

Applying the RIF Regulations

A Guide to Reduction in Force for USAID Direct Hire Employees

August, 1998



Prepared by
USAID Office of Human Resources

APPLYING THE RIF REGULATIONS

A GUIDE TO REDUCTION IN FORCE

**PREPARED FOR USAID EMPLOYEES
August, 1998**

This guide describes the current Reduction in Force (RIF) processes at USAID. It does not set policy. Rather, it is designed to communicate general information on how the RIF processes work so that employees may be informed and understand the many steps which must be taken to ensure a fair and equitable process. For specific policy questions, please contact the Office of Human Resources, Policy, Planning, and Information Management Division, M/HR/PPIM, or use the HR Hotline.

The document is divided into five parts:

Part I describes the Civil Service (CS) RIF process;

Part II covers the Senior Executive Service (SES) RIF process;

Part III describes the Foreign Service (FS) RIF process;

Part IV discusses the Agency's Career Transition Assistance Program (CTAP);

Part V identifies and defines the key data elements taken from the Employee Data Record (EDR) which are used to develop RIF retention registers. For more detailed information, please refer to the applicable RIF regulations or contact the HR Policy, Planning, and Information Management Division.

TABLE OF CONTENTS

PART I - Civil Service RIF Process

Competitive Area	1	
Competitive Level	1	Retention
Registers	2	
Retention Standing	2	
Tenure	2	Veteran
Preference	3	
Length of Service	4	
Performance	4	
Non-competing Employees	5	
Order of Release	5	
Rights to Other Positions	6	
Informational Notice	7	
Specific RIF Notice	8	
RIF Appeals and Grievances	8	
Reemployment Priority	8	
Appendix A - Computing the Adjusted SCD	11	
Appendix B - Sample Retention Register	12	
Appendix C - Rounds of Competition - Round 1	13	
Appendix D - Rounds of Competition - Round 2	14	
Appendix E - Retreating	15	

PART II - Senior Executive Service RIF Process

Competitive Area	18
Competitive Level	18
Involuntary Reassignment of Career SES Members	18
Retention Register	18
Assignment Rights	19
Separation	20
RIF Notices	20
Appeal Rights to MSPB	22

PART III - Senior Foreign Service and Foreign Service RIF Process

Competitive Area 24
Competitive Level 24
Primary Skill Codes 24
Affected Employees 24
Establishment of Retention Registers 25
Order of Separation 25
Career Status 25
Retention Standing 25
Core Retention Standing Factors 26
 Veteran Preference 26
 Performance Points 26
 Promotion Points 28
Government Service 28
 Hardship Posts 28
 Language Proficiency 28
General RIF Announcement 30 Specific
RIF Notice 30
RIF Appeals and Grievances 31

PART IV - Career Transition Assistance Program (CTAP)

Services Provided 33
Eligibility for Special Priority Selection 34
Employee Assistance Programs 35

PART V - EDR Data Elements and

Code Definitions 36

PART I

CIVIL SERVICE RIF PROCESS

PART I

Civil Service RIF Process

COMPETITIVE AREA

A competitive area is described organizationally, geographically, or both. Before a RIF begins, the agency defines the competitive area(s), which may consist of all or part of an agency. The minimum competitive area is a bureau or other equivalent major subdivision of an agency within a local commuting area. If an agency wants to change competitive areas within 90 days of a RIF, the agency must obtain approval from OPM.

At USAID, for civil service employees, there are 12 competitive areas. The first includes the Office of the Administrator and support staffs, ES, EOP, and OSDBU; the second is the Office of GC, and the third is the Office of the Inspector General. The remaining nine competitive areas are along Bureau lines.

COMPETITIVE LEVEL

Once an agency has defined its competitive area(s), it must determine competitive levels. For Civil Service employees, competitive levels are established based on grade (or occupational level) and classification series and similarity in all important aspects such that the people who occupy them could exchange positions without serious interruption to work performance requirements. Separate competitive levels are required for positions according to the following categories:

- a. Competitive service
- b. Excepted service
- c. Appointment authority
- d. Pay schedule
- e. Type of work schedule
- f. Supervisory or nonsupervisory status
- g. Trainee status

A competitive level may consist of many positions, a few positions, or only one position. A position that is highly specialized and not interchangeable with any other position in the competitive area would be in a competitive level by itself. Every position in a competitive area in which a RIF will occur must be assigned to a competitive level.

RETENTION REGISTERS

Retention registers are used to determine the retention standing of competing employees under RIF. They are listings of employees by their order of retention standing based on four factors applied to the competitive level (tenure, veterans preference, length of service, and performance ratings). Competing employees are first placed on a retention register by TENURE GROUP; then by VETERAN PREFERENCE SUBGROUP within each tenure group; and then by the number of YEARS OF SERVICE, including performance credit within that subgroup. Each agency must establish procedures and cut-off dates for crediting performance ratings prior to the issuance of specific RIF notices. Changes in tenure or other factors that may affect employee standing must also be considered during the notice period.

Competition to remain in a competitive level is called "first round" competition. An employee reached for release from a competitive level may have assignment rights to another occupied or vacant position. This process is known as "bump" and "retreat".

RETENTION STANDING

1. The names of all employees in a competitive level are listed on a retention register in the order of their relative retention standing. The relative standing is based on the four factors named Section 3502 of Title 5, United States Code:
 - a. Tenure of employment
 - b. Veteran Preference
 - c. Length of service
 - d. Performance rating

2. **Tenure**
Tenure of employment determines the employee's retention group. There are THREE GROUPS according to types of appointment.

GROUP I

Career employees who are not serving on probation. (A new supervisor or manager who is serving a probationary period that is required on initial appointment to that type of position is not considered to be serving on probation if the employee previously completed a probationary period.)

GROUP II

Career employees who are serving a probationary period, and career-conditional employees.

GROUP III

Employees serving under term and similar non-status appointments. (An employee serving under a temporary appointment in the competitive service is not a competing employee for RIF purposes and is not listed on the retention register).

3. **Veteran Preference**

Veteran preference determines the employee's SUBGROUP. Within each tenure group, subgroup AD, A, and B is identified. Subgroup AD includes each veteran preference employee who has a compensable service connected disability of 30 percent or more. Subgroup A includes each preference employee not included in subgroup AD. Nonpreference employees are in subgroup B.

NOTE: Refer to the section on Veteran Preference in Part V, EDR Data Elements and Code Definitions, for detailed information on the requirements for crediting preference. Military service does not automatically entitle employees to veteran preference.

When employees in a competitive level are ranked on the retention register, the descending order of retention shows them in the following order (combining tenure group and subgroup into a retention category):

- a. Category I-AD
career veterans with a disability of 30 percent or more in order of adjusted length of service.
- b. Category I-A
other career veterans.
- c. Category I-B
career nonveterans.
- d. Category II-AD
veterans with a disability of 30 percent or more and who are on career-conditional or probationary appointments.
- e. Category II-A
other veterans with career-conditional or probationary appointments.
- f. Category II-B
nonveterans with career-conditional or probationary appointments.
- g. Category III-AD

veterans with a disability of 30 percent or more on indefinite, term, TAPER, or other nonstatus, nontemporary appointments

- h. Category III-A
other veterans with indefinite, term, TAPER, or other nonstatus, nontemporary appointments
- i. Category III-B
nonveterans with indefinite, term, TAPER, or other nonstatus, nontemporary appointments

4. **Length of Service**

Within each tenure subgroup, employees are ranked by service computation date (SCD). Employees with more creditable service are ranked ahead of those with less service in each subgroup. The service dates include creditable civilian and military service, and additional service credit for certain performance ratings.

