

Restructuring Information Handbook Module 8
Interagency Career Transition Assistance Plan
Unit G, Detailed Index to Module 8
(October 2002 version)

Introduction

The U.S. Office of Personnel Management developed the **Restructuring Information Handbook** to assist Federal agencies in identifying the mandatory statutory and regulatory procedures that apply to restructuring situations.

The Handbook also offers agencies options for minimizing or even eliminating the disruption that often results from restructuring.

There is no requirement for Federal agencies to use this Handbook. Also, the United States Court of Appeals for the Federal Circuit stated in **James v. Von Zemenszky**, 284 F.3D 1310 (2002), that: ". . . OPM's Restructuring Information Handbook is not a formal regulation, but merely an informal statement of agency views."

The structure of the Handbook assists the user in locating as much or as little restructuring information as the user needs. Some Modules contain only one **Unit** in addition to the two index units, while other Modules have two or more Units.

For subjects with mandatory statutory or regulatory requirements, **Unit A (Mandatory Requirements)** provides the user with a crash course on the subject in Section 1, and also with detailed information, complete with citations of requirements contained in law and regulation.

When appropriate, **Unit B (Guidance)** provides the user with useful guidance, including key appeals decisions from appellate bodies such as the Merit Systems Protection Board.

The summaries of appeals decisions are guidance prepared by individual OPM employees. The appeals summaries do not represent official summaries approved by OPM, the Board, or other appellate organizations, and are not intended to provide legal counsel or to be cited as legal authority. Instead, the appeals summaries inform and help the user locate relevant appellate precedents on a specific downsizing subject.

Unit F (Basic Index to Module) and **Unit G (Detailed Index to Module)** help the user readily locate information within a specific Module.

Other Modules may contain additional Units, such as **Unit C (Appeals Index)**, and **Unit D (Samples)**.

Finally, Module 1 contains **Unit H, (Detailed Index to the Restructuring Information Handbook)**.

We welcome comments on the Restructuring Information Handbook.

Send any comments and suggestions to the Center for Talent and Capacity Policy at (202) 606-0960; FAX (202) 606-2329; or e-mail Thomas A. Glennon at taglenno@opm.gov.

Contents

OPM's Restructuring Information Handbook Modules contain the following topics:

Topic	Module	Unit(s)
Planning and Alternatives for Restructuring	1	B, F, G, H
Human Resource Responsibilities in Restructuring	2	B, F, G
Reduction in Force	3	A, B, C, D, E, F, G
Transfer of Function	4	A, B, C, F, G
Reduction in Force Furlough	5	A, B, C, F, G
Reemployment Priority List	6	A, B, C, F, G
Career Transition Assistance	7	A, F, G
Interagency Career Transition Assistance Plan	8	A, F, G
Voluntary Early Retirement	9	A, B, C, F, G
Voluntary Separation Incentive Payments	10	A, B, C, F, G

Restructuring Information Handbook Module 8
Interagency Career Transition Assistance Plan
Unit F, Basic Index to Module 8
(October 2002 version)

Introduction Restructuring Information Handbook Module 8 provides guidance on OPM's Interagency Career Transition Assistance Plan (ICTAP) regulations published in subpart 330-G of title 5 in the Code of Federal Regulations (5 CFR subpart 330-G). Module 8 presently consists of Unit A, "Required Procedures," (2) Unit F, "Basic Index to Module 8," and (3) "Detailed Index to Module 8." This is the October 2002 version of Module 8.

Contents This publication contains the following topics:

