

## **Template for Requesting a Reduction in Force (RIF) Notice to Employee Period of less than 60 days**

Agency: \_\_\_\_\_

Name of the affected component(s): \_\_\_\_\_

Each competing employee in a RIF who is selected for release from a competitive level is entitled to a specific written notice at least 60 full days before the effective date of release.

However, when an agency must run a RIF due to unforeseeable circumstances, the head of the agency may request an exception to the 60-day notice period from the Office of Personnel Management (OPM). The shortened notice period must cover at least 30-full days before the effective date of the employee's release.

An agency's request for an exception to the minimum 60-day specific RIF notice period must be signed by the head of the agency or a specific designee in the headquarters. When requesting an exception to the 60-day notice period, please address the following:

1. The organization(s) and geographic location(s) for which an exception is requested: \_\_\_\_\_

2. The effective date of the RIF: \_\_\_\_\_

3. The number of employees who will be issued RIF notices: \_\_\_\_\_

4. The RIF notice period being requested (full number of days): \_\_\_\_\_

5. The reasons why a shorter RIF notice period is needed (describe the unforeseen circumstance which has caused the agency to request a shorter notification period): \_\_\_\_\_

6. The name, telephone number, and title of an agency contact person in the event OPM needs additional information about the request:

**Name:** \_\_\_\_\_

**Email/telephone number:** \_\_\_\_\_

**Title:** \_\_\_\_\_

Agency Signature of Requesting Official (Agency Head or Designee):

**Requesting Official's Name:** \_\_\_\_\_

**Requesting Official's Title:** \_\_\_\_\_

**Requesting Official's Signature and date (or attach signed cover memo):**

\_\_\_\_\_ Date:

Please submit to:

Email: [WPIntake@opm.gov](mailto:WPIntake@opm.gov)

Mailing Address:

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