

Defense Civilian Intelligence Personnel
System (DCIPS)
Adjustment in Force (AIF) 101

Module 1: Welcome and Introduction

- ▶ Introduction
- ▶ Welcome and Introduction Video
- 🕒 Approximate presentation time for module: 1 minute

Module Objectives

Through this module, the learner will have the opportunity to:

- Appreciate that this course is a general overview rather than component-specific guidance.
- Understand that AIF is a position-based process used for DCIPS workforce shaping.



Welcome and Introduction Video



- Meet Molly, Human Resources (HR) Professional for Defense Civilian Intelligence Personnel System (DCIPS).
- Video will start automatically.

Module 2: Defining AIF

- ▶ Introduction
- ▶ Definition
- ▶ When Does AIF Apply?
- ▶ General Comparison Between AIF and RIF

🕒 Approximate presentation time for module: 10 minutes



Module Objectives

Through this module, the learner will have the opportunity to:

- Define AIF and understand that it is unique to DCIPS.
- Identify the Component responsibilities in determining that an AIF will occur.
- Define workforce shaping tool.
- Appreciate that AIF processes help reduce disruption of workforce shaping efforts.
- Recognize that AIF is not an easy decision and Components will consider other cost-cutting and mitigation measures before proceeding with AIF.
- Identify some general differences between AIF and Reduction In Force (RIF).

Definition

Adjustment in Force (AIF): The DCIPS force shaping or reduction mechanism for releasing employees from competitive areas in order of tenure, veterans' preference, performance score, and length of service (DoDI 1400.25 Volume 2004, page 23).

AIF is a workforce shaping tool.

- Components must use competitive AIF procedures when an employee is facing separation; reduction in work level, pay band or grade; furlough for more than 30 consecutive calendar days or 22 cumulative workdays; or as a result of workforce shaping (e.g., lack of work, shortage of funds, reorganization).

AIF aims to avoid or reduce disruption.

- AIF seeks to use maximum advanced planning to minimize impact on employees and mission.



When does AIF apply?

AIF applies when resources are reduced, for example, due to:

- Lack of work
- Shortage/lack of funds
- Reduction of civilian manpower
- Reorganization or restructuring

Other cost-cutting and mitigation measures should be explored first, such as:

- Resource planning
- Reassignments and retraining
- Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Pay (VSIP)
- Pre-AIF placements



Components must adhere to a process when determining an AIF is necessary:



General Comparison Between AIF and RIF

AIF: Applies to DCIPS positions and employees. DCIPS employees are in the excepted service and fall under Title 10 of the United States Code (USC).

RIF (Reduction in Force): Applies to employees who fall under Title 5 of the USC.

AIF and RIF share several similarities. Both:

- Provide procedures for application in workforce shaping and reduction efforts.
- Provide for designation of positions to be abolished (not individuals) and encourage placement in other positions to avoid separation.
- Provide procedures to determine retention order for those potentially affected, using the retention factors of tenure group, veterans' preference, performance score, and years of creditable service.
 - Retention factors under AIF are applied in a manner unique to DCIPS.
- Require the same notification periods.
- Offer appeal rights to employees.



Q&A

Q.: Can employees be targeted through an AIF because their manager does not like them?

Q.: What if an organization contains both DCIPS and non-DCIPS employees and needs to reduce resources?

Q&A

Click the Next button to ask another question.

Q.: Can employees be targeted through an AIF because their manager does not like them?

A.: No. An AIF is a position-based action; it cannot be used to target individual employees. There are very specific processes and procedures in place to determine AIF actions.

Q&A

Click the Next button to ask another question.

Q.: What if an organization contains both DCIPS and non-DCIPS employees?

A.: Blended organizations that include employees under multiple personnel systems can concurrently run an AIF for their DCIPS employees and a RIF for their non-DCIPS employees.

Module 2: Knowledge Check

When would an organization conduct an AIF? Select all that apply.

Select the correct option.

- Lack of work
- Shortage/lack of funds
- Reduction of civilian manpower
- Reorganization or restructuring
- All of the above

SUBMIT

Module 2: Knowledge Check

AIF processes aim to reduce disruption of workforce shaping efforts.

Select True or False.

True

False

SUBMIT



Knowledge Check Results

You answered 0 out of 18 correctly in Module 1.

Click the Next button to proceed.

Module 3: AIF Process

- ▶ Introduction
- ▶ Notification Timeline
- ▶ Competitive Areas
- ▶ Retention Register
- ▶ Furloughs
- ▶ Transfer of Function

🕒 Approximate presentation time for module: 25 minutes



Module Objectives

Through this module, the learner will have the opportunity to:

- Recognize the intent and requirements around the 90-day general notification and the 60-day specific notification.
- Explain AIF competitive areas.
- Explain the retention register and employee retention standing, to include the retention factors (tenure, veterans' preference, performance, and length of creditable service).
- Realize the importance of data accuracy in the organization's personnel system.
- Discuss how furloughs work with regard to an AIF.
- Describe how AIF procedures apply to transfers of function.

Notification Timeline



*Employees are entitled to a new Specific Notice of at least 60 calendar days if a decision results in more severe action than originally provided, for example, if the new position offer is a lower grade.