Topic	Begins at Page
Detailed Index to Module 8	1

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
8 AGENCY CTAP PLANS	CAREER TRANSITION SERVICES- EMPLOYEES ELIGIBLE FOR SERVICES	ALL SURPLUS AND DISPLACED COMPETITIVE SERVICE EMPLOYEES	8-A-8-1-(b)	A
8		ALL SURPLUS AND DISPLACED EXCEPTED SERVICE EMPLOYEES	8-A-8-1-(b)	A
8	CAREER TRANSITION SERVICES- TRANSITION SERVICES REQUIRED IN PLAN	ALL SURPLUS AND DISPLACED SES EMPLOYEES	8-A-8-1-(b)	A
8		ORIENTATION SESSION ON CTAP AND ICTAP	8-A-8-1-(b)	A
8		ORIENTATION SESSION ON ICTAP	8-A-8-3	A
8	OPM REQUIREMENT	AGENCY MUST SEND APPROVED CTAP PLAN TO OPM	8-A-8-1-(a)	A
15 APPEALS-ICTAP (INCLUDING GRIEVANCES AND COMPLAINTS)	NO RIGHT TO APPEAL ICTAP ISSUE TO MSPB	MSPB APPELLATE JURISDICTION DEFINED BY STATUTE AND REGULATIONS	8-A-15-2	A
15	OPM OVERSIGHT OF ICTAP	OPM IS RESPONSIBLE FOR OVERSIGHT OF ICTAP PROGRAM	8-A-15-1	A
15		OPM MAY REVIEW AN AGENCY'S ICTAP ACTIVITY	8-A-15-1-(a)	A
15		OPM PROVIDES TECHNICAL ASSISTANCE TO AGENCIES ON ICTAP	8-A-15-1-(b)	A
15	OPTION-OTHER POSSIBLE PROCEDURES FOR ICTAP DISPUTES	COMPLAINT THROUGH EEO PROCESS	8-A-15-3-(b)	A
15		COMPLAINT TO HIRING AGENCYS INSPECTOR GENERAL	8-A-15-3-(a)	A
15		PROHIBITED PERSONNEL PRACTICE COMPLAINT TO SPECIAL COUNSEL	8-A-15-3-(c)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
2 BACKGROUND AND PURPOSE OF ICTAP	OTHER SELECTION PRIORITY PROGRAMS-INTERAGENCY PLACEMENT PROGRAM	5 CFR 330-C REMOVED BY JUNE 4, 20066 FR 29895 REGULATIONS	8-A-2-3	A
2	OTHER SELECTION PRIORITY PROGRAMS-REEMPLOYMENT PRIORITY LIST	DISPLACED EMPLOYEES HAVE SELECTION PRIORITY OVER OUTSIDE HIRES	8-A-2-4	A
2	PURPOSE OF CTAP	ACTIVELY ASSIST ALL SURPLUS AND DISPLACED EMPLOYEES	8-A-2-1-(a)	A
2		INTRA-AGENCY SELECTION PRIORITY FOR DISPLACED COMPETITIVE EMPLOYEES	8-A-2-1-(b)	A
1	PURPOSE OF ICTAP	EMPLOYEE EMPOWERMENT APPROACH TO RECEIVE SELECTION PRIORITY	8-A-1-4-(a)	A
2		INTERAGENCY SELECTION PRIORITY FOR DISPLACED COMPETITIVE EMPLOYEES	8-A-2-1-(b)	A
17 DC GOVERNMENT CORRECTIONS EMPLOYEES	ENDING DATE OF ELIGIBILITY FOR PRIORITY SELECTION	1 YEAR AFTER CLOSING OF LORTON CORRECTIONAL COMPLEX	8-A-17-6-(a)	A
17		1 YEAR AFTER CLOSING OF LORTON CORRECTIONAL COMPLEX	8-A-17-6	A
17		DATE AGENCY CANCELS OTHER SEPARATION NOTICE BY NON-CONDUCT ACTION	8-A-17-6-(b)	
17		DATE AGENCY CANCELS RIF SEPARATION NOTICE	8-A-17-6-(b)	A
17		DATE BEFORE RIF OR SIMILAR ACTION EMPLOYEE SEPARATES BY RESIGNATION	8-A-17-6-(d)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
17 DC GOVERNMENT CORRECTIONS EMPLOYEES	ENDING DATE OF ELIGIBILITY FOR PRIORITY SELECTION	DATE BEFORE RIF OR SIMILAR ACTION EMPLOYEE SEPARATES BY RETIREMENT	8-A-17-6-(d)	A
17		DATE EMPLOYEE ACCEPTS GROUP I OR II COMPETITIVE POSITION IN ANY AGENCY	8-A-17-6-(c)	A
17		DATE EMPLOYEE ACCEPTS GROUP I OR II EXCEPTED POSITION IN ANY AGENCY	8-A-17-6-(c)	A
17		DATE EMPLOYEE SEPARATES BY INVOLUNTARY ACTION NOT RELATED TO CLOSURE	8-A-17-6-(e)	A
17	ENDING DATE OF ELIGIBILITY FOR PRIORITY SELECTION IN SPECIFIC AGENCY	DATE EMPLOYEE DECLINES GROUP I OR II EXCEPTED POSITION IN AGENCY	8-A-17-6-(f)-(1)	A
17		DATE EMPLOYEE FAILS TO RESPOND TO OFFER OR INQUIRY FROM AGENCY	8-A-17-6-(f)-(2)	A
17	ENDING DATE OF ELIGIBILITY FOR PRIORITY SELECTION-IN SPECIFIC AGENCY	DATE EMPLOYEE DECLINES GROUP I OR II COMPETITIVE POSITION IN AGENCY	8-A-17-6-(f)-(1)	A
17	EXPLANATION-ELIGIBLE EMPLOYEE-CONDITION FOUR	MUST BE FOUND QUALIFIED FOR VACANCY	8-A-17-3-(d)	A
17	EXPLANATION-ELIGIBLE EMPLOYEE-CONDITION ONE	RECEIVED RIF-RELATED SEPARATION NOTICE FROM LORTON CLOSURE	8-A-17-3-(a)-(1)	A
17	EXPLANATION-ELIGIBLE EMPLOYEE-CONDITION THREE	FILES APPLICATION WITHIN APPLICABLE TIME FRAME	8-A-17-3-(c)	A
17	EXPLANATION-ELIGIBLE EMPLOYEE-CONDITION TWO	HAS NOT BEEN APPOINTED TO GROUP I OR II BOP POSITION	8-A-17-3-(b)	A
6 ELIGIBILITY FOR ICTAP PRIORITY	BEGINNING DATE OF ICTAP ELIGIBILITY	DATE AGENCY IS UNABLE TO RESTORE VIA THE RPL UNDER 5 CFR 330.204	8-A-6-2	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
6	ELIGIBILITY FOR ICTAP PRIORITY	BEGINNING DATE OF ICTAP ELIGIBILITY	DATE EMPLOYEE RECEIVES RIF SEPARATION NOTICE	8-A-6-1	A
