



U.S. Department  
of Transportation  
Maritime  
Administration

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 730-310  
dtd. 8-18-89

NO.

730-310

EFFECTIVE DATE

April 25, 1996

SUBJECT

MANDATORY PLACEMENT PROGRAMS AND CAREER TRANSITION SERVICES PROGRAM

#### Section 1. Purpose:

This order establishes the policy and procedures for the Maritime Administration's (MARAD's) Mandatory Placement Programs entitled: Career Transition Assistance Program (CTAP), Interagency Career Transition Assistance Program (ICTAP); and the MARAD's Career Transition Services Program.

#### Section 2. Coverage:

2.01 The following policies and procedures supplement the mandatory placement component of the Department of Transportation's (DOT's) Career Transition Assistance Program and Interagency Career Transition Assistance Program as provided in 5 CFR 330 Subparts F and G, and DPM Letter 330-7. In addition, the following policies and procedures supplement the DOT's Career Transition Services Program as provided in 5 CFR 330 Subpart F and DPM 300-21.

2.02 The requirements of the Mandatory Placement Programs apply to the competitive service only.

2.03 The requirements of the Career Transition Services Program apply to all surplus and displaced employees in the competitive, excepted, and senior executive services. In addition, career transition assistance will be available on a space available basis to former MARAD employees separated through RIF and to spouses of MARAD employees facing relocation to another geographic area.

2.04 For employees who are covered by collective bargaining agreements, the requirements of the agreements will not be covered by these policies until appropriate negotiations with employee representatives as provided for under 5 U.S.C. 7117(d)(2) have occurred.

#### Section 3. Mandatory Placement Programs:

3.01 In accordance with 5 CFR, 330.602, operating administrations will develop internal placement plans which supplement, but do not diminish, the requirements of the Governmentwide and DOT requirements.

3.02 As required by 5 CFR, 330.604(h), MARAD has adopted Method 1 to define "well qualified candidate." Under Method 1, an individual who is eligible for consideration under CTAP or ICTAP is considered well qualified when the individual meets the satisfactory level for all qualification requirements specified on the vacancy announcement including selective placement factors.

3.03 As required by 5 CFR, 330.605(a), MARAD will limit placement consideration of CTAP and ICTAP eligibles to an individual's local commuting area.

3.04 As required by 5 CFR, 330.608(b), MARAD will grant priority selection coverage to CTAP and ICTAP eligible employees of MARAD before considering other CTAP or ICTAP eligibles from other agencies.

3.05 As required by 5 CFR, 330.609, MARAD will provide for a review of applications where it is determined that eligible CTAP and ICTAP individuals were found not to be well qualified. The review procedure is as follows:

- 1) If the application of the eligible CTAP or ICTAP candidate was originally rated by a rating panel or subject matter expert, a representative from the Office of Personnel will conduct the review.
- 2) If the application of the eligible CTAP or ICTAP candidate was originally rated by a representative of the Office of Personnel, the Director, Office of Personnel will conduct the review.

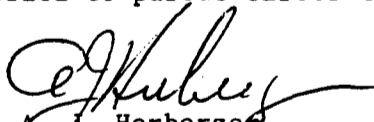
Section 4. Career Transition Services Program:

4.01 The Career Transition Program is designed to offer Departmental surplus and displaced employees access to the kinds of transition services they may need, such as skills assessment, resume writing, job information, interviewing techniques, and the like, as well as training in basic computer literacy, communications and problem solving.

4.02 Displaced employees will be given a minimum of 32 hours of official time per pay period to pursue transition activities; however, since the Departmental guidelines recognize that finding a new job can be a full time pursuit, it is MARAD's policy to grant official time to employees who have received a reduction-in-force separation notice as follows:

- 1) During the first one third of a RIF notice period, displaced employees must be granted 32 hours of official time per pay period to pursue career transition services. For example, if a RIF notice period is for 120 days, the displaced employee must be granted 32 hours of official time per pay period to pursue career transition services during the first 40 days of the RIF notice period.
- 2) During the second third of the RIF notice period, displaced employees must be granted 48 hours of official time per pay period to pursue career transition services. Using the same example in number 1 above, the displaced employee must be granted 48 hours of official time per pay period to pursue career transition services during the next 40 days of the RIF notice period.
- 3) During the final third of the RIF notification period, the displaced employee will be granted 80 hours of official time per pay period to pursue career transition services. Using the same example in numbers 1 and 2 above, the displaced employee will be granted 80 hours of official time per pay period to pursue career transition services during the final 40 days of the RIF notice period.

4.03 It is MARAD's policy to grant employees designated as surplus employees a minimum of 16 hours of official time per pay period to pursue career transition services.

  
A. J. Herberger  
Maritime Administrator