

Title: Career Transition Assistance Plan and Interagency Career Transition Assistance Plan

Approved by : \_\_\_\_\_ [Mark Kinsey – signed] \_\_\_\_\_ Date:  
6/30/98

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I. **PURPOSE:** To establish the Office of Federal Housing Enterprise Oversight's ("OFHEO") Career Transition Assistance Plan ("CTAP") and Interagency Career Transition Assistance Plan ("ICTAP").

II. **SCOPE:** The CTAP and the ICTAP apply to individuals who apply for employment with OFHEO.

III. **AUTHORITY:**

A. Presidential Memorandum, Subject: Career Transition Assistance for Federal Employees, dated September 12, 1995.

B. Career Transition Assistance for Surplus and Displaced Federal Employees. 5 C.F.R. Part 330, Subparts B, F and G.

IV. **POLICY:** It is the policy of OFHEO to assist surplus and displaced employees in taking charge of their own careers and find other employment, either within OFHEO, the U.S. Department of Housing and Urban Development, other Federal agencies, or the private sector. In accordance with regulatory criteria, OFHEO shall:

1. Provide career transition services to all of OFHEO's surplus and displaced employees.

2. Encourage and allow OFHEO's surplus and displaced employees the opportunity to use the full range of services available through the Interagency Career Transition Center at the Office of Personnel Management ("OPM").

3. Maintain operation of the Reemployment Priority List ("RPL") to provide rehiring priority to former OFHEO employees.

V. **OFHEO's CAREER TRANSITION ASSISTANCE PLAN (CTAP):  
SURPLUS AND DISPLACED OFHEO EMPLOYEES:**

A. Career Transition Services.

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1. Eligibility. All surplus and displaced OFHEO employees, including those in the excepted service, are eligible to participate in OFHEO's career transition services.
  2. Orientation. OFHEO shall provide an orientation session for surplus and displaced OFHEO employees regarding: the use of career transition services, the eligibility requirements for selection priority under the CTAP and the ICTAP, and how to apply for vacancies under the CTAP and the ICTAP.
  3. Access To Services. Eligible employees shall be given excused absence for a reasonable period of time to use services and facilities, subject to prior supervisory approval and dependent on the needs of the workload of the office. If critical work demands require the employee to remain at the worksite, the supervisor shall reschedule the excused absence at the earliest possible time.
  4. Career Transition Services. OFHEO shall provide information to eligible employees about career transition services, including information about the availability of Federal, state and local assistance available to support career transition for employees, including those with disabilities. In addition, OFHEO shall issue certificates of expected separation to employees expected to be separated through RIF so that they may immediately qualify for programs under the Job Training Partnership Act administered by the Department of Labor.
- B. Special Selection Priority. OFHEO shall provide special selection priority to well-qualified, eligible surplus or displaced OFHEO employees who apply for OFHEO vacancies, before selecting any other candidate from either within or outside OFHEO, in accordance with the following provisions.
1. Eligibility.
    - a. Conditions Of Eligibility. To be eligible for the special selection priority, an individual must meet all of the following conditions:

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- (1) Is a surplus or displaced employee (still on OFHEO's rolls).
  - (2) Has a current performance rating of record of at least fully successful.
  - (3) Applies for a vacancy that is at or below the pay band level from which the employee may be or is being separated, that does not have a greater promotion potential than the position from which the employee may be or is being separated.
  - (4) Files an application for a specific vacancy within the time frames specified on the vacancy announcement, and provides proof of eligibility as stated in Section V., B., 4. titled "Application."
  - (5) Is determined by OFHEO to be well-qualified for the specific vacancy.
- b. Effective Date Of Eligibility. Eligibility begins on the date OFHEO issues a specific reduction in force ("RIF") separation notice, certificate of expected separation, or other official agency certification identifying the employee as being in a surplus organization or occupation, whichever is earliest.
- c. Expiration Of Eligibility. Eligibility expires on the earliest of:
- (1) The RIF separation date or the date of the employee's resignation from OFHEO; or
  - (2) Cancellation of the RIF separation notice, certificate of expected separation or other official agency certification identifying the employee as surplus; or

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- (3) When an eligible employee receives a career, career-conditional, or excepted appointment without time limit in any agency at any grade level; and
- (4) When an eligible employee declines a career, career-conditional, or excepted appointment (without time limit), for which the employee has applied and been rated well-qualified.

