



Federal Civilian Employees

Steps to Prepare for a Reduction in Force

If you work for a federal government agency that is preparing for a reduction in force, there are **steps you can take now** to prepare to apply for unemployment insurance (UI) benefits (also called filing an initial claim) in Maryland.

1. **Gather your wage and employment documents:** When you apply for UI benefits, you will need to provide information about your employment history and wages (for the last 18 months).
 - If possible, download the following documents *while you are employed*: **Standard Form 50**, **eOPF file**, recent **pay stubs**, and **W-2s**.
 - When you separate from employment, you will receive the **Standard Form 8**, which you may need to file for UI benefits.
2. **Prepare supplemental information:** When you apply for UI benefits in Maryland, you can upload supporting documents.

If you have documentation that may help demonstrate your eligibility for UI benefits, such as performance evaluations or employment offers, **save them in advance**.
3. **Know when to file:** Do not apply for UI benefits until after you officially **separate from employment**, as this will affect your eligibility for benefits.
 - If you are **on administrative leave**, you are still employed and are not eligible for UI benefits. However, if you separate from employment at a later time, you may be eligible.
4. **Determine your duty station:** As a federal civilian employee, you may apply for UI benefits in Maryland if:
 - your last official **duty station** was **in Maryland** (duty station is listed on your SF-50); or,
 - you are a Maryland resident, and your last official **duty station was outside of the United States**; or,
 - you are a Maryland resident, separated from federal employment, and then worked in non-federal employment in Maryland.

If this criteria does not apply to you, apply for UI: in the **U.S. state or district where your duty station** is located; or, in your **U.S. state or district of residence** (if your duty station was outside of the U.S. or if you separated from federal employment and then worked in non-federal employment).

For more information, see **Maryland Unemployment Insurance for Federal Employees: Frequently Asked Questions** (online at MDunemployment.com).