5. **Performance**

Additional service credit is given for performance based on the average of the employee's last three annual performance ratings within the four year period prior to the date of issuance of specific RIF notices, or the date the Agency freezes ratings before issuing RIF notices. If one but not more than three ratings were received, the average of the existing ratings is used to credit the missing ratings. If no ratings have been received in the four year period, a modal rating is used. An agency may not issue a retroactive performance rating of record if the employee lacks three actual annual performance ratings of record. Performance rating values are as follows:

Exceptional	=	20 years each
Excellent	=	16 years each
Effective	=	12 years each
Needs Improvement	=	0
Unacceptable	=	0

The average of the three most recent performance ratings determine the years of credit for RIF purposes. (In case of a fraction, the service credit is rounded to the next whole number). For example:

An employee has two years of Federal service, or has only 2 annual ratings. Of those, he/she has one annual rating of "Exceptional" (20) and one of "Excellent" (16).

The employee would receive additional RIF service credit based upon the two actual ratings or $20+16=36$, divided by $2=18$ years of credit for performance. The averaged performance rating is then subtracted from the service computation date to arrive at the adjusted RIF service computation

date.

6. Noncompeting Employees

Noncompeting employees do not appear on the retention register with competing employees. They are listed separately and the list is attached to the register. Noncompeting employees must be removed or terminated before any competing employees are released from their competitive level by a RIF action. The following employees do not compete in RIF:

- a. Employees serving on temporary appointments with specific time limitations;
- b. Reemployed annuitants serving at the will of the appointing officer;
- c. Employees with unsatisfactory performance ratings who have been issued decision letters of removal under adverse action procedures.

ORDER OF RELEASE

Agencies determine how many positions in a given series and grade they need to cut. In the normal order of release from the competitive level, no employees are released unless everyone below them on the retention register is released. This means that everyone in category III-B must be released before anyone in category III-A, III-AD or higher categories. Everyone in group III must be released before anyone in group II, and so on, up the register from the bottom. If some, but not all, must be released from a particular category, the ones to go are those with the most recent adjusted RIF service computation date. The ones to be retained are those with the longest service, as adjusted by performance ratings. Any employee reached for release must be notified of the reasons.

Service credit is figured down to the day, so that a person with 6 years, 10 months and 3 days of service will stand higher on the register than one with 6 years, 10 months and 2 days. When two or more employees in the same category have exactly the same amount of service, a tie breaking procedure is used for the release of employees. The method negotiated with AFGE requires the use of service with USAID as a tie breaker.

In some circumstances exceptions to the normal order of release from the competitive level may be required or permitted. For example:

1. Employees with retention priority based on restoration after military service who are within reach for RIF will be temporarily passed over and will not be affected until completion of their statutory retention period. This has the effect of floating them to the top of their category.
2. In instances where the release of an employee would greatly impair the operations of an installation.

Employees in group I or group II reached for release from their own competitive level may not be separated if they qualify for a position in another competitive level that is held by an employee they may displace. There are two means by which an employee may displace another employee in a different competitive level -- by bumping or by retreating. Employees are eligible to bump or retreat only if they have a current annual performance rating of Level 2 or higher. Employees in group III, and employees in groups I or II whose current annual performance rating is unacceptable, do not have bump or retreat rights.

RIGHTS TO OTHER POSITIONS: BUMPING AND RETREATING

Bumping

Bumping means an employee in the same competitive area may displace another employee in a lower subgroup in the same tenure group, or in a lower tenure group, if the second employee holds a position for which the first employee qualifies. (Refer to Appendix D for an example). It is possible that the employee may not have ever held the position. However, the employee must meet OPM standards and qualification requirements, including any minimum education requirements, to bump an employee occupying a different grade or type of position in another competitive level. The employee must also have the capacity, adaptability, and any special skills required to satisfactorily perform the duties and responsibilities of the position without undue interruption of the activity. Undue interruption is defined as the inability of an employee to successfully perform the duties required of a position within 90 calendar days.

Every group I and group II employee reached for release must be matched against every continuing position of the same grade, or no more than three grades or grade-intervals lower, that is held by someone with lower retention standing. An employee is entitled to a position of the same grade or with the same representative rate if possible. If the employee must be changed to a lower graded position, it must be a position that constitutes the least reduction in representative rate.

Retreating

Displacement by retreat means placing an employee in a position (or an essentially identical position) he/she formerly held. An employee displaces another in the same competitive area who has less service within the released employee's own tenure group and subgroup. (Refer to Appendix E for an example). The position may be up to three grades (or grade intervals) lower than the position held by the released employee if he or she is in the same subgroup. For example, a disabled veteran can displace another disabled veteran with a service computation date which is less (a later date) than his/her own.

The position into which the employee is retreating must also be the same position (or an essentially identical position) as previously held by the released employee in any Federal agency on a permanent basis. An employee may retreat to a position if:

1. The position is the same grade or no more than three grades or three grade-intervals (or equivalent) lower. Up to five grades lower are permitted if released employee is in subgroup AD.
2. He/she is still qualified to perform the duties of the position.
3. The position is held by someone with a later service date in the same subgroup.
4. The position is held by an employee with a current annual performance rating no higher than Level 2 when the released employee's rating is Level 2.
5. When there is no one whom an employee can displace, he/she may be separated.

Vacant Positions

Agencies may use vacancies to satisfy bump or retreat rights. They may assign the employee to a vacant position in the same competitive area having a representative rate equal to the position to which the employee would be entitled on the basis of bump or retreat rights. The employee's right to the position is determined in the same way as the right to bump or retreat is determined; thus, the vacant position must:

- a. Be in the same competitive area.
- b. Be no more than three grades or grade-intervals (or equivalent) below that of the released employee.
- c. Not be a position to which another employee with higher retention standing has retreat rights.

INFORMATIONAL NOTICE

An agency may issue an advance informational notice to alert employees that a RIF may be necessary. However, an informational notice does not satisfy an employee's right to a specific RIF notice, nor does an informational notice count toward the mandatory notice period for a specific RIF notice.

SPECIFIC RIF NOTICES

Employees affected by RIF are those who are separated, demoted or reassigned to an occupied position by RIF procedures. These affected employees are entitled to a specific written RIF notice at least 60 days prior to a reduction in force action stating that the employee will be reached for a

reduction in force action. Specific RIF notices are the final result of the agency's consideration and application of an employee's assignment rights.

RIF APPEALS AND GRIEVANCES

An employee who has been separated or downgraded by RIF has the right to appeal to the Merit Systems Protection Board (MSPB) if he/she believes the agency did not properly follow the RIF regulations. The appeal must be filed during the 30-day period beginning the day after the effective date of the RIF action.

The MSPB review of an agency's action is limited to the written record, unless the MSPB determines that the facts are in dispute. If MSPB rules in favor of the employee, the agency must restore the employee to the separated position or assign the employee to the appropriate position. The agency can be required to give "back-pay" to the affected employee.