Competitive Areas

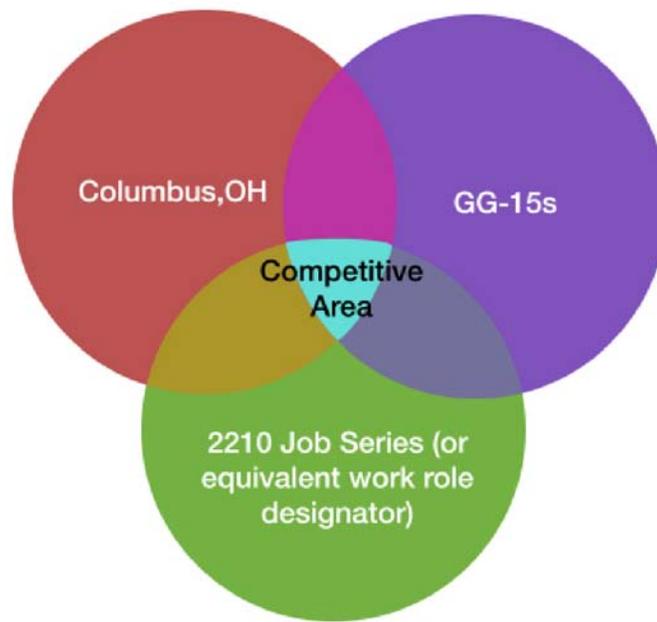
Competitive area: A grouping of positions in which DCIPS employees compete for retention in AIF actions, and establishes the geographical and organizational limits of AIF competition.

For the purposes of an AIF, an employee's competitive area is determined by his/her official position or work role of record.

- AIF applies to Band 5/GG-15 and below and Defense Intelligence Senior Level (DISL) positions.
- Defense Intelligence Senior Executive Service (DISES) positions are handled under a separate process.



Competitive Areas (cont'd)



Retention Register

After a competitive area is determined and the affected positions are identified, the employees in that competitive area (👤) are placed on a retention register (👥).

- A retention register is used in AIF to document employees' retention standing.
- Employees are arranged on the list by applying the retention factors; the employee with the highest retention standing is at the top.

If positions are available within the competitive area, Components may try to place employees in positions, placing those who are qualified and have the highest retention standing first.

Employees can displace other employees with a lower retention standing if they are qualified for the position that the employee with the lower retention standing occupies.



Retention Factors – Tenure Groups

An employee's retention standing is based on a combination of:

Retention Factors

Tenure ▼

There are three tenure groups in DCIPS:

Tenure Group I - Permanent employees not serving a trial period.

Tenure Group II - Permanent employees serving a trial period.

Tenure Group III - All employees serving on non-permanent appointments of any kind that are more than 1 year in duration, or result in continuous employment for more than 1 year.

Note: For the purposes of AIF competition, Tenure Groups I and II are combined into Tenure Group I. Employees on temporary appointments do not compete in an AIF.

Veterans' Preference ▶

Performance Score ▶

Length of Creditable Service ▶



Retention Factors – Veterans’ Preference

An employee’s retention standing is based on a combination of:

Retention Factors	
Tenure ▶	✓
Veterans’ Preference ▼ Subgroups for AIF purposes: Subgroup AD - Veterans who are eligible for veterans' preference and who have a compensable service-connected disability of 30 percent or more. Subgroup A - Veterans eligible for veterans' preference who are not eligible for Subgroup AD (including eligible spouses, widows or widowers, and mothers of veterans). Subgroup B – Non-veterans and others not eligible for veterans' preference in Subgroups AD and A. NOTE: Not all veterans are eligible for veterans' preference for AIF. Refer to http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx when there are questions.	✓
Performance Score ▶	
Length of Creditable Service ▶	

Retention Factors – Employee Performance Score

An employee's retention standing is based on a combination of:

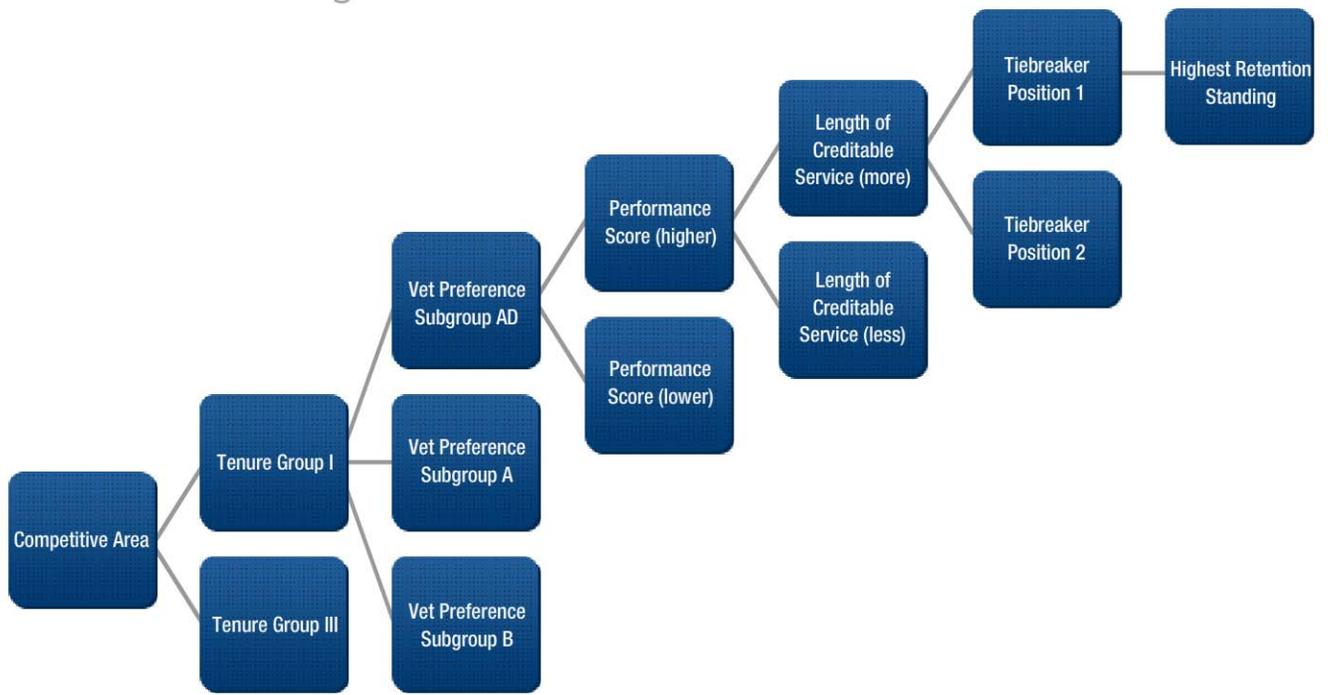
Retention Factors	
Tenure ▶	✓
Veterans' Preference ▶	✓
Performance Score ▼ Determined by averaging the three most recent DCIPS overall Performance Evaluations of Record received within the last four-year period. Volume 2004 details the establishment of performance scores for special situations. Component HR staff can assist employees in identifying the process for determining their performance score for AIF purposes.	✓
Length of Creditable Service ▶	