2. Order Of Selection For Filling Vacancies From Within OFHEO.

- a. Except as provided below, when filing a vacancy, OFHEO shall select an eligible employee before selecting any other candidate from within or outside OFHEO, unless OFHEO can show that another employee would otherwise be separated by RIF. In addition, OFHEO shall not procure temporary help services under 5 C.F.R., part 300, subpart E, in lieu of appointing a surplus or displaced Federal employee as required by the CTAP.
- b. Once OFHEO has met its obligation to select employees eligible under its CTAP, OFHEO may select any other competitive service tenure group 1 or 2 candidate from within its workforce, under appropriate procedures.
- c. When OFHEO selects a candidate from outside of its workforce, OFHEO is subject to the order of selection prescribed below regarding Interagency Career Transition Assistance.
- d. The following are exceptions to this rule:
  - (1) Actions taken under 5 C.F.R. part 335, including reassignments, changes to lower grades, or promotions, when no eligible employees apply;
  - (2) Reemployment of a former OFHEO employee exercising regulatory or statutory reemployment rights, including the reemployment of injured workers who have either been restored to earning

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- capacity by the Office of Workers' Compensation Programs (OWCP), or who have received a notice that their compensation benefits shall cease because of recovery from the disabling injury or illness;
- (3) Position changes resulting from disciplinary actions;
  - (4) Temporary appointments of under 121 days (including all extensions);
  - (5) Exchange of positions between or among OFHEO employees, when the actions involve no increase in grade or promotion potential, i.e., job swaps;
  - (6) Conversion of an OFHEO employee who is serving on an excepted appointment which confers eligibility into the competitive service, e.g., conversion of a veterans' readjustment appointee to a career-conditional appointment under 5 C.F.R. § 315.705;
  - (7) An action taken under 5 C.F.R., part 351;
  - (8) Non-competitive placement of an employee into a different position as a result of a formal reorganization, when the former position ceases to exist, and no actual vacancy results;
  - (9) Assignments made under the Intergovernmental Personnel Act ("IPA") as provided in 5 C.F.R., part 334;
  - (10) The filing of a position through an excepted appointment;
  - (11) Details;
  - (12) Time-limited promotions of under 121 days, including all extensions;

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- (13) Noncompetitive movement of surplus or displaced employees within OFHEO;
- (14) Movement of excepted service employees within OFHEO;
- (15) A placement under 5 U.S.C. §§ 8337 or 8451 to allow continued employment of an employee who has become unable to provide useful and efficient serviced in his or her current position because of a medical condition;
- (16) A placement that is a “reasonable offer” as defined in 5 U.S.C. §§ 8336(d) and 8414(b);
- (17) Career ladder promotions or position changes resulting from reclassification actions, e.g., accretion of duties, or application of new position classification standards.
- (18) Recall of seasonal or intermittent employees from nonpay status.
- (19) The internal placement of an injured or disabled worker who OFHEO has identified a position for which he or she can be reasonably accommodated;
- (20) An action taken by the Director, OFHEO or his/her designee pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;
- (21) An action taken to return an employee to his or her original or similar position during a supervisory probationary period;
- (22) The retention of individuals whose positions are brought into the competitive service under 5 C.F.R. §§ 316.701 or 316.702 and subsequent conversion, when applicable, under 5 C.F.R. § 315.701.

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- (23) The retention of an employee for whom OPM has approved a rule 5.1 variation;
- (23) The reemployment of a former OFHEO employee who retired under a formal trial retirement and reemployment program, and who seeks reemployment with that agency under the program's provisions, and within the program's applicable time limits;
- (24) Noncompetitive movement of displaced employees between agencies as a result of reorganization, transfer of function, or mass transfer; and
- (25) The placement of a member of the Senior Executive Service under 5 U.S.C. § 3594.

