

**Functional Series 400  
Personnel**

**INTERIM UPDATE #21**

**SUBJECT: Career Transition Program**

**NEW MATERIAL: This notice is to provide guidance on the agency's career transition program policy and procedures.**

**EFFECTIVE DATE: 10/07/2000**

**POLICY**

**USAID/General Notice  
M/HR/PPIM/PP  
10/10/2000**

**This note was originally distributed 10/10/2000 as a Personnel notice (General Notice 1009). This notice is actually a USAID/General Policy Notice and is being re-released as such. The content remains the same.**

**SUBJECT: Career Transition Program**

This notice is to provide guidance on the agency's career transition program policy and procedures.

Section 706 (a) of the Foreign Service Act of 1980, as amended, requires the agency (USAID) to provide certain benefits to Foreign Service employees preparing for retirement and also those being involuntarily separated (except those whose separation is being proposed for cause as defined in 22 USC 4010) to facilitate their transition from the service. Benefits may be in the form of professional counseling, advice and placement assistance. Current Foreign Service employees, in USAID/W and overseas, and former Foreign Service employees, who were approved to receive counseling and assistance before they separated from the Service, are eligible to receive these benefits.

To fulfill this requirement, USAID has elected to purchase space, as needed, for its employees in the Department of State's Career Transition Program. This program is available to Foreign Affairs agencies on a reimbursable and space available basis. The program is designed to help employees plan for the future and to prepare them for retirement. To participate in the program agencies must establish their own transition policies and procedures. The information contained herein shall be incorporated in ADS Chapter 493, Retirement, as supplemental information, when issued.

In general, Civil Service personnel serve a longer tenure than those in the Foreign Service before electing retirement. For this reason, fewer Civil Service employees require or seek continued employment following retirement from Federal service. In

addition, finding employment following retirement is facilitated by continuous assignment to a duty station in the United States. Both factors suggest a reduced need for career transition assistance compared to that mandated by legislation for the Foreign Service. Notwithstanding these factors, the Agency makes a portion of the Career Transition Program available to its Civil Service employees as discussed below.

Foreign Service and Civil Service employees, who are preparing for retirement from USAID, and Foreign Service employees who are being involuntarily separated (other than for cause) are eligible to participate in the following Career Transition Program components offered by the Department of State, subject to the availability of funds and space:

**A. Talent bank and job register.** Foreign Service and Civil Service employees may register in the talent bank, regardless of when they plan to retire.

**B. Retirement Planning Seminar.** Foreign Service and Civil Service employees who are within five years of retirement eligibility and their spouses may register for this one-week seminar, at Agency expense.

(1) This seminar may be attended once, and only during the five-year period preceding eligibility for retirement.

(2) Employees shall be granted time during duty hours to attend the seminar.

(3) Priority shall be given to Foreign Service employees facing mandatory retirement for failing to meet the standards of their class and those who are retiring due to expiration of their Time-In-Class or Limited Career Extension (TIC/LCE).

**C. Job Search Program.** Due to recent legislation, the job search program duration has been changed.

(1) The program for USAID now consists of four weeks of formal classroom training followed by four weeks of actual job-hunting. It is designed to help participants acquire skills and knowledge needed to be successful in job search efforts through individual/group training and counseling. Foreign Service employees are eligible to participate in the 60-day program. Civil Service employees are eligible to participate in the program's formal classroom training only, up to 30 days, on a space available basis.

(2) Spouses are ineligible to enroll in the classroom training.

(3) Foreign Service employees may attend the four-week classroom training and the 30 day follow-up job search aspect during their last 60

days of employment. Civil Service employees may attend the four-week classroom training during their last 30 days of employment.

**(4)** Separation orders for Foreign Service employees assigned overseas will include authorization to travel to their official separation address via Washington, D.C. to attend the job search program. No per diem, Home Service Transfer Allowance (HSTA) or any other form of reimbursement will be authorized. Eligible family members will be authorized travel directly to their separation address only.

**(5)** A prerequisite for the job search program is completion of the one-week retirement planning seminar prior to taking the job search program training. Foreign Service and Civil Service employees must complete the retirement planning seminar prior to enrolling in the job search program.

**(6)** As a condition of enrollment in the job search program, Foreign Service and Civil Service employees who are voluntarily retiring from the agency must submit their entire retirement application and complete a continued service agreement in which they agree to repay to the agency the full tuition cost for the program and also their basic salary for the time they participated in the program if they withdraw their retirement application.

**(7)** Foreign Service employees whose involuntary separations are avoided by administrative decisions or settlements are not required to repay the agency for salaries received while in the program, nor tuition. However, these employees will be ineligible to attend this training for three years following the date the separation is voided by administrative decision or settlement.

**(8)** Employees may participate in the job search program after retirement, as long as the employee's application for available course dates is submitted prior to the date of retirement. Such participation must occur within one year of retirement. No salary, per diem, or other reimbursement will be authorized.

Interested Foreign Service and Civil Service employees should contact their personnel representative in the Office of Human Resources for additional information.

Point of Contact: Inquiries regarding this notice may be directed to Oveta Watkins, M/HR/PPIM/PP, (202) 712-5105.

Notice 1009 - 10/10/2000

Notice 1016 - 10/12/2000

<b>File name</b>	<b>Notice Date</b>	<b>Effective Date</b>	<b>Editorial Revision Date</b>	<b>ADS CD No.</b>	<b>Remarks</b>
IU4-21_102300_cd21	10/10/2000	10/07/2000	N/A	ADS CD 21	New