

GSA ORDER

SUBJECT: GSA Career Transition Assistance Plans (Career Transition Assistance Plan, Interagency Career Transition Assistance Plan, Priority Placement Plan, and Reemployment Priority List)

1. Purpose. This Order fulfills the Office of Personnel Management (OPM) regulations requiring Executive Branch agencies to provide career transition assistance to employees affected by downsizing or restructuring.

2. Background.

a. Federal code 5 CFR 330.601 requires the General Services Administration (GSA) to establish Career Transition Assistance plans to help their employees affected by downsizing obtain other employment. Plans must include the operation of the GSA Reemployment Priority List (RPL).

b. Federal Code, 5 CFR 330, Subpart B, requires GSA to establish and maintain a RPL as a means to give reemployment consideration to former competitive service employees separated by Reduction in Force (RIF) or fully recovered from a compensable injury after more than one year. The RPL is a required component of agency placement programs. Employees who are eligible to appear on a RPL must have an opportunity to register for priority over certain outside job applicants. Hiring managers must select registrants based on retention standing and registrants have appeal rights to the Merit Systems Protection Board.

c. GSA's Priority Placement Plan (PPP) provides for reemployment or re-promotion consideration for employees involuntarily separated or downgraded (e.g., through reclassification of the position to which assigned or under RIF procedures).

d. GSA's Career Transition Assistance Plan (CTAP) provides intra-agency selection priority for eligible surplus and displaced employees, assists surplus and displaced employees to find other employment either within the Federal government or private sector, and provides procedures to help these employees assume responsibility for their careers by actively seeking employment opportunities. A key feature of the CTAP is that employees must exercise initiative in pursuing other employment, both within and outside of the Federal Government.

e. The Interagency Career Transition Assistance Plan (ICTAP) implements the President's September 12, 1995, memorandum to establish a special interagency career transition assistance program for Federal employees. Per 5 CFR 330.703, GSA must determine well-qualified for a vacancy and uniformly apply that definition to all ICTAP eligible Federal employees being considered for that vacancy before moving to other applicants for the position. GSA must conduct an independent second review of the resume when determining any ICTAP eligible Federal employee is other than well-qualified for a vacancy. The results of this second review must include documentation of the specific job-related gaps that make the ICTAP eligible employee other than well-qualified and the agency must provide written notice of results to the employee.

3. Scope and Applicability.

The Office of Inspector General (OIG) has independent personnel authority. The Inspector General Act of 1978, as amended, 5 USC. App. 3, § 6(a)(7) (Inspector General is authorized to select, appoint, and employ such officers and employees as may be necessary for carrying out the functions, powers, and duties of the OIG); GSA Order, ADM 5450.39D CHGE 1 GSA Delegations of Authority Manual (Delegations Manual), Chapter 2, Part 1 ("the Inspector General has independent authority to formulate policies and make determinations concerning human capital issues within the [OIG];" determinations in the Delegations Manual do not limit that authority). Similarly, the agency recognizes that the Inspector General has independent authority to formulate policies and make determinations concerning training, employee development, and career management.

4. Cancellation. This Order cancels and supersedes the following:

- a. CPO 9536.1, GSA Reemployment Priority List; and
- b. CPO 9536.2, GSA Priority Placement Plan.

5. Revisions.

- a. Consolidate three existing GSA Orders (CTAP, PPP, and RPL).
- b. Added - Interagency Career Transition Assistance Plan (Chapter 4).
- c. Added [Chapter 1, Section 6.NOTE.](#) – Removes limitations and allows CTAP selection priority to be extended to eligible employees from another commuting area. Under the previous policy, selection priority was limited to the local commuting area.

6. Coverage. The provisions of this Order pertaining to the PPP and RPL apply to all GSA employees in tenure groups I (career employees who are not serving a probationary period) and II (career-conditional employees, and employees serving a probationary period) of the competitive service. Career transition services apply to

employees in tenure groups I and II in the competitive service, excepted service and the Senior Executive Service.

7. Labor Organizations. Implementation of this Order as it affects employees represented by a labor organization is contingent upon meeting and completion of related labor relations obligations.

