



NATIONAL ENDOWMENT FOR THE HUMANITIES

OFFICE OF HUMAN RESOURCES

FAQS FOR SEVERANCE, RIF, AND RPL

60 Day Notice Questions

If I am employed through June 10, 2025, when will I start receiving my severance payment?

Employees separated by RIF, with an effective date of June 10, 2025, will receive severance payments on or about July 7, 2025. All severance pay calculations will be based on the separation date on your RIF notice. Please contact humanresources@neh.gov if you need an updated severance calculation.

If my employment termination begins on June 10, 2025, do I remain on administrative leave until June 10, 2025?

Yes, the NEH Acting Chairman has authorized administrative leave for all employees who received RIF notices. All employees in receipt of a RIF notice have been placed on administrative leave unless a mission critical exception was requested by a supervisor.

The RIF letter says that my separation date with NEH is June 10, 2025. Am I expected to work until then?

You are not expected to work unless a mission critical exception request is submitted by your supervisor. Otherwise, you will remain in an administrative leave status until the effective date of separation. Administrative leave status letters were sent out to employees in a separate notification from the RIF notice.

Register / Bump and Retreat Questions

If a non-RIF'd employee, ranked higher than me on the retention register with the same position title, series, and grade, decides not to continue with the agency (whether due to retirement or unwillingness to return to the office), do I then move up on the retention register?

As positions become available prior to June 10, 2025, reemployment offers may be made to employees based on their position on the RIF retention register.

How were the three most recent performance ratings received during the last four years calculated? While I only have one NEH EPPA, I have performance ratings from another agency, and it seems those ratings should be counted in this situation.

Employees can receive up to 20 years of credit towards their service computation date (SCD) based on the average of their performance ratings for the last three years. 20 years are granted for level 5 performance rating, 16 years for level 4 performance rating, and 12 years for level 3 performance rating.

Employee records are currently under review by OHR to confirm all performance appraisal data is accounted for and credited towards the adjusted service computation date (Adjusted SCD RIF).

In the absence of performance records, OHR provided employees with the 2024 agency rating average (level 5), and therefore, added a maximum service credit of 20 years toward the Adjusted RIF SCD for each employee with missing performance records.

Please contact humanresources@neh.gov for individual inquiries.

Career Transition Questions

Did everyone who was RIF'd receive Administrative Directive P-330 with the RIF notice?

Yes. Employees are encouraged to review Administrative Directive P-330 - NEH Reemployment Priority List (RPL) and P-331 - NEH Priority Reemployment List for Excepted Service Employees. Employees will receive a link to access the directives and application forms via email.

How does the RPL work?

Once the RIF period concludes, eligible separated employees who submitted a RPL registration form and supporting documents (i.e. SF50 and Resume) will be placed on the reemployment priority list. As positions become available, employees will be referred for consideration for positions of which they qualify. This list will be maintained by the Office of Human Resources.

Do you have to apply for this immediately in order to be considered for any opening positions? Is it time-sensitive?

Yes, all RPL registration packages must be submitted within 30 days of the separation date.

Is there any way to know where one might be on a list? How are the lists arranged, by position type, by division/office?

The RPL order is based on the preestablished RIF retention groups and are organized by tenure group (type of employment) and subgroup (preference eligibles and non-veterans). Within a retention group and subgroup, the agency may select any individual registered on the RPL without regard to the employees' relative RIF service computation dates.

Is the RPL only for after the date of separation? What happens to open positions over the next 60 days?

Yes, the RPL is utilized after employees have separated from the agency on June 10, 2025. If positions become available prior to June 10, 2025, reemployment offers may be made to employees based on their position on the RIF retention register.

If we do obtain private employment before June 10, 2025, do we report that to OGC? Do we have to report private employment after June 10, 2025?

If you accept a position prior to June 10, 2025, you should contact OGC to complete an outside employment form. After June 10, 2025, there are no reporting requirements.

The links for the RPL don't work. Any advice?

Employees will receive a link to access the directives and application forms via email.

Benefits and Personnel Records

Do we reach out to HR on an individual basis to figure out what benefits we are entitled to?

Employees will receive a link to access benefits information via email. Additional questions should be addressed to rextan@neh.gov.

My RIF notice incorrectly states my Service Computation Date. How do I correct this?

Please contact humanresources@neh.gov to address all individual situations.

What about seeking employment? Do we lose severance pay if we gain employment in the private sector?

No. Severance pay continues until all money is paid out or you accept another position within the Federal Government.

What guarantee do we have that any of RIF severance will be actually paid?

Severance pay is statutorily required under [5 U.S.C. 5595](#) for covered full-time and part-time employees who are involuntarily separated from Federal service and who meet other conditions of eligibility. Please see OPM's guidance at [Severance Pay](#).

What guidelines are being used to determine that people are not eligible for severance because they are eligible for retirement?

Employees eligible for an immediate retirement annuity (i.e. Voluntary, VERA, MRA+10) are not eligible for severance pay. Please see OPM's guidance at [Severance Pay](#).

Will unused annual leave be included in severance pay? Do we need to notify OHR if it has not been included in the attached estimate?

Annual leave, Comp Time, and Credit Hour payments are processed separate from severance pay and will be paid on or about July 7, 2025 in one lump sum.

How can I retrieve my SF-50s while on administrative leave?

All SF-50s processed after April 10, 2025 will be emailed to RIF impacted staff. Social security numbers will be redacted to protect PII. Please contact humanresources@neh.gov to request additional eOPF documentation.

Where can I view my earning and leave statements? How can I see my leave balance?

Earning and leave statements are available on NFC's [MyEPP](#) for up to 18 pay periods following your separation. Current leave balances and projections are also viewable via MyEPP.

Administrative

What is the "Adjusted SCD (SCD-RIF)" and why does it list a date 34 years in the past?

The RIF SCD includes all creditable military and civilian service and is adjusted with additional credit (up to a maximum of 20 years) for the employee's performance ratings. The "adjusted" RIF-SCD is reflected on the retention register and is included in the RIF notice provided to impacted employees.

Who do we send a signed RIF form to in HR? What is the email address or land address?

Signed RIF forms and RPL packages should be emailed to:
humanresources@neh.gov.