

## RIF PREPARATION GUIDE

*We do not know if, when, or how a Reduction in Force (RIF) will be implemented. To prepare for any scenario, take the steps outlined here to ensure you have access to the information you need in the event that you lose access to your work computer on short notice. The following is not being offered as legal advice.*

*Have questions or concerns? Visit <https://afgelocal704.org/> or email [704afge@gmail.org](mailto:704afge@gmail.org).*

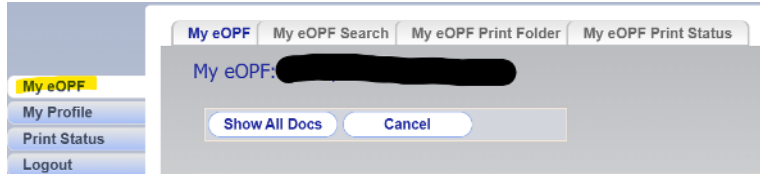
*Take care of each other.*

### Contents

Download your personnel folder from eOPF:.....	2
Verify your information:.....	4
Check your basic information:.....	4
Review your Performance Ratings:.....	5
Update your Skills, Qualifications, and Education in your OPF:.....	5
Download your employee benefits statement: .....	6
Add your personal email to your login.gov account:.....	7
Download your paystubs: .....	8

## Download your personnel folder from eOPF:

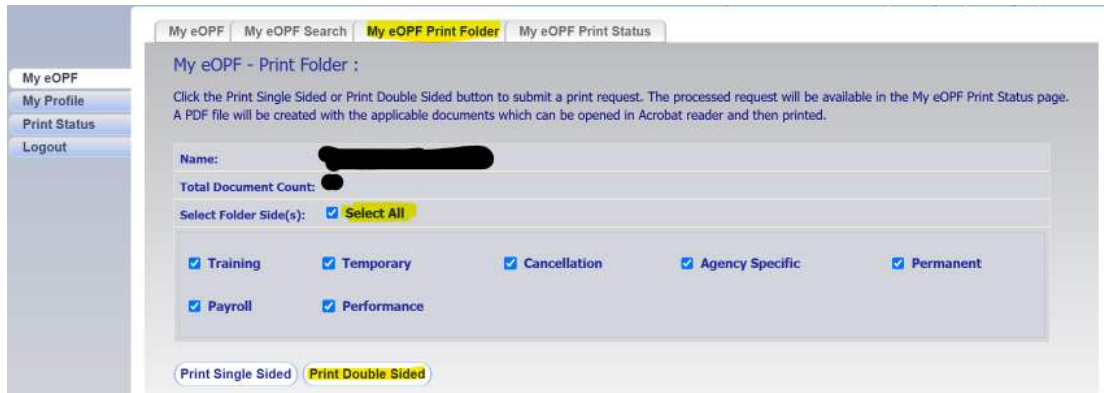
1. Log into the eOPF system: <https://eopf.opm.gov/epa/EOPF/general/Welcome.aspx>
2. Click “My eOPF” on the lefthand panel.



3. Click “My eOPF Print Folder” from the top panel.

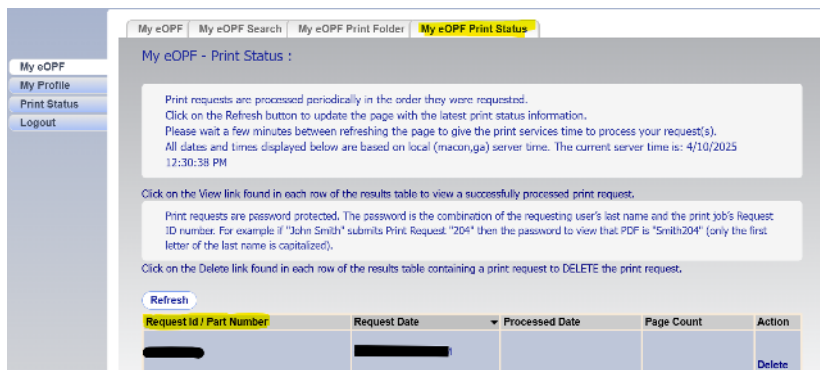
Check the box next to “Select All” down below.

