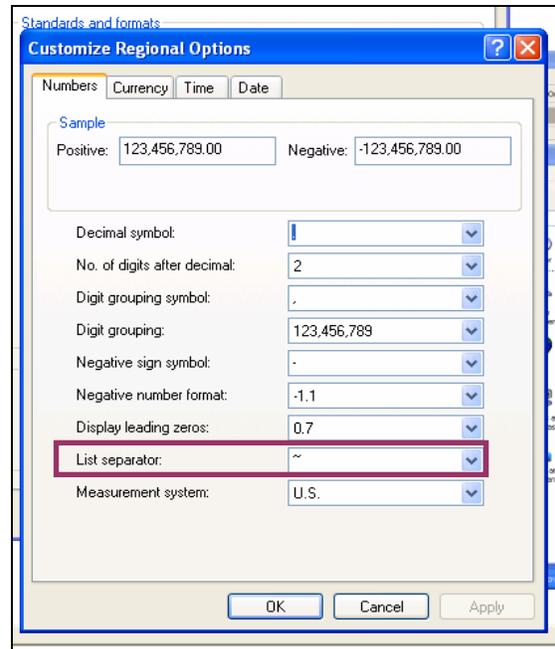
The Control Panel with **Regional and Language Options** highlighted

2. Select the **Regional and Language Options** icon to go to the *Regional and Language Options* dialog box.



The *Regional and Language Options* dialog box with the **Customize** button highlighted

3. Select the **Customize** button to go to the *Customize Regional Options* dialog box.

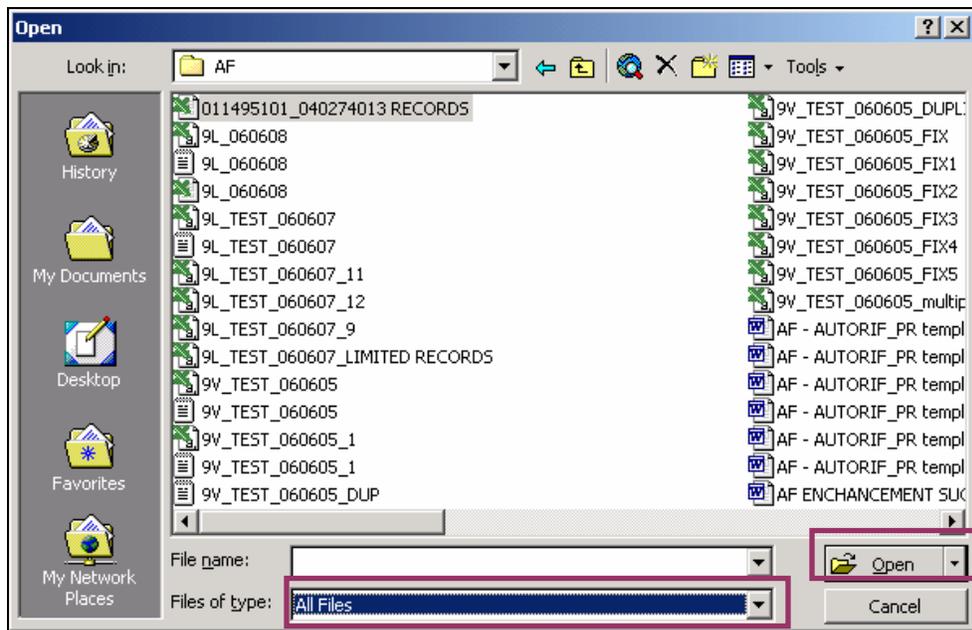


The *Customize Regional Options* dialog box with the **List Separator** field highlighted

4. Enter a tilde ~ in the **List separator** field (~ appears to the left of the <1> key and above the <TAB> key on some keyboards).
5. Select the **OK** button to save your selection.

Follow these steps to open the text file in Excel after setting the properties:

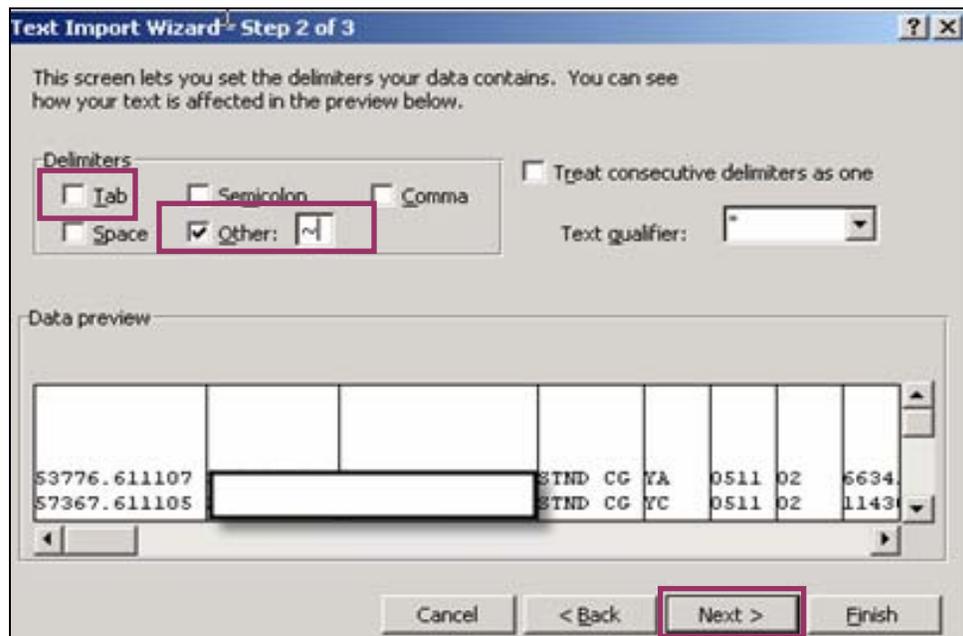
1. Open Excel.



The *Open* window

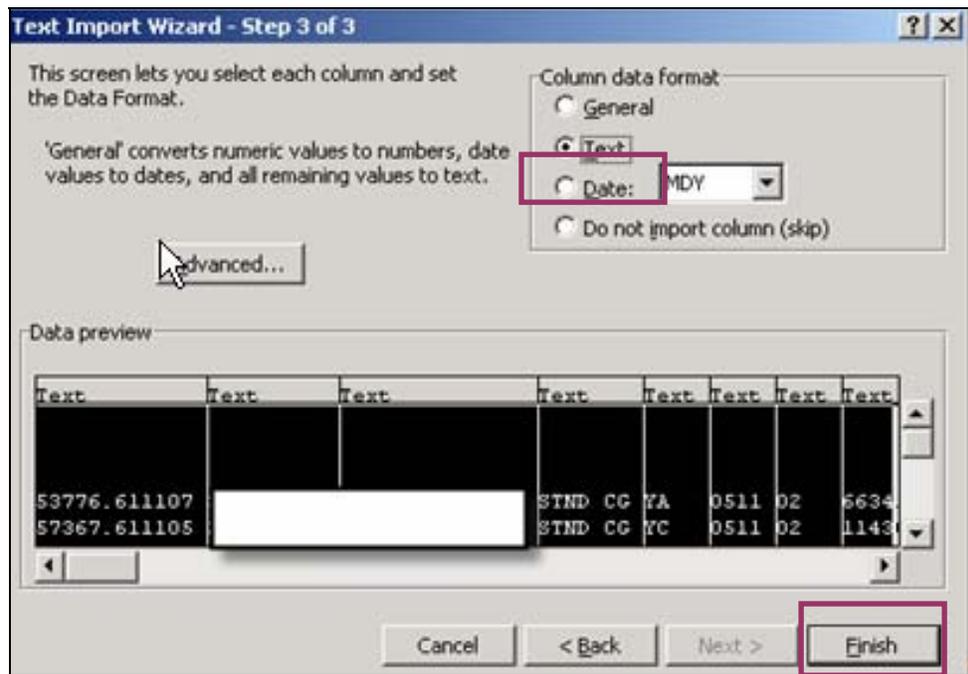
2. Select **File** → **Open** and navigate to the location where the .txt file is stored.
3. Select **All Files** from the drop-down arrow to the right of the **Files of type:** field.
4. Select the **Open** button to open the file.