Retention Factors – Length of Creditable Service

An employee's retention standing is based on a combination of:

Retention Factors	
Tenure ▶	✓
Veterans' Preference ▶	✓
Performance Score ▶	✓
Length of Creditable Service ▼ All creditable Federal and military service, as defined by Section 351.503 of Title 5, Code of Federal Regulations, will be included. Credit for military service will be computed in accordance with section 3502(a) of Title 5, USC.	✓

Retention Standing Decision Flow



Order of Displacement and Release

The retention register is used to determine the order of displacement and release, determining which employees will be displaced and which employees will be released.

Displacement is caused by:

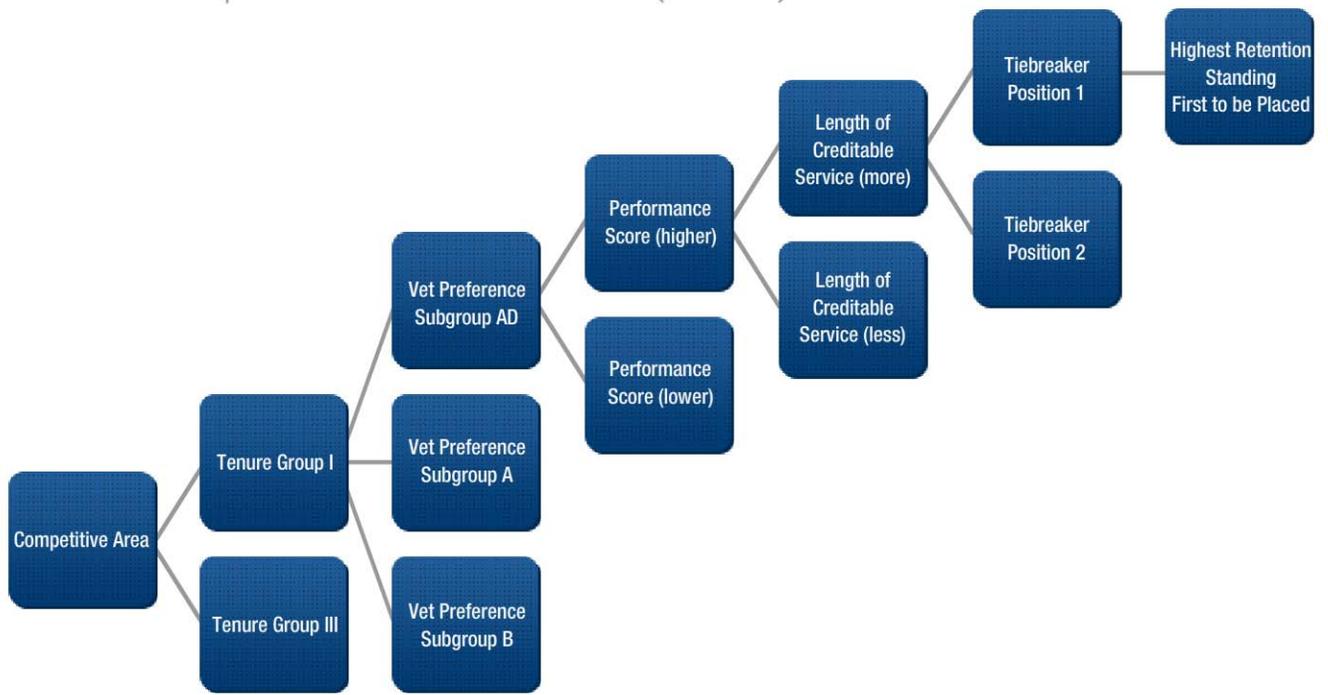
- Abolishment of the employee's position; or
- Movement of an employee with higher retention standing into a position held by an employee of lower retention standing on the same retention register in the same competitive area.

The employee with the highest retention standing whose position has been abolished will be placed first. This process continues for each employee whose position has been abolished, or whom another employee has displaced, in descending retention standing order.

