

Template for Requesting use of a Competitive Area to be in Effect Less Than 90 days Prior to the Effective Date of a Reduction In Force (RIF)

Agency: _____

Component(s): _____

A competitive area must be defined solely in terms of the agency's organizational unit(s) and geographical location and, must include all employees within the competitive area so defined. A competitive area may consist of all or part of an agency. The minimum competitive area is a subdivision of the agency under separate administration within the local commuting area. Separate administration for these purposes means the unit is clearly distinguished from other units for operation, work function, staff, personnel management; and the unit has authority to take or direct personnel actions (e.g., establish or abolish positions).

When a competitive area will be in effect less than 90 days prior to the effective date of a RIF, your agency must submit a description of the competitive area(s) to the Office of Personnel Management (OPM) for approval in advance of the reduction in force (RIF). This means if you establish a new competitive area that will be in effect less than 90 days prior to a RIF, OPM approval is required. Also, OPM approval is required if you have any additions or modifications (e.g., combining two regional organizations into one competitive area) to your previously established competitive areas you must provide a description of each new or modified competitive area competitive area that will be in effect less than 90 days prior to a RIF. You do not need to request competitive areas that have been in effect more than 90 days before the effective date of a RIF.

Inspector General Competitive Areas. An agency must establish a separate competitive area for an Inspector General activity established under authority of the Inspector General Act of 1978 (Public Law 95-452, as amended). This competitive area consists of only employees of the Inspector General activity.

Please provide OPM the following information about your proposed new or modified competitive area(s) that will not meet the 90- day minimum requirement:

1. A description of how the proposed area(s) differs from the one previously established for the same unit and geographic area: **{describe the new or modified competitive area that will be in effect less than 90 days before your agency's RIF}** _____

2. An organizational chart of the agency showing the relationship between the organizational components within the competitive area(s) and other components in the commuting area **{Please include the organization chart as an attachment to your request}** _____

3. The number of competing employees in the proposed competitive area(s): **{please enter the number of employees in the proposed competitive area}** _____

4. A description of the operation, work function, staff, and personnel administration of the proposed area and, where appropriate, a description of how the area is distinguished from others in these respects: _____

5. A discussion of the circumstances that led to the proposed changes less than 90 days before a proposed reduction: **{Please explain why the proposed competitive area was created/needed, or the reason for modifying an existing competitive area}** _____

Contact information:

POC name: _____

POC email/telephone number: _____

POC 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 requests to:

Email: WPIntake@opm.gov

Mailing Address:

Deputy Associate Director
Talent, Acquisition, Classification, and Veterans Programs
Workforce Policy and Innovation
U.S. Office of Personnel Management
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Washington, DC 20415