Because the file is not an Excel spreadsheet, Excel launches the *Text Import Wizard*. Follow the steps below to complete the wizard:



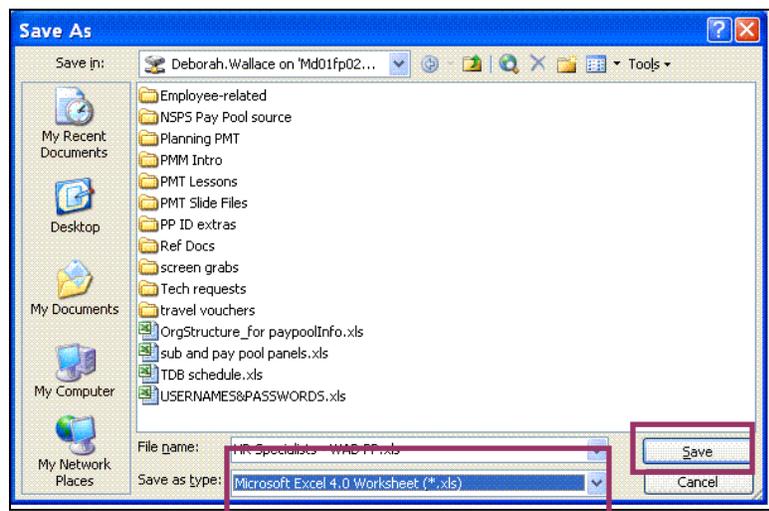
The *Text Import Wizard – Step 2 of 3* dialog box with the **Tab** field, **Other** field, and **Next** button highlighted

5. Select the **Next** button to go to the *Text Import Wizard – Step 2 of 3* dialog box.
6. Deselect **Tab** in the *Delimiters* section.
7. Select **Other** in the *Delimiters* section.
8. Enter the tilde “~” character in the **Other:** field.
9. Select the **Next** button to go to the *Text Import Wizard – Step 3 of 3* dialog box.



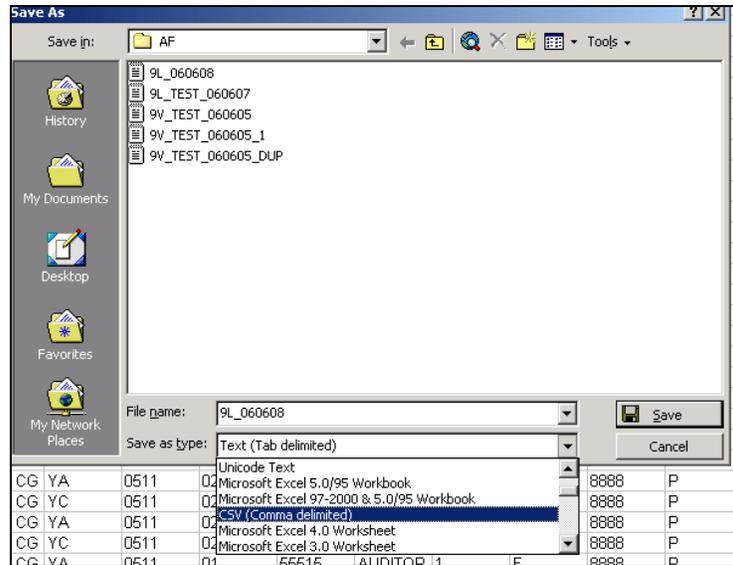
The *Text Import Wizard – Step 3 of 3* dialog box with the **Text** field and **Finish** button highlighted

10. Select the **Text** option button in the *Column Data Format* section. If this is not done, the program may not be able to read all data fields properly once the file is uploaded to the RIF application.
11. Select the first column in the *Data preview* section and scroll to the end.
12. While holding the <Shift> key, select the last field with data, which will always be an asterisk, (*) to highlight all columns.
13. Select the **Finish** button to open the report in Excel.
14. Select **File** → **Save As** to open the *Save As* dialog box.



The *Save As* dialog box

15. Select **Microsoft Excel 4.0 Worksheet** from the drop-down arrow to the right of the **Save as type** field.
16. Select the **Save** button to save the spreadsheet.
17. Make any needed changes in Excel.



The *Save As* dialog box

18. When you are ready to upload the file to the AutoRif program, save the file as a CSV (Comma delimited) file.

This is the same as steps 14 – 16, only you select **CSV (Comma delimited)** in the **Save as type** field this time

The CSV file, because of the above steps, will be saved in the tilde format, and is ready to be uploaded into the RIF application.



Do not re-open in Excel because this will change the formatting of the text file and you will encounter problems loading this file into AutoRif. Instead open the Excel spreadsheet originally created, make the necessary changes then save in the .csv format. The new file can then be uploaded into the RIF application.

Congratulations!

You have successfully saved a report as a tilde-delimited file in Excel.

Appendix B

Creating a Competitive Group by Trainee Status

Creating a Competitive Group by Trainee Status

To establish a competitive group based on trainee status, you must use the User Defined functionality under Competitive Area on the *NSPS RIF Options* page.

Even if your RIF does not abolish trainee positions, you must create a competitive group of trainees to exclude them from other competitive groups that include the same criteria, i.e., same career group, pay schedule-band, and/or occupational code of the trainees.

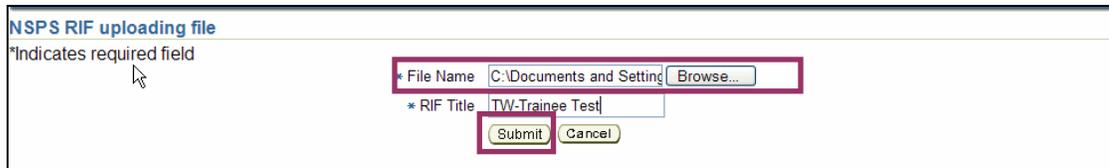
Follow these steps to create a competitive group by trainee status:



Title	RIF ID	Effective Date	Appraisal Cutoff Date	RIF Start Date	Current Iteration	Status	Update	Delete
UG RIF 10-12-06	1194	15-Dec-2006	30-Jun-2006	17-Oct-2006	3	Processing Step A		

The *Create/View RIFs* page with the **Go** button highlighted

1. Select the **Go** button to create a new RIF and go to the *NSPS RIF uploading file* page.



*Indicates required field

* File Name C:\Documents and Setting

* RIF Title TW-Trainee Test

The *NSPS RIF uploading file* page with the **File Name** field and **Submit** button highlighted

2. Enter the location of the extract file in the **File Name** field and go to the **RIF Title** field.
3. Enter the name you assigned to your RIF in the **RIF Title** field.