3. Notification Of Surplus And Displaced Employees.

- a. A written copy of OFHEO's CTAP shall be provided to OFHEO's eligible employees who receive a specific RIF separation notice, certificate of expected separation, or other certification that identifies them as likely to be separated by RIF.
- b. OFHEO shall take reasonable steps to notify eligible employees of all OFHEO vacancies and the requirements for eligible employees to be determined well-qualified for the vacancies. OFHEO's vacancy announcements shall contain information on how OFHEO's eligible employees can apply, what proof of eligibility is required, and OFHEO's definition of well-qualified.
- c. OFHEO shall advise, in writing, its surplus and displaced employees who apply for specific vacancies of the results of their application, and whether or not they were found well-qualified. If OFHEO's surplus or displaced employees are not found well-qualified, such notice shall include information on the results of an independent, second review conducted by OFHEO. If an applicant is

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found well-qualified, and another well-qualified surplus or displaced candidate is selected, the applicant shall be notified.

4. Application. To receive special selection priority, an eligible employee must do all of the following:
  - a. Apply for a specific OFHEO vacancy within the prescribed time frames.
  - b. Attach proof of eligibility (i.e., RIF separation notice, certificate of expected separation, other official notice from OFHEO indicating that the employee is surplus or eligible for discontinued service retirement, or other official OFHEO certification identifying the employee as being in a surplus organization or occupation).
  - c. Be determined well-qualified by OFHEO for the specific vacancy. In the absence of selective and quality ranking factors, selecting officials shall document the job related reason(s) for this determination.
5. Selection. Displaced OFHEO employees shall be selected prior to surplus OFHEO employees. If two or more eligible employees (each has been determined to be well-qualified) apply for a vacancy, any of these eligible employees may be selected. Candidates from within or outside OFHEO cannot be selected if eligible displaced or surplus OFHEO employees are available.
6. Qualification reviews. Whenever an otherwise eligible employee is determined not to be well-qualified, OFHEO shall conduct a documented, independent review of this determination, and shall notify the applicant in writing of the results of the second review.

C. Reporting.

1. OFHEO shall submit an annual report covering fiscal year activity to OPM no later than December 31 of each year. Each report shall include the following:



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- a. Number of employees identified by OFHEO as surplus and displaced during that fiscal year.
  - b. Number of CTAP applicants who were found to be well-qualified.
  - c. Number of CTAP applicants who were found to be not well-qualified.
  - d. Number of selections of eligible employees under OFHEO's CTAP Program.
  - e. Number of second reviews and the results of those reviews.
  - f. Number of CTAP eligibles who declined job offers.
  - g. The name, title, and telephone number of the agency official responsible for the report.
2. The report shall be addressed to U.S. Office of Personnel Management, Workforce Restructuring Office, Employment Service, 1900 E Street, NW, Washington, DC 20415.
- D. Reemployment Priority List. The RPL is the mechanism OFHEO shall use to give reemployment consideration to competitive service employees separated by RIF. In filling vacancies, OFHEO shall give RPL registrants priority consideration over certain outside job applicants. In the event that an RPL is needed, OFHEO shall follow the regulations outlined in Subpart B of 5 C.F.R. Part 330, including but not limited to the provisions governing the eligibility, application, and selection processes.

**VI. OFHEO's INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP): DISPLACED EMPLOYEES OF OTHER FEDERAL AGENCIES:**

- A. Special Selection Priority. After providing special selection priority to eligible OFHEO employees who apply for OFHEO vacancies, OFHEO shall provide special selection priority to eligible displaced employees of other Federal Agencies, who apply for OFHEO vacancies, in accordance with the following provisions.

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1. Eligibility.

- a. Conditions Of Eligibility. To be eligible for the special selection priority, an individual must meet all of the following conditions:
- (1) Is a displaced employee.
  - (2) Has a current (or a last) performance rating of record of at least fully successful or equivalent, except for the following displaced employees:
    - (a) A former career or career-conditional employee who was separated because of a compensable injury or illness as provided under the provisions of subchapter I of chapter 81 of title 5 U.S.C., whose compensation has been terminated and whose former agency is unable to place the individual as required by 5 C.F.R. § 353;
    - (b) A former career or career-conditional competitive service employee in tenure group 1 or 2, who retired with a disability under 5 U.S.C. §§ 8337 or 8451, whose disability annuity has been or is being terminated;
    - (c) A former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM under 5 U.S.C. §§ 8337(h) or 8456;
  - (3) Applies for a vacancy that is at or below the grade level from which the employee may be or is being separated, that does not have a greater promotion potential than the position from which the employee may be or is being separated.