Click “Print Double Sided.”



4. Click on “My eOPF Print Status” from the top panel.

It will take a bit for your entire file to be available. You will see the print job pending in the table below under “Request ID / Part Number.”



5. Once your file is available, you will be able to click “View” to open and view it.

NOTE: You will need to enter a password to access the document. See the highlighted section below for instructions on how to determine what your password is. Save this password somewhere safe to ensure you continue to have access to this document!

My eOPF   My eOPF Search   My eOPF Print Folder   **My eOPF Print Status**

**My eOPF - Print Status :**

Print requests are processed periodically in the order they were requested.  
 Click on the Refresh button to update the page with the latest print status information.  
 Please wait a few minutes between refreshing the page to give the print services time to process your request(s).  
 All dates and times displayed below are based on local (macon,ga) server time. The current server time is: 4/10/2025 12:43:24 PM

Click on the View link found in each row of the results table to view a successfully processed print request.

Print requests are password protected. The password is the combination of the requesting user's last name and the print job's Request ID number. For example if "John Smith" submits Print Request "204" then the password to view that PDF is "Smith204" (only the first letter of the last name is capitalized).

Click on the Delete link found in each row of the results table containing a print request to DELETE the print request.

[Refresh](#)

Request Id / Part Number	Request Date	Processed Date	Page Count	Action
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<a href="#">View</a> <a href="#">Delete</a>

- Send this document to your personal email address or otherwise share it with your personal account to ensure you have uninterrupted access moving forward.

Again, BE SURE TO SAVE THE PASSWORD TO THE DOCUMENT in a safe place.

## Verify your information:

Check your basic information:

- a. Your contact information, including mailing address.
- b. Standard Form (SF) 50
  - Lines 15 to 22:
    - occupational series,
    - grade,
    - position description title,
    - competitive area,
      - competitive level within occupational series, and
    - organization.
  - Lines 23 to 33:
    - veterans' preference (e.g., Form DD 214),
    - veterans' preference for RIF,
    - appointment (tenure) type (e.g., competitive service),
    - service computation date, and
    - work schedule.
  - Lines 34 to 39:
    - Service type,
    - duty station, and
    - bargaining unit status.
- c. Military service credit (e.g., Form DD 214).
- d. Position Description (PD) and previous changes (e.g., Optional Form 8).
- e. Point of contact to correct errors in your OPF.
- f. Any changes in your competitive area or level within the past year.
- g. Service computation date.
  - This number reflects your years of federal employment and any years of military service that you previously converted to federal employment credit. This number determines your right to bump or retreat.
- h. Duty station.

- Competitive areas and levels are determined by duty station, even if the employee works from a different location.
- Agencies may put an employee who works remotely in their own competitive area or level, eliminating or reducing assignment (bump or retreat) rights.

Review your Performance Ratings:

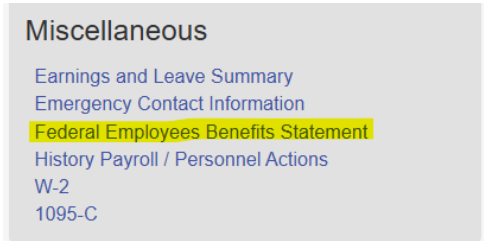
- a. Make sure that your last three annual performance ratings are correctly recorded in your OPF.
- b. Performance ratings can be more important than length of service in determining your fate under RIF. For example:
  - i. Employees with a current rating of “minimally unsuccessful” or below have few or no right to bump or retreat into other positions.
  - ii. Performance ratings are converted into “years of service” than are added to your length of service. (“Outstanding” adds 20 years, “Exceeds Fully Successful” adds 16 years, and “Fully Successful” adds 12 years.
  - iii. For example, an employee with 3 years of service and an “Outstanding” rating, can have bump or retreat priority over an employee with 10 years of service and a “Fully Successful” rating.
- c. HR personnel determine your RIF performance credit using solely the performance ratings recorded in your OPF, whether or not the information is accurate.