6			DATE OF GUARD'S DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR 8456	8-A-6-5	A
6			DATE OF NOTICE THAT DISABILITY ANNUITY IS OR WILL BE TERMINATED	8-A-6-3	A
6			DATE OF PROPOSED SEPARATION NOTICE FOR DECLINING RELOCATION	8-A-6-4	A
6			DATE OF RESERVIST'S DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR	8-A-6-5	A
7		ENDING DATE OF ICTAP ELIGIBILITY	1 YEAR FOLLOWING RIF SEPARATION DATE	8-A-7-1	A
7			1 YEAR FOLLOWING SEPARATION DATE FOR DECLINING RELOCATION	8-A-7-2	A
7			1 YEAR FROM DATE AGENCY IS UNABLE TO RESTORE FROM COMPENSABLE INJURY	8-A-7-3	A
7			1 YEAR FROM DATE OF DISABILITY ANNUITY TERMINATION NOTICE	8-A-7-4	A
7			DATE AGENCY ACCEPTS RESIGNATION APPLICATION FROM DISPLACED EMPLOYEE	8-A-7-8	A
7			DATE AGENCY ACCEPTS RETIREMENT APPLICATION FROM DISPLACED EMPLOYEE	8-A-7-8	A
7			DATE BEFORE ACTION EMPLOYEE SEPARATES BY NON-DSR RETIREMENT	8-A-7-7	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
7	ELIGIBILITY FOR ICTAP PRIORITY	ENDING DATE OF ICTAP ELIGIBILITY	DATE BEFORE ACTION EMPLOYEE SEPARATES BY RESIGNATION	8-A-7-7	A
7			DATE BEFORE ACTION EMPLOYEE SEPARATES BY TRANSFER	8-A-7-7	A
7			DATE BEFORE ACTION RIF SEPARATION NOTICE IS CANCELED	8-A-7-6-(a)	A
7			DATE BEFORE ACTION SEPARATION NOTICE FOR RELOCATION IS CANCELED	8-A-7-6-(b)	A
7			DATE BEFORE RIF EMPLOYEE ACCEPTS TIME-LIMITED POSITION IN ANY AGENCY	8-A-7-5	A
7			DATE EMPLOYEE ACCEPTS GROUP I OR II COMPETITIVE POSITION IN ANY AGENCY	8-A-7-5	A
7			DATE EMPLOYEE ACCEPTS GROUP I OR II EXCEPTED POSITION IN ANY AGENCY	8-A-7-5	A
7		ENDING DATE OF ICTAP ELIGIBILITY-5 CFR 330-D RESTRICTED POSITIONS	2 YEARS FROM RIF SEPARATION DATE UNDER A-76 CONTRACTING OUT OF WORK	8-A-7-11	A
7		ENDING DATE OF ICTAP ELIGIBILITY- AGENCY OPTION	DATE EMPLOYEE DECLINES GROUP I OR II COMPETITIVE POSITION IN AGENCY	8-A-7-9	A
7			DATE EMPLOYEE DECLINES GROUP I OR II EXCEPTED POSITION IN AGENCY	8-A-7-9	A
7			DATE EMPLOYEE FAILS TO RESPOND TO AGENCY INQUIRY FOR POSITION	8-A-7-10	A
7		ENDING DATE OF ICTAP ELIGIBILITY- EXCEPTION RETAINS ICTAP	EMPLOYEE ACCEPTS TIME-LIMITED POSITION IN ANY AGENCY AFTER SEPARATION	8-A-7-5	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
5	ELIGIBILITY FOR ICTAP PRIORITY	MANDATORY CONDITIONS-EMPLOYEE	FILES APPLICATION WITHIN APPLICABLE TIME FRAME	8-A-5-6	A
5			MUST BE WELL-QUALIFIED FOR VACANCY	8-A-5-8	A
5			MUST HAVE CURRENT PERFORMANCE APPRAISAL OF LEVEL III OR HIGHER	8-A-5-3	A
5			MUST MEET DEFINITION OF DISPLACED EMPLOYEE	8-A-5-2	A
5			PROVIDES PROOF OF ICTAP ELIGIBILITY	8-A-5-7	A
5		MANDATORY CONDITIONS-EXCEPTION FOR EMPLOYEE	NO PERFORMANCE APPRAISAL IF ICTAP BASED UPON COMPENSABLE INJURY	8-A-5-3-(a)-(1)	A
5			NO PERFORMANCE APPRAISAL IF ICTAP BASED UPON DISABILITY ANNUITY	8-A-5-3-(a)-(2)	A
5			NO PERFORMANCE APPRAISAL IF ICTAP BASED UPON MILITARY RESERVE TECH	8-A-5-3-(a)-(3)	A
5			NO PERFORMANCE APPRAISAL IF ICTAP BASED UPON NATIONAL GUARD TECH	8-A-5-3-(a)-(3)	A
5			NO PERFORMANCE APPRAISAL IN POSITION EXCLUDED BY OPM ACTION	8-A-5-3-(b)	A
5			NO PERFORMANCE APPRAISAL IN POSITION EXCLUDED BY REGULATION	8-A-5-3-(b)	A
5		MANDATORY CONDITIONS-VACANCY	EMPLOYEE MUST APPLY FOR VACANCY	8-A-5-4	A
5			VACANCY HAS NO GREATER POTENTIAL THAN EMPLOYEE'S	8-A-5-4-(b)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
5	ELIGIBILITY FOR ICTAP PRIORITY	MANDATORY CONDITIONS-VACANCY	VACANCY IS AT OR BELOW GRADE LEVEL OF EMPLOYEE'S PRESENT POSITION	8-A-5-4-(a)	A
5			VACANCY IS IN SAME LOCAL COMMUTING AREA AS RIF ACTION	8-A-5-5	A
4	ELIGIBILITY FOR ICTAP PRIORITY-FROM COMPETITIVE SERVICE POSITION	DISPLACED COMPETITIVE SERVICE EMPLOYEE-COMPENSABLE INJURY	COMPENSATION FOR INJURY HAS TERMINATED	8-A-4-5-(b)	A
4			FORMER AGENCY IS UNABLE TO RESTORE VIA THE RPL UNDER 5 CFR 330.204	8-A-4-5-(c)	A
4			WAS SEPARATED BECAUSE OF COMPENSABLE INJURY OR ILLNESS	8-A-4-5-(a)	A
4		DISPLACED COMPETITIVE SERVICE EMPLOYEE-DISABILITY ANNUITY	DISABILITY ANNUITY IS OR WILL BE TERMINATED	8-A-4-6-(b)	A
4			RETIRED UNDER DISABILITY ANNUITY	8-A-4-6-(a)	A
4		DISPLACED COMPETITIVE SERVICE EMPLOYEE-DSR RETIREMENT	EMPLOYEE RECEIVED SPECIFIC NOTICE OF RIF SEPARATION	8-A-4-8-(a)	A