8. Signature.

/S/ _____
MERRICK E. KRAUSE
Acting Chief Human Capital Officer
Office of Human Resources Management

GSA CAREER TRANSITION ASSISTANCE PLANS

TABLE OF CONTENTS

CHAPTER 1. CAREER TRANSITION ASSISTANCE PLAN	<u>5</u>
Introduction	<u>5</u>
References	<u>5</u>
Responsibilities	<u>6</u>
Component	<u>6</u>
Transition Services	<u>6</u>
Career Transition Selection Priority	<u>7</u>
Certification and Notification of Eligibility	<u>8</u>
CHAPTER 2. REEMPLOYMENT PRIORITY LIST	<u>12</u>
Introduction	<u>12</u>
References	<u>12</u>
Responsibilities	<u>12</u>
Applying RPL Placement Priority	<u>14</u>
Registration and Duration of Registration	<u>14</u>
Job Consideration	<u>14</u>
Registrant Availability	<u>15</u>
Order of Selection	<u>15</u>
Records Establishment and Maintenance	<u>15</u>
Appeals	<u>16</u>
CHAPTER 3. PRIORITY PLACEMENT PLAN	<u>17</u>
Introduction	<u>17</u>
References	<u>17</u>
Responsibilities	<u>17</u>
Procedures	<u>18</u>
Recordkeeping Requirements	<u>22</u>
CHAPTER 4. INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN	<u>23</u>
Introduction	<u>23</u>
References	<u>23</u>
Responsibilities	<u>23</u>
Displaced ICTAP Employee	<u>24</u>
Eligibility	<u>25</u>
Certification and Notification of Eligibility	<u>26</u>
APPENDIX A: Definitions	<u>29</u>
APPENDIX B: Personnel Actions Not Covered Under Transition Assistance Plan	<u>32</u>

CHAPTER 1. CAREER TRANSITION ASSISTANCE PLAN

1. Introduction. The purpose of GSA's CTAP is to provide intra-agency selection priority for eligible surplus and displaced employees, assist surplus and displaced employees find other employment either within the Federal government or private sector, and provide procedures to help these employees assume responsibility for their careers by actively seeking employment opportunities. A key feature of the CTAP is that employees must exercise initiative in pursuing other employment, both within and outside of the Federal government. GSA's CTAP accomplishes the following:

- a. Establishes policies and procedures to provide special selection priority to well-qualified surplus and/or displaced agency employees, as defined by 5 CFR 330.604(a) who apply for agency vacancies in any area (not just local commuting areas), before selecting any other candidate from either within or outside the agency;
- b. Institutes agency procedures for reviewing and resolving issues and appeals on qualification determinations;
- c. Establishes a plan to provide affected employees access to career transition services;
- d. Outlines the services that will be provided to assure that employees will have the tools necessary to make informed decisions about their careers and explore job opportunities within and outside Government, self-employment, and retirement;
- e. Ensures that the RPL, as required by 5 CFR 330, Subpart B, remains fully operational under this policy; and
- f. Assures that the provisions of the CTAP are uniformly and consistently applied to all employees without regard to race, religion, color, national origin, sex, marital status, political affiliation, sexual orientation, or age (with authorized exceptions).

2. References.

- a. 5 CFR, Part 330, Recruitment, Selection, and Placement (General)
- b. 5 CFR, Part 334, Temporary Assignments Under The Intergovernmental Personnel Act (IPA)
- c. 5 CFR, Part 351, Reduction in Force
- d. 5 CFR, 5.1, Civil Service Regulation

- e. 5 CFR, Part 330, Subpart B (Reemployment Priority List)
- f. 5 CFR, Part 330, Subpart F (Agency Career Transition Assistance Plans for Local Surplus and Displaced Employees)

- g. 5 CFR, Part 330, Subpart G (Interagency Career Transition Assistance Plan for Displaced Employees)

- h. 5 USC 3594, Guaranteed placement in other personnel systems

- i. 5 USC 8101, Unannotated Title 5. Government Organization and Employees

3. Responsibilities.

a. Employees. Employees are responsible for their own careers. Employees must take the initiative in seeking assistance to attain their personal and professional goals. Employees must submit applications for vacancies to use their placement rights under CTAP (i.e., employees must submit an application or resume for each vacancy for which they want to be considered).