4. Select the **Submit** button to load your data into the staging tables in the DCPDS RIF database and to go to the *NSPS RIF Options* page.

Home Logout Preferences

NSPS RIF Options

* Indicates required field

Cancel Reset Upload

General Options

RIF Title: UG RIF 10-12-06

* Effective Date: [text input] [calendar icon]

* Appr Cutoff Date: [text input] [calendar icon]

* Earliest Date: [text input] [calendar icon]

Password: [text input]

* Work Schedule: [text input] [calendar icon]

* Position Occupied: [text input] [calendar icon]

Appoint Authority: [text input] [calendar icon]

Upload Vacancies

Use Vacancies in Step A

Competitive Area

Select or Define Competitive Area

Geographical Code: [text input] [calendar icon] [Add/Edit/View]

Organization Units: [text input] [calendar icon] [Add/Edit/View]

User Defined Competitive Area: [User Defined]

The *NSPS RIF Options* page with the **User Defined** button highlighted

- Complete the *General Options* section of the page.

Field	Description
Effective Date	Enter the effective date of the RIF.
Appraisal Cutoff Date	Enter the latest date an appraisal will be considered.
Earliest Date	Auto-populates from the cutoff date you entered in the Appraisal Cutoff Date field (4 years plus 1 day).
Password	<p>Enter a password if you want additional security applied to the RIF information. This is an optional field because each RIF can only be viewed by the user ID that created it.</p> <p> If you forget the password you will be unable to access any information associated with this RIF and will need to create a new one.</p>
Work Schedule	Enter the Work Schedule code.
Position Occupied	Enter the Position Occupied code.
Appoint Authority	Enter the appointment authority only if this RIF uses Excepted Service records.
Upload Vacancies	Select this option only if vacancies will be used for placements at any time during the RIF.
Use Vacancies in Step A	Select this option if vacancies will be used as a placement option in Step A.

- Select the **User Defined** button in the *Competitive Area* section to display the *RIF – User Define Competitive Area* page.

RIF - User Define Competitive Area

RIF Title: **UG RIF 10-12-06**

Competitive Area Comments:

Search
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

CPCN:
SSN:
Name:
Org Code:

Select following positions to RIF process

Select Object: Previous: 1-50 Next: 50

Select	CPCN	SSN	Name	Career Group	Pay Sched	Series	Pay Band	GeoLoc Code	Title	Pas Code	UIC	Org Code
<input type="checkbox"/>	01163.634462	123000064	Coles Bartholomew	S&E CG	YD	0801	03	512128013	GENERAL ENGINEER		H50000	QK66097FPH
<input checked="" type="checkbox"/>	01164.634463	123000065	Crewe Carla	STND CG	YA	0301	01	512128013	STUDENT TRAINEE (OPS RESEARCH)		H50000	QK66097FPH
<input type="checkbox"/>	01165.634464	123000066	Smyth Guy	MED CG	YH	0601	02	512128013	MEDICAL PROGRAM ANALYST		H50000	QK66097FPH

The RIF – User Define Competitive Area page

7. Select the check box in front of all employees who are trainees and who need to be included in the competitive group.
8. Select the **Save** button to save your selections.
9. Select the **Return** button to go back to the *NSPS RIF Options* page.

NSPS RIF Options

* Indicates required field

General Options

RIF Title: **TW-Trainee Test**

* Effective Date: **30-Nov-2006**

* Appr Cutoff Date: **30-Aug-2006**

* Earliest Date: **31-Aug-2002**

Password:

* Work Schedule: **F**

* Position Occupied: **1**

Appoint Authority:

Upload Vacancies
 Use Vacancies in Step A

Competitive Area

Select or Define Competitive Area

Geographical Code:

Organization Units:

User Defined Competitive Area:

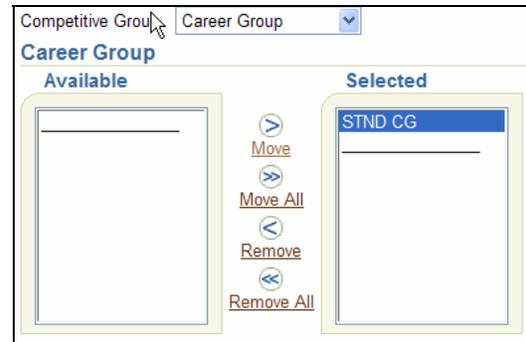
Competitive Group

* At least one Competitive Group is required.

Number	Career Group	Pay Schedule	Occupational Code

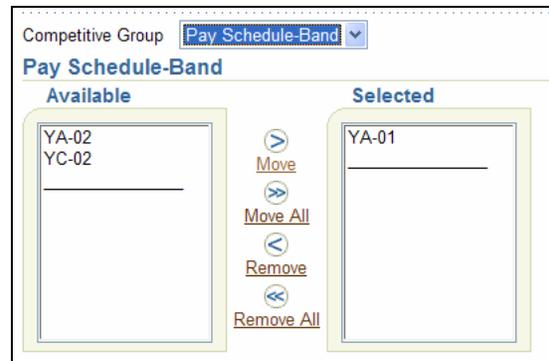
The NSPS RIF Options page with the **Add Group** button highlighted

10. Select the **Add Group** button to identify the competitive group for the selected trainees.



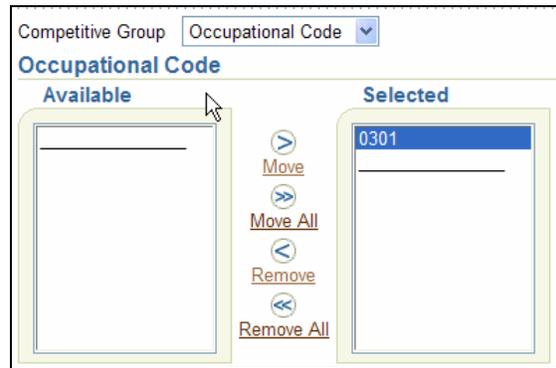
The *Competitive Group* section

11. Select **Career Group** from the drop-down arrow in the **Competitive Group** field.
12. Select the career group for the trainees in the **Available** field.
13. Select the **Move** button to move the selected career group into **Selected** field.



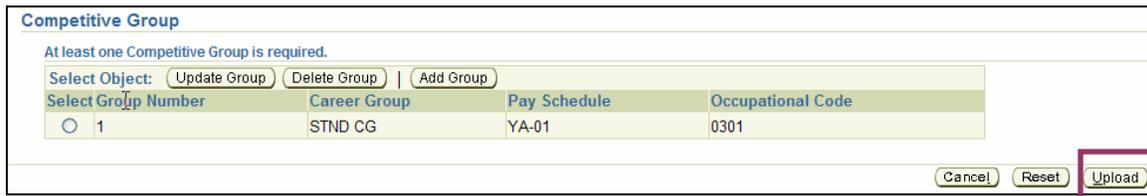
Competitive Group section with Pay Schedule-Band selected

14. Select **Pay Schedule-Band** from the drop-down arrow in the **Competitive Group** field to display data elements in the **Available** field.
15. Select the applicable data elements from the **Available** field to move to the **Selected** field.
16. Select the **Move** button to move the data elements to the **Selected** field.