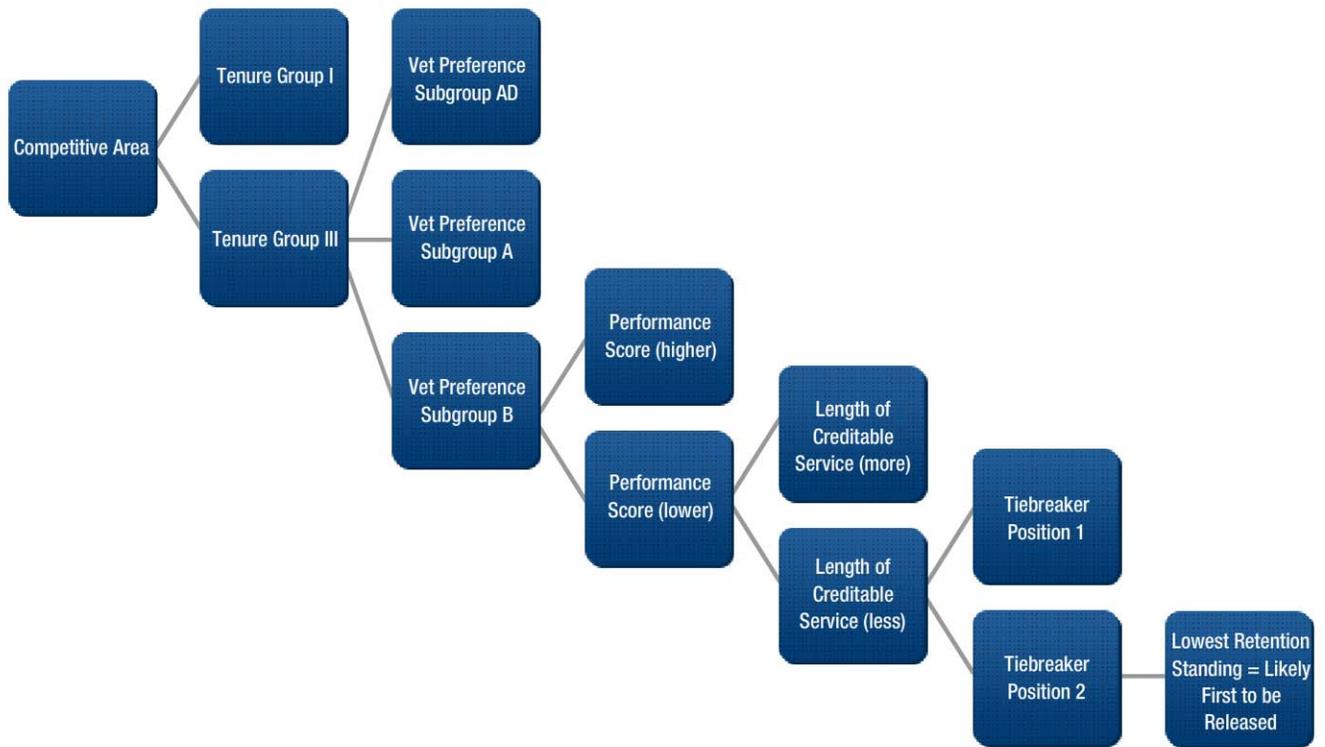
Employees are selected for release from the retention register in the inverse order of retention standing, beginning with the employee with the lowest retention standing.



Order of Displacement and Release (cont'd)



Order of Displacement and Release (cont'd)



Position Offers

Employees may be offered placement in a position occupied by an employee with lower retention standing on the same retention register in the same competitive area.

- Employees must be qualified for the position to be placed in a position through AIF.
- Employees are not eligible to receive a promotion through an AIF placement.
- Employees cannot be placed in a position that is more than one pay band lower than their current pay band (for employees in the banded structure) or more than three grades lower than their current grade (for employees in the graded structure). The determination of the grade that is three grades lower will depend on the Component's current advancement schedule.



Once a position is offered to an employee, the employee is entitled to that specific offer.

Position Offers (cont'd)

In an attempt to offer placement to as many individuals as possible, there are some rules around position offers.

If	Then
The employee accepts, rejects, or fails to reply to the initial offer within a reasonable period of time, as identified in the offer,	The employee is not entitled to any equal or lesser offers.
A better position (for which the employee is qualified and for which the employee has retention standing) becomes available on or before the AIF effective date,	It will be offered to the employee regardless of whether he/she accepted or declined a previous offer.
The employee declines an offer outside of the employee's competitive area,	There are no ramifications if the employee declines it.

Q&A

Q.: Can an employee be denied a position offer due to injury or disability?

Q.: How do Components determine which positions to offer individuals?

Q.: What happens to an employee's pay if he/she is placed in a lower banded or graded position through an AIF?

Q.: What happens to Term employees if there is an AIF?

Q.: How are employees on Joint Duty Assignments (JDAs) handled during an AIF?

Q.: Can part-time employees be placed in full-time positions?

Q.: While there is a mandatory order of displacement and release, are there any exceptions?

Q&A

Click the Next button to ask another question.

Q.: Can an employee be denied a position offer due to injury or disability?

A.: Components must make reasonable accommodations for employees through an AIF, just as they would in other circumstances.

An employee on a leave of absence because of a compensable injury may not be denied an assignment right solely because of the disqualification that resulted from the compensable injury. The employee must be afforded appropriate assignment rights subject to recovery, as provided by USC 8151.

If an employee is a veteran eligible for AIF preference with a compensable service-connected disability of 30 percent or more (included in Tenure Subgroup AD), and is found to be physically unqualified for an assigned position, the Component will follow the procedures outlined in Volume 2004 to obtain a final determination from the AIF Appeals Committee regarding the employee's physical ability to perform the duties of the position.

Q&A

Click the Next button to ask another question.

Q.: How do Components determine which positions to offer individuals?

A.: Components will provide a “best offer” position to employees when possible. The first priority of a “best offer” is to match the employee’s grade/band if they meet qualifications for the position; the second is to match to a similar position (i.e. same work category, work level, occupational series, location, and other factors).

Q&A

Click the Next button to ask another question.

Q.: What happens to an employee's pay if he/she is placed in a lower banded or graded position through an AIF?

A.: Employees placed in a lower graded or banded position as a result of AIF will have their base salary set at the appropriate rate of the new grade or band if their rate of base pay falls within the pay range of the new position.