b. Managers/Supervisors. Managers and Supervisors are expected to take special efforts to assist their surplus and displaced employees. Managers and supervisors must give full and fair consideration to each priority listed employee referred to them. Managers and supervisors are expected to comply with both the spirit and procedural requirements of CTAP.

c. Human Resources Service Center (HRSC). HRSC will provide career transition orientation on the provisions of the policy, as needed, to employees, managers, supervisors, and union representatives in compliance with 5 CFR 330.608.

d. Office of Human Resources Management (OHRM). OHRM is responsible for the overall administration and management of GSA's career transition plans (PPP, RPL, CTAP and ICTAP).

4. Components. The CTAP has three components: (1) transition services, (2) career transition selection priority, and (3) reemployment priority. The current GSA RPL, Chapter 2 of this policy, is the third component of CTAP.

5. Transition Services.

a. Transition services are available to GSA employees in tenure Groups I (career employees who are not serving a probationary period) and II (career-conditional employees, and employees serving a probationary period) of the competitive service, excepted service, and the Senior Executive Service (SES), who have been identified as

surplus, who have received a notice of separation, or who have been separated from their jobs as a result of reduction-in-force (RIF).

b. Transition services include, but are not limited to, skills inventory and assessment services, job vacancy and search information, resume writing and application preparation, interview techniques, and a variety of counseling services. Where available, access will be provided to computers, printers, copiers, fax machines, and software programs. Information will also be provided about the Employee Assistance Program (EAP), including information on how to contact an EAP counselor.

c. All employees may use these services, but all eligible employees (as described in paragraph a. of this section) must receive priority in using these services.

d. GSA will provide career transition services near the worksite of affected employees to the extent possible and practical. For employees located in field offices, remote locations, and for employees with disabilities, the agency will supplement these services through reference materials. This will also include providing access to information on Federal, State, and local assistance to employees with disabilities.

(1) Excused Absence to Use services and Facilities. Eligible employees will be authorized excused absences for placement interviews and/or examinations for jobs within GSA, other Federal agencies, or the private sector. Employees will follow normal procedures for requesting absence from the workplace. Duty time will be authorized for these employees to attend career counseling sessions and formal training programs related to career transition. Supervisors should be as flexible as the needs of the workplace permits in order to allow eligible employees the necessary time to participate in career transition activities to the maximum extent possible.

(2) Retraining Efforts. GSA will, to the extent possible, retrain eligible employees for other occupations. Managers should make every possible effort to retrain these employees who lack specialized knowledge in a specific program area, but who possess appropriate skills or potential to perform the job. Servicing HRSCs will assist managers in identifying and selecting retraining methods.

(3) Use of Transition Services or Facilities After Separation. Employees who have lost their jobs because of a RIF will continue to have access to career transition services or facilities for a reasonable period after separation or when a displaced employee receives a permanent Federal job.

6. Career Transition Selection Priority. In order to receive selection priority, affected employees must:

a. Have a performance rating of at least fully successful or equivalent;

b. Have been formally identified as surplus and apply for specific GSA vacancies that are in the same commuting area (except as noted in [paragraph 6.NOTE.](#)) as the

position they occupy and that are at or below their current grade level or which do not have greater promotion potential than their current position. - or - Displaced (see Definitions) and apply for specific vacancies at or below the grade level of their former position or which do not have greater promotion potential than their former position, and are in their former position's local commuting area (except as noted in [paragraph 6.NOTE.](#)) whether within GSA or another Federal agency covered by the CTAP/ICTAP regulations. Refer to 5 CFR, Subpart G, for ICTAP regulations; and

c. Be rated well-qualified for the positions for which they are applying (i.e., achieve a minimum score of 85 points).

Note: In accordance with 5 CFR 330.607(h), CTAP selection priority may be provided to eligible employees from another commuting area, but only after the CTAP selection priority obligation to candidates in the local commuting area has been met. The decision to extend priority selection to eligible employees from another commuting area must be consistently applied, and be based on a determination that the potential for eligible employees to find employment under CTAP provisions in the local commuting area is virtually non-existent. Written documentation supporting the decision must be provided in each case where eligible employees will receive selection priority outside the local commuting area. When GSA grants priority selection outside the local commuting area to CTAP eligible employees, the determination will be made by the servicing HR office in consultation with management officials concerning the extent to which priority selection will be expanded, taking into account the potential employment opportunities in the area. However, the selecting official must first select eligibles whose current positions are in the same commuting area as the vacancy before selecting eligibles from outside the commuting area [5 CFR 330.604(a)].

