**Individual Army DCIPS Employee Notification**

Commanders of ACOMs, ASCCs, DRUs and the AASA shall provide each employee reached for an action in AIF a specific written notice of the action at least 60 days (not counting the date the notice is delivered or the AIF effective date) before the AIF effective date. At a minimum, AIF notification shall contain the following:

* + - * The action to be taken, the reason for the action, and its effective date
      * Documentation of the employee’s work category, work level, competitive area, competitive group, tenure group, subgroup, veterans' preference, and evaluation of record (and dates of rating) used for performance credit and length of service computation
      * The place where the employee may inspect the regulations and records pertinent to the case
      * In cases of exceptions to the order of release, the reason for retaining a lower standing employee in the same competitive group;
      * Information on reemployment rights
      * The employee’s benefits, entitlements and appeal rights, including the time limits for appeal and the address of the AIF AC.
      * A notice of eligibility for other assistance and an authorization, at the employee’s option, to release their resume and other relevant employment information for employment referral to the State entity established under title I of the Workforce Investment Act of 1998 and potential public or private employees.
      * Information concerning how to apply both for unemployment insurance through the appropriate State program and benefits available under the State's Workforce Investment Act of 1998 programs.