

Restructuring Information Handbook Module 8

Interagency Career Transition Assistance Plan

Unit A, Required Procedures **(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**, while other Modules have two or more Units.

For subjects with mandatory statutory or regulatory requirements, **Unit A (Mandatory Requirements)** provides the user with both a crash course on the subject, 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.

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Using the Handbook

The Modules contain many cross-references to additional pertinent material. To assist in searches, each Module features a unique index system that assists the user in readily locating information in that Module or in the other Modules.

For example, a reference to "**3-A-15-3**" refers to:

- (1) Module 3 ("**Reduction in Force**"),
- (2) Unit A ("**Required Procedures**"),
- (3) Section 15 ("Credit for Performance in Reduction in Force"),
- (4) Paragraph 3 ("**Time Period Covered by Employees' Performance Ratings**").

For a second example, a reference to "**3-B-6-5-(b)**" refers to:

- (1) Module 3 ("**Reduction in Force**"),
- (2) Unit B ("**Guidance**"),
- (3) Section 6 ("**Reorganization and Job Erosion**"),
- (4) Paragraph 5 ("**Use of RIF Procedures in Job Erosion Situations**"),
- (5) Subparagraph (b).

All of the Modules use the same index system.

For example, a reference to "**4-A-4-3**" refers to:

- (1) Module 4 ("**Transfer of Function**"),
 - (2) Unit A ("**Required Procedures**"),
 - (3) Section 4 ("**Determining Whether the Transfer of Function Provisions are Applicable**"),
 - (4) Paragraph 3 ("**Basis for Transfer of Function Decisions**").
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Restructuring Information Handbook Module 8
Interagency Career Transition Assistance Plan
Unit A, Required Procedures
(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.

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Interagency Career Transition Assistance Plan

Unit A, Required Procedures (October 2002 version)

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Section 1, Overview of the Career Transition Assistance Plan

Introduction This section provides an overview of the Career Transition Assistance Plan (CTAP). Each paragraph in Section 1 summarizes a specific CTAP topic. For more detailed information on a topic, each paragraph in Section 1 has a reference to the appropriate section in Module 8. The “Additional Information” paragraph below lists these references.

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Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Unit 8-A.

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A This symbol highlights where you can find additional material in Unit 8-A.

i This symbol guides you toward more general references on the subject in Module 8 or in other Modules.
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Section 1, Overview of the Career Transition Assistance Plan

8-A-1-1

Background

On December 29, 1995, OPM published regulations that implemented two new career transition assistance programs to assist Federal employees adversely affected by restructuring actions such as involuntary separation resulting from reduction in force or an inability to relocate.

A

[See Section **8-A-2** for more detailed guidance.]

- All Executive Branch agencies subsequently established new career transition assistance programs for their surplus and displaced employees.
- (a) OPM's new regulations in 5 CFR 330 implemented two career transition assistance programs:
 - (1) Subpart 5 CFR 330-F covers the "**Career Transition Assistance Plan**," and
 - (2) Subpart 5 CFR 330-G covers the "**Interagency Career Transition Assistance Plan**."
- (b) At the same time, OPM suspended the "**Interagency Placement Program**," which previously offered separated employees limited selection priority for positions in other Federal agencies.

8-A-1-2

Original Sunset Date Eliminated

OPM's December 29, 1995 regulations originally had a sunset date of September 30, 1999.

- OPM first extended this expiration date for another two years on July 27, 1999,
- OPM later removed this sunset date in interim regulations published on June 4, 2001, and in final regulations

published on February 5, 2002 at 67 FR 5195.

A [See paragraph **8-A-2-2** for more detailed guidance.]

8-A-1-3 **Overview**

Agencies' **Career Transition Assistance Plans** consist of four parts:

- (a) “**Career Transition Services**” to assist all agency employees affected by downsizing, including employees holding excepted service and Senior Executive Service positions;
- (b) Internal selection priority through the “**Career Transition Assistance Plan**” for most surplus and displaced competitive service employees who apply for competitive service vacancies that their agency is filling in their present local commuting area;
- (c) External selection priority over other outside candidates through the “**Interagency Career Transition Assistance Plan**” for most displaced competitive service employees who apply for competitive service vacancies that other agencies are filling in their present local commuting area; and
- (d) A “**Reemployment Priority List**” to provide rehiring priority in the same agency to competitive service employees of that agency separated by reduction in force.

A [See Section **8-A-2** for more detailed guidance.]

8-A-1-4 **Purpose**

In order to provide displaced employees with more effective interagency placement assistance, OPM changed the way displaced Federal employees receive selection priority in other agencies that are filling vacancies in the same local commuting area as the employee’s present agency.

- (a) An eligible displaced employee applies directly to agencies for vacant positions, and receives special selection priority over other outside candidates for these vacancies.

- (b) The “**Interagency Career Transition Assistance Plan**” requires agencies to select displaced employees from other agencies for vacancies when the displaced employee:
- (1) Applies directly for the vacancy; and,
 - (2) Is found well-qualified for the vacant position.
- Both the “**Career Transition Assistance Plan**” and the “**Interagency Career Transition Assistance Plan**” are based on an “**Employee Empowerment**” approach, in which surplus and displaced employees decide when to invoke potential selection priority in applying for vacant positions.

8-A-1-5 **Reporting Vacancies to OPM**

When an agency recruits from outside the agency, they must report the vacancy to OPM for listing on OPM's Federal Jobs Database system.

- The agency reports to OPM the qualifications required for the position, the selective factors required for the position, and the knowledges, skills, abilities, and competencies that the displaced employee must meet in order to be a “**Well-Qualified**” “**Interagency Career Transition Assistance Plan**” selection priority for the position.

A [See Section **8-A-11** for more detailed guidance.]

8-A-1-6 **Application for Positions with ICTAP Interagency Selection Priority**

An employee eligible for selection priority under the Interagency Career Transition Assistance Plan may receive this special selection priority by:

- (a) Applying directly to another agency for a vacancy located in the same local commuting area as the position from which the employee will be, or has been, separated; and
- (b) Attaching proof of eligibility for the Interagency Career Transition Assistance Plan (for example, a copy of the employee's specific notice of separation by reduction in force,

or notice of separation by adverse action for declining relocation).

A [See Section **8-A-12** for more detailed guidance.]

8-A-1-7 **Selection for Positions with ICTAP Interagency Selection Priority**

The hiring agency reviews the job application of a displaced employee with interagency selection priority to determine if the displaced applicant is “**Well-Qualified**” for that vacancy.

- (a) When filling a vacant position, the agency must first consider its own employees who are eligible for selection priority under the Career Transition Assistance Plan for positions within the agency.
- (b) Then, the agency must consider its former displaced employees eligible for agency reemployment priority through the Reemployment Priority List.
- (c) Finally, the selection priority of the Interagency Career Transition Assistance Plan provides that the hiring agency must select the displaced employee over most other candidates from outside the agency, provided that the agency has found the displaced employee well-qualified for the vacancy.
 - An agency may always select any of its current employees for a vacancy over a candidate from outside of the agency.
 - If more than one applicant has selection priority under the Interagency Career Transition Assistance Plan, the hiring agency may select any of the eligible, well-qualified priority candidates.

A [See Section **8-A-9** for more detailed guidance on order of selection under the Interagency Career Transition Assistance Plan.]

A [See Section **8-A-10** for more detailed guidance on exceptions to the regulation order of selection under the Interagency Career Transition

Assistance Plan.]

8-A-1-8

Extent of ICTAP Selection Priority

- (a) Selection priority under the Interagency Career Transition Assistance Plan covers vacancies that:
 - (1) Are in the same local commuting area;
 - (2) Are in a different executive branch agency;
 - (3) Are at the same or lower grade as the position from which the displaced employee was (or will be) separated; and
 - (4) Have no higher promotion potential than the position from which the displaced employee was (or will be) separated.

- (b) With certain exceptions, an agency must select a candidate eligible under the Interagency Career Transition Assistance Plan before selecting any other candidate from outside the agency for a vacant position when taking the following actions:
 - (1) Competitive appointments (e.g., from competitive examining and direct-hire);
 - (2) Noncompetitive appointments;
 - (3) Movement between agencies (for example, transfers);
 - (4) Reinstatements (except for former displaced employees of the agency who are eligible on the Reemployment Priority List); and
 - (5) Time-limited appointments to the competitive service lasting 90 days or longer.

- (c) Agencies may fill vacant positions without regard to the special selection priority of the Interagency Career Transition Assistance Plan through:
 - (1) Reemployment of former agency employees exercising regulatory or statutory reemployment rights;

- (2) Noncompetitive movement of displaced agency employees or employees moved as the result of a reorganization, a transfer of function, or similar form of realignment;
- (3) Selection of current agency employees for a position;
- (4) Appointments of 10 point disabled veterans; and
- (5) Conversions of specific excepted appointments (such as appointments under the Veterans Readjustment Act provision).

A [See Section **8-A-9** for more detailed guidance on order of selection under the Interagency Career Transition Assistance Plan.]

A [See Section **8-A-10** for more detailed guidance on exceptions to the regulation order of selection under the Interagency Career Transition Assistance Plan.]

8-A-1-9 **Actions Providing ICTAP Eligibility**

- (a) An individual is a "**Displaced Employee**" for selection priority under the Interagency Career Transition Assistance Plan if the current or former career or career-conditional competitive service employee:
- (1) Received a specific notice of separation by reduction in force, or who has received a notice of separation by adverse action for declining relocation;
 - (2) Was separated because of a compensable injury, whose compensation has been terminated, and whose former agency is unable to place the individual;
 - (3) Retired with a disability, but has been found recovered from that disability;
 - (4) Is in receipt of a specific notice of separation by reduction in force, but who subsequently retired on the effective date of the reduction in force; or

- (5) Retired under the discontinued service option.
 - A displaced employee also includes a former Military Reserve or National Guard Technician who is receiving a special OPM disability retirement annuity.
- (b) The Interagency Career Transition Assistance Plan does not apply to:
 - (1) Reassignment or downgrading actions in a reduction in force;
 - (2) Separation from a temporary or term position in the competitive service;
 - (3) Separation from an excepted service position;
 - (4) Separation from an Executive branch agency that is not required to follow OPM hiring procedures; or
 - (5) Separation from a position in the Senior Executive Service.

A

[See Section **8-A-4** more detailed guidance.]

8-A-1-10

Requirements for Employee Eligibility

- (a) A present or former employee is an "**Eligible Employee**" for selection priority under the Interagency Career Transition Assistance Plan if the employee:
 - (1) Is a "**Displaced Employee**" who has been (or is being) separated from an executive branch Federal agency required to follow OPM hiring procedures;
 - (2) Has a current (or last) performance rating of record of at least Level III (for example, "Fully Successful" or equivalent);
 - (3) Applies for a vacancy at the same or lower grade, and with no greater promotion potential, as the position from which

- the individual has been (or will be) separated;
- (4) Was (or will be) displaced from a position in the same local commuting area as the vacancy;
 - (5) Files an application for the vacancy within the timeframes set by the agency; and
 - (6) Is found by the agency to be "**Well-Qualified**" for the vacancy.

[See Section **8-A-5** for more detailed guidance.]

- (b) "**Well-Qualified**" means that an eligible displaced employee meets the qualification standards and eligibility requirements for a position (including any medical qualifications) and minimum educational and experience requirements, along with all applicable selective factors and quality rating factor levels, or the individual is rated by the agency to be above minimally qualified candidates in accordance with the agency's specific selection process.
 - If an agency determines that an eligible displaced employee is not well-qualified for a vacancy, the agency must notify the applicant in writing of the reasons for this decision.
 - The definition of "**Well-Qualified**" varies between positions and/or agencies because each position has its own qualification requirements, selective factors, and knowledge/skills/abilities/competencies.

[See paragraph **8-A-3-7** for more detailed guidance.]

8-A-1-11

Length of ICTAP Eligibility

A displaced employee is eligible for the special selection priority under the Interagency Career Transition Assistance Plan beginning on the date that:

- (a) The employee receives a specific notice of separation by reduction in force, or of separation by adverse action for declining

relocation to a different local commuting area;

- (b) The employee's former agency certifies that it cannot place an individual separated due to a compensable injury whose workers' compensation payments have now terminated;
- (c) The former employee receives notification that their OPM disability annuity has been terminated, or is being terminated; or
- (d) The National Guard Bureau or Military Department certifies that a technician is receiving the special OPM disability annuity.
 - An individual who voluntarily separated from the Federal service prior to involuntary separation by reduction in force, or by adverse action for declining relocation, is not eligible for selection priority under the Interagency Career Transition Assistance Plan.
 - This exclusion includes employees who retired or resigned in order to receive a Voluntary Separation Incentive Payment (for example, a buyout).

