

RIP – REFILL AND SAVINGS PLAN INSTRUCTIONS

The RIP Refill and Savings Plan application defines refills and savings for appropriated fund positions only. Proposed refill targets refer to appropriated positions within a certain duty type (i.e. 20% normal of 50 normal RIP positions would translate to a refill of 10 positions). Most non-appropriated positions will be refilled at 100%. Non-appropriated fund positions should be mentioned in the descriptive parts of your agency plan where applicable.

Your agency's proposed refill targets, by duty type, are displayed on the selection tab. Discussion of these percentages should take place between you and your budget analyst.

This is a 4 part process. In the RIP Worksheet tab, you will further define RIP positions and identify which are proposed to be refilled; for the proposed refills, you will provide information on the disposition (see below) of that position. In the Agency Plan tab, you will describe your agency's plan to manage operations with reduced staffing on a function or program basis. Check your proposed refill target percentages in the Agency Summary tab.

THE PROCESS

1. Create a list of agency core functions/programs affected by the RIP using the Core Functions tab.
2. Update the roster in the RIP Worksheet tab - New fields have been added to earmark and define functions of RIP positions. Match proposed Refill Targets percentages found in the Agency Summary tab.
3. Complete the Agency Plan, textual component of the plan by entering information on agency core functions, the impact of the retirement incentive plan and what changes you contemplate implementing in order to continue essential/core operations within limited resources available in the post-RIP environment.
4. Enter an agency-wide comment in the Agency Summary tab. Agency-wide FY2010 and FY2011 savings and position counts are displayed.

1. DEFINE AGENCY FUNCTIONS AFFECTED BY THE RIP - CORE FUNCTION TAB

- These titles may be similar to or the same as the program/services area titles you provided earlier. We will load this table with your previous entries. You may add or delete titles.
- These titles will be used to mark positions in Step 2 and as plan delimiters in Step3.
- Open the agency Core Function tab; create a title for each core function affected by the RIP.

2. UPDATE THE RIP ROSTER - RIP WORKSHEET TAB

- Starred fields should be updated for all retirees; refill positions need more definition.
- You may cut and paste in most fields of the RIP Worksheet.
- Be sure that longevity amounts are entered for all retirees.
- These are the new fields in the RIP Roster that more fully detail positions proposed for refill:

* AGY FUNCTION/PROGRAM Choose from pick-list of functions/programs you had provided in Step 1.

* POSITION TYPE Filled with original TYPE - Update to include other types included in Refill Target.
i.e. Revenue Generator.
Choose from an agency-specific pick-list.

REFILL DISPOSITION Choose from pick-list:
Cancel Position - no other action
Cancel Position - reclass another position
Re-employed retiree

Deferred Retirement - cancel position
Deferred Retirement - refill position
Refill Position - outside hire
Refill Position - promotion with no backfill
Refill Position - promotion with backfill

REFILL CLASS TARGET Choose from pick-list of classes used within your agency.

REFILL COST ESTIMATE Enter an annual estimate of the refill position cost (include longevity).

REFILL DATE Enter projected date for refill.

120 DAY REHIRE Y or N - toggle to indicate if this person will be a 120 day re-employed retiree.
(120 day rehires are allowed only in limited circumstances)

120 DAY COST ESTIMATE Enter projected annual cost for the 120 day re-employed retiree.

3. AGENCY PLAN TAB

- Details of your agency's post-RIP plan are collected in the Agency Plan tab.
- You should enter narrative for each Core Function title using these fields:
 1. CORE FUNCTION TITLE
 2. DESCRIPTION OF DUTIES AND SERVICES PERFORMED
 3. IMPACT ON PROGRAMS/SERVICES (DIRECT AND INDIRECT)
 4. ACTION CONTEMPLATED
 5. FY2010 SAVINGS and FY2011 SAVINGS
 6. RIP POSITION COUNT and RIP REFILL POSITION COUNT

4. THE AGENCY SUMMARY TAB

- The Agency Summary tab presents an agency-wide view of the RIP savings.
- The dollar and position fields are summed from the Agency Plan entries.
- You may add an Overall Agency Comment as well.

SUBMIT TO OPM

Click on the **Submit to OPM** to notify OPM that your plan is complete.

REPORTS

Click the top menu bar item 'Print'.