An employee in a bargaining unit covered by a negotiated grievance procedure that does not exclude RIF must use the negotiated grievance procedure and may not appeal the RIF action to MSPB unless the employee alleges the action was based upon discrimination. The collective bargaining agreement between USAID and AFGE, Local 1534, does not exclude RIF from its grievance procedures. Therefore, bargaining unit employees must use the negotiated grievance procedure.

If an employee feels he/she has been discriminated against during a RIF, the employee should contact the agency EEO counselor for information on available options.

REEMPLOYMENT PRIORITY

USAID employees who receive a Reduction in Force separation notice may be entitled to special priority selection for vacancies under USAID's Career Transition Assistance Program (CTAP). In addition, an employee may also be entitled to receive special priority selection under the Office of Personnel Management's (OPM) Interagency Career Transition Assistance Program (ICTAP).

To receive priority consideration under USAID's CTAP program you must:

1. Be a current USAID career or career-conditional (Tenure Group I or II) competitive service employee who has received a RIF separation notice **AND, the date of separation has not passed.**
2. Be applying for a position that is at or below the grade level of the position from which you are being separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent.

After an employee is separated from the rolls, or in order to receive priority consideration under the Interagency Career Transition Assistance Program (ICTAP) for Federal employees, you must:

1. Be a displaced Federal employee; you must submit a copy of the appropriate documentation, such as a RIF separation notice, when you apply for a Federal vacancy.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. A copy of the appraisal **MUST** be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well-qualified for the position.

Under the ICTAP, a current or former career or career-conditional (Tenure I or II) competitive service employee is one who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

APPENDIX A - PART I

COMPUTING THE ADJUSTED SERVICE COMPUTATION DATE

NOTE: (Month and day omitted for illustration purposes)

Date employee started working for government agency = 1980

Minus 2 years of creditable military service = -2

1978

Minus performance rating value = 16

ADJUSTED SERVICE COMPUTATION DATE = 1962

=====

Average last 3 years PAR (Performance Appraisal Rating) calculated as follows:

Outstanding or equivalent summary rating in 1995 = 20 years service credit

Highly satisfactory or equivalent in 1994 = 16 years service credit

Satisfactory or equivalent in 1993 = 12 years service credit

48 divided by 3 = 16

Performance rating value = 16

APPENDIX B - PART I

SAMPLE RETENTION REGISTER

Budget Analyst GS-560-12

Position is in the competitive service.

NOTE: An excepted service retention register would have the same components.

SSN	=	Social Security Number
NAME	=	Full Name
COMP LEVEL	=	Competitive Level
WS	=	Work Schedule
PP	=	Pay Plan
SER	=	Series
GR	=	Grade Level
ADJ SCD	=	Adjusted Service Computation Date. Service computation date adjusted by the average of last 3 annual performance ratings within the previous four-year period.
TENURE GRP	=	Tenure Group
SUB GRP	=	Sub Group

SSN	NAME	COMP LEVEL	WS	PP	SER	GR	ADJ SCD	TENURE	SUB GROUP
A		0000 F	GS	0560	12	1/1/60	I	AD	
B		0000 F	GS	0560	12	1/1/61	I	AD	
C		0000 F	GS	0560	12	1/1/60	I	A	
D		0000 F	GS	0560	12	1/1/61	I	A	
E		0000 F	GS	0560	12	1/1/60	I	B	
F		0000 F	GS	0560	12	1/1/61	I	B	
G		0000 F	GS	0560	12	1/1/60	II	AD	
H		0000 F	GS	0560	12	1/1/61	II	AD	
I		0000 F	GS	0560	12	1/1/60	II	A	
J		0000 F	GS	0560	12	1/1/61	II	A	
K		0000 F	GS	0560	12	1/1/60	II	B	
L		0000 F	GS	0560	12	1/1/61	II	B	
NONE								III	

APPENDIX C - PART I

ROUNDS OF COMPETITION

ROUND 1

Management identifies positions to be abolished and identifies employees occupying abolished positions. All affected employees are placed in retention order.

Using the bottom portion of the sample retention register as identified in Appendix B, we will assume that management has decided to eliminate one GS-12 Analyst position. The employee affected is L since there are no group III employees in this competitive level. Employee L will now compete in the second round of competition.

SSN	NAME	COMP LEVEL	WS	PP	SER	GR	ADJ SCD	TENURE	SUB GROUP
	G	0000 F	GS	0560	12	1/1/60	II	AD	
	H	0000 F	GS	0560	12	1/1/61	II	AD	
	I	0000 F	GS	0560	12	1/1/60	II	A	
	J	0000 F	GS	0560	12	1/1/61	II	A	
	K	0000 F	GS	0560	12	1/1/60	II	B	
	L	0000 F	GS	0560	12	1/1/61	II	B	
	NONE							III	

APPENDIX D - PART I

ROUND 2

All permanent positions are identified that were previously held by the employee or that the employee is fully qualified to perform within 3 grade-level limits.

BUMPING

Bumping is an employee's right of assignment to a position occupied by another who is in a lower tenure group, or in a lower subgroup within the same tenure group, in another competitive level. The assignment right may result in a reassignment or a change to lower grade. To displace another employee by bumping, the employee must be fully qualified and able to perform the job at the fully successful level within a reasonable period of time (normally 90 days). There is no requirement that the employee must have held the position to bump into it.

TENURE	SUB GROUP			
I	AD	Bumps I-A	Through	III
I	A	Bumps I-B	Through	III
I	B	Bumps II- AD	Through	III
II	AD	Bumps II -A	Through	III
II	A	Bumps II -B	Through	III
II	B	Bumps III	Through	III
III		Cannot Bump - Not a competing employee		

APPENDIX E - PART I

RETREATING

Retreating is an employee's right of assignment to a position occupied by another employee who is in the same tenure and subgroup but in another competitive level. The displaced employee has less service based on the adjusted service computation date. The assignment right may result in a reassignment or a change to a lower grade. To displace another employee by retreating, you must have held that position or one essentially identical to it.

TENURE GROUP	SUB GROUP		TENURE GROUP	SUB GROUP
I	AD	Retreats to	I	AD
I	A	Retreats to	I	A
I	B	Retreats to	I	B
II	AD	Retreats to	II	AD
II	A	Retreats to	II	A
II	B	Retreats to	II	B
III		Cannot retreat - Not a competing employee		

Employee L is II-B and may be able to displace another II-B employee by retreating if the other employee has less service and is occupying a position Employee L once held or is essentially identical to it.

Employees never retreat to a lower tenure or subgroup.

SAMPLE RETREAT

Employee A

I-AD
1/1/1950 ADJ SCD

Retreats

Employee B

I-AD
1/1/1951 ADJ SCD

Employee A retreats to Employee B's position because employee A has more service (adjusted service computation date) than Employee B.

There are grade level/grade interval limits associated with bumping and retreating. Employees may bump or retreat up to 3 grade levels or 3 grade intervals (5 grade levels or grade intervals if a 30% or more compensably disabled veteran).

The limits are determined by the grade level progression of the position from which the employee is released, regardless of how the employee actually progressed to that position. Some positions have a one grade progression, i.e. GS-5/6/7/8; others have a two grade progression, i.e. GS-5/7/9/11; others have a mixed interval grade progression, i.e., GS-5/7/9/11/12.

The difference between successive grades in a one-grade progression occupation is a grade level difference. The difference between successive grades in a two-grade progression is a grade interval difference.