A [See Section **8-A-6** for more detailed guidance on the beginning date of eligibility for the Interagency Career Transition Assistance Plan.]

A [See Section **8-A-7** for more detailed guidance on the ending date of eligibility for the Interagency Career Transition Assistance Plan.]

Section 2, Background and Purpose

Introduction This section provides regulatory references for both the establishment and the permanence of the Interagency Career Transition Assistance Plan (ICTAP). This section also explains that when OPM made ICTAP permanent, OPM also abolished the Interagency Placement Program.

Contents This section contains the following topics:

Topic	See Paragraph
Current OPM Transition Assistance Programs	8-A-2-1
Original Sunset Date Eliminated	8-A-2-2
Former OPM Program Eliminated	8-A-2-3
Reemployment Priority List	8-A-2-4

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

 This symbol guides you toward more general references on the subject in other Modules.
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Section 2, Background and Purpose

8-A-2-1

Current OPM Transition Assistance Programs

On December 29, 1995, OPM published interim regulations to implement two career transition programs that help surplus and displaced Federal employees find other positions:

- (a) The "**Career Transition Assistance Plan**" requires each agency to actively assist its surplus and displaced employees facing involuntary separation due to downsizing. (5 CFR 330.602(a))
 - The "**Career Transition Assistance Plan**" gives surplus and displaced career and career-conditional employees selection priority for vacant positions within their agency.
 - Subpart 5 CFR 330-F provides the regulatory basis for the "Career Transition Assistance Plan."
 - Restructuring Information Handbook Module 7 covers the "Career Transition Assistance Plan."
- (b) The "**Interagency Career Transition Assistance Plan**" gives displaced career and career-conditional employees who have been (or will be) involuntarily separated selection priority for vacancies in other agencies in the same local commuting area. (5 CFR 330.701(a))
 - Subpart 5 CFR 330-G provides the regulatory basis for the "Interagency Career Transition Assistance Plan."

8-A-2-2

Original Sunset Date Eliminated

Both the Career Transition Assistance Plan and the Interagency Career Transition Assistance Plan originally had expiration dates of September 30, 1999.

- (a) OPM subsequently extended the original expiration date until September 30, 2001, in interim regulations published on July 27, 1999, at 64 FR 40509.

- (b) OPM later removed a sunset date in interim regulations published on June 4, 2001 at 66 FR 29895, and in final regulations published February 5, 2002 at 67 FR 5195.
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8-A-2-3

Former OPM Program Eliminated

OPM's December 1995 regulations implementing the "**Career Transition Assistance Plan**" and "**Interagency Career Transition Assistance Plan**" also suspended the provisions of the "**Interagency Placement Program.**" (5 CFR 330.301(b))

- (a) Subpart 5 CFR 330-C provided the regulatory basis for the Interagency Placement Program.
- (b) OPM later abolished the Interagency Placement Program in interim regulations published on June 4, 2001 at 66 FR 29895, and in final regulations published February 5, 2002 at 67 FR 5195.
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8-A-2-4

Reemployment Priority List

OPM's December 1995 career transition regulations and subsequent revisions left unchanged the requirement that each agency must establish and maintain a "**Reemployment Priority List**" for the local commuting area where the agency separates competitive service career and career-conditional employees by reduction force. (5 CFR 330.701(c))



- Subpart 5 CFR 330-B provides the regulatory basis for the Reemployment Priority List.
 - Restructuring Information Handbook Module 6 covers the "Reemployment Priority List."
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Section 3, ICTAP Definitions

Introduction This section covers terminology of the Interagency Career Transition Assistance Plan. All of the terms are defined in OPM's regulations.

Contents This section contains the following topics:

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Eligible Employee	8-A-3-3
Local Commuting Area	8-A-3-4
Special Selection Priority	8-A-3-5
Vacancy	8-A-3-6
Well-Qualified Employee	8-A-3-7

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

To find additional information on these key paragraphs in Unit 8-A,	In Unit 8-A, see Section or paragraph:
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<p>A This symbol highlights where you can find additional material in Unit 8-A.</p>
--

<p>i This symbol guides you toward more general references on the subject in other Modules.</p>
--

Section 3, ICTAP Definitions

8-A-3-1

Agency

For purposes of the Interagency Career Transition Assistance Plan, "**Agency**" means an Executive department, a Government corporation, and an independent establishment, as defined in 5 U.S.C. 105. (5 CFR 330.703(a); 5 CFR 330.604(a))

- (a) "**Agency**" includes all components of an organization in the local commuting area, including an agency's Office of Inspector General. (5 CFR 330.703(a); 5 CFR 330.604(a))
 - (b) The U.S. Postal Service, Tennessee Valley Authority, and other quasi-governmental organizations, as well as Legislative and Judicial branch agencies, are not considered "Agencies" under the Interagency Career Transition Assistance Plan regulations.
-

8-A-3-2

Displaced Employee

A

For purposes of the Interagency Career Transition Assistance Plan, "**Displaced Employee**" is covered in Section **8-A-4**. (5 CFR 330.703(b))

8-A-3-3

Eligible Employee

A

For purposes of the Interagency Career Transition Assistance Plan, an "**Eligible Employee**" is a "**Displaced Employee**," as covered in Section **8-A-4**, who also meets the qualifying conditions covered in Section **8-A-5**. (5 CFR 330.703(c))

8-A-3-4

Local Commuting Area

"**Local Commuting Area**" means the geographic area that usually constitutes one area for employment purposes, as determined by the agency.

- (a) The "**Local Commuting Area**" includes any population center (or

two or more neighboring centers), and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment. (5 CFR 330.703(d); 5 CFR 330.604(e))

(b) There is no mileage standard for a local commuting area under OPM's regulations; instead, the agency must make a reasonable interpretation for specific situations.

- ① • Subparagraph **3-A-4-1-(k)** of Restructuring Information Handbook Module 3 ("Reduction in Force") also contains the complete definition of "Local Commuting Area."
 - ① • Paragraph **3-A-7-8** in Module 3 contains additional guidance on "Local Commuting Area."
-

8-A-3-5

Special Selection Priority

For purposes of the Interagency Career Transition Assistance Plan, "**Special Selection Priority**" means that an agency must select a displaced employee who is eligible for ICTAP selection priority over any other outside candidate for vacancies in the local commuting area if the individual applies for the vacancy, and the hiring agency finds that the individual is well-qualified for the vacancy. (5 CFR 330.703(e); 5 CFR 330.604(g))

(a) Selection priority under the Interagency Career Transition Assistance Plan for positions that the agency fills with outside candidates does not apply to the filling of certain vacancies. (5 CFR 330.703(e); 5 CFR 330.705(c))

A • See Section **8-A-10** for additional guidance.

(b) Selection priority under the Interagency Career Transition Assistance Plan for positions that the agency fills with outside candidates does not apply to the filling of vacancies with current agency employees. (5 CFR 330.703(e); 5 CFR 330.606(d))

- ① • See Section **7-A-14** of Restructuring Information Handbook Module 7 ("Career Transition Assistance Plan") for additional guidance.

8-A-3-6 **Vacancy**

For purposes of the Interagency Career Transition Assistance Plan, "**Vacancy**" means a competitive service position that the agency is filling for a total of 121 days or more, including all extensions. (5 CFR 330.703(f); 5 CFR 330.604(j))

- (a) "**Days**" means the number of calendar days for which the position is established, not the number of actual days the incumbent will work. (5 CFR 210.102(b)(3))
 - (b) The definition of "**Days**" means that the Interagency Career Transition Assistance Plan requirements apply to a vacancy regardless of whether the agency issues a specific vacancy announcement for the position. (5 CFR 330.703(f); 5 CFR 330.604(j))
-

8-A-3-7 **Well-Qualified Employee**

For purposes of the Interagency Career Transition Assistance Plan, a "**Well-Qualified Employee**" means an "**Eligible Employee**" who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the vacant position. (5 CFR 330.703(g); 5 CFR 330.604(k))

- A**
 - Paragraph **8-A-3-3** defines "**Eligible Employee**."
 - (a) A "**Well-Qualified Employee**" will not necessarily meet the agency's definition of highly or best qualified, when evaluated against other candidates who apply for a particular vacancy. (5 CFR 330.703(g); 5 CFR 330.604(k))
 - (b) A "**Well-Qualified Employee**" must meet all five conditions covered in subparagraphs **8-A-3-7-(b)(1)-(5)** below, as determined by the agency in a uniform and consistent process: (5 CFR 330.703(g); 5 CFR 330.604(k))
 - (1) A "**Well-Qualified Employee**" meets the basic qualification standards and eligibility requirements for a position, including any medical qualifications, suitability, and minimum educational and experience requirements. (5 CFR 330.703(g); 5 CFR 330.604(k)(1))

- (2) A "**Well-Qualified Employee**" meets one of the two qualifications requirements covered below in subparagraphs **8-A-3-7-(b)-(2)-(i)** and **(ii)**:
- A "**Well-Qualified Employee**" meets all selective factors where applicable, and meets appropriate quality rating factor levels as determined by the agency. (5 CFR 330.703(g); 5 CFR 330.604(k)(2)(i))
 - (i) An agency may not set selective and quality ranking factors that are so restrictive that the result interferes with the goal of placing displaced employees. (5 CFR 330.703(g); 5 CFR 330.604(k)(2)(i))
 - Factors expressed solely in terms of grade point average, class standing and/or academic credentials or courses are overly restrictive and cannot be used.
 - In the absence of selective and quality ranking factors, selecting officials will document the job-related reason(s) the eligible employee is or is not considered to be well qualified; (5 CFR 330.703(g); 5 CFR 330.604(k)(2)(i))
 - (ii) A "**Well-Qualified Employee**" is rated by the agency to be above minimally qualified in accordance with the agency's specific rating and ranking process. (5 CFR 330.703(g); 5 CFR 330.604(k)(2)(ii))
 - Generally, this means that the individual may or may not meet the agency's test for highly qualified, but would in fact, exceed the minimum qualifications for the position. (5 CFR 330.703(g); 5 CFR 330.604(k)(2)(ii))
 - Under examining procedures where a specific point score (such as 70 points) is assigned to candidates meeting minimum qualification requirements, a candidate would have to score higher than this minimum score in order to be considered "**Well-Qualified.**"
- (3) A "**Well-Qualified Employee**" is physically qualified, with

reasonable accommodation where appropriate, to perform the essential duties of the position. (5 CFR 330.703(g); 5 CFR 330.604(k)(3))

- (4) A "**Well-Qualified Employee**" meets any special qualifying condition(s) that OPM has approved for the position. (5 CFR 330.703(g); 5 CFR 330.604(k)(4))
 - (5) A "**Well-Qualified Employee**" is able to satisfactorily perform the duties of the position upon entry. (5 CFR 330.703(g); 5 CFR 330.604(k)(5))
-

Section 4, Eligibility-Displaced Employee

Introduction This section further explains the definition of “Displaced Employee” found in paragraph 8-A-3-3 of this Module.