4			EMPLOYEE RETIRED UNDER DISCONTINUED SERVICE RETIREMENT OPTION	8-A-4-8-(b)	A
4			EMPLOYEE WHO RETIRED ON DSR ABOLISHMENT NOTICE NOT ICTAP ELIGIBLE	8-A-4-8-(b)	A
4		DISPLACED COMPETITIVE SERVICE EMPLOYEE-MILITARY RESERVE TECHNICIAN	IS RECEIVING SPECIAL DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR	8-A-4-9	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
4	ELIGIBILITY FOR ICTAP PRIORITY-FROM COMPETITIVE SERVICE POSITION	DISPLACED COMPETITIVE SERVICE EMPLOYEE-NATIONAL GUARD TECHNICIAN	IS RECEIVING SPECIAL DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR	8-A-4-9	A
4		DISPLACED COMPETITIVE SERVICE EMPLOYEE-NONQUALIFYING NOTICE	CES	8-A-4-1-(c)	A
4		DISPLACED COMPETITIVE SERVICE EMPLOYEE-NONQUALIFYING POSITION	ADMINISTRATIVE LAW JUDGE	8-A-4-1	A
4			SENIOR LEVEL POSITION UNDER 5 CFR 334-E	8-A-4-1	A
4		DISPLACED COMPETITIVE SERVICE EMPLOYEE-QUALIFYING NOTICE	A DISPLACED EMPLOYEE INCLUDES AN EMPLOYEE WHO DECLINED A RIF OFFER	8-A-4-1-(a)	A
4			DOD EMPLOYEE WHO SEPARATES VIA VOLUNTARY RIF UNDER 5 U.S.C. 3502(f)	8-A-4-1-(b)	A
4			FINAL NOTICE OF REMOVAL FOR DECLINING RELOCATION	8-A-4-2	A
4			PROPOSED NOTICE OF REMOVAL FOR DECLINING RELOCATION	8-A-4-2	A
4			RIF SEPARATION NOTICE	8-A-4-1	A
4		DISPLACED COMPETITIVE SERVICE EMPLOYEE-QUALIFYING POSITION	HOLDS COMPETITIVE SERVICE GS-15 OR LOWER POSITION	8-A-4-1	A
4			HOLDS COMPETITIVE SERVICE TENURE GROUP I OR GROUP II POSITION	8-A-4-1	A
4		DISPLACED COMPETITIVE SERVICE EMPLOYEE-RETIREMENT ON RIF DATE	EMPLOYEE RECEIVED SPECIFIC NOTICE OF RIF SEPARATION	8-A-4-7-(a)	A
4			EMPLOYEE RETIRED ON RIF EFFECTIVE DATE	8-A-4-7-(b)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
4	ELIGIBILITY FOR ICTAP PRIORITY-FROM EXCEPTED SERVICE POSITION	DISPLACED EXCEPTED SERVICE EMPLOYEE-QUALIFYING NOTICE	FINAL NOTICE OF REMOVAL FOR DECLINING RELOCATION	8-A-4-10-(c)	A
4			PROPOSED NOTICE OF REMOVAL FOR DECLINING RELOCATION	8-A-4-10-(c)	A
4			RIF SEPARATION NOTICE	8-A-4-10-(c)	A
4		DISPLACED EXCEPTED SERVICE EMPLOYEE-QUALIFYING POSITION	HOLDS EXCEPTED SERVICE GS-15 OR LOWER POSITION WITHOUT TIME LIMIT	8-A-4-10-(a)	A
4			ICTAP ONLY IF ELIGIBLE FOR STATUTORY NONCOMPETITIVE APPOINTMENT	8-A-4-10-(b)	A
12	ICTAP APPLICATION PROCEDURES	EMPLOYEE RESPONSIBILITY	APPLICATION INCLUDES PROOF OF ICTAP ELIGIBILITY	8-A-12-1-(b)	A
12			APPLIES FOR POSITION IN SAME LOCAL COMMUTING AREA	8-A-12-1-(a)	A
12			FILES APPLICATION WITHIN APPLICABLE TIME DEADLINE	8-A-12-1-(b)	A
12		ENDING DATE OF ICTAP ELIGIBILITY	ICTAP ELIGIBILITY CONTINUES THROUGH LIFE OF VACANCY ANNOUNCEMENT	8-A-12-2	A
14		ICTAP SELECTIONS-AGENCY RESPONSIBILITY	MUST SELECT CTAP ELIGIBLE EMPLOYEE BEFORE EXTERNAL CANDIDATES	8-A-14-2	A
14		ICTAP SELECTIONS-EXCEPTIONS FOR EMPLOYEES OF SAME AGENCY	SELECTION FROM CTAP ELIGIBLE	8-A-14-6-(b)	A
14			SELECTION FROM OTHER CURRENT AGENCY EMPLOYEES	8-A-14-6-(c)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
14 ICTAP APPLICATION PROCEDURES	ICTAP SELECTIONS-EXCEPTIONS FOR EMPLOYEES OF SAME AGENCY	SELECTION FROM RPL	8-A-14-6-(a)	A
14	ICTAP SELECTIONS-ICTAP ELIGIBILITY ONLY APPLIES TO OTHER	ICTAP ELIGIBLE EMPLOYEE HAS NO ICTAP RIGHTS TO FORMER AGENCY	8-A-14-6	A
14	ICTAP SELECTIONS-NO ICTAP ELIGIBLE EMPLOYEES APPLY	AGENCY MAKES SELECTION FROM AMONG ALL APPLICANTS	8-A-14-4	A
14	ICTAP SELECTIONS-NO ICTAP ELIGIBLE EMPLOYEES ARE WELL-QUALIFIED	AGENCY MAKES SELECTION FROM AMONG ALL APPLICANTS	8-A-14-5	A
14	ICTAP SELECTIONS-TWO OR MORE ICTAP ELIGIBLE EMPLOYEES	AGENCY MAKES SELECTION FROM ICTAP ELIGIBLES	8-A-14-3	A
13	PROOF OF ICTAP ELIGIBILITY	AGENCY STATES IT IS UNABLE TO RESTORE VIA THE RPL UNDER 5 CFR 330.204	8-A-13-6	A
13		DOCUMENTATION OF DSR AFTER RECEIPT OF RIF SEPARATION NOTICE	8-A-13-9	A
13		DOCUMENTATION OF RETIREMENT ON RIF SEPARATION EFFECTIVE DATE	8-A-13-8	A
13		NOTICE OF TERMINATION OF DISABILITY ANNUITY	8-A-13-7	A
13		PROPOSED NOTICE OF REMOVAL FOR DECLINING RELOCATION	8-A-13-4	A
13		RIF SEPARATION NOTICE	8-A-13-2	A
13		SF-50 EVIDENCING REMOVAL FOR DECLINING RELOCATION	8-A-13-5	A