Update your Skills, Qualifications, and Education in your OPF:

- a. You can only be assigned to (or bump or retreat into) a position for which you qualify, and HR personnel will make that determination based solely on the information in your OPF.
- b. Your OPF should show that you are not only qualified but will also be able to get up to speed relatively quickly.
- c. Include all of your skills, even if you:
  - i. developed them in the private sector or during military service,
  - ii. don’t use them in your current position, or
  - iii. haven’t used them in a long time.
- d. Every Qualification: If you want to be considered for assignment to a particular position, your OPF must reflect that you meet every qualification for the job.
- e. Your Work: Add a description of the work that you actually do that is not mentioned in your PD, especially the parts that will show that you are qualified for other positions.
- f. Awards: Add any accolades you’ve received, including monetary and time-off and team awards.
- g. Education: Update your education information to include all degrees and certifications.

## Download your employee benefits statement:

1. Sign into <https://www.employeeexpress.gov/>.
2. In the lefthand panel under Miscellaneous, click “Federal Employees Benefits Statement.”



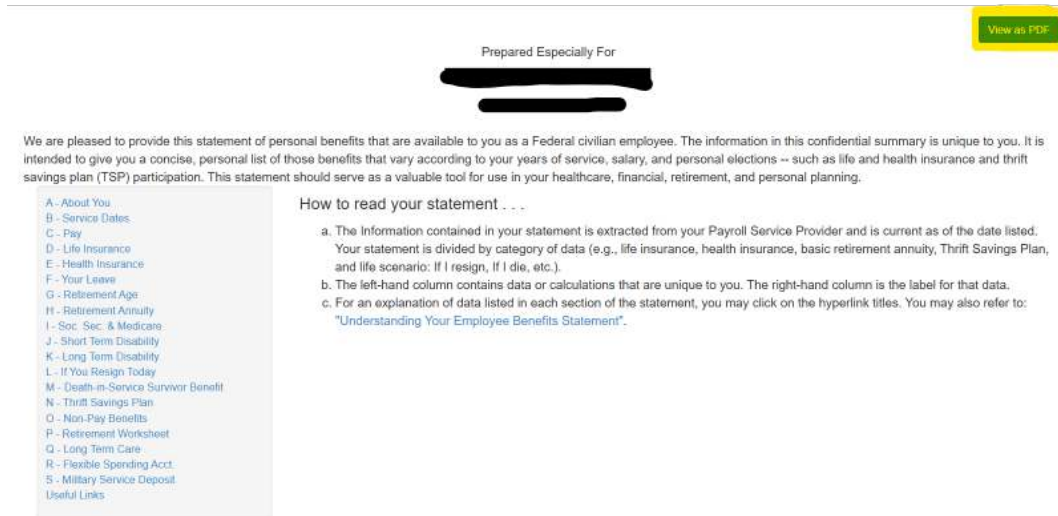
3. Click “Continue.”

Your Federal Employee Benefits Statement will open in a new browser tab.

To Continue, click the Continue button. If you do not want to go to the FEBS Statement, click Cancel



4. Click “View as PDF” in the top righthand corner.

A screenshot of the Federal Employees Benefits Statement page. At the top right, a yellow button labeled "View as PDF" is highlighted. Below the header, there is a section titled "Prepared Especially For" followed by a redacted name. The main content area contains a paragraph of introductory text, a table of contents on the left, and a "How to read your statement" section with three sub-points (a, b, c).