- For DCIPS Grades, this means up to and through the extended salary range which ends at the equivalent of the step 12 of the grade.
- For DCIPS Bands, this means up through the top of the pay band.
- If the employee's base salary exceeds the highest rate of the new band or grade, including the extended pay range, he/she will be placed on retained pay at either their current rate of base pay or 150% of the maximum rate of base pay of the new grade/band, whichever is less.

Q&A

Q.: What happens to Term employees if there is an AIF?

A.: Components have the option to include them in the AIF or terminate such appointments in accordance with Volume 2005. Term employees should consult their HR office for information.

Q&A

Click the Next button to ask another question.

Q.: How are employees on Joint Duty Assignments (JDAs) handled during an AIF?

A.: Official positions of record are used for AIF purposes. An employee on a JDA would not participate in an AIF at their host element, but would participate in one at their home element if their official position of record is included in the competitive area for the AIF.

If an AIF were to occur at either the home or host element that could affect the employee's JDA or official position of record, all parties should engage in discussion to determine if early termination of the JDA is appropriate.

Q&A

Click the Next button to ask another question.

Q.: Can part-time employees be placed in full-time positions?

A.: Part-time employees can only be placed in part-time positions. Full-time employees may be offered part-time positions, but that is not considered a “reasonable offer,” meaning the employee can decline the offer without any impact to other offers.

Q&A

Click the Next button to ask another question.

Q.: While there is a mandatory order of displacement and release, are there any exceptions?

A.: Yes, there are a few mandatory exceptions to the order of displacement and release. Please refer to Volume 2004, page 15.

Furloughs

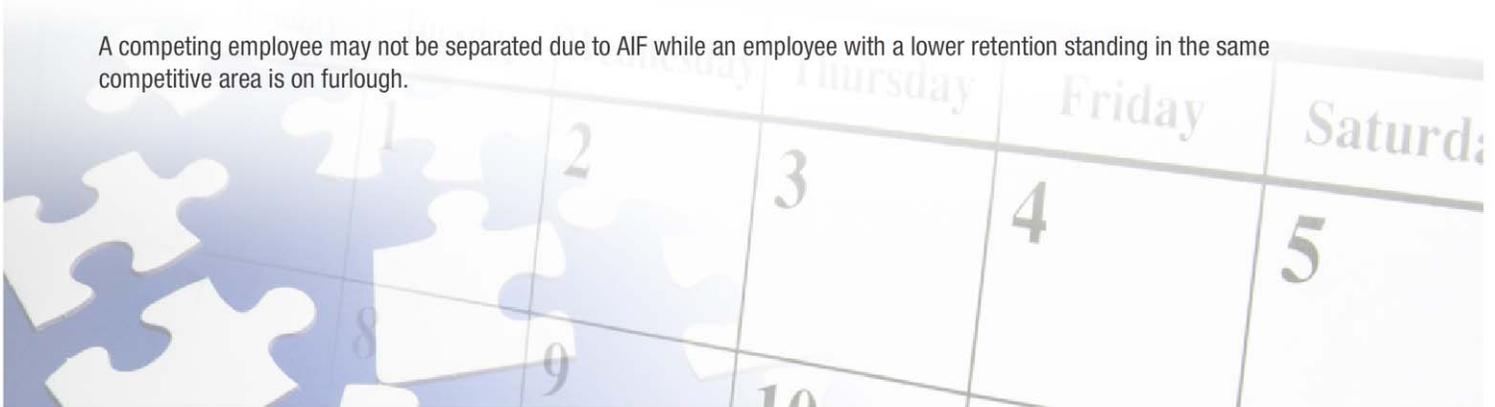
Furlough: The temporary release of an employee and placement in a non-duty, non-pay status due to lack of work or shortage of funds.

Competitive AIF procedures are used for furloughs of more than 30 consecutive days or more than 22 cumulative workdays, but not more than one year.

AIF procedures are used to determine retention standing if more than one employee is being furloughed.

- Employees will be released beginning with the employee who has the lowest retention standing on the retention register.
- If employees are not all recalled to duty at the same time, they must be recalled in order of retention standing, with the employee(s) with the highest retention standing being recalled first.

A competing employee may not be separated due to AIF while an employee with a lower retention standing in the same competitive area is on furlough.



Transfer of Function

Transfer of Function: The movement of work from one competitive area to another where that work is not currently being performed, or when an entire competitive area is moved to a new local commuting area.

The work must cease to be performed in the losing competitive area and start being performed in the new competitive area by competing employees.

AIF procedures apply to determine transfer and retention rights of employees in both the losing and gaining competitive areas in a transfer of function.



Module 3: Knowledge Check

What is the minimum number of days before the planned AIF effective date that potentially affected employees must receive notification?

Select the correct option.

180 days

90 days

60 days

30 days

Module 3: Knowledge Check

Drag each letter to match the term to the correlating definition.

- A** Competitive Area
- B** Retention Register
- C** Retention Factors
- D** Furlough
- E** Transfer of Function

SUBMIT

- Uses AIF procedures when lasting more than 30 consecutive calendar days or more than 22 cumulative work days.
- Consists of tenure, veterans' preference, performance score, and length of creditable service.
- The movement of work from an entire competitive area to a new competitive area or to a new local commuting area where that work is not currently being performed.
- The combination of geographic area and any additional criteria listed in Volume 2004.
- The list that identifies employee retention standing.



Knowledge Check Results

You answered 0 out of 18 correctly in Module 1.

Click the Next button to proceed.

Module 4: AIF Appeals

- ▶ Introduction
- ▶ Appeals
- ▶ AIF Appeals Committee
- ▶ AIF Appeals Options

🕒 Approximate presentation time for module: 5 minutes



Module Objectives

Through this module, the learner will have the opportunity to:

- Identify what can be appealed and what cannot.
- Explore the composition and basic responsibilities of the AIF Appeals Committee.
- Understand the avenues for appeal available to employees.