7. Certification and Notification of Eligibility.

a. GSA's servicing HRSCs will prepare certificates of expected separation, and RIF notices. Refer to 5 CFR 351, Subpart H, for requirements for specific RIF notices and certificates of expected separation. Employees receiving a RIF separation notice or certification of expected separation, or other certification issued by GSA that the position occupied is surplus, will be informed of their eligibility for career transition selection priority and of the availability of career transition services, and will be provided a specific orientation on the use of the services, the eligibility for selection priority and how to apply for vacancies. Orientation will describe which personnel actions are covered or not covered by career transition selection priority.

b. Eligibility for special selection priority begins on the date GSA issues the employee a RIF notice, certificate of proposed separation, notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, or other official agency certification identifying the employee as being in a surplus organization or position or occupation.

c. Expiration of Eligibility. Employees are no longer eligible for career transition selection priority when any of the following events occur:

(1) The RIF separation date, the date of the employee's resignation, or the date of separation under adverse actions procedures for declining a directed reassignment or transfer of function to another commuting area. Upon separation by RIF, individuals become eligible for GSA's RPL (refer to Chapter 2, Reemployment Priority List) and the ICTAP (refer to Chapter 4, Interagency Career Transition Assistance Plan) for displaced employees. Regulations governing the ICTAP are found in 5 CFR 330, Subpart G.

(2) Cancellation of the RIF separation notice, certificate of expected separation, notice of proposed removal or other official agency certification identifying the employee as surplus;

(3) When an affected employee receives a permanent Federal job in the competitive or excepted service; or

(4) When an affected employee declines a permanent Federal job for which the employee applied and was found well-qualified.

d. Notification of Vacancies.

(1) All vacancies are advertised through USAJOBS.

(2) Affected employees must monitor vacancies, and apply to specific vacancy announcements for positions within the local commuting area (or extended area if approved and applicable) in which they are interested and for which they meet minimum qualification requirements. Affected employees must include a copy of their certification of expected separation or RIF separation notice with their application.

e. Identifying the Well-Qualified Applicants.

(1) Affected employees will be considered well-qualified if they meet the following:

(a) Meet the basic qualification standards and eligibility requirements of the position;

(b) Meet any medical standards that may be required for the position;

(c) Meet applicable suitability requirements;

(d) Possess minimum education and experience requirements;

(e) Meet applicable selective factors;

(f) Achieve a score of at least 85 points when assessed in accordance with the rating and ranking process for the position being filled; or when the HR Specialist assesses the employee is well-qualified using the manual rating method based on the employee meeting the qualification standard and eligibility requirements for the position, including any medical qualifications, (See Definitions for ALL Methods to determine Well-Qualified).

(g) Meet physical qualifications with reasonable accommodations, where applicable; and

(h) Are able to perform the duties of the position upon entry satisfactorily.

(2) Affected employees who apply for specific vacancies within the local commuting area will be informed, in writing, of the results of their application and whether or not they were found well-qualified.

(3) If an affected employee is initially not found well-qualified, an independent second review will be conducted by another employee of the local HRSC. The notice to the employee will also include the results of the second review. If the applicant is found well-qualified, and another well-qualified affected employee is selected, HRSC will advise the non-selected applicant.

(4) An affected employee who is not found to be well-qualified may appeal to the servicing HRSC Director, who will render a decision on the appeal.

f. Order of Selection for Filling Vacancies.

(1) A well-qualified affected GSA employee who applies for a specific vacancy in the local commuting area (or extended area if approved and applicable) that is at or below the employee's current grade level *must be selected* before any other candidate from within or outside GSA, unless the agency can show that another GSA employee would otherwise be separated by RIF. If two or more affected employees apply, and are considered well-qualified, any of these employees can be selected. Selections must be consistent with the provisions of existing collective bargaining agreements. (See Appendix B for Personnel Actions Not Covered Under CTAP, ICAP, or PPP).