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- (4) Occupies, or was displaced from a position in the same local commuting area of the vacancy.
  - (5) Files an application for a specific vacancy within the time frames specified on the vacancy announcement, and provides proof of eligibility as stated in Section VI., B., 4. titled "Application."
  - (6) Is determined by OFHEO to be well-qualified for the specific position.
- b. Effective Date Of Eligibility. Eligibility for special selection priority begins:
- (1) On the date the agency issues the RIF separation notice;
  - (2) On the date an agency certifies that it cannot place an eligible employee as required by 5 C.F.R. § 353 (if the employee was a former career or career-conditional employee, separated because of a compensable injury or illness as provided under the provisions of subchapter I of chapter 81 of title 5 U.S.C., whose compensation has been terminated).
  - (3) On the date an eligible employee is notified that his or her disability annuity has been or is being terminated (if the employee was a former career or career-conditional competitive service employee in tenure group 1 or 2, who retired with a disability under 5 U.S.C. §§ 8337 or 8451).
  - (4) On the date the agency issues a formal notice of proposed separation to an employee for declining a transfer of function or directed reassignment outside of the local commuting area; or
  - (5) On the date the National Guard Bureau or Military Department certifies that an employee has retired under 5 U.S.C. § 8337(h) or 8456 (if the employee

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was a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM).

c. Expiration Of Eligibility. Eligibility expires:

- (1) 1 year after separation.
- (2) 1 year after an agency certifies that an individual cannot be placed (if the employee was a former career or career-conditional employee, separated because of a compensable injury or illness as provided under the provisions of subchapter I of chapter 81 of title 5, U.S.C., and whose compensation has been terminated).
- (3) 1 year after an individual receives notification that his/her disability annuity has been or shall be terminated (if the employee was a former career or career-conditional competitive service employee in tenure group 1 or 2, who retired with a disability under 5 U.S.C. §§ 8337 or 8451).
- (4) When the employee receives a career, career-conditional, or excepted appointment without time limit in any agency at any grade level;
- (5) When the employee is no longer an eligible employee); or
- (6) When an eligible employee declines a career, career conditional, or excepted appointment (without time limit), for which the employee has applied and been rated well-qualified; or upon the failure of the applicant to respond within a reasonable period of time to an offer or official inquiry or availability.

2. Order Of Selection For Filling Vacancies.

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- a. Except as provided below, when filing a vacancy from outside OFHEO's workforce, OFHEO shall select:
  - (1) Former OFHEO employees eligible under OFHEO's Reemployment Priority List, described in Section V., D. of this document, then;
  - (2) Any former OFHEO employee displaced from OFHEO (under appropriate selection procedures), then;
  - (3) Current or former Federal eligible employees displaced from other agencies; and then,
  - (4) Any other candidate (under appropriate selection procedures).
  
- b. The following actions are subject to the above order of selection:
  - (1) Competitive appointments (e.g., from registers or delegated examining);
  - (2) Noncompetitive appointments to the competitive service (e.g., the types listed in 5 C.F.R., part 315, subpart F, as well as Outstanding Scholar and Bilingual/Bicultural appointments made under the authority of the Luevano consent decree);
  - (3) Movement between agencies (e.g., transfer), except noncompetitive movement of displaced employees between agencies as a result of reorganization, transfer of function, mass transfer, or the provisions of 5 C.F.R. § 351;
  - (4) Reinstatements (except for former employees displaced from the agency); and,
  - (5) Time-limited competitive appointment of 121 days or more (including all extensions).

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- c. The following actions are not subject to the above order of selection:
- (1) Selections from OFHEO's CTAP or RPL, or any other internal agency movement of current agency employees;
  - (2) Appointments of 10 point veteran preference eligibles (CP, CPS, and XP), if reached through an appropriate appointing authority;
  - (3) Reemployment of a former agency employee exercising regulatory or statutory reemployment rights, including the reemployment of injured workers who have either been restored to earning capacity by the Office of Workers' Compensation Programs (OWCP), or who have received a notice that their compensation benefits shall cease because of recovery from the disabling injury or illness;
  - (4) Temporary appointments of under 121 days (including all extensions);
  - (5) A RIF action taken under 5 C.F.R., part 351;
  - (6) The filing of a position through an excepted appointment;
  - (7) Conversion of an employee of OFHEO who is serving on an excepted appointment that confers eligibility for noncompetitive appointment into the competitive service, e.g., conversion of a veterans' readjustment appointee to a career conditional appointment under 5 C.F.R. § 315.705;
  - (8) Noncompetitive movement of displaced employees between agencies as a result of a reorganization, transfer of function, or mass transfer;