The *Competitive Group* with the Occupational Code selected

17. Select Occupational Code from the drop-down arrow in the **Competitive Group** field to display the data elements in the **Available** field.
18. Select the applicable data elements from the **Available** field to move to the **Selected** field.
19. Select the **Move** button to move the data elements to the **Selected** field.
20. Select the **Apply** button to return to the *NSPS RIF Options* page with the selected criteria displaying under the *Competitive Group* section of the page.



The *Competitive Group* section of the *NSPS RIF Options* page with the **Upload** button highlighted

21. Select the **Upload** button to begin the RIF process and to go to the *RIF Status Page*.
 This will upload the information from the RIF staging tables and create the Competitive Area and Competitive Group based on the values entered on this page.

RIF Status Page

RIF Options

RIF Title TW-Trainee Test
 Effective Date 30-Nov-2006
 Appr Cutoff Date 30-Aug-2006
 Appr Oldest Date 31-Aug-2002

RIF Information

Number of Employee 5
 Number of Vacancies 4
 Number of Abolishments

RIF Progress

Current Iteration 1
 Current Step 1
 Current Competitive Group
 Current SSN
 Career Group STND CG
 Pay Schedule-Band YA-01
 Occupation Code 0301

The RIF Status Page with the **View/Edit Position Employee** button highlighted

22. Select the **View/Edit Position Employees** button to display all of the trainees and any vacancies identified in the User Defined area of the Competitive area.

CPCN	SSN	Name	Error	Update
B0044	631487	Varnum Mary X		
B0044	632477			
B4234	631451	Stauder Jasper		
B4234	631489	Niu Nichole A		
B4234	632457			
B4234	632478			
B4234	633525	Kaigle Jerold		
B4234	633532	Holloway Candida S		
C4233	632483			

The Trainee list

23. Enter the placement order, identify positions for abolishment and complete the different steps involved in processing the RIF by referring to the appropriate sections of this guide.

Congratulations!

You have successfully created a competitive group by trainee status.

Competitive Group by Trainee Status

Three examples of different approaches to defining competitive groups by trainee status are described in the following pages. One is by PEC Code, another by Legal Authority Code (LAC), and the final one by geographical location.

- YA-0201-01 Using PEC Code for CG (AF)
- YP-0299-01 Using (SCEP) Legal Authority Code Y1M (NV)
- YD-0801-01 Using Geographical Location

Example 1 YA-0201-01 PEC Code 35806B

C5069.633382	699700001	CPMS ONE	STND CG	YA	0201	01	37680	35806B	350455001	YY	1
C5069.632882	699700002	CPMS TWO	STND CG	YA	0201	01	37004	35806B	350455001	YY	1
C5069.632880	699700003	CPMS THREE	STND CG	YA	0201	01	40179	35806B	350455001	YY	1
C5069.632168	699700004	CPMS FOUR	STND CG	YA	0201	01	40179	35806B	350455001	YY	1
B3179.632111	699700005	CPMS FIVE	STND CG	YA	0201	01	57539	35806B	511001059	YY	1
A4104.632968	699700013	CPMS THIRTEEN	STND CG	YA	0201	02	66377	35806B	511001059	YY	1
A3178.632954	699700014	CPMS FOURTEEN	STND CG	YA	0201	02	66868	35806B	511001059	YY	1
A3178.632952	699700015	CPMS FIFTEEN	STND CG	YA	0201	02	70713	35806B	511001059	YY	1
A4290.632947	699700016	CPMS SIXTEEN	STND CG	YA	0201	02	79230	35806B	511001059	YY	1

The Extract file

1. Review the extract file to identify affected employees.
2. Import the extract and create the RIF.

NSPS RIF Options

* Indicated required field

Cancel | Reset | Upload

General Options

RIF Title: YA-0201-01

* Effective Date: 31-Oct-2006

* Appr Cutoff Date: 31-Aug-2006

* Earliest Date: 01-Sep-2002

Password: _____

* Work Schedule: F

* Position Occupied: 1

Appoint Authority: _____

Upload Vacancies

Use Vacancies in Step A

Competitive Area

The NSPS RIF Options page

3. Select the **User Defined** button to define the Competitive Group in the **Competitive Area Comments** field.

RIF - User Define Competitive Area

RIF Title **YA-0201-01**

Competitive Area Comments

The *RIF - User Define Competitive Area* section of the *NSPS RIF Options* page

Select	PCN	SSN	Name	Career Group	Pay Sched	Series	Pay Band	Geo Loc Code	Title	Pos Code UIC	Org Code
<input checked="" type="checkbox"/>	C5069.633382	699700001	CPMS ONE	STND CG	YA	0201	01	350455001	HUMAN RESOURCES SPEC	GQDD61	GQDD61SR
<input checked="" type="checkbox"/>	C5069.632882	699700002	CPMS TWO	STND CG	YA	0201	01	350455001	HUMAN RESOURCES SPEC	GQDD61	GQGDD61SR
<input checked="" type="checkbox"/>	C5069.632880	699700003	CPMS THREE	STND CG	YA	0201	01	350455001	HUMAN RESOURCES SPEC	GQDD61	GQGDD61BD
<input checked="" type="checkbox"/>	C5069.632168	699700004	CPMS FOUR	STND CG	YA	0201	01	350455001	HUMAN RESOURCES SPEC	GQDD61	GQDD61BQH
<input checked="" type="checkbox"/>	B3179.632111	699700005	CPMS FIVE	STND CG	YA	0201	01	511001059	HUMAN RESOURCES SPEC (MILITARY)	GQDD61	GQDD61BHMO
<input type="checkbox"/>	A4104.632968	699700013	CPMS THIRTEEN	STND CG	YA	0201	02	511001059	HUMAN RESOURCES SPEC (MILITARY)	GQDD61	GQGDD61BD
<input type="checkbox"/>	A3178.632954	699700014	CPMS FOURTEEN	STND CG	YA	0201	02	511001059	HUMAN RESOURCES SPEC (MILITARY)	GQDD61	GQGDD61BD
<input type="checkbox"/>	A3178.632952	699700015	CPMS FIFTEEN	STND CG	YA	0201	02	511001059	HUMAN RESOURCES SPEC (MILITARY)	GQDD61	GQGDD61BD
<input type="checkbox"/>	A4290.632947	699700016	CPMS SIXTEEN	STND CG	YA	0201	02	511001059	HUMAN RESOURCES SPEC (MILITARY)	GQDD61	GQGDD61BD

The Employee list with the **Select** option button and **Pay Band** column highlighted

4. Sort by Pay Band by clicking on the top of the **Pay Band** column.
5. Select the impacted employees by selecting the check box to the left of their names.
6. Save and close the *User Define* page to return to the *NSPS RIF Options* page.