(2) If no affected employees apply, or none are deemed well-qualified, priority placement eligible employees will be considered. In the absence of any of these, other GSA employees may be considered.

(3) When there are no CTAP eligible employees, recruitment of candidates outside GSA can occur. The following will then be the order of selection:

(a) First, persons on the GSA RPL;

(b) Second, at the Agency's option, former GSA employees who were involuntarily separated and are eligible for rehire, but who are not on the RPL;

(c) Third, current or former Federal employees displaced from other agencies eligible under the ICTAP; and

(d) Last, all others.

CHAPTER 2. REEMPLOYMENT PRIORITY LIST

1. Introduction. The RPL is a required component of an agency's priority placement programs and is intended to provide priority placement to former competitive service employees separated by reduction-in-force (RIF) and those fully recovered from a compensable injury after more than one year.

2. References.

- a. 5 CFR, Part 330, Recruitment, Selection, and Placement (General)
- b. 5 CFR, Part 351, Reduction in Force
- c. 5 CFR, Part 330, Subpart B (Reemployment Priority List)

3. Responsibilities.

a. Managers and Supervisors. Managers and supervisors are responsible for giving full and fair consideration to each RPL registrant referred to them, and for complying with the procedural requirements of this plan.

b. OHRM. The OHRM establishes the guidelines for the operation of the RPL.

c. HRSC. HRSC Directors are responsible for:

(1) Designating a reemployment priority placement coordinator within each HRSC, to provide a central contact point for both RPL registrants and management officials;

(2) Each HRSC Director must maintain an RPL for the local commuting area served.

(3) Providing advice and assistance to supervisors, managers, and RPL registrants concerning the program, and;

(4) Approving justification for exceptions to selection of an individual who is on the RPL.

d. Reemployment Priority Coordinators. Reemployment priority coordinators are responsible for:

(1) Notifying affected employees in writing concerning program eligibility;

- (2) Explaining program requirements, including how to complete and submit an application;
 - (3) Requesting affected employees to submit a resume, application or other documentation of their experience, education, and training;
 - (4) Registering eligible former employees on the RPL within 10 calendar days after timely receipt of an application or request;
 - (5) Evaluating each registrant's background and experience against each vacancy to be filled;
 - (6) Counseling registrants concerning employment opportunities within the agency and training which may be useful in qualifying for certain vacancies;
 - (7) Documenting the tracking of referrals;
 - (8) Maintaining a record of the positions for which each registrant receives consideration (to include the registrant's name and position title, pay plan, series, grade, organization and geographic location);
 - (9) Providing a copy of the individual's registration to other HRSCs, as appropriate;
 - (10) Referring registrants for appropriate vacancies;
 - (11) Notifying registrants in writing to make an offer or inquiry concerning employment, or schedule and interview using the United States Postal Service, email (with read receipt on) or other priority mail services that provide return receipt, and
 - (12) Maintaining program statistics for reporting purposes.
- e. Registrants. Individuals who are eligible to register for the RPL are responsible for:
- (1) Providing an application, resume, or other documentation of their experience, education, and training to participate in the program.
 - (2) Keeping the information in the submitted application current and informing the servicing HR division that maintains their records of any significant changes to the information provided in their application.
 - (3) Submitting the RPL application on or before RIF separation date, or if requesting reemployment after recovery from a compensable injury, within 30 calendar days after the date injury compensation benefits cease or 30 calendar days after the date the Department of Labor denies an appeal for continuation of injury compensation benefits.

4. Applying RPL Placement Priority.

- a. RPL placement priority applies to all permanent and time-limited positions to be filled by competitive service appointment.
- b. If the position is available at multiple grade levels, the RPL applies to the level at which it is ultimately filled.
- c. A final employment commitment through the RPL occurs when a reemployment priority coordinator extends a written job offer to the selectee.
- d. No permanent or time-limited competitive service appointments can be affected if there is a RPL priority placement candidate registered for the vacancy, unless the action is identified in the 5 CFR 330.211 as an exception to RPL Placement Priority.