Contents This section contains the following topics:

Topic	See Paragraph
RIF Separation Notice	8-A-4-1
Proposed Notice of Removal after Declining Relocation	8-A-4-2
Prior RIF Separation	8-A-4-3
Prior Removal after Declining Relocation	8-A-4-4
Prior Removal Because of Compensable Injury	8-A-4-5
Termination of Disability Annuity	8-A-4-6
Prior Retirement on RIF Effective Date	8-A-4-7
Prior Discontinued Service Retirement After Receiving RIF Separation Notice	8-A-4-8
Disabled Reserve or National Guard Technician	8-A-4-9
Certain Excepted Service Employees	8-A-4-10

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

<p>i This symbol guides you toward more general references on the subject in other Modules.</p>
--

Section 4, Eligibility-Displaced Employee

8-A-4-1

RIF Separation Notice

For purposes of eligibility for the Interagency Career Transition Assistance Plan, "**Displaced Employee**" includes a current career or career-conditional competitive service employee in retention tenure group I or II who holds a position at GS-15 or below (or equivalent) who has received a specific notice of separation by reduction in force. (5 CFR 330.703(b)(1))

- This definition excludes employees displaced from positions above GS-15, including Administrative Law Judge and Senior Level (SL) positions.
- ①
- Section **3-A-12** of Restructuring Information Handbook Module 3 ("Reduction in Force") covers retention tenure groups.
- ①
- Sections **3-A-29** and **3-A-30** of Module 3 cover specific reduction in force notices.
- (a) An employee is also eligible for the Interagency Career Transition Assistance Plan if the reduction in force separation notice is after declining a reduction in force offer of assignment. (5 CFR 330.703(b)(1))
- (b) A Department of Defense employee who volunteers for reduction in force separation under authority of paragraph 5 U.S.C. 3502(f) is eligible for the Interagency Career Transition Assistance Plan on the same basis as other eligible employees.
- (c) An employee who has received only a "**Certification of Expected Separation**" is not eligible for the Interagency Career Transition Assistance Plan.
- Section 5 CFR 351.807, authorizes the "Certification of Expected Separation."
- ①
- Section **3-A-32** of Module 3 covers the "Certification of Expected Separation."

8-A-4-2 **Proposed Notice of Removal after Declining Relocation**

For purposes of eligibility for the Interagency Career Transition Assistance Plan, "**Displaced Employee**" includes a current career or career-conditional competitive service employee in retention tenure group I or II who holds a position at GS-15 or below (or equivalent) who has received a notice of proposed separation by adverse action for declining a directed reassignment, transfer of function, or other similar reason, outside of the employee's present local commuting area. (5 CFR 330.703(b)(1))

- This definition excludes employees displaced from positions above GS-15, including Administrative Law Judge and Senior Level (SL) positions.
- The agency issues a notice of removal by adverse action under authority of subpart 5 CFR 752-D.
- An employee who has declined a directed reassignment, transfer of function, or similar relocation action, but has not yet received a proposed notice of removal, is not eligible for the Interagency Career Transition Assistance Plan.

8-A-4-3 **Prior RIF Separation**

For purposes of eligibility for the Interagency Career Transition Assistance Plan, "**Displaced Employee**" includes a former career or career-conditional competitive service employee in retention tenure Group I or II who was separated from a position at GS-15 or below (or equivalent) by reduction in force. (5 CFR 330.703(b)(2))

- This definition excludes employees displaced from positions above GS-15, including Administrative Law Judge and Senior Level (SL) positions.

8-A-4-4 **Prior Removal after Declining Relocation**

For purposes of eligibility for the Interagency Career Transition Assistance Plan, "**Displaced Employee**" includes a former career or career-conditional competitive service employee in retention tenure group I or II who was separated from a position at GS-15 or below (or

equivalent) by adverse action for declining a directed reassignment, transfer of function, or other similar reason, outside of the employee's present local commuting area. (5 CFR 330.703(b)(2))

- This definition excludes employees displaced from positions above GS-15, including Administrative Law Judge and Senior Level (SL) positions.

8-A-4-5

Prior Removal Because of Compensable Injury

For purposes of eligibility for the Interagency Career Transition Assistance Plan, "**Displaced Employee**" includes a former career or career-conditional competitive service employee: (5 CFR 330.703(b)(3))

- (a) Who the agency separated because of compensable injury or illness, as provided under the provisions of subchapter I of chapter 81 of title 5, United States Code;
- (b) Whose compensation now terminated; and
- (c) Whose former agency is unable to place the individual through the Reemployment Priority List selection priority provisions of 5 CFR Part 330.204.



- Restructuring Information Handbook Module 6 covers the "Reemployment Priority List."

8-A-4-6

Termination of Disability Annuity

For purposes of eligibility for the Interagency Career Transition Assistance Plan, "**Displaced Employee**" includes a former career or career-conditional competitive service employee: (5 CFR 330.703(b)(4))

- (a) Who retired with a disability under authority of Sections 8337 or 8451 of title 5, United States Code; and,
 - (b) Whose disability annuity has been terminated, or is being terminated.
-

8-A-4-7 **Prior Retirement on RIF Effective Date**

For purposes of eligibility for the Interagency Career Transition Assistance Plan, "**Displaced Employee**" includes a former career or career-conditional competitive service employee in retention tenure group I or II who: (5 CFR 330.703(b)(5))

- (a) Received a notice of separation by reduction in force from a position at GS-15 or below (or equivalent) by reduction in force; and
- (b) Retired on the effective date of the reduction in force.
- This definition excludes employees displaced from positions above GS-15, including Administrative Law Judge and Senior Level (SL) positions.

8-A-4-8 **Prior Discontinued Service Retirement After Receiving RIF Separation Notice**

For purposes of eligibility for the Interagency Career Transition Assistance Plan, "**Displaced Employee**" includes a former career or career-conditional competitive service employee in retention tenure group I or II who: (5 CFR 330.703(b)(5))

- (a) Received a notice of separation by reduction in force from a position at GS-15 or below (or equivalent) by reduction in force; and
- (b) Retired under the discontinued service retirement option.
- This definition excludes employees displaced from positions above GS-15, including Administrative Law Judge and Senior Level (SL) positions.
- An employee who retires under the discontinued service retirement option after receiving only a notice of position abolishment and not a specific reduction in force notice is not considered a "**Displaced Employee**" and is not eligible for the Interagency Career Transition Assistance Plan.

- Chapter 44 of the “CSRS/FERS Handbook” covers “Discontinued Service Retirement.”
-

8-A-4-9 **Disabled Reserve or National Guard Technician**

For purposes of eligibility for the Interagency Career Transition Assistance Plan, "**Displaced Employee**" includes a former Military Reserve Technician, or a former National Guard Technician, who is receiving a special disability retirement annuity from OPM under authority of Sections 8337(h) or 8456 of title 5, United States Code. (5 CFR 330.703(b)(6))

8-A-4-10 **Certain Excepted Service Employees**

For purposes of eligibility for the **Interagency Career Transition Assistance Plan**, "**Displaced Employee**" includes a current or former executive branch employee in the excepted service who: (5 CFR 330.703(b)(7)-(8))

- (a) Serves/served on an appointment without time limit at grade level GS-15 or below (or equivalent);
 - (b) Has been given both of the following:
 - (1) Noncompetitive appointment eligibility; and
 - (2) Selection priority by statute for positions in the competitive service; and
 - (c) Has been or will be separated by reduction in force, or by adverse action for declining a directed reassignment, transfer of function, or other similar action outside of the employee's present local commuting area.
 - This definition excludes employees displaced from positions above GS-15, including Administrative Law Judge and Senior Level (SL) positions.
-

Section 5, Qualifying Conditions

Introduction This section covers the seven conditions that a Displaced Employee must meet in order to be eligible for interagency selection priority under the Interagency Career Transition Assistance Plan.

Contents This section contains the following topics:

Topic	See Paragraph
General Eligibility Conditions	8-A-5-1
Displaced Employee	8-A-5-2
Performance Rating	8-A-5-3
Applies for Vacancy	8-A-5-4
Position in Same Local Commuting Area	8-A-5-5
Files Timely Application for Position	8-A-5-6
Submits Proof of Eligibility	8-A-5-7
Employee is Well-Qualified	8-A-5-8

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

To find additional information on these key paragraphs in Unit 8-A,	In Unit 8-A, see Section or paragraphs:
8-A-5-1	8-A-5-2 to 8
8-A-5-2	8-A-4
8-A-5-3-(a)-(1)	8-A-4-5
8-A-5-3-(a)-(2)	8-A-4-6
8-A-5-3-(a)-(3)	8-A-4-9
8-A-5-7	8-A-13
8-A-5-8	8-A-3-7

<p>A This symbol highlights where you can find additional material in Unit 8-A.</p>
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U.S. Office of Personnel Management-Division for Strategic Human Resources Policy
Restructuring Information Handbook Module 8
Interagency Career Transition Assistance Plan
Unit A, Required Procedures (October 2002 version)

 This symbol guides you toward more general references on the subject in other Modules.

Section 5, Qualifying Conditions

8-A-5-1 General Eligibility Conditions

- A** To be eligible for selection priority under the Interagency Career Transition Assistance Plan, an employee must meet all of the following conditions covered in paragraphs **8-A-5-2** through **8A-5-8** below. (5 CFR 330.704(a))
-

8-A-5-2 Displaced Employee

- A** To be eligible for selection priority under the Interagency Career Transition Assistance Plan, the employee must meet one of the definitions of a "**Displaced Employee**," which are covered in Section **8-A-4**. (5 CFR 330.704(a)(1))
-

8-A-5-3 Performance Rating

To be eligible for selection priority under the Interagency Career Transition Assistance Plan, the employee must have a current, or last, performance rating of Level 3 ("Fully Successful" or equivalent) or higher, except for the exclusions in paragraphs **8-A-5-3-(a)** and **-(b)** below. (5 CFR 330.704(a)(2))

- (a) The requirement for a rating of Level 3 or higher does not apply to a Displaced Employee who is eligible for selection priority under the Interagency Career Transition Assistance Plan under:

- A** (1) Paragraph **8-A-4-5** because of a compensable injury; (5 CFR 330.704(a)(2));
- A** (2) Paragraph **8-A-4-6** because of termination of a disability annuity; (5 CFR 330.704(a)(2)); or
- A** (3) Paragraph **8-A-4-9** because of a special disability retirement awarded to a former Military Reserve Technician, or a former National Guard Technician. (5 CFR 330.704(a)(2)); or

- (b) The requirement for a rating of Level 3 or higher does not apply to a Displaced Employee who is eligible for selection priority under the Interagency Career Transition Assistance Plan in a position excluded from a performance appraisal system by law, regulation, or OPM administrative action. (5 CFR 330.704(a)(2))
-

8-A-5-4

Applies for Vacancy

To be eligible for selection priority under the Interagency Career Transition Assistance Plan, the employee must apply for a vacancy that:

- (a) Is at the same grade or a lower grade level than the grade of the position from which the employee has been separated, or will be separated; (5 CFR 330.704(a)(3)), and
- (b) Has no greater promotion potential than the position from which the employee has been separated, or will be separated; (5 CFR 330.704(a)(3))



- The agency uses "**Representative Rates**" to compare grade levels of positions in different pay systems to determine equivalent grade levels. (5 CFR 351.701(a)).
 - Section **3-A-24** of Restructuring Information Handbook Module 3 ("Reduction in Force") covers "Representative Rates."
- (c) The agency uses the employee's position of record at the time of separation to determine both the highest grade level, and promotion potential, for eligibility under the Interagency Career Transition Assistance Plan.
-

8-A-5-5

Position in Same Local Commuting Area

To be eligible for selection priority under the Interagency Career Transition Assistance Plan, the employee must occupy, or be displaced from, a position located in the same local commuting area as the vacancy; (5 CFR 330.704(a)(4))

8-A-5-6

Files Timely Application for Position

To be eligible for selection priority under the Interagency Career Transition Assistance Plan, the Displaced Employee must file an application for a specific vacancy within the time frames established by the hiring agency; (5 CFR 330.704(a)(5))

- An applicant who meets the requirements for Interagency Career Transition Assistance Plan priority as of the closing date of the announcement must be considered an Interagency Career Transition Assistance Plan eligible for that announcement even if the Displaced Employee's eligibility for this interagency selection priority expired after the announcement closed.

8-A-5-7 **Submits Proof of Eligibility**

To be eligible for selection priority under the Interagency Career Transition Assistance Plan, the employee must provide the hiring agency with proof of eligibility for selection priority. (5 CFR 330.704(a)(5))

- A**
- Section **8-A-13** covers proof of eligibility for Interagency Career Transition Assistance Plan selection priority.

8-A-5-8 **Employee is Well-Qualified**

To be eligible for selection priority under the Interagency Career Transition Assistance Plan, the hiring agency must determine that the employee is "**Well-Qualified**" for that specific vacancy. (5 CFR 330.704(a)(6))

- A**
- Paragraph **8-A-3-7** defines "**Well-Qualified**".
-

Section 6, Eligibility Beginning Date

Introduction This section covers the beginning date of a Displaced Employee's interagency selection priority under the Interagency Career Transition Assistance Plan.