Competitive Group

At least one Competitive Group is required.

Select Object: |

Select Group Number	Career Group	Pay Schedule	Occupational Code
<input type="radio"/> 1	STND CG	YA-01	0201

The *Competitive Group* section of the *NSPS RIF Options* page

7. Select the **Add Group** button to define the Competitive Group.
8. Select the **Update Group** button to begin the RIF process and to go to the *RIF Status Page*.

This will upload the information from the RIF staging tables and create the Competitive Area and Competitive Group based on the values entered on this page.

RIF Status Page	
RIF Options	
RIF Title	YA-0201-01
Effective Date	31-Oct-2006
Appr Cutoff Date	31-Aug-2006
Appr Oldest Date	01-Sep-2002
RIF Information	
Number of Employee	5
Number of Vacancies	0
Number of Abolishments	
RIF Progress	
Current Iteration	Career Group
Current Step	Pay Schedule-Band
Current Competitive Group	Occupation Code
Current SSN	
Edit Options Edit Placement Order View/Edit Position Employee Process RIF RIF Reports RIF Notices Comments	

The *RIF Status* page

Congratulations!

You have successfully created a competitive group by trainee status using the PEC code.

Example 2: YP-0299-01 (SCEP) by Legal Authority Code Y1M

14097.622245	699210001	CMPS-EIGHTY	STND CG	YP	0299	01	2	F	1C	Y2M
8580E.618154	699210002	CPMS-EIGHTY ONE	STND CG	YP	0299	01	2	F	1C	Y1M
9122T.618075	699210003	CPMS-EIGHTY TWO	STND CG	YP	0299	01	2	F	1C	Y3M
PR263.616213	699210004	CPMS-EIGHTY THREE	STND CG	YP	0299	01	2	P	1C	Y1M
14085.622269	699210005	CPMS-EIGHTY FOUR	STND CG	YP	0299	01	2	F	1C	Y1M
14097.622266	699210006	CPMS-EIGHTY FIVE	STND CG	YP	0299	01	2	F	1C	Y1M
11749.622252	699210007	CPMS-EIGHTY SIX	STND CG	YP	0299	01	2	F	1C	Y2M
14085.618291	699210008	CPMS-EIGHTY SEVEN	STND CG	YP	0299	01	2	F	1C	Y1M
11749.618237	699210009	CPMS-EIGHTY EIGHT	STND CG	YP	0299	01	2	F	1C	Y1M

The Extract file

1. Review the extract file to identify affected employees.
2. Import the extract and create the RIF.

NSPS RIF Options

* Indicates required field

[Cancel] [Reset] [Upload]

General Options

RIF Title: YP-0299-01

* Effective Date: 31-Oct-2006

* Appr Cutoff Date: 31-Aug-2006

* Earliest Date: 01-Sep-2002

Password: _____

* Work Schedule: F

* Position Occupied: 2

Appoint Authority: Y1M

Upload Vacancies

Use Vacancies in Step A

Competitive Area

Select or Define Competitive Area

Geographical Code: _____ [Add/Edit/View]

Organization Units: _____ [Add/Edit/View]

User Defined Competitive Area: User Defined

The NSPS RIF Options page with the **User Defined** button highlighted

3. Select the **User Defined** button to define the Competitive Group in the **Competitive Area Comments** field.

RIF - User Define Competitive Area

RIF Title: YP-0299-01

Competitive Area Comments: Comp Group defined as all YP-0299-01, Excepted Svc LAC Y1M

- Define the Competitive Group in the **Competitive Area Comments** box.

Select	CPCN	SSN	Name	Career Group	Pay Sched	Series	Pay Band	GeoLoc Code	Title	Pas Code	UIC	Org Code
<input type="checkbox"/>	14097.622245	699210001	CPMS-EIGHTY	STND CG	YP	0299	01	282447045	STUDENT TRAINEE (HRM)		69224	416922400
<input checked="" type="checkbox"/>	8580E.618154	699210002	CPMS-EIGHTY ONE	STND CG	YP	0299	01	063260073	STUDENT TRAINEE (HUMAN RESOURCES)		69206	4169206522
<input type="checkbox"/>	9122T.618075	699210003	CPMS-EIGHTY TWO	STND CG	YP	0299	01	063260073	STUDENT TRAINEE (HR ASSISTANT PLACEMENT/OA)		69206	4169206523
<input checked="" type="checkbox"/>	PR263.616213	699210004	CPMS-EIGHTY THREE	STND CG	YP	0299	01	152400003	STUDENT TRAINEE (HUMAN RESOURCES/OA)		69198	416919853
<input checked="" type="checkbox"/>	14085.622269	699210005	CPMS-EIGHTY FOUR	STND CG	YP	0299	01	282447045	STUDENT TRAINEE (STAFFING/OA)		69224	41692245033
<input checked="" type="checkbox"/>	14097.622266	699210006	CPMS-EIGHTY FIVE	STND CG	YP	0299	01	282447045	STUDENT TRAINEE (HRM)		69224	416922400
<input type="checkbox"/>	11749.622252	699210007	CPMS-EIGHTY SIX	STND CG	YP	0299	01	282447045	STUDENT TRAINEE (HRM)		69224	416922400
<input checked="" type="checkbox"/>	14085.618291	699210008	CPMS-EIGHTY SEVEN	STND CG	YP	0299	01	282447045	STUDENT TRAINEE (STAFFING/OA)		69224	41692245033
<input checked="" type="checkbox"/>	11749.618237	699210009	CPMS-EIGHTY EIGHT	STND CG	YP	0299	01	282447045	STUDENT TRAINEE (HRM)		69224	416922400

The Employee list with the **Pay Band** column highlighted

- Sort by Pay Band by clicking on the top of the **Pay Band** column.
- Select the impacted employees by selecting the check box to the left of their names.
- Save and close the *User Define* page to return to the *NSPS RIF Options* page.

Competitive Group

At least one Competitive Group is required.

Select Object:

Select Group Number	Career Group	Pay Schedule	Occupational Code
<input type="radio"/> 1	STND CG	YP-01	0299

Competitive Group section with the **Add Group** button highlighted

- Select the **Add Group** button to define the Competitive Group.
- Select the **Update Group** button to begin the RIF process and to go to the *RIF Status Page*.

This will upload the information from the RIF staging tables and create the Competitive Area and Competitive Group based on the values entered on this page.

RIF Status Page

RIF Options

RIF Title YP-0299-01 Appr Cutoff Date 31-Aug-2006
 Effective Date 31-Oct-2006 Appr Oldest Date 01-Sep-2002

RIF Information

Number of Employee 6 Number of Abolishments
 Number of Vacancies 0

RIF Progress

Current Iteration Career Group
 Current Step Pay Schedule-Band
 Current Competitive Group Occupation Code
 Current SSN

The RIF Status Page

Congratulations!

You have successfully created a competitive group by trainee status using Legal Authority code.