AIF Appeals

Employees have the right of appeal if they believe there was a wrongful application of AIF procedures.

Information on how to file an appeal can be found in Volume 2004.



AIF Appeals Committee

The AIF Appeals Committee reviews AIF appeals.

The AIF Appeals Committee consists of:

- Chairman appointed by the USD(I).
- One DISES, or equivalent (e.g., DISL or military officer 0-6 or above), designated by each Component to serve as members.
- Office of General Counsel (OGC) to provide legal support and advice.

AIF Appeals Committee Responsibilities:

- Accept appeals from employees in writing (no later than 30 days after effective date of AIF action).
- Conduct necessary fact-finding and research.
- Adjudicate appeal based on its merit.
- Notify the employee and Component of final ruling.
- Provide instructions to Component for changes to be made.

AIF Appeals Committee decisions are final.



AIF Appeals Options

Component	Employee	AIF Appeals Committee	Merit Systems Protection Board (MSPB)	Under Secretary of Defense for Personnel and Readiness (USD(P&R))
Non-OUSD(I) employees	Non-preference-eligible employees	X		
	Preference-eligible employees with one year of continuous service at the Successful level	X OR	X	
OUSD(I) employees*	Non-preference-eligible employees			X
	Preference-eligible employees with one year of continuous service at the Successful level		X OR	X

*OUSD(I) employees do not use the AIF Appeals Committee. Rather, they go to USD(P&R). If eligible, they may also use the MSPB.

Q&A

Q.: How long does an employee have to file an appeal to the AIF Appeals Committee?

A.: Appeals to the AIF Appeals Committee must be received in writing within 30 calendar days after the effective date of the AIF action.

Module 4: Knowledge Check

An employee can appeal the decision to conduct an AIF within DCIPS.

Select True or False.

True

False

SUBMIT

Module 4: Knowledge Check

What appeal options does a preference-eligible employee (other than from OUSD(I)) with one year of continuous service have for appeal? Select all that apply.

Select the correct option(s).

Merit Systems Protection Board

AIF Appeals Committee

USD(P&R)

Office of the General Counsel

SUBMIT



Knowledge Check Results

You answered 0 out of 18 correctly in Module 1.

Click the Next button to proceed.

Module 5: Outplacement Assistance

- ▶ Introduction
- ▶ Local Resources and Component Guidance
- ▶ Outplacement Assistance

🕒 Approximate presentation time for module: 6 minutes

Module Objectives

Through this module, the learner will have the opportunity to:

- Explore a variety of outplacement opportunities that may be available through Components.
- Discuss the Priority Placement Program and where to go to determine eligibility.
- Learn about the DCIPS Retention Program.
- Recognize common features of severance pay and where to go for information.



Local Resources and Component Guidance

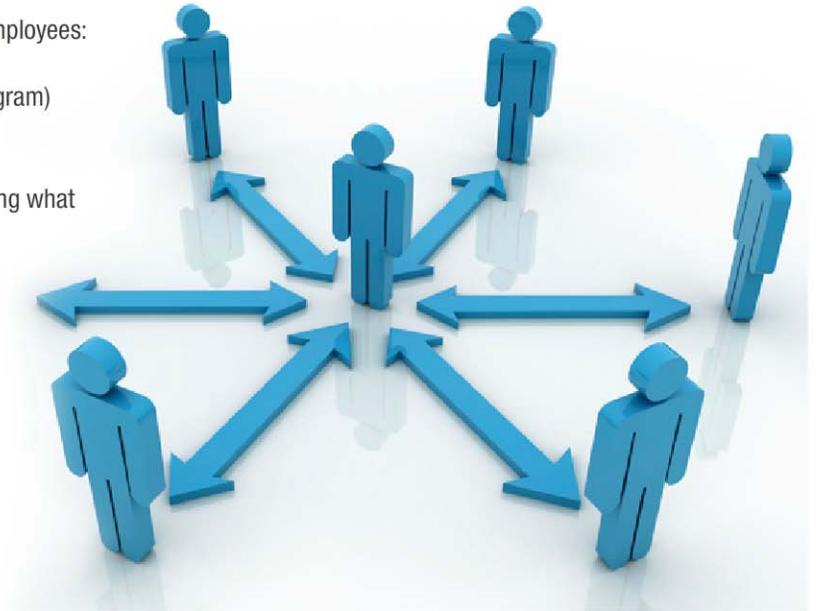
Components are encouraged to minimize the impact of any AIF actions and provide assistance to employees affected by an AIF.

Components must authorize reasonable duty time for employees to attend in-house activities related to career transitions in response to an AIF.

There are mandatory assistance offerings for qualifying employees:

- DoD Priority Placement Program
- Administrative Referral Assistance (DCIPS Retention Program)
- Severance Pay

Beyond that, each Component is responsible for determining what specific outplacement assistance to offer its employees.



Outplacement Assistance

Assistance offerings vary by Component.

Outplacement Assistance

DoD Priority Placement Program ▼

The Department of Defense's Priority Placement Program (PPP) applies across the Department as a career transition tool, designed to minimize displacements during periods of downsizing and restructuring. DIA, NGA, NRO, and NSA, as well as portions of other Components are exempt from this program.

Components that participate in the PPP follow guidance set forth in Volume 1800.

For program information and eligibility regarding this mandatory program, refer to [http://www.cpms.osd.mil/Content/Documents/PPPHandbookAug2012\(2\).pdf](http://www.cpms.osd.mil/Content/Documents/PPPHandbookAug2012(2).pdf)

Administrative referral assistance ▶

Severance pay ▶



Outplacement Assistance

Assistance offerings vary by Component.