Contents This section contains the following topics:

Topic	See Paragraph
Issuance of RIF Notice	8-A-6-1
Agency Failure to Restore from Injury Compensation	8-A-6-2
Termination of Disability Annuity	8-A-6-3
Notice of Removal after Declining Relocation	8-A-6-4
Disabled Reserve or National Guard Technician	8-A-6-5

To find additional information on these key paragraphs in Unit 8-A,	In Unit 8-A, see paragraph:
8-A-6-2	8-A-4-5
8-A-6-3	8-A-4-6
8-A-6-4	8-A-4-2
8-A-6-5	8-A-4-9

A This symbol highlights where you can find additional material in Unit 8-A.

i This symbol guides you toward more general references on the subject in other Modules.

Section 6, Eligibility Beginning Date

8-A-6-1 Issuance of RIF Notice

A "**Displaced Employee**" is eligible for selection priority under the Interagency Career Transition Assistance Plan beginning with the date the individual receives a specific notice of separation by reduction in force. (5 CFR 330.704(b)(1))

- ①
 - Sections **3-A-29** and **-30** in Restructuring Information Handbook Module 3 ("Reduction in Force") cover specific notices of reduction in force.
-

8-A-6-2 Agency Failure to Restore from Injury Compensation

A "**Displaced Employee**" is eligible for selection priority under the Interagency Career Transition Assistance Plan beginning with the date the agency certifies that it cannot place an individual, who:

- (a) Was separated because of compensable injury or illness; and,
 - (b) Whose compensation has been terminated. (5 CFR 330.704(b)(2))
 - Paragraph 5 CFR 353.110(b) covers issuance of this certification at the agency's option.
 - The agency may issue this certification either while the former employee is still registered on the agency's Reemployment Priority List (RPL), or after Reemployment Priority List eligibility has expired.
- A**
- Paragraph **8-A-4-5** covers eligibility for the Interagency Career Transition Assistance Plan based upon separation resulting from a compensable injury or illness.
-

8-A-6-3 Termination of Disability Annuity

A "**Displaced Employee**" is eligible for selection priority under the Interagency Career Transition Assistance Plan beginning with the date

that an individual who is receiving a disability annuity is notified that the annuity: (5 CFR 330.704(b)(3))

- (a) Has been terminated; or,
- (b) Will be terminated.

- A**
 - Paragraph **8-A-4-6** covers eligibility for the Interagency Career Transition Assistance Plan based upon the termination of a disability annuity.
-

8-A-6-4 **Notice of Removal after Declining Relocation**

A "**Displaced Employee**" is eligible for selection priority under the Interagency Career Transition Assistance Plan beginning with the date the agency issues the employee a notice of proposed separation by adverse action for declining relocation (i.e., as the result of a directed reassignment, transfer of function, realignment, or other similar reason) outside of the employee's present local commuting area. (5 CFR 330.704(b)(4))

- A**
 - Paragraph **8-A-4-2** covers eligibility for the Interagency Career Transition Assistance Plan based upon the declination of an offer of relocation.
-

8-A-6-5 **Disabled Reserve or National Guard Technician**

A "**Displaced Employee**" is eligible for selection priority under the Interagency Career Transition Assistance Plan beginning with the date that (as applicable) the National Guard Bureau or Military Department certifies that a former Military Reserve Technician, or a former National Guard Technician, has retired under Sections 5 U.S.C. 8337(h) or 8456. (5 CFR 330.704(b)(5))

- A**
 - Paragraph **8-A-4-9** covers eligibility for the Interagency Career Transition Assistance Plan based upon the commencement of a disability annuity under Sections 5 U.S.C. 8337(h), or 8456. (5 CFR 330.704(b)(5)).

Section 7, Eligibility Ending Date--Maximum Length

Introduction This section covers the ending date of a Displaced Employee's interagency selection priority under the Interagency Career Transition Assistance Plan.

Contents This section contains the following topics:

Topic	See Paragraph
RIF Separation	8-A-7-1
Separation after Declining Relocation	8-A-7-2
Agency Failure to Restore from Injury Compensation	8-A-7-3
Termination of Disability Annuity	8-A-7-4
Acceptance of Another Position	8-A-7-5
Withdrawal of Separation Notice	8-A-7-6
Voluntary Separation	8-A-7-7
Commitment to Voluntarily Separate	8-A-7-8
Declination of Permanent Position	8-A-7-9
Failure to Respond to Inquiry.	8-A-7-10
Preference Eligible Separated from Restricted Position Because of A-76 Contracting Out	8-A-7-11

To find additional information on this key paragraph in Unit 8-A,	In Unit 8-A, see Section:
8-A-7-11	8-A-17

<p>A This symbol highlights where you can find additional material in Unit 8-A.</p>
--

<p>① This symbol guides you toward more general references on the subject in other Modules.</p>
--

Section 7, Eligibility Ending Date--Maximum Length

8-A-7-1 RIF Separation

A "**Displaced Employee**" is eligible for selection priority under the Interagency Career Transition Assistance Plan for 1 year following the date of separation by reduction in force. (5 CFR 330.704(c)(1))

8-A-7-2 Separation after Declining Relocation

A "**Displaced Employee**" is eligible for selection priority under the Interagency Career Transition Assistance Plan for 1 year from the date the employee is removed by adverse action for declining relocation (i.e., as the result of a directed reassignment, transfer of function, realignment, or other similar reason) outside of the employee's present local commuting area. (5 CFR 330.704(c)(1))

8-A-7-3 Agency Failure to Restore from Injury Compensation

A "**Displaced Employee**" is eligible for selection priority under the Interagency Career Transition Assistance Plan for 1 year from the date the agency certifies that it cannot place an individual separated because of compensable injury or illness, and whose compensation has been terminated. (5 CFR 330.704(c)(2))

8-A-7-4 Termination of Disability Annuity

A "**Displaced Employee**" is eligible for selection priority under the Interagency Career Transition Assistance Plan for 1 year from the date an individual receiving a disability annuity is notified that the annuity has been terminated, or will be terminated. (5 CFR 330.704(c)(3))

8-A-7-5 Acceptance of Another Position

A "**Displaced Employee**" is not eligible for selection priority under the Interagency Career Transition Assistance Plan from the date the individual receives a career, career-conditional, or excepted appointment without time limit, in any agency and at any grade level. (5 CFR

330.704(c)(4))

- Note that entitlement to selection priority may end even if the employee accepts a term or temporary position in any agency before involuntary separation because the employee no longer meets the definition of a displaced employee.
 - An employee who accepts a time-limited position after involuntary separation retains eligibility for selection priority under the Plan for 1 year from the date of involuntary separation.
-

8-A-7-6

Withdrawal of Separation Notice

A "**Displaced Employee**" is not eligible for selection priority under the Interagency Career Transition Assistance Plan from the date the individual is no longer being separated by:

- (a) Reduction in force; (5 CFR 330.704(c)(5)), or
 - (b) Adverse action for declining a directed reassignment, transfer of function, or other similar reason, outside of the employee's present local commuting area. (5 CFR 330.704(c)(5))
-

8-A-7-7

Voluntary Separation

A "**Displaced Employee**" is not eligible for selection priority under the Interagency Career Transition Assistance Plan from the date the individual voluntarily separates from the agency by resignation, retirement under authority other than the discontinued service retirement option, or other reason, before involuntary separation by:

- (a) Reduction in force; (5 CFR 330.704(c)(5)), or
 - (b) Adverse action for declining a directed reassignment, transfer of function, or other similar reason, outside of the employee's present local commuting area. (5 CFR 330.704(c)(5))
-

8-A-7-8

Commitment to Voluntarily Separate

A "**Displaced Employee**" may lose eligibility for selection priority under the Interagency Career Transition Assistance Plan if the employee makes a commitment to voluntarily separate from the agency.

- A "**Displaced Employee**" is no longer eligible for selection priority under the Interagency Career Transition Assistance Plan after the agency accepts the employee's application to voluntarily retire or resign from the agency. This includes a voluntary retirement or resignation when the employee and the agency enter into a voluntary separation agreement in exchange for a separation incentive (i.e., a buyout). (5 CFR 330.704(c)(5))

8-A-7-9 **Declination of Permanent Position**

At the agency's option, a "**Displaced Employee**" is no longer eligible for selection priority under the Interagency Career Transition Assistance Plan from the date the individual declines a career, career-conditional, or excepted appointment without time limit, for which the individual has both applied and been rated well-qualified. (5 CFR 330.704(c)(6))

8-A-7-10 **Failure to Respond to Inquiry**

At the agency's option, a "**Displaced Employee**" is not eligible for selection priority under the Interagency Career Transition Assistance Plan from the date determined by the agency when the individual fails to respond within a reasonable period of time to an offer of a position, or an official inquiry of availability for a position. (5 CFR 330.704(c)(6))

8-A-7-11 **Preference Eligible Separated from Restricted Position Because of A-76 Contracting Out**

A preference eligible employee who is separated from a restricted position by reduction in force under OPM's reduction in force regulations because of A-76 contracting out has interagency selection priority under the Interagency Career Transition Plan for 2 years following separation from the restricted position. (5 CFR 330.407(b))

- A**
- See Section **8-A-17** of this Module for additional

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information on the responsibilities of both individual agencies and OPM to provide special career transition assistance to certain employees who are separated by reduction in force because their restricted positions are contracted out to the private sector under authority of Office of Management and Budget Circular A-76. (5 CFR 330.405 and 5 CFR 330.406)

Section 8, Notification Requirements

Introduction This section explains how an agency notifies displaced employees of how to obtain interagency selection priority under the Interagency Career Transition Assistance Plan.

Contents This section contains the following topics:

Topic	See Paragraph
Orientation Session	8-A-8-1
CTAP Program	8-A-8-2
ICTAP Program	8-A-8-3
Agency Failure to Provide Eligibility Notification	8-A-8-4
Notification of Vacancies	8-A-8-5
Notice of Qualifications Determination	8-A-8-6

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

To find additional information on these key paragraphs in Unit 8-A,	In Unit 8-A, see Section or paragraph:
8-A-8-1	8-A-3-2
8-A-8-5	8-A-11

A This symbol highlights where you can find additional material in Unit 8-A.

i This symbol guides you toward more general references on the subject in other Modules.

Section 8, Notification Requirements

8-A-8-1 Orientation Session

Agencies must actively provide placement assistance to both "**Surplus Employees**" and "**Displaced Employees**," beginning with the agency's "**Career Transition Assistance Plan**." (5 CFR 330.602(a)(1)(iv); 5 CFR 330.706(a))

- A**
 - Paragraph **8-A-3-2** defines "Displaced Employee."
- ①
 - Paragraph **7-A-4-9** of Restructuring Information Handbook Module 7 defines a "Surplus Employee" under the Career Transition Assistance Plan.
 - The Career Transition Assistance Plan is authorized by 5 CFR 330 Subpart F.
- ①
 - Restructuring Information Handbook Module 7 covers intra-agency selection priority under the "Career Transition Assistance Plan."
- (a) Each agency must send OPM a copy of its final Career Transition Assistance Plan, and any additional modified plans, after approval by the appropriate agency authority. (5 CFR 330.602(a))
- (b) An agency's plan includes its policies to provide career transition services to all surplus and displaced agency employees affected by downsizing or restructuring.
 - This includes a requirement that the agency provide a specific orientation session for surplus and displaced employees on the use of career transition services, and the eligibility requirements for selection priority under both the Career Transition Assistance Plan and the Interagency Career Transition Assistance Plan. (5 CFR 330.602(a)(1)(iv); 5 CFR 330.706(a))
 - The orientation session must include information on how to apply for vacancies under both the Career Transition Assistance Plan and the Interagency Career Transition Assistance Plan. (5 CFR 330.602(a)(1)(iv); 5 CFR

330.706(a))

8-A-8-2

CTAP Program

At the time an agency issues a specific notice of separation by reduction in force, or by adverse action procedures for declining relocation to a position in a different local commuting area, the agency must give each of its eligible employees information in writing about the special selection priority available to them under the agency's "**Career Transition Assistance Plan.**" (5 CFR 330.607(a); 5 CFR 330.706(a))

- This information must contain guidance to the employee on how to apply for vacancies under the Career Transition Assistance Plan, and what documentation is generally required as proof of eligibility. (5 CFR 330.607(a); 5 CFR 330.706(a))
- The agency must provide the same information to each employee who has received a "**Certification of Expected Separation,**" or other official agency certification that identifies an employee as being likely to be separated by reduction in force or other involuntary action not for cause. (5 CFR 330.607(a). 5 CFR 330.706(a))



- Section **3-A-32** of Restructuring Information Handbook Module 3 ("Reduction in Force") covers the Certification of Expected Separation.
-

8-A-8-3

ICTAP Program

At the time the agency issues a specific notice of separation by reduction in force, or by adverse action procedures for declining relocation to a position in a different local commuting area, the agency must give each of its eligible employees information in writing about the special selection priority available to them under the "**Interagency Career Transition Assistance Plan.**" (5 CFR 330.607(a); 5 CFR 330.706(a))

- This information must contain guidance to the employee on how to apply for vacancies under the Interagency Career Transition Assistance Plan. (5 CFR 330.706(a))

- This information must also cover what documentation the employee needs as proof of eligibility for the Interagency Career Transition Assistance Plan. (5 CFR 330.706(a))
-

8-A-8-4

Agency Failure to Provide Eligibility Notification

If the agency does not properly notify the employee of eligibility for selection priority under the Interagency Career Transition Assistance Plan, the agency must contact OPM to determine if corrective action is appropriate.