Example 3: YD-0801-01 by Geolocation Code "350455001"

C5290.633588	699220101	CPMS-NINETY	S&E CG	YD	0801	01	4407	350455001	YY	1	20071206			1	1	1A	ZJM	200406
C4005.633379	699220102	CPMS-NINETY ONE	S&E CG	YD	0801	01	5022	350455001	YY	1				1	1	1A	ZJM	200411
E5295.633378	699220103	CPMS-NINETY TWO	STND CG	YP	0801	01	29328	350455001	YY	1	20071113			1	1	1A	ZJM	200503
C5290.632900	699220104	CPMS-NINETY THREE	S&E CG	YD	0801	01	40577	350455001	YY	1	20071006			1	1	1A	ZJM	200406
A3134.631649	699220105	CPMS-NINETY FOUR	S&E CG	YD	0801	01	41076	510000510	YY	1				1	1	1A	ZJM	200411
A3134.631317	699220106	CPMS-NINETY FIVE	S&E CG	YD	0899	01	41116	510040510	YY	1				1	1	1A	ZJM	200311
A3134.631235	699220107	CPMS-NINETY SIX	S&E CG	YD	0899	01	41076	510000510	YY	1				1	1	1A	ZJM	200411
D5256.632529			S&E CG	YD	0899	01		510040510	YY									
A3134.632456			S&E CG	YD	0899	01		510000510	YY									
B4006.632412			S&E CG	YD	0801	01		511001059	YY									
A3134.632410			S&E CG	YD	0801	01		510040510	YY									

The Extract file

1. Review the extract file to identify affected employees.
2. Import the extract and create the RIF.

NSPS RIF Options
 * Indicates required field [Cancel] [Reset] [Upload]

General Options

RIF Title: YD-0801-01

* Effective Date: 31-Oct-2006

* Appr Cutoff Date: 31-Aug-2006

* Earliest Date: 01-Sep-2002

Password: _____

* Work Schedule: F

* Position Occupied: 1

Appoint Authority: _____

Upload Vacancies

Use Vacancies in Step A

Competitive Area

Select or Define Competitive Area

Geographical Code: _____ [Add/Edit/View]

Organization Units: _____ [Add/Edit/View]

User Defined Competitive Area: **User Defined**

The NSPS RIF Options page with the **User Defined** button highlighted

3. Select the **User Defined** button to define the Competitive Group in the **Competitive Area Comments** field.

RIF - User Define Competitive Area

RIF Title: YD-0801-01

Competitive Area Comments: Comp Group defined as all YD-801-01 in Geolocation Code 350455001

The RIF - User Define Competitive Area section on the NSPS RIF Options page

4. Define the Competitive Group in the **Competitive Area Comments** field.

Select	CPCN	SSN	Name	Career Group	Pay Sched	Series	Pay Band	Geo Loc Code	Title	Pas Code	UIC	Org Code
<input checked="" type="checkbox"/>	C5290.633588	699220101	CPMS-NINETY	S&E CG	YD	0801	01	350455001	GENERAL ENGINEER		GQDD61	GQDD61RXTTC
<input checked="" type="checkbox"/>	C4005.633379	699220102	CPMS-NINETY ONE	S&E CG	YD	0801	01	350455001	INTERN (ENGINEER)		GQDD61	GQDD61SR
<input checked="" type="checkbox"/>	B5295.633378	699220103	CPMS-NINETY TWO	STND CG	YP	0801	01	350455001	STUDENT TRAINEE (ENGINEERING)		GQDD61	GQDD61SR
<input checked="" type="checkbox"/>	C5290.632900	699220104	CPMS-NINETY THREE	S&E CG	YD	0801	01	350455001	GENERAL ENGINEER		GQDD61	GQGQDD61DTT
<input type="checkbox"/>	A3134.631649	699220105	CPMS-NINETY FOUR	S&E CG	YD	0801	01	510000510	INTERN (ENGINEER)		GQDD61	GQGQDD61SR
<input type="checkbox"/>	A3134.632456			S&E CG	YD	0899	01	510000510	INTERN (ENGINEER)		GQDD61	GQDD61SR
<input type="checkbox"/>	A3134.631235	699220107	CPMS-NINETY SIX	S&E CG	YD	0899	01	510000510	INTERN (ENGINEER)		GQDD61	GQGQDD61SR
<input type="checkbox"/>	A3134.632410			S&E CG	YD	0801	01	510040510	GENERAL ENGINEER (INTERN)		GQDD61	GQDD61AP
<input type="checkbox"/>	D5256.632529			S&E CG	YD	0899	01	510040510	INTERN (GENERAL ENGINEER)		GQDD61	GQDD61SR
<input type="checkbox"/>	A3134.631317	699220106	CPMS-NINETY FIVE	S&E CG	YD	0899	01	510040510	GENERAL ENGINEER (INTERN)		GQDD61	GQGQDD61AP
<input type="checkbox"/>	B4006.633412			S&E	YD	0801	01	511001050	PRESIDENTIAL		GQDD61	GQDD61AP

The Employee list with the **Select** option button, **Save** button and **Pay Band** column highlighted

- Sort by Pay Band by clicking on the top of the **Pay Band** column.
- Select the impacted employees by selecting the check box to the left of their names.
- Select the **Save** button to save your selections and return to the *NSPS RIF Options* page.

Select Group Number	Career Group	Pay Schedule	Occupational Code
<input type="radio"/> 1	S&E CG	YD-01	0801

The *Competitive Group* section with the **Add Group** button highlighted

- Select the **Add Group** button to define the Competitive Group.
- Select the **Update Group** button to begin the RIF process and to go to the *RIF Status Page*.

This will upload the information from the RIF staging tables and create the Competitive Area and Competitive Group based on the values entered on this page.

RIF Status Page			
RIF Options			
RIF Title	YD-0801-01	Appr Cutoff Date	31-Aug-2006
Effective Date	31-Oct-2006	Appr Oldest Date	01-Sep-2002
RIF Information			
Number of Employee	4	Number of Abolishments	
Number of Vacancies	2		
RIF Progress			
Current Iteration		Career Group	
Current Step		Pay Schedule-Band	
Current Competitive Group		Occupation Code	
Current SSN			
Edit Options Edit Placement Order View/Edit Position Employee Process RIF RIF Reports RIF Notices Comments			
Return To Summary			

The RIF Status Page

Congratulations!

You have successfully created a competitive group by trainee status using geolocation code.

Appendix C

Placement Option Order

Placement Option Order

In order for the RIF Automated Processing Tool to determine comparable, higher, or lower placement options outside of an employee's assigned pay schedule, you must identify appropriate placement options for each pay schedule and pay band competing in the RIF. You will not be able to begin the RIF process until all placement options have been identified.