Outplacement Assistance	
DoD Priority Placement Program ▶	✔
Administrative referral assistance ▼ <p>The DCIPS Program Executive Office (PEO) will manage the DCIPS Retention Program (DRP) for the Defense Intelligence Enterprise. This mandatory program matches employees who have received a Specific Notice of separation as a result of an AIF with available positions across other DCIPS Components.</p>	✔
Severance pay ▶	

Outplacement Assistance

Assistance offerings vary by Component.

Outplacement Assistance	
DoD Priority Placement Program ▶	✓
Administrative referral assistance ▶	✓
Severance pay ▼	✓
<p>As separation due to AIF is an involuntary separation, rather than for reasons of misconduct, delinquency, or inefficiency, employees may be eligible for severance pay, retirement, and other benefits.</p> <p>To be eligible for severance pay, the employee:</p> <ul style="list-style-type: none">• Must have been employed for at least 12 continuous months;• Must not be eligible for immediate retirement;• Must not be receiving workers' compensation benefits; and• Must not have refused a reasonable offer of a position within the same Component and local commuting area. <p>For more information, refer to Volume 2004 or http://www.opm.gov/faqs/topic/payleave/index.aspx?cid=159488e0-5cc1-403c-9307-33058df6b6c9</p>	

Q&A

Q.: Are the programs listed here available for all Components?

Q.: Is there any additional information regarding the PPP you can provide?

Q&A

Click the Next button to ask another question.

Q.: Are the programs listed here available for all Components?

A.: The PPP is a DoD-sponsored program and is mandatory for anyone who is eligible. The DRP is offered through the DCIPS PEO and is mandatory for all employees who have received a Specific Notice of a pending AIF separation. Severance pay is available to anyone meeting the conditions mentioned on the previous page who actually does get separated through AIF. Beyond that, Components will determine what outplacement assistance to provide their employees.

Q&A

Click the Next button to ask another question.

Q.: Is there any additional information regarding the PPP you can provide?

A.: It is best to refer to the program website at [http://www.cpmc.osd.mil/Content/Documents/PPPHandbookAug2012\(2\).pdf](http://www.cpmc.osd.mil/Content/Documents/PPPHandbookAug2012(2).pdf) for program information and eligibility. In general, unless the employee's Component is specifically excluded from participation, DCIPS employees may register for other excepted service positions no higher than their current permanent grade (or band equivalent).

- The combat support agencies and portions of other Components are excluded from participation in the PPP.
- DCIPS employees with personal competitive status who are eligible to register with the PPP also have the option of registering for competitive service positions, but may register no higher than the highest grade for which they are eligible for reinstatement in the competitive service. Employees will need to be clear when registering that they have personal competitive status.

Module 5: Knowledge Check

Drag each letter to match the term to the correlating information.

A DCIPS Retention Program

B Priority Placement Program

C Component-specific Programs

D Severance Pay

DCIPS-wide program administered by the DCIPS PEO.

May be available because separation due to AIF is considered involuntary separation.

Not available to employees at Components specifically excluded from participation.

May be offered formally or informally.

SUBMIT

Module 5: Knowledge Check

The goal of the DRP is to match those DCIPS employees pending separation due to AIF with positions available at other Components with DCIPS positions.

Select True or False.

True

False

SUBMIT



Knowledge Check Results

You answered 0 out of 18 correctly in Module 1.

Click the Next button to proceed.

Module 6: Looking Ahead

- ▶ Introduction
- ▶ Being Prepared
- ▶ Additional Resources

🕒 Approximate presentation time for module: 4 minutes



Module Objectives

Through this module, the learner will have the opportunity to:

- Identify actions that are good personal management that may help them be prepared in the event of a future AIF, such as updating personnel files, keeping resumes current, and taking training in areas of interest.
- Reference the DCIPS PEO AIF website to locate the AIF policy, fact sheet, and frequently asked questions (FAQs).
- Locate sources for additional information.

Being Prepared

Suggestions for employees preparing for a possible AIF:

- Make sure personal information is up-to-date and accurate in the Component's Human Resources system, particularly:
 - Data related to the four key retention factors (tenure, veterans' status, performance score, and length of creditable service).
 - Data related to employees' current and past positions (e.g., series, grade, etc.).
 - Data related to possible competitive area qualifiers (e.g., geographic code, organizational code, etc.).
 - Ask your local HR office if you have questions regarding your personnel file.
- Keep resumes current.
- Take training in areas of interest.



Additional Resources

For general information:

- DCIPS PEO AIF website: <http://dcips.dtic.mil/adjustmentinforce.html>
 - Policy: Volume 2004, DCIPS Adjustment in Force
 - Frequently Asked Questions (FAQs)
 - Fact sheet
 - AIF process timeline

For Component-specific information:

- Consult local implementing guidance and Human Resources staff.



Other tools and training on DCIPS are also available on the DCIPS website: <http://dcips.dtic.mil/>.

Q&A

Q.: Is there anything employees are required to do to prepare for a possible AIF?

A.: No. There is nothing employees are required to do to prepare for a possible AIF. The items noted in this lesson are simply suggested tasks that can always be done as a good business practice. In the event an AIF becomes necessary, having already completed these items may allow for a smoother process.

Module 6: Knowledge Check

In the event an employee wants to locate Component-specific information regarding AIF, he/she can find it by going to _____. Select the correct one.

Select the correct option.

- Their Component's HR staff.
- The DCIPS PEO Website.
- The water cooler at lunch time.

SUBMIT

Module 6: Knowledge Check

A good place to start if employees have general questions regarding AIF is the DCIPS PEO website (<http://dcips.dtic.mil/adjustmentinforce.html>).

Select True or False.