- Potential corrective action may include reviewing agency appointments to determine if other corrective action is necessary. (5 CFR 330.706(a))
-

8-A-8-5

Notification of Vacancies

The agency must take reasonable steps to ensure that a displaced employee eligible under the Interagency Career Transition Assistance Plan is notified of all vacancies the agency is filling, and what is required to be found “Well-Qualified” for the vacancies under the Interagency Career Transition Assistance Plan. (5 CFR 330.706(b))

A

- Section **8-A-11** has additional guidance concerning the requirement to notify OPM of vacancies.
- (a) After an agency has announced a vacancy to Interagency Career Transition Assistance Plan eligibles, the agency is not required to re-announce the position before making additional selections for this or an identical vacancy unless more than 90 days has passed since the selection certificate was issued.
- See Section 8 of OPM's “**Delegated Examining Operating Handbook**” on the OPM website at www.opm.gov for additional guidance.
- (b) After an agency has announced a vacancy to Interagency Career Transition Assistance Plan eligibles, the agency is not required to re-announce this vacancy unless more than 6 months has passed since a selection was made, and the selectee has not entered on duty.

- See Section 8 of OPM's "**Delegated Examining Operating Handbook**" for additional guidance.
-

8-A-8-6

Notice of Qualifications Determination

Each agency is required to advise, in writing, candidates under the Interagency Career Transition Assistance Plan who apply for specific vacancies within the local commuting area of the results of their application, and whether or not they were found well-qualified for a vacancy. (5 CFR 330.706(c))

- (a) If the agency finds that a candidate is not "**Well-Qualified**," the notice to the candidate must include information on the results of an independent, second review conducted by the agency. (5 CFR 330.706(c); 5 CFR 330.709)
 - An agency must ensure that a documented, independent second review is conducted whenever the agency finds an otherwise eligible employee not "**Well-Qualified**."
 - The agency must also advise the applicant in writing of the results of the second review. (5 CFR 330.709)
 - (b) If the agency finds that a candidate is "**Well-Qualified**," but the agency selected another well-qualified displaced candidate for the vacancy, the agency must advise the candidate who was not selected of this action. (5 CFR 330.706(c); 5 CFR 330.709)
-

Section 9, Order of Selection

Introduction This section covers the order in which an agency selects candidates for a position when a displaced employee eligible under the Interagency Career Transition Assistance Plan is one of the applicants.

Contents This section contains the following topics:

Topic	See Paragraph
General	8-A-9-1
Covered Actions	8-A-9-2
Temporary Help Services	8-A-9-3

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

To find additional information on these key paragraphs in Unit 8-A,	In Unit 8-A, see Section or paragraph:
8-A-9-1	8-A-3-6
8-A-9-1-(b)	8-A-4
8-A-9-1-(c)-(2)	8-A-16
8-A-9-1-(d)	8-A-14
8-A-9-2-(c)	8-A-10-8
8-A-9-2-(d)	8-A-9-1-(b)
8-A-9-2-(e)	8-A-10-14
8-A-9-3	8-A-3-6

<p>A This symbol highlights where you can find additional material in Unit 8-A.</p>
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<p>① This symbol guides you toward more general references on the subject in other Modules.</p>
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Section 9, Order of Selection

8-A-9-1

General

- A** When filling a "**Vacancy**" (as defined in paragraph **8-A-3-6**) with an applicant from outside the agency's workforce, the agency must use the following order of selection:
- (a) **First** in the order of selection--current or former employees of the agency who are eligible under the agency's "**Reemployment Priority List**"; (5 CFR 330.705(a)(1))
- Restructuring Information Handbook Module 6 covers the "Reemployment Priority List."
- (b) **Second** in the order of selection and under appropriate selection procedures--at the agency's option, any other former employee who was displaced from the agency; (5 CFR 330.705(a)(2))
- A**
- See Section **8-A-4** for the definition of a "**Displaced Employee**."
- (c) **Third** in the order of selection--
- (1) Current or former Federal employees who were displaced from other agencies, and are eligible for selection priority under the Interagency Career Transition Assistance Plan; (5 CFR 330.705(a)(3)(i)), or
- (2) Current or former employees displaced from the District of Columbia Department of Corrections who are eligible for interagency selection priority under authority of 5 CFR 330 Subpart K (5 CFR 330.705(a)(3)(ii), or
- Employees eligible under (1) the Interagency Career Transition Assistance Plan or (2) the District of Columbia Department of Corrections have the same priority.
- A**
- Section **8-A-16** covers Federal employment priority consideration for displaced employees of the District of Columbia Department of Corrections.

- (d) **Fourth** and last in the order of selection and under appropriate selection procedures-at the agency's option, any other candidate for the vacancy. (5 CFR 330.705(a)(4))

A

- Section **8-A-14** covers additional selection provisions under the Interagency Career Transition Assistance Plan.
-

8-A-9-2

Covered Actions

A

The following actions are covered by the Interagency Career Transition Assistance Plan and are subject to the order of selection in paragraph **8-A-9-1** above:

- (a) Competitive appointments to the Federal service from registers or delegated examining authority; (5 CFR 330.705(b)(1))
- This also includes a new competitive appointment for an employee already on the agency's rolls.
- (b) Noncompetitive appointments to the Federal service; (5 CFR 330.705(b)(2))
- This includes appointments made under the Outstanding Scholar hiring provisions.
- (c) Movement of personnel between agencies, except when the movement results from the noncompetitive movement of displaced employees between agencies as the result of a reorganization, transfer of function, mass transfer, or similar action; (5 CFR 330.705(b)(3); 5 CFR 330.705(c)(8))

A

- See paragraph **8-A-10-8** for additional guidance.

A

- (d) Reinstatement actions, except as provided in subparagraph **8-A-9-1-(b)** when the agency, at its option, elects to reinstate any other former employee who was displaced from the agency; (5 CFR 330.705(b)(4); 5 CFR 330.705(a)(2)), and

A

- (e) Time-limited competitive appointments of 121 days or more, including all extensions, except as provided in paragraph **8-A-10-14** for extensions of certain temporary or term appointments up to the full period allowed. (5 CFR 330.705(b)(5); 5 CFR

330.705(c)(11))

8-A-9-3

Temporary Help Services

- A** When filling a "**Vacancy**" (as defined in paragraph **8-A-3-6**), the agency must select a "**Displaced Employee**" eligible for selection priority under the Interagency Career Transition Assistance Plan before procuring temporary help services under 5 CFR part 300 subpart E. (5 CFR 330.606(a))
-

Section 10, Exceptions to Selection Order

Introduction This section covers exceptions to regular order of selection under the Interagency Career Transition Assistance Plan is one of the applicants.

Contents This section contains the following topics:

Topic	See Paragraph
General	8-A-10-1
Career Transition Assistance Plan	8-A-10-2
Reemployment Priority List	8-A-10-3
Other Internal Movement of Employees	8-A-10-4
Appointment of Disabled Veterans	8-A-10-5
Reemployment Rights	8-A-10-6
Temporary Appointments Less Than 121 Days	8-A-10-7
Reduction in Force and Transfer of Function Actions	8-A-10-8
Excepted Service Positions	8-A-10-9
Noncompetitive Conversion from Excepted Service Positions	8-A-10-10
Noncompetitive Movement of Employees Between Agencies	8-A-10-11
Trial Retirement Program	8-A-10-12
Settlement of Dispute	8-A-10-13
Extension of Temporary or Term Appointments	8-A-10-14
Reappointment to Special Skills Positions	8-A-10-15
Public or Private Enterprise That Becomes Federal Function	8-A-10-16
Excepted Positions Brought into the Federal Service	8-A-10-17
Variation of OPM Regulations	8-A-10-18
Guaranteed Placement of Senior Executive Service Member	8-A-10-19
Intergovernmental Personnel Act	8-A-10-20
Interagency Details	8-A-10-21
Interagency Job Swaps	8-A-10-22

Continued on next page

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Contents (continued)

Topic	See Paragraph
Transfer of ICTAP-Eligible Employee	8-A-10-23
Reinstatement of ICTAP-Eligible Employee	8-A-10-24
Voluntary Transfer Under Memorandum or Agreement	8-A-10-25
Displaced District of Columbia Department of Corrections Employees	8-A-10-26
DoD Spouse Preference Eligibles	8-A-10-27
Positions Restricted to Veterans	8-A-10-28

Additional Information

When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

To find additional information on these key paragraphs in Unit 8-A,	In Unit 8-A, see Section or paragraph:
8-A-10-1	8-A-9.
8-A-10-1	8-A-14
8-A-10-23	8-A-4
8-A-10-24	8-A-4
8-A-10-26	8-A-16

A This symbol highlights where you can find additional material in Unit 8-A.

i This symbol guides you toward more general references on the subject in other Modules.

Section 10, Exceptions to Selection Order

8-A-10-1

General

- A** This Section covers exceptions to the regular order of selection under the Interagency Career Transition Assistance Plan covered in Section **8-A-9**. (5 CFR 330.705(c))
- A**
- Section **8-A-14** covers additional selection provisions under the Interagency Career Transition Assistance Plan.
-

8-A-10-2

Career Transition Assistance Plan

An agency's selections from its "**Career Transition Assistance Plan**" are not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(1))

- Restructuring Information Handbook Module 7 covers the "**Career Transition Assistance Plan**."
-

8-A-10-3

Reemployment Priority List

An agency's selections from its "**Reemployment Priority List**" are not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(1))

- Restructuring Information Handbook Module 6 covers the "Reemployment Priority List."
-

8-A-10-4

Other Internal Movement of Employees

An agency's internal movement of current agency employees is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(1))

8-A-10-5

Appointment of Disabled Veterans

An agency's appointment of a 10-point veteran preference eligible

(including "CP", "CPS," and "XP"), if reached through an appropriate appointing authority, is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(2))

- OPM's website issuance at www.opm.gov, "**Vet Guide**," covers most veterans' preference issues
-

8-A-10-6 **Reemployment Rights**

An agency's reemployment of former agency employees who have regulatory or statutory reemployment rights is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(3))

- This exception includes the reemployment of injured workers who have either been restored to earning capacity by the Department of Labor's Office of Workers Compensation Programs (OWCP), or who have received a notice that their compensation benefits will cease because of recovery from the disabling injury or illness. (5 CFR 330.705(c)(3))
-

8-A-10-7 **Temporary Appointments Less Than 121 Days**

An agency's temporary appointments of less than 121 days (including all extensions) are not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(4))

8-A-10-8 **Reduction in Force and Transfer of Function Actions**

An agency's placements under OPM's reduction in force or transfer of function regulations are not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(5))

8-A-10-9 **Excepted Service Positions**

An agency's filling of a position by an excepted service appointment is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(6))

- This exception includes appointments to positions (such as Schedule A attorneys) which can only be filled through excepted service appointments, as well as excepted service appointments to competitive service positions (such as appointments of disabled persons or those eligible for Veterans Readjustment Act appointments).
-

8-A-10-10 **Noncompetitive Conversion from Excepted Service Positions**

An agency's conversion of one of its employees who is serving on an excepted service appointment that confers eligibility for noncompetitive appointment is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(7))