Assume employee L, who was identified during the first round of competition, progressed to the GS-12 grade level as follows: GS-5/7/9/11/12. Based on the above criteria, employee L's progression is considered a mixed interval progression and his/her bump and retreat limit would be to the GS-07 grade level as follows:

GS-12 =	Current Position
GS-11 =	1ST Grade Level
GS-09 =	2ND Grade Interval
GS-07 =	3RD Grade Interval
GS-05	Would exceed his/her bump/retreat limit

NOTE: The grade limit of bumping or retreating may include an equivalent wage system job.

ONE GRADE PROGRESSION

GS-11 =	Current Position
GS-10 =	1ST Grade Level
GS-09 =	2ND Grade Level
GS-08 =	3RD Grade Level
GS-07 =	Exceeds Limit of bump/retreat

TWO GRADE PROGRESSION

GS-11 =	Current Position
GS-09 =	1ST Grade Interval
GS-07 =	2ND Grade Interval
GS-05 =	3RD Grade Interval
GS-04 =	Exceeds limit of bump/retreat

PART II

SENIOR EXECUTIVE SERVICE RIF PROCESS

PART II

Senior Executive Service RIF Process

COMPETITIVE AREA

A competitive area is described as the organizational and geographical area within which SES employees compete for job retention. The competitive area for all SES positions within the Agency consists of all SES positions except those in the Office of the Inspector General, which are in a separate competitive area.

COMPETITIVE LEVEL

All SES employees compete for retention in the competitive area by competitive level.

INVOLUNTARY REASSIGNMENT OF CAREER SES MEMBERS

When an SES position occupied by a career executive is identified for abolishment or modification (such that it is no longer SES qualifying), the executive shall be reassigned to another SES position within the Agency for which he/she is qualified. Only if there are no such available positions will RIF procedures be applied.

Non-career appointees, limited-term appointees, and limited-emergency appointees do not compete in a RIF. Instead, they are placed on a separate list apart from the retention register and shall be removed at any time and in any order. Written notices must be issued to these employees prior to the effective date of removal.

RETENTION REGISTER

A retention register of career and probationary appointees who occupy a position identified for RIF is prepared consisting of all incumbents within the same competitive level as the affected employee. Retention standing within each competitive level is then based on a point system comprised of six factors. These factors, based primarily on performance, are:

1. Credit 15 points for actual receipt of, or approval for when funds are lacking, each Distinguished Executive rank award within the last five rating cycles;
2. Credit 10 points for actual receipt of, or approval for when funds are lacking, each Meritorious Executive rank award within the past five rating cycles;
3. Credit 5 points for the actual receipt of, or approval for when funds are lacking, each bonus within the past five rating cycles;
4. Credit 10 points for each performance rating of outstanding, or equivalent, during the past five rating cycles;
5. Credit 5 points for each rating of exceeds fully successful, or equivalent, during the past five rating cycles; and
6. Credit 10 points for having served five or more years in the career SES.

Appointees with the lowest retention standing on a register will be released first. Those appointees identified for release may displace employees with a lower retention standing who occupy positions for which the released employee is qualified. If there are no employees with a lower retention standing, the employee is entitled to assignment rights.

ASSIGNMENT RIGHTS

Career SES employees who cannot be placed in other SES positions for which qualified within the Agency are eligible for the OPM RIF placement assistance program. Through this program, affected employees are entitled to placement into an SES position for which they qualify in another Federal agency. OPM has 45 days to locate and offer the RIF'd employee another SES vacancy. If no SES position is found to be available, the displaced appointee can then be placed into a continuing civil service GS-15 or equivalent position in any agency, with an entitlement to saved pay.

SES probationary appointees who are RIF'd are not entitled to placement consideration from OPM. They must be placed in any vacant SES position for which they qualify within the Agency. If there is none available, they may be placed into a career or career-conditional GS-15 or equivalent position within the civil service, with an entitlement to saved pay, provided they were appointed to the SES from a civil service position. Those SES probationary employees who did not hold a career or career-conditional position prior to their SES appointment are not entitled to a GS-15 or equivalent position within the General Schedule and are separated from the Federal service.

SEPARATION

Those career SES and SES probationary employees who are involuntarily separated from the Agency are entitled to certain considerations.

- a. Career Employees** are considered involuntarily separated and are entitled to discontinued service annuity (if eligible) when they decline a reasonable OPM offer of another SES position somewhere in the Federal government; they are not placed by OPM in an SES position in another agency within 45 days; or they retire upon receiving specific notice of position abolishment and they face separation from such a position.
- b. Probationary employees** are considered involuntarily separated and entitled to discontinued service annuity (if eligible) when they decline an offer of a continuing GS-15 position upon separation from the SES or they retire upon receiving a specific notice that their position is to be abolished and they will be separated.

Both career and probationary appointees ineligible for military retired pay or an immediate annuity based on optional or discontinued service retirement are eligible for severance pay, provided they meet the eligibility requirements and provided the employee has not refused a directed reassignment or declined an offer of reassignment to another SES position within the Agency and within the employee's commuting area.

RIF NOTICES

The Agency will issue specific written notices to each affected employee in RIF-related actions.

- a. For non-career and limited appointees**, a written notice of termination of appointment due to position becoming surplus must be issued as soon as feasible in advance of the effective date of the separation. A limited appointee who was appointed from within USAID has return rights to a position of like status, tenure and grade.
- b. For probationary appointees**, a written notification of their separation from the SES and placement in a civil service position outside the SES or removal from the Agency must be provided before the effective date of the action, normally 30 days in advance. This notice must include:
 - any placement rights and, if so entitled, the position to which the appointee will be assigned;
 - the effective date of the action; and
 - the appointee's appeal rights, including the time limit for appeal and the location of the Merit System Protection Board (MSPB) office to which an appeal should be sent.

- c. For **career appointees** removed from an SES position by RIF and who cannot be placed in another SES position in the Agency, written notice shall be provided at least 45 days prior to the effective date of removal. This notice must specify:
- the action to be taken and its proposed effective date;
 - the appointee's retention standing;
 - any placement rights within the Agency to which the appointee is entitled, as well as through OPM, including how to apply for OPM placement assistance;
 - the place where the appointee can inspect the regulations and records pertinent to the action;
 - the name and telephone number of the personnel specialist who can provide counseling concerning the appointee's rights; and
 - the appointee's appeal rights, including the time limit for appeal and the location of the MSPB office to which an appeal should be made, as well as a copy of the applicable MSPB regulations and an appeals form.

A career appointee is also entitled to receipt of a second written notice at least on day before removal from his/her SES position. This notice must specify the basis for the removal; the effective date of the removal; any placement rights outside the SES to which eligible, as well as any eligibility for discontinued service retirement; and any appeal rights to which the employee is entitled.

- d. **Career and probationary** appointees are entitled to a 15 day advance written notice of a directed reassignment within the commuting area, in lieu of RIF separation, or a 60 day advance notice for directed reassignments outside the commuting area.
- e. Failure to accept a directed reassignment by either a career appointee or a probationary appointee is grounds for separation for cause. The employee must have been appointed to the SES position from a civil service career, career-conditional, or equivalent tenure appointment. The employee is entitled to a 30 day written notice in advance of the effective date of such a separation.

APPEAL RIGHTS TO MSPB

Career and probationary appointees are entitled to appeal to the MSPB whether or not the RIF complies with competitive procedures as established by the Agency. **Non-career and limited** appointees have no right of appeal for separation either from the SES or from the Agency prior to or during a RIF.