Prepared Especially For  
[Redacted Name]

We are pleased to provide this statement of personal benefits that are available to you as a Federal civilian employee. The information in this confidential summary is unique to you. It is intended to give you a concise, personal list of those benefits that vary according to your years of service, salary, and personal elections -- such as life and health insurance and thrift savings plan (TSP) participation. This statement should serve as a valuable tool for use in your healthcare, financial, retirement, and personal planning.

**A - About You**  
B - Service Dates  
C - Pay  
D - Life Insurance  
E - Health Insurance  
F - Your Leave  
G - Retirement Age  
H - Retirement Annuity  
I - Soc. Sec. & Medicare  
J - Short Term Disability  
K - Long Term Disability  
L - If You Resign Today  
M - Death-in-Service Survivor Benefit  
N - Thrift Savings Plan  
O - Non-Pay Benefits  
P - Retirement Worksheet  
Q - Long Term Care  
R - Flexible Spending Acct.  
S - Military Service Deposit  
Useful Links

**How to read your statement . . .**

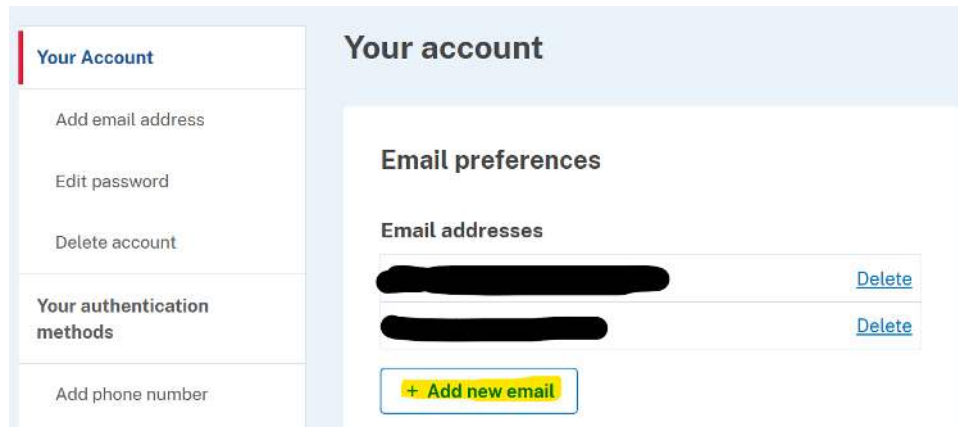
- a. The information contained in your statement is extracted from your Payroll Service Provider and is current as of the date listed. Your statement is divided by category of data (e.g., life insurance, health insurance, basic retirement annuity, Thrift Savings Plan, and life scenario: If I resign, If I die, etc.).
- b. The left-hand column contains data or calculations that are unique to you. The right-hand column is the label for that data.
- c. For an explanation of data listed in each section of the statement, you may click on the hyperlink titles. You may also refer to: "Understanding Your Employee Benefits Statement".

5. Download this document and send it to your personal email address or otherwise share it with your personal account to ensure you have uninterrupted access moving forward.

## Add your personal email to your login.gov account:

This is important because many of our personnel sites require login through login.gov and you will want to retain access your information in the event that your work email becomes invalid.

1. Go to <https://secure.login.gov/account> and sign in.
2. Under Email Addresses, click “+ Add new email” and add your personal email if it is not already listed there.



## Download your paystubs:

It may be important to have copies of your most recent pay stubs for the purpose of filing for unemployment insurance or securing alternative employment.

1. Sign into <https://www.employeeexpress.gov/>.
2. Click “View your Earnings and Leave Statement” at the bottom of the grey box in the middle of your screen.
3. The drop down menu in the top righthand corner lets you toggle through your paystubs.
4. For each, scroll down and click the purple “View PDF” button for a printable doc.
5. Save/send *AT LEAST TWO* of your most recent paystubs to your personal account.

NOTE: Ensure you have W-2 forms for every position you have held over the last 18 months as well.