TO FROM	YA-01	YA-02	YA-03	YB-02	YC-02	YC-03	YD-01	YD-03	YF-03
YA-01	CIP	HIP	HIP	2OP	HOP	HOP	COP	HOP	HOP
YA-02	1IP	CIP	HIP	2OP	COP	HOP	COP	HOP	HOP
YA-03	2IP	1IP	CIP	2OP	1OP	COP	2OP	COP	COP
YB-02	MNA	MNA	MNA	CIP	MNA	MNA	MNA	MNA	MNA
YC-02	1OP	COP	HOP	2OP	CIP	HIP	1OP	HOP	HOP
YC-03	2OP	1OP	COP	2OP	1IP	CIP	2OP	COP	COP
YD-01	COP	HOP	HOP	2OP	HOP	HOP	CIP	HIP	HOP
YD-03	2OP	1OP	COP	2OP	1OP	COP	2OP	CIP	COP
YF-03	2OP	1OP	COP	2OP	1OP	COP	2OP	COP	CIP

CIP - Comparable within Pay Schedule - hardcoded within autorif
 HIP - Higher within Pay Schedule - hardcoded within autorif
 1IP - One Pay Band lower within Pay Schedule - hardcoded within autorif
 2IP - Two or more Pay Bands lower within Pay Schedule - hardcoded within autorif (final adjustments only)
 COP - Comparable outside of Pay Schedule
 HOP - Higher outside of Pay Schedule - hard coded within autorif
 1OP - One Pay Band outside Pay Schedule - component decision
 2OP - Two or more Pay Bands outside Pay Schedule - component decision (final adjustments only)
 MNA - Movement not allowed from Technical to Analytical/Professional

The Placement Order page

The Placement Option Order chart:

- determines how employees will be considered for positions in RIF. Placement options within a pay schedule are hard coded into the RIF application (YA-3 to YA-2, etc.).
- allows flexibility to determine comparable pay schedule/bands when placement is made outside of the displaced employees assigned pay schedule/band.

Placement Order Options are limited to only those pay schedules included in the extract file, and require only those pay schedule combinations to be coded that might be possible in the RIF.

A value must be entered in all blank placement options before the RIF can be processed.

Placement options are considered in the following order for Step A placements:

- CIP – Comparable within the Pay Schedule (hard coded)

- COP – Comparable outside of the Pay Schedule
- 1IP – One Pay Band Lower within the Pay Schedule (hard coded)
- 1OP – One Pay Band Lower outside of the Pay Schedule

Employee placement options are considered in the following order for Steps B and C.

- CIP – Comparable within the Pay Schedule (hard coded)
- COP – Comparable outside of the Pay Schedule
- 1IP – One Pay Band Lower within the Pay Schedule (hard coded)
- 1OP – One Pay Band Lower outside of the Pay Schedule
- 2IP – Two or more Pay Bands Lower within the Pay Schedule
- 2OP – Two or more Pay Bands Lower outside of the Pay Schedule

The *Placement Option Order* page cannot be updated once the RIF process starts. You must restart the RIF by beginning a new iteration to make any changes to the *Placement Option Order* page once the RIF begins.

Appendix D
RIF Extract Layout



RIF Extract Layout

Column #	CA/CG	RETENTION STANDING	MODERN FIELD NAMES	FIELD LENGTH	Type	POSITION/EMPLOYEE RECORD	Modern DCPDS Location
A			CPCN	31	C	POSITION	Main Screen/Position Flexfield Screen
B			Social Security	9	C	EMPLOYEE	Main Screen
C			Name	27	C	EMPLOYEE	Main Screen
D	CG2		Career Group	2	C	POSITION	TABLE IN DCPDS - NOT A DDF
E	CG2		Pay Schedule (Valid Grade)	2	C	POSITION	Extra Information/US Federal Valid Grade Info
F	CG2		Occupational Code (Job)	4	C	POSITION	Main Screen
G	CG2		Pay Band (Valid Grade)	2	C	POSITION	Extra Information/US Federal Valid Grade Info
H			Salary	8	N	EMPLOYEE	Assignment/Entries/Basic Salary Rate/Entry Values
I			Title	54	C	POSITION	Main Screen/Position Flexfield Screen
J	CG1		Position Occupied	1	C	POSITION	Extra Information/US Federal Position Group 2
K	CG1		Work Schedule	1	C	POSITION	Extra Information/US Federal Position Group 1
L			Bargaining Unit Status	4	C	POSITION	Extra Information/US Federal Position Group 1
M			Occupied Category Code (PATCOB)	1	C	POSITION	Extra Information/US Federal Position Group 1
N			Position Sensitivity	1	C	POSITION	Extra Information/US Federal Position Group 1
O			Pay Table ID	4	C	POSITION	Extra Information/US Federal Valid Grade Info
P			Supervisory Status	1	C	POSITION	Extra Information/US Federal Position Group 1
Q			Key Emergency Essential	1	C	POSITION	Extra Information/US Federal Position Group 2
R			Drug Test	1	C	POSITION	Extra Information/US Federal Position Group 2
S			Program Type (Acquisition)	1	C	POSITION	Extra Information/Acquisition Program Information
T			Mobilization Indicator	1	C	POSITION	Main Screen/Additional Position Details
U	CA		PAS Code (AIR FORCE)	8	C	POSITION	Main Screen/Additional Position Details
V	CA		Unit ID Code (UIC) (ARMY, NAVY)			POSITION	Main Screen/Additional Position Details
W	CA		Organization Structure ID	7	C	POSITION	Extra Information/US Federal Position Group 1
X	CA		Position Organization	18	C	POSITION	Extra Information/US Federal Position Group 1
Y	CA		1ST Line Organizational Narrative	40	C	POSITION	Clear Text of Position Organization
Z	CA		2nd Line Organizational Narrative	40	C	POSITION	Clear Text of Position Organization
AA	CA		3rd Line Organizational Narrative	40	C	POSITION	Clear Text of Position Organization
AB	CA		4th Line Organizational Narrative	40	C	POSITION	Clear Text of Position Organization

Column #	CA/CG	RETENTION STANDING	MODERN FIELD NAMES	FIELD LENGTH	Type	POSITION/EMPLOYEE RECORD	Modern DCPDS Location
AC	CA		5 th Line Organizational Narrative	40	C	POSITION	Clear Text of Position Organization
AD	CA		Office Symbol	8	C	POSITION	Extra Position Information/US Federal Position Group 1
AE	CA		Line(s) of Business			POSITION	
AF	CA		Product Line(s)			POSITION	
AG	CA		Funding Line(s)			POSITION	
AH	CA		Funct Acct and Shred (FAC)	6	C	POSITION	Extra Information/Multiple Agency Information
AI	CA		Program Element (PEC)	6	C	POSITION	Extra Information/Multiple Agency Information
AJ	CA		Location (Geographical Location Code)	9	C	POSITION	Main Screen
AK	CG2		Training Program ID	1	C	POSITION	Extra Information/US Federal Person Group 2
AL		RS1	Tenure	1	C	EMPLOYEE	Assignment/Extra Information/US Federal Assignment RPA
AM		RS1	Date Prob/Trial Period Ends	8	D	EMPLOYEE	Extra Information/US Federal Probations
AN			Date VRA Conversion Due	8	D	EMPLOYEE	Extra Information/US Federal Conversions
AO		RS2	Vet Pref for RIF Value	1	C	EMPLOYEE	Extra Information/Other Person Information
AP			Veterans Preference	1	C	EMPLOYEE	Extra Information/US Federal Person RPA
AQ			Appointment Type	2	C	EMPLOYEE	Extra Information/US Federal Person Group 1
AR	CG1		Current Appointment Auth (1)	3	C	EMPLOYEE	Extra Information/US Federal Person Group 1
AS		RS4	SCD RIF	8	D	EMPLOYEE	Extra Information/SCD Information
AT			SCD Leave	8	D	EMPLOYEE	Extra Information/SCD Information
AU			Annuitant Indicator	1	C	EMPLOYEE	Assignment/Extra Information/US Federal Assignment RPA
AV			Birth Date	8	D	EMPLOYEE	Main Screen
AW			Sex	1	C	EMPLOYEE	Main Screen
AX	*	*	Ethnicity and Race Category (concatenated value for the six ERI Codes in DCPDS) Hispanic American Indian/Alaskan Native Asian Black or African American Hawaiian White	6	C	EMPLOYEE	Extra Information/US Federal Ethnicity and Race Category
AY			Handicap Code	2	C	EMPLOYEE	Extra Information/US Federal person Group 1
AZ			Personnel Sec Clearance	1	C	EMPLOYEE	Extra Information/US Federal Security
BA			Retirement Plan	1	C	EMPLOYEE	Assignment/Entries/Retirement Plan/Entry Values