PART III

SENIOR FOREIGN SERVICE and FOREIGN SERVICE RIF PROCESS

PART III

Senior Foreign Service and Foreign Service RIF Process

COMPETITIVE AREA

A competitive area is described as the organizational and geographical area within which the Senior Foreign Service and Foreign Service employees compete for job retention. At USAID, the Foreign Service and Senior Foreign Service competitive area is service-wide and worldwide.

COMPETITIVE LEVEL

For Senior Foreign Service and Foreign Service employees, each Competitive Level is defined by Primary Skill Code (PSCode) and Foreign Service salary class.

PRIMARY SKILL CODES

Primary skill codes (PSCodes) are the assignment of a three digit numeric code which identifies a foreign service employee's USAID experience in various technical and skill areas. Once all SFS and FS employees are assigned to a PSCode, no action resulting in movement to or from a PSCode will be effected after a RIF is announced or prior to its completion.

AFFECTED EMPLOYEES

Section 611, of the Foreign Service Act, as amended, Reduction-In-Force, states that the regulations pertain to career candidate and career Foreign Service Officers only. Non-Career Foreign Service Officers (limited appointments) are not covered by the Foreign Service RIF regulations other than as mentioned in 454.5.4, Order of Separation. Section 454.5.4, states that non-career employees will be separated in advance of any career or career candidate within their assigned skill code.

ESTABLISHMENT OF RETENTION REGISTERS

Retention registers will be prepared by the Office of Human Resources for the competitive levels affected and will list, in order of retention, the names of each competing employee assigned to the competitive level.

ORDER OF SEPARATION

The Agency will establish the order of separation of employees in any competitive level. Employees holding career and career candidate positions in a given primary skill code shall not be released from their competitive levels within that Primary Skill Code until all employees holding limited, non-career appointments in that Primary Skill Code have been separated. Employees holding career appointments shall not be released from their competitive levels in a RIF until all career candidate employees in the same competitive levels have been released.

CAREER STATUS

For the **SENIOR FOREIGN SERVICE**, employees will be further divided into THREE SUBGROUPS:

- a. the subgroup of employees whose Time-In-Class (TIC) has not expired are the highest ranked,
- b. those serving on a Limited Career Extension (LCE) are next highest ranked, and
- c. those who are serving on a 607 (d)(2) Temporary Career Extension are lowest ranked.

Separation begins with the lowest ranked subgroup. For the Foreign Service, the names of competing employees in a given Competitive Level are first placed in one of two groups on a retention register on the basis of their tenure group, i.e., career and career candidate. The former is the higher ranked; the latter (career candidate) is lower and is where separation begins.

RETENTION STANDING OF SFS AND FS EMPLOYEES

Within each subgroup, the relative standing of each Senior Foreign Service and Foreign Service Officer on the retention register will be determined by assigning points for the following: performance evaluation level, overseas service, language proficiency, creditable government service (plus hardship posts), and performance awards/bonuses.

All competing employees in a given competitive level, whether in work or leave status, are shown on the register.

In a case where the line for separation is to be drawn between two or more employees who have the same number of points, ties will be broken by ranking the tied employees first in order of their performance points, and then length of U.S. Government service, based on the employee's Service Computation Date (SCD).

CORE RETENTION STANDING FACTORS

Retention standing factors are based on total points accrued using:

1. Veteran preference
2. Performance points
3. Promotion points
4. Government service
5. Language proficiency

1. VETERAN PREFERENCE

Credit 20 points to employees who have compensable service connected disabilities of 30% or more;

Credit 10 points to employees who have other veteran preference eligibility; or
Credit no points to employees who are not entitled to veteran preference.

2. PERFORMANCE POINTS

Points for Performance are based on actions of the last six Selection Boards. This means that only the ratings received by career-candidate and career Foreign Service Officers for performance are relevant to the calculation of performance retention points. For each year of employment for which an employee is not rated, an average of the rated years shall be substituted for the non-rated year.

Credit 10 points for each year of performance in category A, recommended for promotion;

Credit 5 points for each year in category B;

Deduct 5 points (-5) for each year of performance in category C;

Deduct 10 points (-10) for each year in category D.

Following are three examples of how performance points are awarded:

Example A:

A career FSO has been rated by five of the last six selection boards, with a non-rate

for the sixth year. To award points for the sixth year, the points received for the five years are added together and divided by five (5). Those points are given to the employee for the sixth year.

1990	-	10 points
1991	-	5 points
1992	-	5 points
1993	-	5 points
1994	-	5 points
1995	-	non-rate
Total points	=	30 points

To determine the points for 1995, the points are added for 1990 through 1994, a total of 30 points. The number of points (30) is divided by the number of years (5) for the points (6) to be awarded to 1995, the non-rate year.

Example B

While serving as an IDI, the IDI employee is not reviewed by Selection Boards. Points for those years will be determined on the same basis and in the same manner as above, in Example A, using the averaging approach for each evaluation cycle the employee was an IDI.

Example C

A career candidate who has been employed for three years of the last six receives the total points for the rankings earned for those three years. No points are given for years not employed as a career or a career candidate FS employee.

For Foreign Service only, performance AWARD POINTS will be awarded for the last six years.

Credit 10 points for Superior Honor Award; and

Credit 5 points for Meritorious Honor Awards.

No other awards are relevant to the RIF retention points.

**FOR SENIOR FOREIGN SERVICE EMPLOYEES, THE FOLLOWING
ADDITIONAL RETENTION FACTORS APPLY:**

PERFORMANCE AWARD POINTS (based on the last six Selection Boards):

Credit 20 points for recommendation or receipt of each Distinguished Presidential

Rank Award;

Credit 15 points for recommendation or receipt of each Meritorious Presidential Rank Award;

Credit 5 points for recommendation by the "C" Board or receipt of each performance bonus

3. PROMOTION POINTS

Credit 10 points for each promotion awarded by the last 6 selection boards.

4. GOVERNMENT SERVICE

Credit one point for each full year of creditable service with the U.S. Government, based on the employee's Service Computation Date;

Credit an additional 1/2 point for each full year of USAID service which has been spent on assignments overseas in the last 10 years;

HARDSHIP POSTS

A hardship post is defined for purposes of RIF in USAID's open assignment cables as a post where a combination of hardship and danger pay equals or exceeds 25% for service through December 1995. As of January 1996, it is defined as a post where a combination of hardship and danger pay equals or exceeds 20%.

Credit 1/2 point for each full year of USAID service at a post designated as a hardship post. Credit is considered for service within the last ten year period; in the case of the September 27, 1996 RIF, credit will be given for the years from 1986 through 1996.

5. LANGUAGE PROFICIENCY

Credit 4 points for a tested proficiency in two or more USAID tenure qualifying languages at a level sufficient for tenure purposes;

Credit 2 points for a tested proficiency in a USAID tenure qualifying language at a level sufficient for tenure purposes.