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- (9) The reemployment of a former agency employee who retired under a formal trial retirement and reemployment program, and who seeks reemployment with that agency under the program's provisions, and within the program's applicable time limits;
- (10) An action taken by the agency head or his or her designee pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;
- (11) The reappointment of former employees with OFHEO 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;
- (12) The retention of individual whose positions are brought into the competitive service under 5 C.F.R. §§ 316.701 and 316.702, and subsequent conversion, when applicable, under 5 C.F.R. § 315.701.
- (13) The retention of an employee for whom OPM has approved a rule 5.1 variation;
- (14) The placement of a member of the Senior Executive Service under 5 U.S.C. § 3594; and
- (15) Assignments made under the Intergovernmental Personnel Act (IPA) as provided in 5 C.F.R., part 334.

3. Notification Of Displaced Employees.

- a. A written copy of OFHEO's ICTAP shall be provided to OFHEO's eligible employees who receive a specific RIF separation notice, certificate of expected separation, or other certification that identifies them as likely to be separated by RIF.

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- b. OFHEO shall take reasonable steps to notify ICTAP candidates of all OFHEO vacancies and the requirements for eligible employees to be determined well-qualified for the vacancies. OFHEO's vacancy announcements shall contain information on how eligible employees can apply, what proof of eligibility is required, and OFHEO's definition of well-qualified.
  - c. OFHEO shall advise, in writing, ICTAP candidates who apply for specific vacancies of the results of their application, and whether or not they were found well-qualified. If ICTAP candidates are not found well-qualified, such notice shall include information on the results of an independent, second review conducted by OFHEO. If an applicant is found well-qualified, and another well-qualified surplus or displaced candidate is selected, the applicant shall be so notified.
4. Reporting Vacancies To OPM.
- a. OFHEO shall report all competitive service vacancies to OPM when accepting applications from outside OFHEO (including applications for temporary positions lasting 121 or more days), except when OFHEO elects to fill a position by the transfer or reassignment of an ICTAP eligible from another agency.
  - b. Content. Notice to OPM of job announcements shall include the position title, location, pay plan and grade (or pay rate) of the vacant position; application deadline; and other information specified by OPM. In addition, for all positions reported, OFHEO shall provide OPM with an electronic file of the complete vacancy announcement or recruiting bulletin, which shall contain: title, series, pay plan, and grade (or pay rate); duty location; opening and closing dates, plus any other information dealing with how application receipt shall be controlled, such as the use of early cut-off dates; name of issuing agency and



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announcement number; qualification requirements, including knowledges, skills, and abilities; entrance pay; brief description of duties; basis of rating; what to file; instructions on how to apply; information on how to claim a veterans' preference, if applicable; OFHEO's definition of well-qualified and information on how CTAP and/or ICTAP candidates may apply, including proof of eligibility required; and, equal employment opportunity statement.

5. Application.

- a. To receive special selection priority, eligible employees must apply directly to OFHEO for specific OFHEO vacancies, within the prescribed time frames, attach the appropriate proof of eligibility as stated below, and be determined well-qualified by OFHEO for the specific position
- b. Employees may submit the following as proof of eligibility for the special selection priority:
  - (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
  - (2) Documentation, e.g., SF-50, Notification of Personnel action, showing that they were separated as a result of RIF, or for declining a transfer of function or directed reassignment to another commuting area;
  - (3) Official certification form an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
  - (4) Official notification form OPM that an individual's disability annuity has been or is being terminated;  
or