13		SF-50 EVIDENCING RIF SEPARATION	8-A-13-3	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
13 ICTAP APPLICATION PROCEDURES	PROOF OF ICTAP ELIGIBILITY-MILITARY RESERVE TECHNICIAN	IS RECEIVING SPECIAL DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR	8-A-13-10	A
13	PROOF OF ICTAP ELIGIBILITY-NATIONAL GUARD TECHNICIAN	IS RECEIVING SPECIAL DISABILITY ANNUITY UNDER 5 U.S.C. 8337(h) OR	8-A-13-10	A
10 ICTAP SELECTIONS-EXCEPTIONS TO ORDER OF SELECTION	ACTION UNDER INTERGOVERNMENTAL PERSONNEL ACT	ACTION TAKEN UNDER AUTHORITY OF 5 CFR 334	8-A-10-20	A
10	APPOINTMENT OF DISABLED VETERANS (NCLUDING CP, CPS, AND XP)	NOT SUBJECT TO ICTAP	8-A-10-5	A
10	APPOINTMENT TO EXCEPTED SERVICE POSITION	EXCEPTED SERVICE POSITIONS ARE NOT COVERED BY ICTAP	8-A-10-9	A
10		INCLUDES ALL EXCEPTED SERVICE APPOINTMENTS	8-A-10-9	A
10	CTAP SELECTIONS	NOT SUBJECT TO ICTAP	8-A-10-2	A
10	DC GOVERNMENT CORRECTIONS EMPLOYEES	DISPLACED EMPLOYEES ELIGIBLE UNDER P.L. 105-274	8-A-10-26	A
10	DETAIL ACTION-INTERAGENCY	FILLING OF POSITION UNDER APPROPRIATE DETAIL AUTHORITY	8-A-10-21	A
10	DOD SPOUSE PREFERENCE ELIGIBLES	APPOINTMENT UNDER AUTHORITY OF 10 U.S.C. 1784	8-A-10-27	A
10	EXCEPTED POSITIONS BROUGHT INTO COMPETITIVE SERVICE	CONVERSION TO COMPETITIVE COVERED BY 5 CFR 316.701(b)	8-A-10-17	A
10	EXTENSION OF TEMPORARY APPOINTMENT UP TO TOTAL PERIOD ALLOWED	VACANCY ANNOUNCEMENT MUST STATE EXTENSION WAS POSSIBLE	8-A-10-14	A
10	EXTENSION OF TERM APPOINTMENT UP TO TOTAL PERIOD ALLOWED	VACANCY ANNOUNCEMENT MUST STATE EXTENSION WAS POSSIBLE	8-A-10-14	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
10 ICTAP SELECTIONS-EXCEPTIONS TO ORDER OF SELECTION	FORMAL TRIAL RETIREMENT PROGRAM	FORMER EMPLOYEE MUST APPLY FOR REEMPLOYMENT WITHIN TIME LIMITS	8-A-10-12	A
10	INTERNAL MOVEMENT OF CURRENT AGENCY EMPLOYEES	COVERS INSERVICE PLACEMENT ACTIONS	8-A-10-4	A
10	JOB SWAPS-INTERAGENCY	JOB SWAP PLAN MUST BE APPROVED BY OPM	8-A-10-22	A
10		POSITION MUST NOT HAVE HIGHER GRADE	8-A-10-22	A
10		POSITION MUST NOT HAVE HIGHER PROMOTION POTENTIAL	8-A-10-22	A
10	NONCOMPETITIVE CONVERSION FROM EXCEPTED POSITION	EXCEPTED APPOINTMENT MUST PROVIDE FOR NONCOMPETITIVE CONVERSION	8-A-10-10-(a)	A
10	NONCOMPETITIVE CONVERSION OF POSITION INTO COMPETITIVE SERVICE	GOVERNMENT ASSUMPTION OF PRIVATE ENTERPRISE COVERED BY 5 CFR 316.701	8-A-10-16	A
10		GOVERNMENT ASSUMPTION OF PUBLIC ENTERPRISE COVERED BY 5 CFR 316.701	8-A-10-16	A
10	NONCOMPETITIVE INTERAGENCY MOVEMENT OF EMPLOYEES	INTERAGENCY MASS TRANSFER	8-A-10-11	A
10		INTERAGENCY REALIGNMENT	8-A-10-11	A
10		INTERAGENCY TRANSFER OF FUNCTION	8-A-10-11	A
10	OFFER OF POSITION IN SETTLEMENT OF DISPUTE	EXCEPTION DOES NOT APPLY TO INFORMAL COMPLAINT STATE	8-A-10-13	A
10		FINAL SETTLEMENT OF FORMAL ACTION SUBJECT TO THIRD PARTY DECISION	8-A-10-13	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
10	ICTAP SELECTIONS-EXCEPTIONS TO ORDER OF SELECTION	PLACEMENT OF SES MEMBER INTO DIFFERENT PERSONNEL SYSTEM	PLACEMENT IS AUTHORIZED BY 5 U.S.C. 3594 AS GUARANTEED PLACEMENT	8-A-10-19	A
10		POSITIONS RESTRICTED TO	POSITIONS RESTRICTED UNDER 5 U.S.C. 3310	8-A-10-28	A
10		REAPPOINTMENT TO SPECIAL SKILLS POSITION	HARD-TO-FILL POSITIONS REQUIRE UNIQUE SKILLS AND EXPERIENCE	8-A-10-15	A
10		REEMPLOYMENT RIGHTS	INCLUDES EMPLOYEES WITH STATUTORY OR REGULATORY REEMPLOYMENT RIGHTS	8-A-10-6	A
10		REINSTATEMENT-INTERAGENCY OF ICTAP ELIGIBLE EMPLOYEE	EMPLOYEE MUST NOT HAVE SEPARATED BECAUSE OF PERFORMANCE OR CONDUCT	8-A-10-24-(b)	A
10			POSITION MUST NOT HAVE HIGHER PROMOTION POTENTIAL	8-A-10-24-(a)	A
10		RIF ACTION	ACTION TAKEN UNDER AUTHORITY OF 5 CFR 351	8-A-10-8	A
10		RPL SELECTIONS	NOT SUBJECT TO ICTAP	8-A-10-3	A
10		TEMPORARY APPOINTMENTS OF LESS THAN 121 DAYS	121 DAY LIMIT INCLUDES ALL EXTENSIONS OF TEMPORARY APPOINTMENT	8-A-10-7	A
10		TRANSFER OF FUNCTION ACTION	ACTION TAKEN UNDER AUTHORITY OF 5 CFR 351-C	8-A-10-8	A
10		TRANSFER-INTERAGENCY OF ICTAP ELIGIBLE EMPLOYEE	EMPLOYEE MUST NOT HAVE SEPARATED BECAUSE OF PERFORMANCE OR CONDUCT	8-A-10-23-(b)	A
10			POSITION MUST NOT HAVE HIGHER PROMOTION POTENTIAL	8-A-10-23-(a)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