USAID Tenuring Languages (S-2, R-2 or better)

French

Spanish

Portuguese

Other Languages Qualifying for USAID Tenuring

A. (S-2, R-2 or better)

Afrikaans	Gaelic	Pidgin (New Guinea)
Akan	German	Pilpino/Tagalog
Albanian	Hungarian	Polish
Baule	Icelandic	Quechua
Bemba/Cibemba	Indonesian	Romanian
Cachiquel/Cakchiquel	Italian	Sango
Creole (Haiti)	Kinyawanda/Ruanda	Slovak
Creole (Martinique)	Kirundi/Rundi	Slovenian
Croatian	Krio	Somali
Czech	Latvian	Sotho/Sesuto
Danish	Lingala	Susu
Djerma-Songhai	Lithuanian	Swahili/Kiswahili
Dutch/Flemish	Malay	Swati/Siswati
Estonian	Malagasy	Swedish
Ewe	Maltese	Tsonga
Ewonda	Mandingo	Tswana/Setswana
Fang-Bulu	More	Turkish
Finnish	Motu	Visayan
Fijian	Norwegian	Wescos
Fon	Nyanja/Chinyanja	Wolof
Ga	Papalamento	Yoruba

B. (S-2, R-0 or better)

Amharic	Kazakh	Singhalese/Sinhala
Arabic	Khmer/Cambodian	Tamil
Armenian	Kirgiz	Tajik/Tadzhik
Bengali	Korean	Taki-Taki/Surinam
Bulgarian	Lao	Thai
Burmese	Macedonian	Turkish
Byelorussian	Marathi	Turkmen
Chinese	Moldavian	Ukrainian
Georgian	Mongolian	Urdu
Greek	Nepali/Nepalese	Uzbek
Gujarati	Pashto	Vietnamese
Hausa	Persian-Dari Afghan	
Hebrew	Persian-Farsi Iranian	
Hindi	Russian	
Japanese	Serbian	

GENERAL RIF ANNOUNCEMENT

As stated in the FS Regulations on Reduction in Force, USAID will issue an Agency-wide announcement of the need or possible need for a RIF. The general notice will contain information on the scope of any RIF, including the number of employees to be released, the competitive levels from which they are to be released, and the probable timing of the RIF as proposed at the time of the Agency's decision.

SPECIFIC RIF NOTICES

After management decides a Reduction in Force is necessary, consults with employee representatives, and issues the Agency-wide General RIF Announcement, Specific RIF notices will be prepared by M/HR. The notice period begins the day after the employee receives a RIF notice. Neither the date the employee receives the notice, nor the effective date of the RIF action, may be counted in computing the notice period. The Agency will not count a Saturday, Sunday, or legal holiday as the last day of the minimum notice period.

For employees stationed in AID/W, the Specific RIF notice will be issued at least 60 days prior to the effective date of the separation; for employees stationed outside AID/W, the notice will be given at least 90 days prior to the effective date of the separation. The notice will include the effective date of separation, information on how the employee was reached for separation, information on the right either to file a grievance under Chapter 11 of the FSA or to appeal to the Merit Systems Protection Board (MSPB) and information on any appropriate annuity or separation payment.

M/HR/POD or M/HR/EM will advise the employee and the Mission or Office whether the affected employee has reemployment rights in the Agency or to another Federal agency. Employees having reemployment rights in USAID/W or to another Federal agency will also be granted at least 90 calendar days notice, which includes 15 calendar days TDY in USAID/W prior to the effective date of separation. Employees may request, in writing to the DAA/M/HR, a waiver of TDY if they desire to separate at post.

If an employee's services cannot be effectively used at post during the notice period, the employee (either with or without reemployment rights) will be authorized to serve all active duty in USAID/Washington. In these circumstances, the active duty period may, at the Agency's discretion, be reduced from 90 days to no fewer than 60 days.

Employees separating at post will normally be authorized direct travel from post to separation residence; however, the DAA/M/HR may authorize travel via Washington, DC in unusual circumstances, e.g., for special medical evaluation, etc.

The Agency has the option to withdraw a specific RIF Notice at any time prior to the effective date of the action.

RIF APPEALS AND GRIEVANCES

An employee who has been subject to RIF action has the right to appeal the action to the Merit Systems Protection Board (MSPB) under the provisions of MSPB regulations or, if applicable, to use the Foreign Service grievance procedure under the FSA, chapter 11. (For more information on appeals, refer to USAID FS RIF Regulations).

PART IV

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)

PART IV

Career Transition Assistance Program (CTAP)

USAID has established a full service, comprehensive Career Transition Assistance Program (CTAP), with assistance from the State Department Career Transition Center (CTC), and in partnership with the U.S. Office of Personnel Management (OPM) and the U.S. Department of Agriculture (USDA) Graduate School. Career transition assistance will be provided to surplus and displaced USAID employees who are targeted for separation through RIF procedures. Employees, however, must take individual responsibility for their own careers and for the success of their transition into another job. Each affected employee is expected to empower him/herself with the tools and information provided by the Agency and the contacts they will need to make a successful job transition.

SERVICES PROVIDED

All employees in tenure groups I and II in the competitive and excepted services and career appointees in the SES are eligible for the services provided by CTAP. The career transition services provided to USAID RIF'd employees include:

1. Career transition training and workshops
2. Peer counseling support
3. Assistance with job search, both Government and private sector job information
4. Resume writing information and networking
5. Computer and duplication facilities
6. Follow up services to affected employees

Employees are authorized up to 40 hours of official time to make use of these services and facilities, including training and workshop sessions, upon request. Time off for job interviews shall also be approved. Employees also may make use of these career transition services and facilities for up to

60 days after separation.

Training through briefings and/or seminars/workshops will be provided to all employees on the career transition assistance offered by USAID. There will also be special sessions for employees on the priority selection procedures available to them under CTAP, as well as under the Interagency Career Transition Program (ICTAP) administered by OPM, and the Agency's Reemployment Priority List (RPL).

USAID will also identify and provide retraining opportunities to surplus and displaced employees in order to build their skills to enhance their qualification or placement in other positions. Employees also will be advised on the retraining programs available through other Federal agencies.

ELIGIBILITY FOR SPECIAL PRIORITY SELECTION

For all local employees in the competitive service, the following conditions must all be met in order to be eligible to receive career transition services:

1. Be a displaced or surplus employee and still be on the Agency's rolls;
2. Have a current performance rating of record of at least effective or equivalent;
3. Apply for vacancy that is at or below the grade level from which the employee may be separated, and with no greater promotion potential;
4. Occupy a position in the same commuting area as the vacancy to which the employee has applied;
5. File an application for a specific vacancy within the time frames established by the Agency, complete with proof of eligibility for selection priority; and
6. Be determined by the Agency to be well-qualified for that vacancy.

Eligibility for the CTAP and special selection priority begins on the date USAID issues the employee a RIF separation notice, a certificate of expected separation, a notice of proposed separation for declining a directed reassignment or transfer of function outside the local commuting area, or other official Agency certification identifying the employee as a surplus employee. This eligibility expires on the RIF separation date; the employee's resignation date; upon cancellation of the RIF separation notice or certificate of expected separation; upon appointment to another career, career-conditional, excepted appointment without time limit in any agency at any grade level; or upon declination of a career, career-conditional, or excepted appointment for which the employee has applied and been rated well qualified, whichever date is the earliest.

EMPLOYEE ASSISTANCE PROGRAMS

USAID provides an Employee Assistance Program to surplus and displaced employees both at USAID/W and overseas. This program is run in cooperation with OPM, the Department of State's Career Transition Center, and the U.S. Department of Agriculture's Graduate School. A licensed social worker is kept on staff at all times, and additional professional counselors will be hired as necessary during a period of RIF. Employees will be provided information on how to contact these counselors.