5. Registration and Duration of Registration.

- a. Employees affected by RIF and recovered eligibles will be registered under procedures set forth in 5 CFR 330.206. An application document, resume, or other documentation of experience, education, and training, will be used to make RPL application.
- b. RPL registration expires two years from the date of the RIF separation or two years from the date the agency registers the RPL eligible because of recovery from a compensable work injury.
- c. A registrant may be removed from the RPL under conditions defined in 5 CFR 330.209.

When the agency removes an applicant from the RPL because of failure to reply to either a specific offer of a permanent position or an inquiry of availability for a specific permanent vacancy, the agency must send the inquiry or offer by certified mail and receive a return receipt as evidence that the agency made a written offer or inquiry and the individual received the offer or inquiry.

- d. Registration may be extended only in accordance with the provisions of 5 CFR 330.208(b)(1) and (2).

6. Job Consideration.

- a. Work Schedules. Applicants will be registered only for positions having the same work schedule (e.g., full-time, part-time, or intermittent) that they held at the time of separation.

b. Positions. This plan applies to the filling of all competitive service positions including temporary, term, or permanent as long as the registrant indicates interest in that type of position on their application.

c. Area of Eligibility.

(1) RPL registrants are entitled to be considered for GSA positions in the same commuting area from which the eligible was or will be separated. When there are more than one GSA HR Service Center positions in the commuting area, the servicing HR Service Center will provide a copy of the RPL application to each appropriate HR Service Center office.

(2) A HR Service Center servicing components dispersed throughout a large commuting area may allow registrants to indicate their availability only for certain sub-areas within the commuting area. However, the HR Service Center cannot deny consideration throughout the entire commuting area if the registrant wants this consideration.

(3) If an eligible recovered from compensable injury after one year cannot be placed in an equivalent position in the former commuting area, he/she will be offered an opportunity to expand his/her consideration to positions outside the commuting area, or may be considered for the next best available position in the former commuting area.

(4) If an employee agreed to a transfer of function, but will be separated by RIF by the gaining competitive area, registration is limited to the RPL covering the gaining competitive area.

d. Qualifications. RPL registrants must meet OPM-established qualification standards and requirements for the position, including minimum education requirements, and any identified selective placement factors for the position. Where appropriate, OPM qualification standards may be modified in accordance with 5 CFR 330.212(c)(1)(i) – (iii).

7. Registrant Availability. When a reemployment priority coordinator contacts a registrant concerning a vacancy, the notice will include the deadline the individual must meet in responding to the offer. The notice will also state that failure to respond will result in loss of RPL consideration for all grades or for lower grades, as appropriate.

8. Order of Selection. Retention standing order will be used to affect placement from the RPL in accordance with 5 CFR 330.213(b).

9. Records Establishment and Maintenance. Reemployment priority coordinators will maintain an individual file on each RPL registrant that includes the RPL application and information relevant to each vacancy for which the registrant received consideration and the outcome of that consideration. The file will also be documented upon termination of RPL consideration to reflect the date and reason for loss of RPL eligibility.

10. Appeals. An RPL registrant who believes that his or her reemployment rights have been violated, by the appointment of another individual who otherwise could not have been appointed properly, may appeal to the Merit Systems Protection Board.

CHAPTER 3. PRIORITY PLACEMENT PLAN

1. Introduction. GSA's PPP provides agency policy for the re-promotion of employees who have been downgraded through no fault of their own. The PPP establishes a means to give priority promotion consideration to qualified individuals involuntarily changed to lower grade (under the provisions of 5 CFR 351), and establishes procedures for consideration of eligible employees for placement in vacant positions before any competitive action is taken to fill the position with another GSA employee or to recruit from other sources.

2. References.

- a. 5 CFR, Part 330, Recruitment, Selection, and Placement (General)
- b. 5 CFR, Part 351, Reduction in Force
- c. 5 CFR, Part 330, Subpart B (Reemployment Priority List)
- d. 5 CFR, Part 330, Subpart F (Agency Career Transition Assistance Plans for Local Surplus and Displaced Employees)

3. Responsibilities.

a. Managers and Supervisors. Managers and supervisors are responsible for giving full and fair consideration to each priority placement employee referred to them and for complying with the requirements of this plan.

b. Human Capital Policy & Programs Division (CSA). Establishes the guidelines for and oversees the operation of this plan.

c. HRSC.

