



Documents Needed to Challenge a RIF Ranking, in Brief

If you are a federal employee who may be affected by your agency's Reduction in Force (RIF) action, it would be good to obtain copies of documents that are relevant to how you individually are ranked for purposes of determining whether, compared to other employees, you are fired or kept on the payroll. The documents you should obtain will depend on your current and past service in the government and in the Armed Services, if any.

All employees should have a copy of their **most recent [Notification of Personnel Action](#)**, SF 50. It shows whether you are a "career" or "career conditional," employee or in a "term" or "non-status" position, and whether you are serving a probationary period [box 24]. It will also show your "Service Comp. Date" [box 31]. In addition, you should have copies of your three (or as many as exist, if fewer) **most recent performance appraisals** in the prior four years.

For employees who are supervisors in new positions, you should also have your current **Position Description** to demonstrate you are indeed a supervisor, as well as any **previous Notice of Personnel Action** that would show you have previously completed a probationary period.

If you are a veteran, you should have documents establishing you retired from Armed Forces service. In addition, you should have **documentation of your length of military service**. Finally, if your military service was longer than 20 years, you should have documents showing **how much of your time was served during war** for which you received a campaign badge.

If you are a disabled veteran, you should have documents showing you have a service- connected disability of 30% or more. See SF 50 [box 23].

Documents concerning current Federal employees are in their Official Personnel Folders (OPFs) and electronic OPFs (eOPFs). OPFs and eOPFs are stored at the employee's current employing agency. If you want to access your OPF or eOPF or have questions about the same, contact your employing agency's Human Resources Office for assistance. The location of records of former military employees varies depending on the branch of service and date of separation from service. Please visit NARA's site on [Official Military Personnel Files](#) (OMPFs) for details.

More complete details on documents needed can be found [here](#).

You can file your appeal of a RIF decision with the [Merit System Protection Board](#). Guidance on filing an appeal can be found [here](#). Union members should consult their union representatives.