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- (5) Official notification from the Military Department or the National Guard Bureau that the employee has retired under 5 U.S.C. §§ 8337(h) or 8456.
  6. Selection. In making selections, OFHEO shall adhere to the overall order of selection set forth in this Section, above. In addition,
    - a. OFHEO shall not select another candidate from outside of OFHEO if eligible employees are available for the vacancy or vacancies from within OFHEO.
    - b. If two or more eligible employees apply for a vacancy and are determined to be well-qualified, any of these eligible employees may be selected.
    - c. If no eligible employees apply or none is deemed well-qualified, OFHEO may select another candidate without regard to its ICTAP. (This flexibility does not apply to selections made from OFHEO's RPL.)
    - d. OFHEO may select a candidate from its CTAP or RPL, or another current OFHEO employee (if no eligible employees available through its CTAP) at any time.
  7. Qualification reviews. Whenever an otherwise eligible employee is determined not to be well-qualified, OFHEO shall conduct a documented, independent review of this determination, and shall notify the applicant in writing of the results of the second review.
- C. Reporting.
1. OFHEO shall submit an annual report covering fiscal year activity to OPM no later than December 31 of each year. Each report shall include the following:
    - a. The data specified in Section V., C. of this document.
    - b. Number of selections of ICTAP eligible employees from other Federal agencies.

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- c. Number of ICTAP candidates found not well-qualified.
  - d. Number of ICTAP candidates found well-qualified.
  - e. Number of selections of competitive service tenure group 1 or 2 employees from other Federal agencies who are not displaced.
  - f. The number of declinations from ICTAP eligible candidates.
  - g. The number of competitive service tenure group 1 or 2 appointments from outside the Federal Government.
  - h. The number of placements made from OFHEO's RPL.
  - i. Number of second reviews and the results of those reviews.
  - j. Number of CTAP eligibles who declined job offers.
  - k. The name, title, and telephone number of the agency official responsible for the report.
2. The report shall be addressed to U.S. Office of Personnel Management, Workforce Restructuring Office, Employment Service, 1900 E Street, NW, Washington, DC 20415.

**VII. DEFINITIONS:**

A. Displaced employee -

1. As used in OFHEO's CTAP means:
  - (a) A current career or career-conditional competitive service employee in tenure group 1 or 2, at grade levels GS-15 or equivalent and below, who has received a specific RIF separation notice or, notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area;

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- (b) A current Executive Branch agency employee in the excepted service, serving in tenure group 1 or 2, at grade levels GS-15 or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who is in receipt of a RIF separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside of the local commuting area.
2. As used in OFHEO's ICTAP means:
- (a) A current career or career-conditional competitive service employee in tenure group 1 or 2, at grade levels GS-15 or equivalent and below, who has received a specific RIF separation notice, or a notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area;
  - (b) A former career or career-conditional competitive service employee in tenure group 1 or 2, at grade levels GS-15 or equivalent and below, who was separated through RIF, or removed for declining a directed reassignment or transfer of function outside of the local commuting area;
  - (c) A former career or career-conditional employee who was separated because of a compensable injury or illness as provided under the provisions of subchapter I of chapter 81 of title 5, U.S.C., whose compensation has been terminated and whose former agency is unable to place the individual as required by 5 C.F.R. § 353;
  - (d) A former career or career-conditional competitive service employee in tenure group 1 or 2, who retired with a disability under 5 U.S.C. §§ 8337 or 8451, whose disability annuity has been or is being terminated;
  - (e) A former career or career-conditional competitive service employee in tenure group 1 or 2, at grade levels GS-15 or equivalent and below, who received a RIF separation

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notice, and who retired on the effective date of the RIF or under the discontinued service retirement option;

- (f) A former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM under 5 U.S.C. §§ 8337(h) or 8456;
  - (g) A current Executive Branch agency employee in the excepted service, serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who is in receipt of a RIF separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside of the local commuting area; or
  - (h) A former Executive Branch agency employee in the excepted service, who served on an appointment without time limit, at grade levels GS-15 or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has been separated through RIF or removed for declining a transfer of function or directed reassignment outside of the local commuting area.
- B. Certification of Expected Separation - A document which identifies an employee as being likely to be separated by RIF. This document is issued prior to a RIF separation notice and provides a warning of a probable or anticipated separation from Federal service. Therefore, a certification of expected separation affords eligible employees additional time to seek career transition assistance.
- C. Eligible employee -
1. As used in OFHEO's CTAP, means a surplus or displaced employee who meets the conditions set forth in Section V. of this document.