10	ICTAP SELECTIONS-EXCEPTIONS TO ORDER OF SELECTION	VARIATION OF OPM REGULATIONS	VARIATION UNDER AUTHORITY OF CIVIL SERVICE RULE 5 CFR 5.1	8-A-10-18	A
10		VOLUNTARY INTERAGENCY TRANSFER UNDER MEMORANDUM OF UNDERSTANDING	BOTH AGENCIES AND ALL TRANSFERRING EMPLOYEES MUST AGREE TO TRANSFER	8-A-10-25	A
9	ICTAP SELECTIONS-ORDER OF SELECTION	AGENCY RESPONSIBILITY-FIRST IN ORDER-MANDATORY	AGENCY SELECTS RPL ELIGIBLES BEFORE OTHER EXTERNAL CANDIDATES	8-A-9-1-(a)	A
9		AGENCY RESPONSIBILITY-FOURTH IN ORDER-OPTION	ANY OTHER CANDIDATE FOR POSITION	8-A-9-1-(d)	A
9		AGENCY RESPONSIBILITY-SECOND IN ORDER-OPTION	AGENCY SELECTS DISPLACED EMPLOYEES BEFORE OTHER EXTERNAL CANDIDATES	8-A-9-1-(b)	A
9		AGENCY RESPONSIBILITY-THIRD IN ORDER-MANDATORY	DISPLACED DC CORRECTIONS EMPLOYEES ELIGIBLE UNDER 5 CFR 330-K	8-A-9-1-(c)-(2)	A
9			DISPLACED EMPLOYEES ELIGIBLE FOR ICTAP	8-A-9-1-(c)-(1)	A
9		COVERED ACTIONS	AGENCY MUST CLEAR ICTAP BEFORE EMPLOYING PRIVATE SECTOR TEMPORARIES	8-A-9-3	A
9			COMPETITIVE APPOINTMENTS FROM DELEGATED EXAMINING AUTHORITY	8-A-9-2-(a)	A
9			COMPETITIVE APPOINTMENTS FROM OPM REGISTERS	8-A-9-2-(a)	A
9			INTERAGENCY TRANSFER OF EMPLOYEES	8-A-9-2-(c)	A
9			NONCOMPETITIVE APPOINTMENTS TO THE FEDERAL SERVICE	8-A-9-2-(b)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
9	ICTAP SELECTIONS-ORDER OF SELECTION	COVERED ACTIONS	REINSTATEMENT OF EMPLOYEES	8-A-9-2-(d)	A
9			TIME-LIMITED COMPETITIVE APPOINTMENTS OF 121 DAYS OR MORE	8-A-9-2-(e)	A
9		COVERED ACTIONS-EXCEPTION	INTERAGENCY TRANSFER OF EMPLOYEES BY MASS TRANSFER	8-A-9-2-(c)	A
9			INTERAGENCY TRANSFER OF EMPLOYEES BY REALIGNMENT	8-A-9-2-(c)	A
9			INTERAGENCY TRANSFER OF EMPLOYEES BY TRANSFER OF FUNCTION	8-A-9-2-(c)	A
9			REINSTATEMENT OF DISPLACED FORMER EMPLOYEES AS AGENCY OPTION	8-A-9-2-(d)	A
9			TIME-LIMITED COMPETITIVE APPOINTMENTS OF 120 DAYS OR LESS	8-A-9-2-(e)	A
2	LEGAL BASIS FOR INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN	PRESENT REGULATORY AUTHORIZATION	ICTAP REGULATIONS PUBLISHED IN SUBPART 5 CFR 330-G	8-A-2-1-(b)	A
2		SUNSET DATE-ORIGINAL	ORIGINAL SUNSET DATE WAS SEPTEMBER 30, 1997	8-A-2-2	A
2		SUNSET DATE-REMOVED BY JUNE 4, 20066 FR 29895 REGULATIONS	INTERIM 330-G REGULATIONS REMOVED ICTAP SUNSET DATE	8-A-2-2	A
2		SUNSET DATE-REVISED	FIRST REVISED SUNSET DATE WAS SEPTEMBER 30, 1999	8-A-2-2	A
2			SECOND REVISED SUNSET DATE WAS SEPTEMBER 30, 2001	8-A-2-2	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
8 NOTICE-ICTAP	AGENCY RESPONSIBILITY-ADVISE ICTAP APPLICANTS IN WRITING	AGENCY DECISION TO SELECT DIFFERENT SURPLUS OR DISPLACED APPLICANT	8-A-8-6-(b)	A
8		RESULTS OF ICTAP APPLICATION	8-A-8-6	A
8		RESULTS OF SECOND REVIEW OF NOT WELL-QUALIFIED DETERMINATION	8-A-8-6-(a)	A
8		WHETHER OR NOT ICTAP APPLICANT WAS WELL-QUALIFIED FOR POSITION	8-A-8-6	A
8	NOTIFICATION OF VACANCIES-AGENCY FAILS TO PROVIDE ICTAP NOTICE	AGENCY MUST CONTACT OPM FOR POSSIBLE CORRECTIVE ACTION	8-A-8-4	A
8	NOTIFICATION OF VACANCIES-AGENCY RESPONSIBILITY	NOTIFY ICTAP-ELIGIBLE EMPLOYEES OF VACANCIES	8-A-8-5	A
8		NOTIFY ICTAP-ELIGIBLE EMPLOYEES OF WELL-QUALIFIED STANDARD	8-A-8-5	A
8		REANNOUNCE POSITION IF MORE THAN 6 MONTHS AND NOT ENTERED ON DUTY	8-A-8-5-(b)	A
8		REANNOUNCE POSITION IF MORE THAN 90 DAYS SINCE CERTIFICATE ISSUED	8-A-8-5-(a)	A
8	REQUIREMENT TO NOTIFY EMPLOYEES ELIGIBLE FOR CTAP	CTAP INFORMATION MAY BE CONTAINED IN ATTACHMENT TO RIF NOTICE	8-A-8-2	A
16 PREFERENCE ELIGIBLES SEPARATED FROM RESTRICTED POSITIONS	AGENCY RESPONSIBILITY	APPLY OMB'S DIRECTIVES ON EMPLOYEES' A-76 FIRST REFUSAL RIGHTS	8-A-16-4-(b)	A
16		COOPERATE WITH STATE WORKFORCE INVESTMENT ACT RETRAINING UNITS	8-A-16-4-(c)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
16 PREFERENCE ELIGIBLES SEPARATED FROM RESTRICTED POSITIONS	AGENCY RESPONSIBILITY	NOTIFY ELIGIBLE EMPLOYEES OF AVAILABLE TRANSITION ASSISTANCE PROGRAMS	8-A-16-4-(a)	A
16	ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-BEGINNING DATE	DATE EMPLOYEE RECEIVES RIF SEPARATION NOTICE	8-A-16-5	A