- (a) This exception includes conversions such as those of an employee on a Veterans Readjustment Appointment to a career-conditional appointment under authority of Section 5 CFR 315.705. (5 CFR 330.705(c)(7))
 - (b) This exception also includes the agency's return of a SES member to the employee's former position (or an equivalent position) under subparagraph 5 CFR 317.605(d)(2).
-

8-A-10-11 **Noncompetitive Movement of Employees Between Agencies**

The noncompetitive movement of employees between agencies as a result of interagency reorganization, interagency transfer of function, interagency mass transfer, interagency realignment, or similar interagency action, is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(8))

8-A-10-12 **Trial Retirement Program**

The reemployment of a former agency employee who retired under a formal trial retirement and reemployment program, and who now seeks reemployment with that agency under the program's provisions, is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(9))

- The former employee must apply within the applicable

time limits for the reemployment program. (5 CFR 330.705(c)(9))

8-A-10-13 **Settlement of Dispute**

An action taken by the agency head or a designee pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation, is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(10))

- This exception does not apply to actions taken to resolve informal complaints.
-

8-A-10-14 **Extension of Temporary or Term Appointments**

An agency's extensions of temporary or term actions, up to the full period allowed, are not covered by the Interagency Career Transition Assistance Plan, provided that the original action, upon which the extension is based, was made on or before February 29, 1996 (the effective date of the interim regulations). (5 CFR 330.705(c)(11))

- (a) For actions initially made after February 29, 1996, the original vacancy announcement must have specified that the position was open to displaced employees eligible under the Interagency Career Transition Assistance Plan, and that an employee would have a right to selection priority if the agency found the individual well-qualified for the vacancy.
 - (b) The original announcement must have stated that an extension of the appointment was possible without further announcement.
 - (c) This exception includes extensions to the 2 or 4-year limit allowed for temporary and term appointments, respectively, that OPM may grant. (5 CFR 330.705(c)(11))
-

8-A-10-15 **Reappointment to Special Skills Positions**

An agency's reappointment of former agency employees into hard-to-fill positions, the duties of which require unique skills and experience necessary to conduct a formal skills-based training program for the

agency, is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(12))

8-A-10-16 **Public or Private Enterprise That Becomes Federal Function**

The retention of individuals whose positions are brought into the competitive service, and subsequently converted to a career or career-conditional competitive service appointment, following the assumption by the Federal Government of a public or private enterprise, is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(13))

- ① • Section 5 CFR 316.701 covers the retention of incumbents of positions brought into the competitive service when the Federal Government takes over a public or private enterprise.

 - ① • Paragraph 5 CFR 316.701(b) covers the conversion of the incumbent to a competitive service position.
-

8-A-10-17 **Excepted Positions Brought into the Federal Service**

The retention of individuals whose positions are brought from the excepted service into the competitive service, and subsequently converted to a career or career-conditional competitive service appointment, is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(14))

- ① • Section 5 CFR 316.702 covers the conditions under which an agency may move an excepted service position into the competitive service.

 - ① • Paragraph 5 CFR 316.701(b) covers the conversion of the incumbent to a competitive service position.
-

8-A-10-18 **Variation of OPM Regulations**

The retention of individuals whose positions are covered by a variation under Rule 5.1 of OPM's regulations is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(14))

- ① • Rule 5.1 is found in Title 5 CFR, Subchapter A, Part 5.
-

8-A-10-19 **Guaranteed Placement of Senior Executive Service Member**

The placement of a Senior Executive Service member under 5 U.S.C. 3594 as a guaranteed placement to a position in another personnel system is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(15))

- ① • Subpart 5 CFR 359-G implements Section 5 U.S.C. 3594.
-

8-A-10-20 **Intergovernmental Personnel Act**

The temporary filling of a position under the Intergovernmental Personnel Act is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(16))

- ① • The Intergovernmental Personnel Act is authorized by Subchapter VI of Chapter 33 of Title 5, U.S.C.

- ① • The Intergovernmental Personnel Act is implemented by 5 CFR Part 334.
-

8-A-10-21 **Interagency Details**

An agency's temporary filling of a position by an interagency detail under 5 U.S.C. 3341 or other appropriate authority is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(17))

8-A-10-22 **Interagency Job Swaps**

The exchange of employees between agencies as a job swap to avoid involuntary separations, under a specific job swap plan approved by OPM, is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(18))

- This exception does not apply to an individual arrangement to exchange jobs initiated by employees

and/or managers for other reasons, such as personal desire to relocate.

8-A-10-23 **Transfer of ICTAP-Eligible Employee**

The transfer of an employee who meets the eligibility requirements for the Interagency Career Transition Assistance Plan is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(19))

- (a) The position to which the individual is transferring must not have any greater promotion potential than the position that the individual currently holds, or last held in the competitive service. (5 CFR 330.705(c)(19))
- (b) The individual must not have lost the last position for performance or conduct reasons. (5 CFR 330.705(c)(19))

- A**
 - Section **8-A-4** covers employee eligibility for the Interagency Career Transition Assistance Plan.
-

8-A-10-24 **Reinstatement of ICTAP-Eligible Employee**

The reinstatement of an employee who meets the eligibility requirements for the Interagency Career Transition Assistance Plan is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(19))

- (a) The position to which the individual is reinstated must not have any greater promotion potential than the position that the individual last held in the competitive service. (5 CFR 330.705(c)(19))
- (b) The individual must not have lost the last position for performance or conduct reasons. (5 CFR 330.705(c)(19))

- A**
 - Section **8-A-4** covers employee eligibility for the Interagency Career Transition Assistance Plan.
-

8-A-10-25 **Voluntary Transfer Under Memorandum or Agreement**

The voluntary transfer of employees from one agency to another under a Memorandum of Understanding or similar type of agreement when both agencies and the affected employees agree to the transfer is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.705(c)(20))

- This might include, for example, an interagency training program where several agencies cooperate to create a centralized training program. One agency appoints and trains the employees, who are transferred to the rolls of one of the participating agencies after they complete the program.
- This exception does not apply to an individual arrangement to exchange jobs initiated by employees and/or managers for other reasons, such as personal desire to relocate.

8-A-10-26

Displaced District of Columbia Department of Corrections Employees

The appointment of a present or former employee of the District of Columbia Government Department of Corrections, who is eligible for priority consideration to Federal competitive service positions through December 31, 2002, under authority of Section 11203 of Public Law 105-33 (enacted August 5, 1997), is not covered by the Interagency Career Transition Assistance Plan. (5 CFR 330.1105)

A

- OPM implements the Federal employment priority consideration program for Displaced Employees of the District of Columbia Department of Corrections in subpart 5 CFR 330-K.
- Section **8-A-16** covers Federal employment priority consideration for displaced employees of the District of Columbia Department of Corrections.

8-A-10-27

DoD Spouse Preference Eligibles

Appointment of certain candidates eligible for Department of Defense spouse preference is not covered by the Interagency Career Transition

Assistance Plan. (Title 10 U.S.C. Section 1784).

8-A-10-28

Positions Restricted to Veterans

Positions restricted to veterans under 5 U.S.C. 3310 are not subject to the Interagency Career Transition Assistance Plan as long as veterans are available. (5 CFR 330.401).

Section 11, Reporting Vacancies to OPM

Introduction This section covers the requirement for agencies to report most vacancies to OPM.

Contents This section contains the following topics:

Topic	See Paragraph
Requirement	8-A-11-1
Report Content-General	8-A-11-2
Report Content-Electronic File	8-A-11-3

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

To find additional information on this key paragraph in Unit 8-A,	In Unit 8-A, see paragraph:
8-A-11-2	8-A-11-3
8-A-11-3	8-A-11-2

A This symbol highlights where you can find additional material in Unit 8-A.

i This symbol guides you toward more general references on the subject in other Modules.

Section 11, Reporting Vacancies to OPM

8-A-11-1

Requirement

Agencies must report all competitive service vacancies to OPM when an agency accepts applications from candidates outside the agency, except when the agency elects to fill a position by the transfer or reassignment from another agency of a candidate eligible under the Interagency Career Transition Assistance Plan. (5 CFR 330.707(a))

- (a) The requirement to report vacancies to OPM includes temporary positions lasting 121 or more days. (5 CFR 330.707(a))
- (b) The announcement area of consideration must specifically include "ICTAP eligibles" and the minimum length of time for posting a vacancy is specified in the public notice requirements found in Section 4 of OPM's "**Delegated Examining Operating Handbook**," which is available on the OPM website at www.opm.gov.
- (c) The grade level(s) of the announcement must include the grade level at which the job is ultimately filled.
- (d) After an agency has announced a vacancy to individuals eligible under the Interagency Career Transition Assistance Plan, the agency is not required to re-announce this vacancy unless more than 90 days has passed since the selection certificate was issued.
 - See Section 8 of OPM's "**Delegated Examining Operating Handbook**" on the OPM website for additional guidance.
- (e) After an agency has announced a vacancy to individuals eligible under the Interagency Career Transition Assistance Plan, the agency is not required to reannounce before making additional selections for this or an identical vacancy unless more than 6 months has passed since a selection was made and the selectee has not entered on duty.
 - See Section 8 of OPM's "**Delegated Examining Operating Handbook**" on the OPM website for additional

guidance.

8-A-11-2

Report Content-General

Each agency's notice to OPM of a job announcement must include the position's title, location, pay plan and grade (or pay rate), the deadline for applications, and other information specified by OPM. (5 CFR 330.707(b))

A

- Paragraph **8-A-11-3** below covers the requirement to forward an electronic file of each job announcement to OPM.
-

8-A-11-3

Report Content-Electronic File

A

In addition to the general requirement in paragraph **8-A-11-2** above, agencies are required to provide OPM with an electronic file for all positions reported of the complete vacancy announcement or recruiting bulletin, which must contain:

- (a) The title, series, pay plan, and grade (or pay rate) of the vacancy announcement or recruiting bulletin; (5 CFR 330.707(b)(1))
- (b) The duty location of the vacancy announcement or recruiting bulletin; (5 CFR 330.707(b)(2))
- (c) The opening and closing dates of the vacancy announcement or recruiting bulletin, plus any other information dealing with how application receipt will be controlled, such as the use of early cut-off dates; (5 CFR 330.707(b)(3))
- (d) The name of the agency that issued the vacancy announcement or recruiting bulletin, and the applicable announcement number; (5 CFR 330.707(b)(4))
- (e) The qualification requirements for the vacancy, including knowledge, skills, and abilities; (5 CFR 330.707(b)(5))
- (f) The entrance pay for the vacancy; (5 CFR 330.707(b)(6))
- (g) A brief description of duties for the vacancy; (5 CFR 330.707(b)(7))

- (h) The basis for the agency to rate candidates for the vacancy; (5 CFR 330.707(b)(8))
 - (i) What the candidate should file when applying for the vacancy; (5 CFR 330.707(b)(9))
 - (j) Instructions on how the candidate may apply for the vacancy; (5 CFR 330.707(b)(10))
 - (k) Information on how the candidate may claim veterans' preference (if applicable) in applying for the vacancy; (5 CFR 330.707(b)(11))
 - (l) Information concerning the agency's definition of well-qualified, and information on how candidates under the Career Transition Assistance Plan and/or under the Interagency Career Transition Assistance Plan may apply for the vacancy, including proof of eligibility required; (5 CFR 330.707(b)(12)), and
 - (m) An Equal Employment Opportunity statement. (5 CFR 330.707(b)(13))
-

Section 12, Application for Vacancies with ICTAP Selection Priority

Introduction This section explains how displaced employees with interagency selection priority under the Interagency Career Transfer Assistance Plan apply for vacancies.

Contents This section contains the following topics:

Topic	See Paragraph
Application Procedures	8-A-12-1
Status of Application After ICTAP Eligibility Expires	8-A-12-2

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

To find additional information on these key paragraphs in Unit 8-A,	In Unit 8-A, see Section or paragraph:
8-A-12-1-(a)	8-A-13
8-A-12-2	8-A-5

A This symbol highlights where you can find additional material in Unit 8-A.

i This symbol guides you toward more general references on the subject in other Modules.