Career transition assistance will also be provided to displaced and surplus employees in overseas missions. The services provided will vary from post to post, but may include:

1. Frequent staff meetings between senior management and employees to discuss RIF details and benefits available to displaced employees;
2. Development of family support network databases in coordination with missions/overseas locations;
3. Distribution of career transition announcements, materials, and resource information, as appropriate, to eligible employees within the field mission;
4. Identification of a support group at post who will liaison with USAID/W and be responsible for reaching out to surplus/displaced employees and their families, as well as other formal and informal networks; and
5. USAID will provide workshops on such topics as the effects of unplanned changes in life, change as an opportunity, financial planning, and stress management associated with transition.

PART V

EDR Data Elements

and

Code Definitions

PART V

EDR Data Elements and Code Definitions

The following information is provided to assist all direct hire employees with interpreting the data elements found on individual Employee Data Records (EDR).

Pay Plan = Identifies the type of pay plan prescribed by law or other authoritative source that establishes the basic pay rate of an employee.

Code	Name/Explanation
AD	Administratively determined rates (Section 623(b) Foreign Assistance Act).
ED	Expert (5 U.S.C. 3109).
EF	Consultant (5 U.S.C. 3109).
ES	Senior Executive Service (SES).
EX	Executive pay. Subch. II, ch. 53, 5 U.S.C.
FA	Foreign Service Chiefs of Mission, Public Law 96-465, Section 103(1).
FE	Senior Foreign Service (SFS), Public Law 96-465,
FO	Foreign Service Officers, Public Law 96-465, Section 103(4).
FP	Foreign Service Personnel, Public Law 96-465, Section 103(5).
GM	Employees covered by the Performance Management and Recognition System (PMRS) termination provisions.
GS	General Schedule. Ch. 51, 5 U.S.C.
WG	Nonsupervisory pay schedules --Federal Wage System.
XL	Leader special schedule printing employees--Federal Wage System.
XP	Nonsupervisory special schedule printing employees--Federal Wage System.

Vet Pref = Veteran Preference

Code	Name/Explanation
1	None. Person is not entitled to veterans preference.
2	5-point. Veteran is entitled to 5-point preference.
3	10-point/disability. Veteran is entitled to 10-point preference due to a service-connected disability (includes recipient of the Purple Heart who is not rated as having a compensable disability of less than 10 percent).
4	10-point/compensable. Veteran is entitled to 10-point preference due to a compensable service-connected disability of less than 30 percent.
5	10-point/other. Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of veterans occupationally disabled because of a service-connected disability; and (2) the widow/widower and mother of a deceased wartime veteran.
6	10-point/compensable/30 percent. Veteran is entitled to 10-point preference due to a compensable service-connected disability of 30 percent or more.

As several questions have been raised concerning veterans preference, we are including more detailed information here. Military service does not entitle employees to veteran preference. Veteran preference is awarded to those individuals who served:

1. In a war and were honorably discharged; or
2. For more than 180 consecutive days; any part of which occurred after January 31, 1955, and before October 14, 1976; or
3. In a campaign or expedition for which a campaign medal has been authorized.

Medal holders who enlisted after September 7, 1980, must have served continuously for 24 months or the full period called or ordered to active duty. This is not applicable to those veterans with compensable disabilities, or veterans separated for disability in the line of duty, or for hardship.

Medals holders who entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. This is not applicable to those veterans with compensable disabilities, or veterans separated for disability in the line of duty, or for hardship.

Veteran preference may also be awarded to:

1. An unmarried spouse of certain deceased veterans:
2. A spouse of a veteran unable to work because of service-connected disability; or
3. A mother or a veteran who died in service or who is permanently and totally disabled.

In order to receive veteran preference, an honorable or general discharge is necessary. Military retirees at the rank of major, lieutenant commander, or higher are NOT eligible for veteran preference unless they are disabled veterans. Guard or Reserve active duty for training purposes does NOT qualify for veteran preference.

NOTE FOR MILITARY RETIREES:

A retired member of the armed forces is considered to be a veteran for RIF purposes only if the veteran meets one of the following:

- (i) The armed forces retired pay is directly based upon a combat-incurred disability or injury;
- (ii) The armed forces retirement is based upon less than 20 years of active service; or
- (iii) The employee has been working for the Government since November 30, 1964 without break in service or more than 30 days.

(If the veteran meets condition (iii) but retired at the rank of major or higher (or equivalent), he or she must also meet the general definition of disabled veteran in Section 2108(2) of Title 5, United States Code, in order to be a veteran for RIF purposes.)

Tenure GP = Tenure Group

Definition:

For purposes of reduction in force, the retention group in which an employee is placed based on type of appointment. Tenure Group I, II, and III are applicable to both Civil Service and Foreign Service employees.

NAME	CODE	DEFINITION/EXPLANATION
No Tenure Group	0	Employee is in none of the tenure groups established for reduction-in-force purposes.
Tenure Group I	1	<p>Competitive service - Tenure group I includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.</p> <p>Excepted service - Tenure group I includes permanent employees whose appointments carry no restriction or condition such as conditional, indefinite, specific time limitation, or trial period.</p>
Tenure Group II	2	<p>Competitive service - Tenure group II includes employees serving under career-conditional appointments and under career appointments who are serving initial appointment probation.</p> <p>Excepted service - Tenure group II includes employees who are serving trial periods or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that have that type of appointment (for example, excepted appointment-conditional).</p>
Tenure Group III	3	<p>Competitive service - Tenure group III includes indefinite employees, employees under temporary appointments pending establishment of registers, employees under term appointments, employees in status quo, and employees under any other nonstatus, nontemporary appointments.</p> <p>Excepted service - Tenure group III includes employees whose tenure is indefinite: that is, without specific time limitation but not actually or potentially permanent, or with a specific time limitation of more than one year; also, employees who, though currently under appointments limited to one year or less, complete one year of current continuous employment.</p>
SES Career Appt.	4	Employee is serving under a career appointment as defined in 5 U.S.C. 3132(a)(4) and has satisfactorily completed the SES probationary period, or is exempt from this requirement.
SES Career Appt.	5	(Probation with Placement Rights). Employee is serving under a career appointment as defined in 5 U.S.C. 3132(a)(4) following conversion from another appointment and is serving the SES

		probationary period during which time the employee has guaranteed placement rights under 5 U.S.C. 3594(a).
SES Career Appt.	6	(Probation without Placement Rights). Employee is serving under a career appointment as defined in 5 U.S.C. 3132(a)(4) upon initial appointment or conversion from another appointment and is serving the SES probationary period during which time the employee has no placement rights.
SES Noncareer Appt	7	Employee is serving under a noncareer appointment as defined in 5 U.S.C. 3132(a)(7).
SES Limited Term	8	Employee is serving under a limited term appointment as defined in 5 U.S.C. 3132(a)(5).
SES Limited Emergency	9	Employee is serving under a limited emergency appointment as defined in 5 U.S.C. 3132(a)(6).

Type Appt

Definition: Identifies the nature of an employee's current appointment.

Competitive Appointments

- 11 = Career
- 12 = Career-Conditional
- 13 = Temporary (From or Outside Register)
- 14 = Temporary Pending Establishment of a Register (TAPER)
- 15 = Limited Executive Assignment
- 16 = Special Tenure - Miscellaneous, Rare Skills, Rare Cases, Emergency, Temporary Renewable Annuitant, etc.