16	ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-ENDING DATE	2 YEARS FROM RIF EFFECTIVE DATE	8-A-16-5	A
16		DATE AGENCY CANCELS RIF SEPARATION NOTICE	8-A-16-3-(b)	A
16		DATE BEFORE RIF EMPLOYEE SEPARATES BY RESIGNATION	8-A-16-3-(b)	A
16		DATE BEFORE RIF EMPLOYEE SEPARATES BY RETIREMENT	8-A-16-3-(b)	A
16		DATE BEFORE RIF EMPLOYEE SEPARATES BY TRANSFER	8-A-16-3-(b)	A
16		DATE BEFORE RIF EMPLOYEE SEPARATES FOR OTHER REASON	8-A-16-3-(b)	A
16		DATE EMPLOYEE ACCEPTS GROUP I OR II COMPETITIVE POSITION IN ANY AGENCY	8-A-16-3-(b)	A
16		DATE EMPLOYEE ACCEPTS GROUP I OR II EXCEPTED POSITION IN ANY AGENCY	8-A-16-3-(b)	A
16	ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-QUALIFYING CONDITION	EMPLOYEE IS PREFERENCE ELIGIBLE	8-A-16-1	A
16		RIF RESULTS FROM CONTRACTING OUT OF WORK UNDER OMB CIRCULAR A-76	8-A-16-3-(c)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
16 PREFERENCE ELIGIBLES SEPARATED FROM RESTRICTED POSITIONS	ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-QUALIFYING NOTICE	RIF SEPARATION NOTICE	8-A-16-3-(b)	A
16	ELIGIBILITY FOR SPECIAL ICTAP PRIORITY-QUALIFYING POSITION	HOLDS COMPETITIVE SERVICE TENURE GROUP I OR 11 POSITION	8-A-16-3-(a)	A
17 TERMINOLOGY-DC GOVERNMENT CORRECTIONS EMPLOYEES	DEFINITION	PRIORITY CONSIDERATION	8-A-17-4	A
17		QUALIFIED	8-A-17-5	A
17		VACANCY	8-A-17-2	A
17	EXPLANATION-ELIGIBLE EMPLOYEE-CONDITION ONE	RECEIVED RIF SEPARATION NOTICE FROM LORTON CLOSURE	8-A-17-3-(a)-(1)	A
17	EXPLANATION-PRIORITY CONSIDERATION	SAME BASIC SELECTION PRIORITY AS ICTAP ELIGIBLE EMPLOYEE	8-A-17-4-(a)	A
17		SAME ICTAP EXCEPTION ACTIONS APPLY TO DC CORRECTIONS EMPLOYEES	8-A-17-4-(b)	A
17		SAME ICTAP ORDER OF SELECTION IN FILLING POSITIONS WITH EXTERNAL HIRES	8-A-17-4-(c)	A
17		SELECTION PRIORITY EXTENDS NATIONWIDE	8-A-17-4-(d)	A
17	EXPLANATION-QUALIFIED EMPLOYEE	IS PHYSICALLY QUALIFIED WITH ACCOMMODATION	8-A-17-5-(b)	A
17		MAY SATISFACTORILY PERFORM DUTIES OF POSITION UPON ENTRY	8-A-17-5-(d)	A
17		MEETS ALL APPLICABLE SELECTIVE PLACEMENT FACTORS	8-A-17-5-(a)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
17	TERMINOLOGY-DC GOVERNMENT CORRECTIONS EMPLOYEES	EXPLANATION-QUALIFIED EMPLOYEE	MEETS ANY SPECIAL OPM-APPROVED QUALIFYING CONDITION	8-A-17-5-(c)	A
17			MEETS BASIC ELIGIBILITY REQUIREMENTS FOR POSITION	8-A-17-5-(a)	A
17			MEETS BASIC QUALIFICATIONS FOR POSITION	8-A-17-5-(a)	A
17		EXPLANATION-VACANCY	VACANCY DOES NOT INCLUDE LAW ENFORCEMENT POSITIONS IN BOP PROGRAM	8-A-17-2	A
17			VACANCY INCLUDES NON-LAW ENFORCEMENT BOP POSITIONS	8-A-17-2	A
3	TERMINOLOGY-ICTAP	DEFINITION	AGENCY	8-A-3-1-(a)	A
3			DISPLACED EMPLOYEE	8-A-3-2	A
3			ELIGIBLE EMPLOYEE	8-A-3-3	A
3			LOCAL COMMUTING AREA	8-A-3-4	A
3			SPECIAL SELECTION PRIORITY	8-A-3-5	A
3			VACANCY	8-A-3-6	A
3			WELL-QUALIFIED EMPLOYEE	8-A-3-7	A
3		EXPLANATION-AGENCY	EXECUTIVE DEPARTMENT AS DEFINED IN 5 U.S.C. 105	8-A-3-1-(a)	A
3			GOVERNMENT CORPORATION AS DEFINED IN 5 U.S.C. 105	8-A-3-1-(a)	A
3			INCLUDES OFFICE OF INSPECTOR GENERAL	8-A-3-1-(a)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
3	TERMINOLOGY-ICTAP	EXPLANATION-AGENCY	INDEPENDENT ESTABLISHMENT AS DEFINED IN 5 U.S.C. 105	8-A-3-1-(a)	A
3			JUDICIAL BRANCH AGENCIES ARE NOT COVERED BY ICTAP	8-A-3-1-(b)	A
3			LEGISLATIVE BRANCH AGENCIES ARE NOT COVERED BY ICTAP	8-A-3-1-(b)	A
3			POSTAL SERVICE IS NOT COVERED BY ICTAP	8-A-3-1-(b)	A
3			QUASI-GOVERNAMENTAL AGENCIES ARE NOT COVERED BY ICTAP	8-A-3-1-(b)	A
3			TENNESSEE VALLEY AUTHORITY IS NOT COVERED BY ICTAP	8-A-3-1-(b)	A
3		EXPLANATION-LOCAL COMMUTING AREA	NO MILEAGE STANDARD FOR LOCAL COMMUTING AREA	8-A-3-4-(a)	A
3			OVERSEAS LOCAL COMMUTING AREA IS DEFINED ON SAME BASIS	8-A-3-4-(b)	A
3			REFERENCE TO 3-A-7-8	8-A-3-4	A
3		EXPLANATION-SPECIAL SELECTION PRIORITY	ICTAP DOES NOT APPLY TO CERTAIN PERSONNEL ACTIONS COVERED IN 8-A-10	8-A-3-5-(a)	A
3			ICTAP DOES NOT APPLY TO INTERNAL PERSONNEL ACTIONS COVERED IN 7-A-14	8-A-3-5-(b)	A
3		EXPLANATION-VACANCY	DAYS DOES NOT MEAN NUMBER OF CALENDAR DAYS INCUMBENT WILL WORK	8-A-3-6-(a)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