Section 12, Application for Vacancies with ICTAP Selection Priority

8-A-12-1 **Application Procedures**

In order for an eligible employee to receive special selection priority under the Interagency Career Transition Assistance Plan, the individual must:

- (a) Apply for a specific vacancy in the same local commuting area as the employee's present (or last) position ; (5 CFR 330.708(a)(1)), and
 - (b) Attach the appropriate proof of eligibility. (5 CFR 330.708(a)(1))
 - The individual must apply for the vacancy and submit all required forms or documents, including proof of eligibility, within the time frames set by the hiring agency. (5 CFR 330.708(a)(1))
- A**
- Section **8-A-13** covers proof of eligibility for the Interagency Career Transition Assistance Plan.
- (c) Also, the individual is eligible for selection priority under the Interagency Career Transition Assistance Plan only if the hiring agency finds that the applicant is "**Well-Qualified**" for that vacancy. (5 CFR 330.708(a)(1))
 - (d) An Interagency Career Transition Assistance Plan applicant who is not "**Well-Qualified**" but is otherwise eligible and qualified for the job should be considered with other competitive applicants.
-

8-A-12-2 **Status of Application After ICTAP Eligibility Expires**

Once the employee's eligibility under the Interagency Career Transition Assistance Plan expires, the employee continues to receive selection priority for that vacancy, as long as the employee was eligible when the announcement closed.

- A**
- See Section **8-A-5** for additional guidance.

Section 13, Proof of Eligibility

Introduction This section covers the types of eligibility that a displaced employee provides a hiring agency to show proof of eligibility for interagency selection priority under the Interagency Career Transition Assistance Plan.

Contents This section contains the following topics:

Topic	See Paragraph
General	8-A-13-1
RIF Separation Notice	8-A-13-2
Documentation of RIF Separation	8-A-13-3
Proposed Removal Notice after Declining Relocation	8-A-13-4
Documentation of Removal after Declining Relocation	8-A-13-5
Certification of Agency's Inability to Place Employee Separated Because of Compensable Injury	8-A-13-6
Notification of Termination of Disability Annuity	8-A-13-7
Documentation of Retirement on RIF Effective Date	8-A-13-8
Documentation of Discontinued Service Retirement After Receiving RIF Separation Notice	8-A-13-9
Disabled Reserve or National Guard Technician	8-A-13-10

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

To find additional information on these key paragraphs in Unit 8-A,	In Unit 8-A, see paragraph:
8-A-13-1	8-A-4-1
8-A-13-3	8-A-4-3
8-A-13-4	8-A-4-2
8-A-13-5	8-A-4-4
8-A-13-6	8-A-4-5
8-A-13-7	8-A-4-6

Continued on next page

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

Additional (continued)

To find additional information on these key paragraphs in Unit 8-A,	In Unit 8-A, see paragraph:
8-A-13-8	8-A-4-7
8-A-13-9	8-A-4-8
8-A-13-10	8-A-4-9

A This symbol highlights where you can find additional material in Unit 8-A.

① This symbol guides you toward more general references on the subject in other Modules.

Section 13, Proof of Eligibility

8-A-13-1

General

This Section covers what documents a displaced employee may use as acceptable proof of eligibility for the Interagency Career Transition Assistance Plan. (5 CFR 330.708(a)(2))

8-A-13-2

RIF Separation Notice

A specific notice of separation by reduction in force is proof of eligibility for the Interagency Career Transition Assistance Plan. (5 CFR 330.708(a)(2)(i))

A

- Paragraph **8-A-4-1** covers eligibility of a "**Displaced Employee**" being separated by reduction in force for the Interagency Career Transition Assistance Plan.
-

8-A-13-3

Documentation of RIF Separation

A personnel action showing separation by reduction in force is proof of eligibility for the Interagency Career Transition Assistance Plan. (5 CFR 330.708(a)(2)(ii))

A

- Documentation that an individual uses to establish eligibility for the Interagency Career Transition Assistance Plan includes a completed Standard Form (SF) 50, "Notification of Personnel Action."
 - Paragraph **8-A-4-3** covers eligibility of a "**Displaced Employee**" who was previously separated by reduction in force for the Interagency Career Transition Assistance Plan.
-

8-A-13-4

Proposed Removal Notice after Declining Relocation

A proposed notice of removal by adverse action for declining a directed reassignment, transfer of function, or other similar reason, outside of the employee's present local commuting area, is proof of eligibility for the

Interagency Career Transition Assistance Plan. (5 CFR 330.708(a)(2)(i))

- The initial reassignment notice, and/or the employee's declination of the reassignment, are not proof of eligibility for the Interagency Career Transition Assistance Plan.
- A**
- Paragraph **8-A-4-2** covers eligibility for the Interagency Career Transition Assistance Plan of a "**Displaced Employee**" being separated by adverse action after declining relocation.
-

8-A-13-5 **Documentation of Removal after Declining Relocation**

Documentation of adverse action separation for declining a directed reassignment, transfer of function, or other similar reason, outside of the employee's present local commuting area, is proof of eligibility for the Interagency Career Transition Assistance Plan. (5 CFR 330.708(a)(2)(ii))

- This documentation includes a completed Standard Form (SF) 50, "**Notification of Personnel Action.**"
- A**
- Paragraph **8-A-4-4** covers eligibility of a "**Displaced Employee**" separated by adverse action after declining relocation for the Interagency Career Transition Assistance Plan.
-

8-A-13-6 **Certification of Agency's Inability to Place Employee Separated Because of Compensable Injury**

An official certification from an agency stating that it cannot place an individual whose injury compensation has been terminated, or is now being terminated, is proof of eligibility for the Interagency Career Transition Assistance Plan. (5 CFR 330.708(a)(2)(iii))

- A**
- Paragraph **8-A-4-5** covers eligibility of certain injured employees as "**Displaced Employees**" based upon termination of injury compensation for the Interagency Career Transition Assistance Plan.
-

8-A-13-7 **Notification of Termination of Disability Annuity**

An official notification from OPM stating that an individual's disability annuity has been terminated, or is being terminated, is proof of eligibility for the Interagency Career Transition Assistance Plan. (5 CFR 330.708(a)(2)(iv))

- A**
- Paragraph **8-A-4-6** covers eligibility of certain injured employees for the Interagency Career Transition Assistance Plan as a “**Displaced Employee**” based upon termination of a disability annuity.
-

8-A-13-8 **Documentation of Retirement on RIF Effective Date**

An eligible employee may provide a copy of a specific notice of separation by reduction in force, and documentation that the individual subsequently retired on the effective date of the reduction in force, as proof of eligibility for the Interagency Career Transition Assistance Plan. (5 CFR 330.708(a)(2)(ii))

- A**
- Paragraph **8-A-4-7** covers eligibility of a “**Displaced Employee**” who received a specific notice of separation by reduction in force, and retired on the effective date of the planned reduction in force, for the Interagency Career Transition Assistance Plan.
-

8-A-13-9 **Documentation of Discontinued Service Retirement After Receiving RIF Separation Notice**

An eligible employee may provide documentation of discontinued service retirement after receiving a specific reduction in force notice as proof of eligibility for the Interagency Career Transition Assistance Plan. (5 CFR 330.708(a)(2)(i))

- An employee who retires under the discontinued service retirement option after receiving only a notice of position abolishment and not a specific reduction in force notice is not considered a “**Displaced Employee**” and is not eligible for the Interagency Career Transition Assistance Plan.
- A**
- Paragraph **8-A-4-8** covers eligibility for the Interagency Career Transition Assistance Plan as a “**Displaced**

Employee” based upon discontinued service retirement.

- Chapter 44 of the "CSRS/FERS Handbook" covers "Discontinued Service Retirement."

8-A-13-10

Disabled Reserve or National Guard Technician

An official notification from a Military Department or the National Guard Bureau that a former Military Reserve Technician, or a former National Guard Technician, is now receiving a special disability retirement annuity from OPM under authority of Sections 8337(h) or 8456 of title 5, United States Code, is proof of eligibility for the Interagency Career Transition Assistance Plan. (5 CFR 330.708(a)(2)(v))

A

- Paragraph **8-A-4-9** covers eligibility of a disabled Military Reserve Technicians or former National Guard Technician as a “**Displaced Employee,**” based on the special disability annuity, for the Interagency Career Transition Assistance Plan.
-

Section 14, Selection for Vacancies with ICTAP Selection Priority

Introduction This section explains how an agency selects employees with selection priority under the Interagency Career Transition Assistance Plan.

Contents This section contains the following topics:

Topic	See Paragraph
General	8-A-14-1
Eligible Employees	8-A-14-2
Two or More Eligible Employees	8-A-14-3
No Eligible Employees Apply	8-A-14-4
No Well-Qualified Employees	8-A-14-5
Selecting Current or Former Employees in Same Agency	8-A-14-6

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

To find additional information on these key paragraphs in Unit 8-A,	In Unit 8-A, see paragraph:
8-A-14-1	8-A-9
8-A-14-1	8-A-10
8-A-14-2	8-A-4-3
8-A-14-3	8-A-3-7

<p>A This symbol highlights where you can find additional material in Unit 8-A.</p>
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<p>i This symbol guides you toward more general references on the subject in other Modules.</p>
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Section 14, Selection for Vacancies with ICTAP Selection Priority

8-A-14-1

General

A

In making selections for a vacancy from among candidates with selection priority under the Interagency Career Transition Assistance Plan, the agency must first follow the overall order of selection covered in Sections **8-A-9** and **8-A-10**. (5 CFR 330.705; 5 CFR 330.708(b)(1))

- Paragraphs **8-A-14-2** through **8-A-14-4** below cover additional guidance on the order of selection under the Interagency Career Transition Assistance Plan.
-

8-A-14-2

Eligible Employees

An agency may not select another candidate from outside the agency for a vacancy if the agency has an available "**Eligible Employee**." (5 CFR 330.708(b)(1))

A

- Paragraph **8-A-4-3** defines "**Eligible Employee**."
-

8-A-14-3

Two or More Eligible Employees

If two or more "**Eligible Employees**" apply for a vacancy and the agency determines that the employees are "**Well-Qualified**" under the Interagency Career Transition Assistance Plan, the agency may select any of these "**Eligible Employees**" for the vacancy. (5 CFR 330.708(b)(2))

A

- Paragraph **8-A-3-7** defines "**Well-Qualified**."
 - The non-selected employee is entitled to written notice of non-selection. (5 CFR 330.706(c))
-

8-A-14-4

No Eligible Employees Apply

If no "**Eligible Employees**" apply for a vacancy, the agency may select another candidate from outside the agency without regard to the Interagency Career Transition Assistance Plan. (5 CFR 330.708(b)(3))

8-A-14-5 **No Well-Qualified Employees**

If the agency finds that none of the applicants for a vacancy are “**Well-Qualified**,” the agency may select another candidate from outside the agency without regard to the Interagency Career Transition Assistance Plan. (5 CFR 330.708(b)(3))

8-A-14-6 **Selecting Current or Former Employees in Same Agency**

An agency may select a candidate without regard to the Interagency Career Transition Assistance Plan if the selection is made from the agency's:

- (a) “**Reemployment Priority List**”; (5 CFR 330.701(c)); 5 CFR 330.708(b)(3),
 - Restructuring Information Handbook Module 6 covers the "Reemployment Priority List."
- (b) “**Career Transition Assistance Plan**”; (5 CFR 330.701(d)); 5 CFR 330.708(b)(3)), or
 - Restructuring Information Handbook Module 7 covers the "Career Transition Assistance Plan."
- (c) Other current agency employees. (5 CFR 330.708(b)(3))
- (d) The agency may make additional selections for the same, or identical, vacancies after it has announced and cleared the vacancy under the Interagency Career Transition Assistance Plan unless more than 90 days has passed since the selection certificate was issued.
 - See Section 8 of OPM's "**Delegated Examining Operating Handbook**" on the OPM website at www.opm.gov for additional guidance.
- (e) After a vacancy is announced and cleared under the Interagency Career Transition Assistance Plan, the selectee must generally enter on duty (EOD) within 6 months of selection.
 - Otherwise, the agency must reannounce the position and

give selection priority to any well-qualified eligibles under the Interagency Career Transition Assistance Plan.

- In rare situations an OPM Service Center may authorize one additional 6-month extension.
 - See Section 8 of OPM's "**Delegated Examining Operating Handbook**" for additional guidance.
-

Section 15, Oversight, Complaints, Appeals

Introduction This section covers possible options for an employee eligible under the Career Transition Assistance Plan to request review of an agency's decision in filling a vacancy.