True

False

SUBMIT



Knowledge Check Results

You answered 0 out of 18 correctly in Module 1.

Click the Next button to proceed.

Module 7: Summary

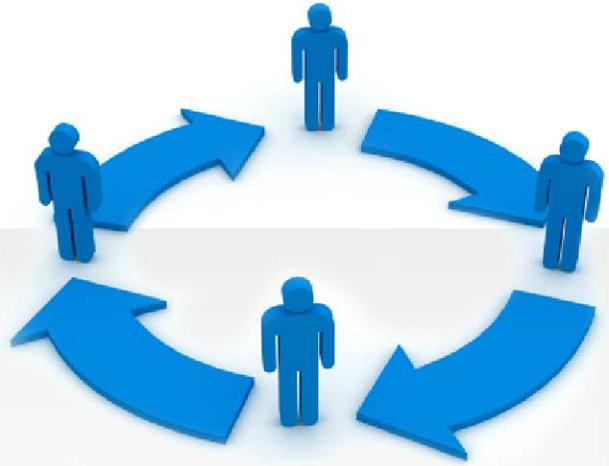
- ▶ Introduction
- ▶ Summary

🕒 Approximate presentation time for module: 4 minutes

Module Objectives

Through this module, the learner will have the opportunity to:

- Review course information.



Summary

The Facts

What is AIF? ▼

An adjustment in force is a workplace shaping mechanism to systematically release employees from competitive areas identified for reduction or abolishment.



Where does AIF apply? ▶

Why does AIF apply? ▶

When does AIF apply? ▶

To whom does AIF apply? ▶

How much notification is required? ▶

What happens after an AIF is initiated? ▶

Summary

The Facts

What is AIF? ▶



Where does AIF apply? ▼



AIF applies only to DCIPS positions in a designated Component and competitive area, as approved by the USD(I).

Why does AIF apply? ▶

When does AIF apply? ▶

To whom does AIF apply? ▶

How much notification is required? ▶

What happens after an AIF is initiated? ▶

Summary

The Facts

What is AIF? ▶



Where does AIF apply? ▶



Why does AIF apply? ▼



An AIF applies in the event the Component has the need to adjust/reduce resources to better meet mission requirements.

When does AIF apply? ▶

To whom does AIF apply? ▶

How much notification is required? ▶

What happens after an AIF is initiated? ▶

Summary

The Facts

What is AIF? ▶



Where does AIF apply? ▶



Why does AIF apply? ▶



When does AIF apply? ▼



An AIF may apply after other options have been explored.

To whom does AIF apply? ▶

How much notification is required? ▶

What happens after an AIF is initiated? ▶

Summary

The Facts

What is AIF? ▶



Where does AIF apply? ▶



Why does AIF apply? ▶



When does AIF apply? ▶



To whom does AIF apply? ▼



An AIF applies to DCIPS positions in identified competitive areas, utilizing a retention register to determine employee retention standing for those reduced positions.

How much notification is required? ▶

What happens after an AIF is initiated? ▶

Summary

The Facts	
What is AIF? ▶	✓
Where does AIF apply? ▶	✓
Why does AIF apply? ▶	✓
When does AIF apply? ▶	✓
To whom does AIF apply? ▶	✓
How much notification is required? ▼ Employees in a defined competitive area receive general (90-day) and specific (60-day) notifications informing them of applicable AIF actions that will be effected based on the retention register.	✓
What happens after an AIF is initiated? ▶	

Summary

The Facts

What is AIF? ▶



Where does AIF apply? ▶



Why does AIF apply? ▶



When does AIF apply? ▶



To whom does AIF apply? ▶



How much notification is required? ▶



What happens after an AIF is initiated? ▼



Impacted employees may utilize available outplacement assistance offered by their Component.

Employees are entitled to appeal an alleged wrongful application of AIF procedures to the AIF Appeals Committee, MSPB, or USD(P&R), as appropriate, in writing within 30 days of the effective date of the AIF.

Q&A

Do you have any additional questions? Please select them from the drop down list.

Q:

A:

Your answer will display here.

If your question is not listed here, please email OUSD(I) PEO at: DCIPS@osd.mil

Module 8: Completion Certificate

▶ Completion Certificate

🕒 Approximate presentation time for module: 1 minute



Module Objectives

Through this module, the learner will have the opportunity to:

- Print completion certificate.

Module 8: Completion Certificate

Click the image below to access and print your course completion certificate.



Module 9: Course Evaluation

▶ Survey

🕒 Approximate presentation time for module: 3 minutes

Module Objectives

Through this module, the learner will have the opportunity to:

- Complete course evaluation survey.
- Submit the survey directly to the DCIPS PEO email inbox.



Course Evaluation

Read each statement below and check the box that indicates your level of agreement

Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree
Not Applicable

1	I can briefly explain the reasons a Component may find it necessary to execute an AIF.	<input type="checkbox"/>					
2	I can briefly explain what notifications will be sent to potential and affected employees in the event of an AIF.	<input type="checkbox"/>					
3	I have a basic understanding of the AIF process.	<input type="checkbox"/>					
4	I can briefly explain competitive areas for purposes of AIF.	<input type="checkbox"/>					
5	I can briefly describe a retention register.	<input type="checkbox"/>					
6	I have a basic understanding of the four retention factors that determine a person's retention standing.	<input type="checkbox"/>					
7	I can briefly describe the primary functions for appealing a perceived misapplication of AIF procedures.	<input type="checkbox"/>					
8	I have a basic understanding of general outplacement efforts that may be available through Components.	<input type="checkbox"/>					
9	I have a basic understanding of suggestions for preparing for a potential AIF.	<input type="checkbox"/>					

SUBMIT

Course End

Thank you for viewing AIF 101. You may now click the X to close this screen.