

**DISTRICT PERSONNEL MANUAL ISSUANCE SYSTEM  
E-DPM Instruction No. 24-1**

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**24**

**SUBJECT:** Requesting Authority to Conduct  
a Reduction in Force

**DATE:** October 27, 2011

**NOTE:** This Electronic-District Personnel Manual (E-DPM) instruction (Instruction) sets forth new procedures for requesting a Reduction In Force (RIF) and lists subordinate agencies with independent personnel authority that are required to adhere to this Instruction pursuant to a directive from the City Administrator (CA).

**I. Purpose**

The purpose of this Instruction is to set forth required procedures for use by subordinate agencies requesting authority to conduct a RIF.

This Instruction also provides new requirements recently established by the CA for certain agencies having independent personnel authority requesting approval to conduct a RIF.

**II. Authority**

Statutory D.C. Official Code § 1-624.02.

Regulatory D.C. Personnel Regulations, Chapter 24, Reductions in Force.

**III. Applicability of this Instruction**

Subordinate agencies under the personnel authority of the Mayor, through the Director of the D.C. Department of Human Resources (DCHR), must follow the procedures set forth in this Instruction.

By direction of the City Administrator, agencies with independent personnel authority and mandated to follow RIF procedures set forth herein are as follows:

- 1) The District Department on Disability Services (DDS);
- 2) The Child and Family Services Agency (CFSA);
- 3) The Department of Mental Health (DMH); and

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*Note: Except as otherwise provided, E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.*

**Inquiries:** Compensation and Classification Administration, DCHR (202) 442-9700

**Distribution:** Heads of Department and Agencies, and HR Advisors

**Retain until Superseded**

- 4) The Office of the Deputy Mayor for Planning and Economic Development (DMPED).

**IV. Requesting Authority to Conduct a Reduction in Force**

- 1) If an agency head determines that it is in the best interest of the agency to conduct the RIF, the agency head shall submit a request to conduct the RIF through the Director, DCHR to the City Administrator.
- 2) The RIF request shall:
  - i. Be made in sufficient time to, not only secure authorization from DCHR and the City Administrator, but also provide affected employees with thirty (30) days' prior written notice, excluding the day the employee receives the notice. *See* D.C. Personnel Regulations, Chapter 24, Reductions in Force, § 2423, Notice to Employees.
  - ii. Include the following:
    - A. A proposed administrative order, or the equivalent, identifying the:
      - a. competitive area,
      - b. positions to be abolished, by position number, title, series, grade, and organizational location,
      - c. the reasons for the RIF; and.
    - B. An executive summary describing the RIF request and containing the information and format provided in the sample on page three (3) of this Instruction.
- 3) **IMPORTANT NOTE** – DC Standard Form 52 is no longer required to be submitted with an agency's request to conduct a RIF.

**V. Approval of the Request and Authority to Proceed**

Concurrence by the Director, DCHR, and the City Administrator, along with approval of the agency's personnel authority, shall constitute authority for the agency to conduct a RIF.

**VI. Effective Date**

This Instruction is effective immediately.

  
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Shawn Y. Stokes  
Director, DCHR

**Sample Executive Summary Data and Key Notes**

The purpose of the tables below are to provide agencies with a sample executive data sheet to utilize when submitting administrative orders for approval to conduct a RIF. The tables identify, among other things, the impact on an agency's positions and budget resulting from a RIF.

**Example**

A. No. of Positions on Administrative Order	B. No. of current positions within the agency that RIF'd employees could fill.	C. No. of additional positions in other agencies that RIF'd employees could fill.	Net RIF/ separations (A-B-C)
10 Total Positions 6 are MSS Positions	0	4	6

A. Total Payroll reduction if all positions are RIF'd*	B. Sum of minimum salaries for current positions (figure from column B (above)).	C. Total salaries of those employees who could fill other vacancies.	Net Cost Reduction (A-B-C)
\$ 684,789	\$0	\$211,977	\$472,812

\*Salaries only; does not include any severance for employees

**Executive Summary – Key Notes (sample)**

- 10 positions affected - of the 10, six are MSS and four are union positions.
- Reviewed all affected employees against existing openings in other agencies. There were no openings for six of the 10 affected employees.