Contents This section contains the following topics:

Topic	See Paragraph
OPM Oversight Review of ICTAP	8-A-15-1
No MSPB Appeal Right	8-A-15-2
Other Possible Avenues for ICTAP Complaints	8-A-15-3

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

① This symbol guides you toward more general references on the subject in other Modules.

Section 15, Oversight, Complaints, Appeals

8-A-15-1

OPM Oversight Review of ICTAP

OPM is responsible for oversight of the Interagency Career Transition Assistance Plan for Displaced Employees. (5 CFR 330.711)

- OPM at any time has the right to conduct reviews of agency activity relating to the Interagency Career Transition Assistance Plan. (5 CFR 330.711)
 - OPM also provides advice and technical assistance to agencies implementing Interagency Career Transition Assistance Plan regulations.
-

8-A-15-2

No MSPB Appeal Right

An employee has no right to appeal an Interagency Career Transition Assistance Plan issue to the Merit Systems Protection Board (MSPB).

- An employee also has no right to appeal to the Board an issue concerning an agency's specific placement program (such as the "**Priority Placement Program**" (PPP) administered by the Department of Defense). (5 CFR § 1201.3)
- (a) The Board may review whether the agency's operation of a priority placement program improperly denied the employee rights in connection with an agency action that provides the employee with appeal rights to the Board, such as the Reemployment Priority List:
- For additional guidance, see **Wilson v. Navy**, 3 M.S.P.R. 295 (1980); **Stuck v. Navy**, 72 M.S.P.R. 153 (1996); **Sturdy v. Army**, 80 M.S.P.R. 273 (1998); and **Kachanis v. Treasury**, 212 F.3d 1289 (2000, Fed. Cir.).
- (b) An employee may still be eligible for the agency's priority placement program regardless of whether the agency's offer of a lower-graded position was comparable to a reduction in force

offer of assignment.

- For additional guidance, see **Hartman v. Treasury**, 79 M.S.P.R. 576 (1998).
- (c) An agency's attempts to find appropriate placements for employees to avoid the need to conduct a reduction in force does not violate law, rule or regulation.
- For additional guidance, see **D'Leo v. Navy**, 53 M.S.P.R. 44 (1992).
-

8-A-15-3

Other Possible Avenues for ICTAP Complaints

Employees may be able to pursue complaints concerning the Interagency Career Transition Assistance Plan through the agency's administrative grievance system. (5 CFR 771.101)

- (a) Bargaining unit employees under a negotiated agreement may be able to pursue a complaint through the negotiated grievance procedure. (5 U.S.C. 7121)
- (b) Complaints involving accusations of discrimination are handled through the Equal Employment Opportunity (EEO) complaint process. (42 U.S.C. 2000e-5)
- (c) An employee who believes the agency has committed a prohibited personnel practice may file a complaint with the Office of Special Counsel. (5 CFR 1800.1)
- The Office of Special Counsel has stated that "the failure to appoint an eligible displaced employee in violation of ICTAP requirements is a prohibited personnel practice under 5 U.S.C. 2302(b)(12)" (**Wardlow v. Bureau of Land Management**, press release dated July 25, 2000)
-

Section 16, Priority for Certain Veterans Displaced by Contracting Out

Introduction This section covers special interagency selection priority that OPM provides to certain preference eligibles who are separated by reduction in force as the result of the privatization of work under authority of Office of Management and Budget (OMB) Circular A-76.

Contents This section contains the following topics:

Topic	See Paragraph
General	8-A-16-1
Positions Covered	8-A-16-2
Eligibility	8-A-16-3
Agency Responsibilities	8-A-16-4
Priority	8-A-16-5

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

<p>① This symbol guides you toward more general references on the subject in other Modules.</p>
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Section 16, Priority for Certain Veterans Displaced by Contracting Out

8-A-16-1

General

Certain veterans separated from restricted positions because of a contracting out situation under Office of Management and Budget (OMB) Circular A-76 are eligible for selection priority under the Interagency Career Transition Assistance Plan. (5 CFR 330.401)



- OPM's implementing regulations are published in subpart 5 CFR 330-D.
-

8-A-16-2

Positions Covered

"**Restricted Positions**" are defined in 5 U.S.C. 3310 and 5 CFR 330.401 to include: (5 CFR 330.401)

- (a) Custodians;
 - (b) Elevator operators;
 - (c) Guards; and,
 - (d) Messengers.
-

8-A-16-3

Eligibility

To be eligible, the veteran in a restricted position must be: (5 CFR 330.404(a))

- (a) In retention tenure group I or II at the time of separation; (5 CFR 330.404(b))
- (b) Separated from a restricted position; (5 CFR 330.405), and,
 - An employee who voluntarily separates from a position before reduction in force separation is not eligible for the Interagency Career Transition Assistance Plan. (5 CFR 330.407(a))

- This includes separation by retirement, resignation, transfer, or other reason. (5 CFR 330.407(a))
 - This also includes cancellation of the reduction in force separation notice by the agency. (5 CFR 330.407(a))
- (c) Separated by reduction in force because of a contracting out situation (5 CFR 330.404).
-

8-A-16-4 **Agency Responsibilities**

The agency separating a veteran eligible for this priority must:

- (a) Advise the employee of the opportunity to participate in available career transition programs; (5 CFR 330.405)
 - (b) Apply OMB's policy directives on right of first refusal for contracted out positions; (5 CFR 330.405(a)), and
 - (c) Cooperate with State units as designated or created under title I of the Workforce Investment Act of 1998. (5 CFR 330.405(b)).
-

8-A-16-5 **Priority**

A preference eligible who is separated from a restricted position by reduction in force because of a contracting out situation is eligible for selection priority under the Interagency Career Transition Assistance Plan for 2 years following separation (5 CFR 330.407).

Section 17, Priority for Displaced Employees of the District of Columbia Department of Corrections

Introduction This section covers the special statutory nationwide interagency selection priority provided to certain displaced employees of the District of Columbia (DC) Department of Corrections through December 31, 2002.

Contents This section contains the following topics:

Topic	See Paragraph
General	8-A-17-1
Positions Covered	8-A-17-2
Eligible Employees	8-A-17-3
Priority Consideration	8-A-17-4
Qualified Employee	8-A-17-5
Termination of Eligibility	8-A-17-6
Appointment	8-A-17-7

Additional Information When appropriate, Restructuring Information Handbook Module 8 has references to additional information on material in Module 8 or in other Modules.

To find additional information on this key paragraph in Unit 8-A,	In Unit 8-A, see Section or paragraph:
8-A-17-3	8-A-3-(a)-(d)
8-A-17-4-(c)	8-A-9

<p>A This symbol highlights where you can find additional material in Unit 8-A.</p>
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<p>i This symbol guides you toward more general references on the subject in other Modules.</p>
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Section 17, Priority for Displaced Employees of the District of Columbia Department of Corrections

8-A-17-1 General

Certain displaced employees of the District of Columbia (DC) Department of Corrections (DOC) separated as a result of the closure of the Lorton Correctional Complex have priority through December 31, 2002 for Federal vacancies for which they apply and are qualified.

- ①
- OPM's implementing regulations are published in subpart 5 CFR 330-K. (5 CFR 330.1101)
-

8-A-17-2 Positions Covered

A "**Vacancy**" under this program is any competitive service position, to be filled for a total of 121 days or more, including all extensions, regardless of whether the agency issues a specific vacancy announcement. (5 CFR 330.1103(b))

- (a) A vacancy includes non-law enforcement positions in the Federal Bureau of Prisons.
 - (b) A vacancy does not include law enforcement positions covered by the Federal Bureau of Prisons Priority Consideration Program. (5 CFR 330.1103(b)).
-

8-A-17-3 Eligible Employees

A An eligible District of Columbia Department of Corrections employee who meets all four conditions in subparagraphs **8-A-3-(a)** through **-(d)** when the individual:

- (a) Received either:
 - (1) A reduction in force separation notice issued by the DC Department of Corrections in connection with the closure of the Lorton Correctional Complex; (5 CFR 330.1104(a)(1)), or

- (2) A similar notice of non-disciplinary termination from the Management Supervisory Service in connection with the closure of the Lorton Correctional Complex; (5 CFR 330.1104(a)(1),
 - (b) Has not been appointed to a permanent Federal Bureau of Prisons law enforcement position; (5 CFR 330.1104(a)(2),
 - (c) Applies for a vacancy within the time frames established by the agency, and include proof of eligibility; (5 CFR 330.1104(a)(3), and
 - (d) Is found qualified for the specific vacancy. (5 CFR 330.1104(a)(4))
-

8-A-17-4

Priority Consideration

If a qualified, eligible District of Columbia Department of Corrections employee applies for a vacancy, the agency must give the employee priority consideration. (5 CFR 330.1103(c))

- (a) The hiring agency must give an eligible District of Columbia Department of Corrections employee similar priority and order of selection as an eligible current or former displaced Federal employee with selection priority under the Interagency Career Transition Plan. (5 CFR 330.1103(c))
- (b) Actions which are exempt from the regulatory requirements of the Interagency Career Transition Plan are also exempt from the requirements of the regulations that apply to eligible District of Columbia Department of Corrections employees. (5 CFR 330.1103(c))
- (c) Agencies must follow the Interagency Career Transition Plan order of selection in filling vacancies in the Federal Government with candidates from outside their own workforce. (5 CFR 330.1103(c))

A

- Section **8-A-9** covers the order of selection for displaced employees eligible under the Interagency Career Transition Assistance Plan.

- (d) District of Columbia Department of Correction employees are eligible for this priority consideration without regard to any geographical restrictions. (5 CFR 330.1103(d)).
-

8-A-17-5

Qualified Employee

A "**Qualified Employee**" means an eligible displaced District of Columbia Department of Corrections employee who:

- (a) Possesses the knowledge, skills, and abilities that meet the basic qualification standards and eligibility requirements for the position; (5 CFR 330.1103(d)(1))
- "**Qualified**" also means that the displaced employee meets any medical qualifications, suitability, citizenship, minimum educational experience requirements, and any applicable selective placement factors;
- (b) Is physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position; (5 CFR 330.1103(d)(2))
- (c) Meets any special qualifying condition that OPM has approved for the position; (5 CFR 330.1103(d)(3)), and
- (d) Is able to satisfactorily perform the duties of the position upon entry. (5 CFR 330.1103(d)(4))
-

8-A-17-6

Termination of Eligibility

Eligibility of District of Columbia Department of Corrections employees for this priority ends:

- (a) One year after the closing of the Lorton Correctional Complex; (5 CFR 330.1102)
- Eligibility for this selection priority ends on December 31, 2002, 1 year after the closing of the Lorton Correctional Complex on December 31, 2001.
- (b) When the District of Columbia Department of Corrections

- employee is no longer being separated by reduction in force, or by similar non-disciplinary termination from the Management Supervisory Service, due to the closure of the Lorton Correctional Complex; (5 CFR 330.1104(c)(2))
- (c) When the District of Columbia Department of Corrections employee receives a career, career-conditional or excepted appointment without time limit in any agency at any grade level; (5 CFR 330.1104(c)(3))
- (d) When the District of Columbia Department of Corrections employee voluntarily separates by resignation, or retirement, prior to the reduction in force effective date or the non-disciplinary termination date; (5 CFR 330.1104(c)(4))
- (e) When the District of Columbia Department of Corrections employee is separated by a non-reduction in force involuntary separation or disciplinary or other termination not related to the closure of the Lorton correctional complex; (5 CFR 330.1104(c)(5)), or
- (f) Within a specific agency when the employee:
- (1) Declines a permanent appointment offered by the agency (whether competitive or excepted) after the employee applied and was found qualified; (5 CFR 330.1104(c)(6)(i)), or
 - (2) Fails to respond within a reasonable period of time to an offer or official inquiry of availability from the agency. (5 CFR 330.1104(c)(6)(ii))

8-A-17-7

Appointment

District of Columbia Department of Corrections priority eligibles selected for jobs receive noncompetitive appointments to the competitive service under the authority of Public Law 105-274, enacted October 21, 1998. (5 CFR 330.1106(a)(1))

- Eligibility for appointment under this program expires on December 31, 2002, 1 year after the closing of the Lorton Correctional Complex on December 31, 2001. (5 CFR

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330.1106).
