

Adjustment In Force – Fact Sheet

As components conduct workforce reshaping or restructuring efforts affecting Defense Civilian Intelligence Personnel System (DCIPS) positions, they may turn to Adjustment In Force (AIF).

- AIF is unique to DCIPS
- Can only be used upon approval by the Under Secretary of Defense (Intelligence)
- Policy is found in DoDI 1400.25, Volume 2004, DCIPS Adjustment In Force
- Individual Components may also provide local implementing guidance for their Component

AIFs help identify and manage the employee impacts of position-based reshaping and restructuring actions.

- Positions included in an AIF are identified through the use of competitive areas which serve to identify groups of positions by factors that must include geographic area, and may include other factors such as grade/band, occupation, and/or funding line of business.
- Once a competitive area is determined, and the positions to be affected have been identified, employees in that competitive area are placed on a retention list, applying factors noted in policy that include tenure group, veterans' preference status, performance and years of service.
- Retention registers are ordered with the individuals with the highest retention standing on the top and are used if positions are available within the competitive area to try and place employees in positions in their competitive area for which they are qualified, and which are not higher than their current grade or band, nor at three grades or one band lower.

Components are encouraged to reduce disruption and take advantage of opportunities for avoidance of AIF whenever possible.

- Components may do this through actions such as utilization of vacant positions, reassignments, and offering Voluntary Separation Incentive Programs (VSIP) and Voluntary Early Retirement Authorities (VERA).
- Components are encouraged to be transparent and support employees through counseling and assistance with such issues as resume writing, retraining, and placement programs.
- Employees affected by AIF may be eligible for registration in the Department's Priority Placement Program, payment of severance pay in the event they are separated, retained pay if they accept a position at a lower grade or band or other outplacement support.
- Employee eligibility for support and placement programs will be determined under DCIPS policy and component implementing guidance.

Blended organizations that include both title 5 and DCIPS title 10 employees can concurrently run an AIF for their title 10 DCIPS employees, and a Reduction In Force (RIF) for their title 5 employees.

- The joint goals of both actions can be determined together
- However, however the different policies AIF and RIF must be applied to the appropriate positions and employees.

AIF competitive areas and retention registers are defined uniquely under DCIPS, but share many of the same goals as a RIF under title 5.

- Notice periods are the same under both RIF and AIF
- Minimum of 90 days for group notices (also known as general notices)
- Minimum of 60 days for individual notices (also known as specific notices).
- AIF aligns to RIF regarding placement in other positions to avoid separation

Employees may not appeal the decision to AIF, but they may appeal the AIF process if they believe it was inappropriately applied.

- An AIF Appeals Committee (known as the AIF AC) has been established as a forum available for all employees to present their appeals, with the exception of employees assigned to the Office of the Under Secretary of Defense (Intelligence)
- Employees with eligibility to appeal to the Merit System Protection Board (MSPB) may choose to present their appeal in that forum
- Employees with eligibility in multiple forums may choose either forum, but not both