3	TERMINOLOGY-ICTAP	EXPLANATION-VACANCY	DAYS MEANS NUMBER OF CALENDAR DAYS FOR WHICH POSITION IS ESTABLISHED	8-A-3-6-(a)	A
3			DEFINITION APPLIES EVEN IF AGENCY DOES NOT ISSUE ANNOUNCEMENT	8-A-3-6-(b)	A
3		EXPLANATION-WELL-QUALIFIED EMPLOYEE	DOES NOT NECESSARILY MEET DEFINITION OF BEST-QUALIFIED	8-A-3-7-(a)	A
3			DOES NOT NECESSARILY MEET DEFINITION OF HIGHLY-QUALIFIED	8-A-3-7-(a)	A
3			IS PHYSICALLY QUALIFIED WITH ACCOMMODATION	8-A-3-7-(b)-(3)	A
3			MAY SATISFACTORILY PERFORM DUTIES OF POSITION UPON ENTRY	8-A-3-7-(b)-(5)	A
3			MEETS ALL APPLICABLE SELECTIVE PLACEMENT FACTORS	8-A-3-7-(b)-(2)	A
3			MEETS ANY OPM-APPROVED SPECIAL QUALIFYING CONDITION	8-A-3-7-(b)-(4)	A
3			MEETS APPROPRIATE QUALITY RANKING FACTOR LEVELS	8-A-3-7-(b)-(2)-(i)	A
3			MEETS BASIC ELIGIBILITY REQUIREMENTS FOR POSITION	8-A-3-7-(b)-(1)	A
3			MEETS BASIC QUALIFICATIONS FOR POSITION	8-A-3-7-(b)-(1)	A
3			RATED ABOVE MINIMALLY QUALIFIED AND EXCEEDS MINIMUM QUALIFICATIONS	8-A-3-7-(b)-(2)-(ii)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-	
16	TERMINOLOGY-PREFERENCE ELIGIBLES SEPARATED FROM RESTRICTED POSITIONS	DEFINITION	RESTRICTED POSITIONS	8-A-16-2	A
16		EXPLANATION-RESTRICTED	DEFINED IN 5 U.S.C. 3310	8-A-16-2	A
16			INCLUDES CUSTODIAN POSITIONS	8-A-16-2-(a)	A
16			INCLUDES ELEVATOR OPERATOR POSITIONS	8-A-16-2-(b)	A
16			INCLUDES GUARD POSITIONS	8-A-16-2-(c)	A
16			INCLUDES MESSENGER POSITIONS	8-A-16-2-(d)	A
11	VACANCIES-REPORTING TO OPM	REPORT CONTENT-GENERAL REQUIREMENT FOR ANNOUNCEMENT	DEADLINE FOR APPLICATION	8-A-11-2	A
11			OTHER INFORMATION SPECIFIED BY OPM	8-A-11-2	A
11			POSITION CLASSIFICATION SERIES	8-A-11-3-(a)	A
11			POSITION GRADE OR PAY PLAN	8-A-11-2	A
11			POSITION LOCATION	8-A-11-2	A
11			POSITION TITLE	8-A-11-2	A
11		REPORT CONTENT-REQUIREMENT FOR ELECTRONIC FILE ANNOUNCEMENT	BASIS FOR AGENCY TO RATE CANDIDATES FOR VACANCY	8-A-11-3-(h)	A
11			BRIEF DESCRIPTION OF DUTIES	8-A-11-3-(g)	A
11			CLOSING DATE OF ANNOUNCEMENT OR RECRUITING BULLETIN	8-A-11-3-(c)	A
11			DUTY STATION	8-A-11-3-(b)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
11 VACANCIES-REPORTING TO OPM	REPORT CONTENT-REQUIREMENT FOR ELECTRONIC FILE ANNOUNCEMENT	EEO STATEMENT	8-A-11-3-(m)	A
11		INFORMATION ON AGENCY'S DEFINITION OF WELL-QUALIFIED	8-A-11-3-(l)	A
11		INFORMATION ON SUBMITTING PROOF OF ICTAP ELIGIBILITY	8-A-11-3-(l)	A
11		INSTRUCTIONS ON HOW TO APPLY FOR THE VACANCY	8-A-11-3-(j)	A
11		INSTRUCTIONS ON HOW TO CLAIM VETERANS' PREFERENCE	8-A-11-3-(k)	A
11		NAME OF AGENCY THAT ISSUED ANNOUNCEMENT OR RECRUITING BULLETIN	8-A-11-3-(d)	A
11		OPENING DATE OF ANNOUNCEMENT OR RECRUITING BULLETIN	8-A-11-3-(c)	A
11		POSITION CLASSIFICATION SERIES	8-A-11-3-(a)	A
11		POSITION GRADE OR PAY PLAN	8-A-11-3-(a)	A
11		POSITION TITLE	8-A-11-3-(a)	A
11		QUALIFICATION REQUIREMENTS INCLUDING KSA(S)	8-A-11-3-(e)	A
11		STARTING PAY FOR VACANCY	8-A-11-3-(f)	A
11		VACANCY ANNOUNCEMENT NUMBER	8-A-11-3-(e)	A
11		WHAT MATERIALS THE APPLICANT SHOULD FILE	8-A-11-3-(i)	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
 Restructuring Information Handbook Module 8
 Interagency Career Transition Assistance Plan
 Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
11 VACANCIES-REPORTING TO OPM	REQUIREMENT TO REPORT COMPETITIVE SERVICE VACANCIES	INCLUDES TIME-LIMITED POSITIONS LASTING 121 OR MORE DAYS	8-A-11-1-(a)	A
11		REANNOUNCE POSITION IF MORE THAN 6 MONTHS AND NOT ENTERED ON DUTY	8-A-11-1-(d)	A
11		REANNOUNCE POSITION IF MORE THAN 90 DAYS SINCE CERTIFICATE ISSUED	8-A-11-1-(c)	A
11		WHEN AGENCY ACCEPTS APPLICATIONS FROM EXTERNAL CANDIDATES	8-A-11-1	A
11	REQUIREMENT TO REPORT COMPETITIVE SERVICE VACANCIES- EXCEPTION	RESINSTATEMENT OF ICTAP ELIGIBLE EMPLOYEE FROM DIFFERENT AGENCY	8-A-11-1	A
11		TRANSFER OF ICTAP ELIGIBLE EMPLOYEE FROM DIFFERENT AGENCY	8-A-11-1	A

U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
Restructuring Information Handbook Module 8
Interagency Career Transition Assistance Plan
Unit G, Detailed Index to Module 8 (October 2002 version)

SECTION NUMBER AND SUBJECT-	MORE SPECIFIC-	MOST SPECIFIC-	CITE-	UNIT-
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