Civil Service Excepted Appointments

- 21 = Schedule A - Attorneys
- 22 = Schedule A - Handicapped
- 23 = Schedule A - Youth Opportunity Campaign or Back to School
- 24 = Schedule A - Appointment of Non-Citizen
- 25 = Schedule B - Appointees from Overseas to Positions GS-09 and Up
- 26 = Schedule B - Miscellaneous
- 27 = Schedule C - Confidential or Policy Making
- 28 = Schedule A - Legal Assistant Intern
- 29 = Schedule B - Student Co-Op Programs

Miscellaneous Statutory Excepted Appointments

- 31 = Presidential Appointees (Executive Pay Schedule)
- 32 = Administratively Determined - Section 625(b), Foreign Assistance Act

Miscellaneous Statutory Excepted Appointments - Continued

- 33 = Directors and Deputy Directors of Missions: A.I.D. Representatives; U.S. Representative to Development Assistance Committee (DAC); Organization for Economic Cooperation and

- Development (OECD); 631(b), FAA; or Chairman; DAC; OECD; 631(c), FAA
- 34 = Consultants - Sec. 626(a), FAA (Pay Plans EF, EH)
- 35 = Experts - Sec. 626(a), FAA (Pay Plan ED)
- 36 = WOC Employees - Schedule A; Sec. 626(a) and 625(b), FAA (Agency Cashier)
- 37 = IPA Direct-Hire (Excepted Appointment)
- 38 = Non-Career Executive Assignment Limited (CSP)
- 39 = PMI Program

Foreign Service Excepted Appointments - SEC. 625(d)(2), FAA

- 41 = Foreign Service
- 42 = American Family Members (AFM)
- 43 = Foreign Service Limited (Career Candidate)
- 44 = Foreign Service Limited (Non-Career)
- 45 = Foreign Service Resident Limited
- 46 = Senior Foreign Service
- 47 = Senior Foreign Service Limited (Career Candidate)
- 48 = Senior Foreign Service Limited (Non-Career)
- 49 = Foreign Service Career (FE employees who elected not to join SFS)

Senior Executive Service Appointments (SES)

- 51 = SES Career Appointment
- 52 = SES Career Appointment - Probation with Placement Rights
- 53 = SES Career Appointment - Probation without Placement Rights
- 54 = SES Non-career Appointment
- 55 = SES Limited Term Appointment
- 56 = SES Limited Emergency Appointment

Details and Assignments from Other Agencies

- 91 = Reimbursable Details, Regardless of Duration
- 92 = Partially Reimbursable Details, in which this agency reimburses other agencies for difference between regular salary and salary paid employee while working for this agency, regardless of duration
- 93 = Nonreimbursable Detail (all expenses paid by other agency); includes dual-use if in excess of 30 days, but excludes Mission Director, Assistant, or Deputy
- 94 = Nonreimbursable Detail; travel and per diem to be paid by this agency
- 95 = Reimbursable Assignment as Mission Director, Assistant, or Deputy, Regardless of Duration
- 96 = Nonreimbursable Assignment as Mission Director, Assistant, or Deputy

EOD A.I.D. = date employee entered service at USAID

Foreign Service Only - Primary Skill Code

Major Backstop Code	Officers Affected/Included in PS Code	Primary Skill Code
01	SMG only	010
02	Program Officers	020
03	Executive Officers, GSOs, Personnel, and Administrative Management Officers	030
04	Controllers, FM, BA Officers	040
05	See PSCode 060	
06	Administrative Aides, C&R, Executive and Program Assistants, and Secretaries	060
07	See Primary Skill Code 060 above	
10	Agriculture and Rural Development Officers	100
	NB: Agricultural Economics Officers are included in Primary Skill Code 110 (see below)	
11	Program Economics Officers and Agricultural Economics Officers	110
12	Backstop 12 requires a person-by-person analysis to determine the appropriate Primary Skill Code of each Officer; many will move to another Primary Skill Code or to one of the two Primary Skill Codes below:	
	Project Management Generalists	121
without a relevant original Backstop		
	Democracy and Governance Officers	122
	NB: BS 16 is not an established Backstop.	
14	Rural Development Officers (See Primary Skill Code 100 above)	

Major Backstop Code	Officers Affected/Included in PS Code	Primary Skill Code
15	Food for Peace Officers	150
20	Housing and Urban Development Officers (See Primary Skill Code 301 below)	
21	Private Enterprise and Trade and Development Officers	210
25	Engineering Officers	250
30	Environmental Officer Related Primary Skill Codes are as follows:	
	Housing and Urban Development Officers	301
	Energy Officers	302
	Natural Resources Officers and Behavioral Science and/or Science and Technology Officers	303
50	Medical Doctors	501
50	Non-Physician Health Development and Population Development Officers	502
60	Training, Human Resources, and Education Development Officers	600
75	See Primary Skill Code 303 above	
85	Legal Officers	850
92	Commodity Management Officers	920
93	Contract Officers	930
94	Project Development Officers	940
95	International Development Interns; IDs are not differentiated by Primary Skill Code	950

Due to the rank-in-person nature of the Foreign Service, and the nature of the assignment process, there will be no differentiation between current supervisory and non-supervisory assignments in the determination of Primary Skill Codes.

Performance Ratings

Civil Service

A = Exceptional
 D = Excellent
 G = Effective
 K = Needs Improvement
 N = Unacceptable

Foreign Service

Selection Board Results
 A
 B
 C
 D
 E
 N (Not Rated)
 M (No Card)

Language Proficiency - SP = Speaking; and Language Proficiency - RD = Reading

CODES:

0 = No practical speaking/reading ability.
 0+ = (Greater than value of 0 but less than value of 1.)
 1 = Elementary proficiency, i.e., able to satisfy routine travel needs and minimum courtesy requirements.
 1+ = Elementary proficiency, i.e., able to speak the language with sufficient structural accuracy and vocabulary to satisfy representation requirements and handle professional discussions within a special field.
 2 = Limited working proficiency, i.e., able to speak the language with sufficient structural accuracy and vocabulary to satisfy representation requirements and handle professional discussions within a special field.
 2+ = (Greater than value of 2 but less than value of 3.)
 3 = Minimum professional proficiency, i.e., able to speak the language with sufficient structural accuracy and vocabulary to satisfy representation requirements and handle professional discussions within a special field.
 3+ = (Greater than value of 3 but less than value of 4.)
 4 = Full professional proficiency, i.e., able to use the language fluently and accurately on all levels pertinent to Foreign Service needs.
 4+ = (Greater than value of 4 but less than value of 5.)
 5 = Native or bilingual proficiency, i.e., speaking proficiency equivalent to that of a native speaker.

"X" used if not tested and a "2" is coded in method.

Language M = Method

CODES:

0 = Native Speaker

1 = Self-Appraised

2 = Tested by Foreign Service Institute

(NOTE: Only tested scores are relevant to the RIF)

Language YR = Year

Definition: The year in which proficiency in a foreign language was determined.

(Not relevant to the RIF)

MLAT Score/YR =

Definition: The actual score achieved by employee on last Modern Language Aptitude Test (MLAT) administered and the year of the latest MLAT test which was recorded. (Not relevant to the RIF)