**Key Adjustment in Force Terms**

**Adjustment In Force (AIF)**

The DCIPS force shaping or reduction mechanism for releasing employees from competitive levels in order of tenure, veterans’ preference, performance score and length of service according to this policy. All applicable Title 10 AIF references are consistent with but not subjected to Reference (p) or Title 5 references to Reduction In Force (RIF).

**AIF Appeals Committee (AIF AC)**

A DoD appellate body established by the USD(I) for adjudicating AIF appeals within the DoD Components with DCIPS positions, except for appeals from OUSD(I) employees and appeals to the Merit Systems Protection Board (MSPB).

**AIF Appeal**

The administrative action available to employees separated, furloughed for more than 30 consecutive calendar days or more than 22 work days, or changed to lower grade.

**Competitive Area**

The career group, line(s) of business, product line(s), organizational units, funding line(s), geographic areas, trainee status, or a combination of these elements, in which DCIPS employees compete for retention in AIF actions.

**Competitive Group**

All positions in the AIF competitive area identified by the same pay schedule, career group, series, supervisory status, and work schedule that are similar enough in duties, skill and qualification requirements, pay schedules and working conditions so that incumbents could perform the work of any other position in that competitive group without undue interruption.

**Competing Employee**

An employee in Tenure Group I or III.

**Furlough**

The temporary release of an employee and placement in non-duty, non-pay status because of lack of work or shortage of funds. AIF procedures must be followed when the furlough is for more than 30 consecutive days or more than 22 workdays if done on a discontinuous basis, but not more than one year.

**Priority Placement Program (PPP)**

The primary means for implementing DoD policy to minimize the adverse effects on employees caused by actions such as, but not limited to, AIF, reductions-in-force, base closures, realignments, consolidations, contracting out, position classification decisions, rotation from overseas, and transfers of function. The PPP consists of several subprograms with the primary purpose of placing DoD employees who have been adversely affected through no fault of their own.

**Retention Standing**

Retention standing is the relative right of an employee to be retained in a position when similar positions are being abolished and employees in them are being reassigned, demoted, separated or furloughed. Retention standing also determines in what order position offers are made once employees have been released from their competitive levels under reduction-in-force (RIF) procedures. An employee's retention standing is based on the following factors: [Tenure](http://cpol.army.mil/library/permiss/6a31.html), Veterans preference (used to determine [subgroup](http://cpol.army.mil/library/permiss/6a32.html) standing), [Length of service](http://cpol.army.mil/library/permiss/6a33.html) and [Performance](http://cpol.army.mil/library/permiss/52222.html).

**Retention Register**

A listing of employees within a competitive area and are placed in the same competitive group. It serves as the primary source document in conducting an AIF and is broken down by competitive level, tenure group, tenure subgroup (veterans preference), and adjusted service computation date, which includes additional credit given for the last three annual performance ratings received during the 4 year period prior to the date of issuance of AIF notices or the end of the cut-off period.

**Transfer of Function (TOF)**

The cessation of the performance of a function in one competitive area and its addition to one or more other competitive areas, or the movement of the competitive area in which the function is performed to another commuting area. In a transfer of function, the function ceases in the losing competitive area and continues in identical form in the gaining area.