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2. As used in OFHEO's ICTAP, means a displaced employee who meets the conditions set forth in Section VI of this document.
- D. GS-15 or equivalent and below – In evaluating the eligibility of CTAP and ICTAP applicants, OFHEO shall determine, based upon readily available information, whether the applicant's current pay and duties are representative of positions at or below Grade GS-15, under the General Schedule.
  - E. Local commuting area - The geographic area that usually constitutes one area for employment purposes as determined by OFHEO. It includes Washington, DC and localities within 50 miles of Washington, DC
  - F. Special selection priority - Surplus and/or displaced eligible employees must be selected over any other candidate for vacancies in the local commuting area for which they apply and are found well-qualified, with the exceptions noted in the above-section titled "Order Of Selection For Filling Vacancies From Within OFHEO."
  - G. Suitability - Determinations based on an individual's character or conduct that may impact the efficiency of the service by jeopardizing an agency's accomplishment of its duties or responsibilities, or by interfering with or preventing effective service in the competitive, excepted, or SES position applied for or employed in, and determinations that there is a statutory or regulatory bar to employment.
  - H. Surplus employee –
    - (1) A current OFHEO employee serving under an appointment in the competitive service, in tenure group 1 or 2, at grade levels GS-15 or equivalent and below, who has received a certificate of expected separation or other certification issued by OFHEO indicating that the position is surplus, for example, a notice of position abolishment, or a notice stating that the employee is eligible for discontinued service retirement; or,
    - (2) A current Executive Branch agency employee serving on an excepted service appointment without time limit, at grade levels GS-15 or equivalent and below, who has been issued a certificate of expected separation or other official agency certification indicating that his or her position is surplus, for example, a notice

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of position abolishment or a notice stating that the employee is eligible for discontinued service retirement, and who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service.

- I. Tenure group - A classification of employees on the basis of their tenure of employment, veteran preference, length of service and performance. Group I includes each permanent employee whose appointment carries no restriction or condition such as conditional, indefinite, specific time limit or trial period. Group II includes each employee: serving a trial period or whose tenure is equivalent to a career-conditional appointment in the competitive service in agencies having such excepted appointments.
- J. Vacancy - A competitive service position filled for a total of 121 days or more, including all extensions, which OFHEO is filing, regardless of whether OFHEO issues a specific vacancy announcement.
- K. Well-qualified employee - An eligible employee who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position. A well-qualified employee shall not necessarily meet the agency's definition of "highly or best qualified," when evaluated against other candidates who apply for a particular vacancy, but must satisfy the following criteria, as determined and consistently applied by OFHEO:
  1. Meets the basic qualification standards and eligibility requirements for the position, including any medical qualifications, suitability, and minimum educational and experience requirements; and
  2. Satisfies one of the following qualifications requirements:
    - a. Meets all selective factors where applicable, and meets appropriate rating factor levels as determined by OFHEO. Selective and rating factors cannot be so restrictive that they run counter to the goal of placing displaced employees. In the absence of selective and rating factors, selecting officials shall document the job-related reason(s) the eligible employee is or is not considered to be well-qualified; or

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- b. Is rated by the agency to be above minimally qualified in accordance with OFHEO's specific rating and ranking process. Generally, this means that the individual may or may not meet OFHEO's test for "highly qualified," but would in fact, exceed the minimum qualifications for the position.
3. Is physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position;
4. Is able to satisfactorily perform the duties of the position upon entry.

**VIII. FUNCTIONAL RESPONSIBILITIES:**

- A. The Human Resources Officer is responsible for the following:
  1. Developing OFHEO's CTAP and ICTAP programs.
  2. Providing guidance and information on available career transition services.
  3. Informing eligible employees of other sources of assistance and/or information.
  4. Establishing procedures for special selection priority for eligible OFHEO employees.
  5. Operating OFHEO's RPL.
  6. Directing activities related to the certification of employees' expected separation and reduction-in-force.
  7. Reporting to OPM as required.
  8. Identifying and purchasing appropriate career transition software, publications and related material or making arrangements for OFHEO employees to obtain access to such materials at another agency.



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9. Providing assistance on the use of tools and information available to eligible employees.

B. Surplus or Displaced OFHEO Employees are responsible for making use of OFHEO career transition services and facilities and, when appropriate, submitting the supporting documentation required to receive special selection priority. Employees should be advised that when applying for specific vacancies, it is important that their resumes or applications speak directly to the knowledge, skills and abilities (competencies) required for the position.

IX. **RECORD TYPES CREATED OR RECEIVED:** reemployment priority lists, RIF notices, and certificates of expected separation.

X. **BACKGROUND:** None.