

Subject: Staff Memorandum OD 25-35, Workforce Restructuring Actions (od2535)
Date: Friday, May 9, 2025 at 2:12:37 PM Eastern Daylight Time
From: NSF Official Issuance
To: NSF Employees

The following document will be available on the Official Issuances web page located on InsideNSF (<https://inside.nsf.gov/tools/toolsdocuments/Pages/Official-Issuances.aspx>).

**U.S. NATIONAL SCIENCE FOUNDATION
OFFICE OF THE DIRECTOR
ALEXANDRIA, VA 22314**

STAFF MEMORANDUM

**OD 25-35
May 9, 2025**

ADMINISTRATION AND MANAGEMENT

SUBJECT: Workforce Restructuring Actions

This week, the U.S. National Science Foundation (NSF) took several actions to restructure the agency workforce. These actions are necessary to implement Administration guidance to reduce the size of the federal workforce and reduce federal spending. Cost savings realized through these actions will be reinvested in Administration priorities.

Reduction in Force of the Senior Executive Service

Yesterday, NSF initiated a Reduction in Force (RIF) of the Senior Executive Service (SES). On January 20, 2025, NSF had 143 SES positions (occupied and vacant). Based on our new organizational structure and proposed future year budgets, only 59 SES positions will be needed in the future state. The remaining 84 positions are no longer required to be filled with Executives. NSF will sunset some SES positions and create new, non-Executive supervisory positions.

By June 30, 2025, NSF will sunset all non-continuing SES positions through an SES RIF. SES who are impacted by the RIF will be reassigned to fill vacant SES positions that will continue after the RIF. SES who cannot be reassigned to a vacant SES position will be reassigned to an AD-05, GS-15, or equivalent position within NSF. SES without fallback rights will be separated.

Over the next 30 days, NSF will reassign Intergovernmental Personnel Act (IPA) rotators out of SES positions. IPA rotators who previously served in SES positions will be reassigned into new, Executive-level positions where they will retain program responsibility and authority but will no longer supervise Federal employees.

Temporary Federal and non-Federal Employees

NSF is taking action to reduce its temporary workforce from 368 employees to a target of 70 employees. Effective immediately, NSF does not intend to extend or renew temporary appointments beyond their current not-to-exceed date. This applies to time-limited Federal employees ("Fed Temps"), Federal employees appointed under the Visiting Scientist, Engineer, and Educator (VSEE) program, and IPA rotators. Over the next 30 days, NSF will identify approximately 70 temporary positions that are necessary to support Presidential priorities in artificial Intelligence, biotechnology, nuclear energy, quantum science, and translational science, as well as IPA rotators in key leadership positions. These 70 positions will be

filled with existing IPA employees to the maximum extent practicable.

Return to Full-Time In-Person Work

All remote federal employees who, as of May 5, 2025, are not working full-time, in-person in a federal building, will be reassigned to the NSF headquarters building in Alexandria, VA, and must begin full-time, in-person work in Alexandria no later than June 16, 2025. There are only three exceptions: (1) employees who have a reasonable accommodation that requires telework or remote work; (2) employees who have temporary hardship exceptions to the in-person work requirement; and (3) employees who are participating in the deferred resignation program.

Impacted employees who accept their reassignment will receive relocation benefits in accordance with Federal Travel Regulation, 41 CFR Part 302, and agency policy. Employees who do not accept the reassignment will be removed from Federal service and will be eligible for most benefits that are available to a displaced employee separated by RIF, including severance pay and discontinued service retirement. NSF is no longer seeking arrangements for staff to work in alternate facilities outside of the NSF headquarters building.

Division of Equity for Excellence in STEM

NSF will sunset the Division of Equity for Excellence in STEM (EES), which is a division of the Directorate for STEM Education (EDU), within the next 60 days. NSF will conduct a reduction-in-force impacting all EES employees. The EES RIF action will be implemented immediately and will be completed by July 12, 2025.

I am providing this information today so that all staff are aware of actions being taken that impact NSF and the workforce. All employees who are directly impacted were contacted prior to this announcement. I encourage all employees to take advantage of the [Employee Assistance Program \(EAP\)](#), which offers free, 24/7 counseling services to NSF staff and their family members. Employees can access the EAP's national network of licensed, trained counselors by visiting [FOH4YOU.com](https://www.foh4you.com) or calling 1-800-222-0364.

Micah Cheatham
Chief Management Officer

Distribution: All Staff