Column #	CA/CG	RETENTION STANDING	MODERN FIELD NAMES	FIELD LENGTH	Type	POSITION/EMPLOYEE RECORD	Modern DCPDS Location
BB			Duty Status	2	C	EMPLOYEE	Assignment Extra Information/US Federal Assignment Non RPA
BC			LWOP NTE Start Date	8	D	EMPLOYEE	Assignment/Extra Information/US Federal Assignment NTE Dates
BD			LWOP NTE	8	D	EMPLOYEE	Assignment/Extra Information/US Federal Assignment NTE Dates
BE			Education Level			EMPLOYEE	Special Info/Education
BF			Education Level Clear Text			EMPLOYEE	Special Info/Education
BG			Instructional Program (Academic Discipline Code)			EMPLOYEE	Special Info/Education
BH			Instructional Program Clear Text			EMPLOYEE	Special Info/Education
BI		RS3	Mass Conversion Flag	1	C	EMPLOYEE	Extra Information/NSPS Information
BK		RS3	Rating of Record Pattern (current year)	1	c	EMPLOYEE	Special Information/US Fed Perf Appraisal
BK		RS3	Appraisal Type (current year)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BL		RS3	Rating of Record (current year)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BM		RS3	Date Effective (current year)	8	D	EMPLOYEE	Special Information/US Fed Perf Appraisal
BN		RS3	Rating of Record Pattern (2 nd appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BO		RS3	Appraisal Type (2 nd appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BP		RS3	Rating of Record (2 nd appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BQ		RS3	Date Effective (2 nd appraisal)	8	D	EMPLOYEE	Special Information/US Fed Perf Appraisal
BR		RS3	Rating of Record Pattern (3 rd appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BS		RS3	Appraisal Type (3 rd appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BT		RS3	Rating of Record (3 rd appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BU		RS3	Date Effective (3 rd appraisal)	8	D	EMPLOYEE	Special Information/US Fed Perf Appraisal
BV		RS3	Rating of Record Pattern (4 th appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BW		RS3	Appraisal Type (4 th appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BX		RS3	Rating of Record (4 th appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
BY		RS3	Date Effective (4 th appraisal)	8	D	EMPLOYEE	Special Information/US Fed Perf Appraisal
BZ		RS3	Rating of Record Pattern (5 th appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
CA		RS3	Appraisal Type (5 th appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
CB		RS3	Rating of Record (5 th appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
CC		RS3	Date Effective (5 th appraisal)	8	D	EMPLOYEE	Special Information/US Fed Perf Appraisal

Column #	CA/CG	RETENTION STANDING	MODERN FIELD NAMES	FIELD LENGTH	Type	POSITION/EMPLOYEE RECORD	Modern DCPDS Location
CD		RS3	Rating of Record Pattern (6 th appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
CE		RS3	Appraisal Type (6 th appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
CF		RS3	Rating of Record (6 th appraisal)	1	C	EMPLOYEE	Special Information/US Fed Perf Appraisal
CG		RS3	Date Effective (6 th appraisal)	8	D	EMPLOYEE	Special Information/US Fed Perf Appraisal
CH		RS3	NSPS Entry Date	8	D	EMPLOYEE	Extra Information/NSPS Information
CI	CA		Servicing Office ID (CCPO ID)	2	C	POSITION	Main Screen/Additional Position Details
CJ			Obligated Position Number (Permanent CPCN)	31	C	EMPLOYEE	Extra Information/US Federal Person Group 2
CK			Obligated Position Type	1	C	EMPLOYEE	Extra Information/US Federal Person Group
CL			Temp Prom NTE	8	D	EMPLOYEE	Assignment/Extra Information/Assignment NTE Dates
CM			Temp Posn Chg NTE	8	D	EMPLOYEE	Assignment/Extra Information/Assignment NTE Dates
CN			Temp Reasmt NTE	8	D	EMPLOYEE	Assignment/Extra Information/Assignment NTE Dates
CO			Obligated Employee SSAN	9		POSITION	Extra Information/US Federal Position Obligated
CP			Obligated Type	1		POSITION	Extra Information/US Federal Position Obligated
CQ			NSPS Personnel Systems Ind	2		POSITION	Extra Information/NSPS Information
CR			PERS_ID				
CS			ASSIGNMENT_ID				
CT			POSITION_ID				
CU			ORGANIZATION_ID				
CV			LOCATION_ID				
CW			RIF_INFORMATION1				
CX			RIF_INFORMATION2				
CY			RIF_INFORMATION3				
CZ			RIF_INFORMATION4				
DA			RIF_INFORMATION5				
DB			REC_END	1	C		Record Delimiter - Value of *

What happens when downloading the Extract:

- a. Fields will be separated with a "~" (tilde) delimiter
- b. Extract will contain only those records where an NSPS Personnel Systems Ind is not null (column CQ)
- c. Extract will contain vacant eliminated records only if OBL-SSAN is not null
- d. Extract will contain encumbered records regardless of the position status

- e. Extract will contain only those appraisals where the appraisal type equals A, B, C, L, N, O, T.
- f. Appraisal Information – the following columns are considered together – BK-BM, BN-BQ, BR-BU, BV-BY, BZ-CC, CD-CG
- g. CA/CG Column – fields identified as CA, CG1, CG2 may be used in the extract process to define the competitive area or competitive group – these fields may also be used in the NSPS AUTORIF Software to upload data – those identified as CG1 will be mandatory fields during the upload process
- h. Retention Standing Column – fields identified as RS# will be considered in the retention process in the order listed.
- i. Obligated Employee SSAN and Obligated Type will be used in the upload process to include/exclude employees in/from the RIF process when it is determined that employees on temporary promotion/temporary reassignment/detail currently occupy positions in different competitive areas or competitive groups than their permanent position.
- j. Extract will only populate those records with the Obligated Position Number (Column CJ) of the Obligated Type = "T" (Column CK)
- k. Extract will only populate those records with the Obligated SSAN (Column CO) only if = Obligated Position Type (Column CP) = "T"
- l. Columns CI-CV are used in the upload processing logic only and are not required to be visible in the automated program.
- m. Columns CW-DA will be available for future use if additional data elements are needed in the extract
- n. End of Record will be identified with a "*" delimiter

October 2006