(1) Designate a priority placement coordinator to provide a central contact point for employees eligible for coverage under this plan and for management officials.

(2) Provide advice and assistance to supervisors, managers, and employees concerning the plan; and

(3) Pursue placement efforts that do not adversely affect affirmative action goals.

d. Priority Placement Coordinators.

(1) Notify employees in writing concerning program eligibility;

(2) Request that the affected employee provide an application in order to be considered for vacancies;

(3) Evaluate each participating employee's background and experience against the qualification and eligibility requirements for each vacancy to be filled;

(4) Counsel employees concerning employment opportunities, available training, and developmental assignments;

(5) Develop procedures to track referrals;

(6) Maintain a list identifying employees registered in the program and the positions for which these employees should receive priority consideration;

(7) Refer qualified employees for vacancies; and

(8) Maintain program statistics for reporting purposes.

e. Employees. Employees are responsible for providing an application, resume, or other documentation of their experience, education, and training to their servicing HRSC to participate in the program. Employees are also responsible for informing GSA of any significant changes in the information provided in their application. If an application is not submitted to the servicing HRSC, the employee's consideration for other positions will be limited to positions in the same occupational series as the position held by the employee at the time eligibility for the program was established. An application is required in order for an employee to be considered for vacancies handled by HRSC other than the servicing HRSC, or when the employee wishes to have information, such as outside or volunteer experience, considered in evaluating his or her qualifications.

4. Procedures.

a. Eligibility.

(1) GSA employees in tenure groups I and II of the competitive service are eligible to participate in the agency's PPP if they have been involuntarily demoted (e.g., reclassification of position to a lower grade; changed to lower grade through reduction-in-force). Employees demoted for cause are not eligible.

(2) Employees who are serving in full-time positions when they became eligible for participation in the PPP receive consideration only for full-time positions regardless of their current tour of duty.

(3) Employees who were serving in part-time positions when they became eligible for participation in the PPP receive consideration only for part-time positions.

(4) Termination or expiration of a temporary promotion does not entitle an employee to placement in the grade level of the position to which temporarily promoted. However, employees who are changed to lower grade from their permanent positions are eligible for placement in positions at their permanent grade prior to the demotion.

b. Area of Eligibility.

(1) Area of Consideration. Priority placement employees are entitled to be considered for positions under the jurisdiction of their servicing HRSC if the positions are in the same commuting areas as their current positions. The current position is the position to which the employee is permanently assigned; details and temporary promotions are excluded.

(2) Outside Area of Consideration. Employees who want to be considered for positions in another commuting area or under the jurisdiction of another HRSC may request consideration by filing an application (as described in 3.e. above) with their servicing HRSC. The request should specify the position(s) and location(s) for which they want to be considered. There is no limit to the number of commuting areas for which a re-promotion eligible can request priority consideration. However, this is offered as a benefit to employees and is to be limited to priority consideration that does not require the selecting official to justify non-selection. The requesting HRSC must forward the application to the appropriate servicing HRSC(s) for consideration.

c. Period of Eligibility.

(1) Conditions for Participation. An employee becomes eligible to participate in the PPP on the effective date of the downgrade (cited on SF 50). Participation in the program continues for two years from that date or until the employee is re-promoted to the grade from which downgraded, whichever occurs first.

(2) Loss of Eligibility. An employee is no longer eligible under the PPP when he or she:

- (a) Has a break in service of one workday or more;
- (b) Moves to another position at the same grade as the retained grade or to a higher graded position within GSA;
- (c) Accepts voluntarily another position within GSA at a lower grade than the position to which downgraded and for which there is no known promotion potential above the grade from which originally downgraded. For example, downgraded from a GS-9 to a GS-7 and later accepts a GS-5 with no known promotion potential above a GS-7;
- (d) Is demoted for personal cause;

(e) Is separated from GSA for any reason;

(f) Declines a valid offer. A valid offer is an offer of assignment to a continuing position at the same grade as the retained grade, a comparable tour of duty, and in the same commuting area as the employee's current position. Rejecting an offer in another commuting area does not remove the employee from the plan. However, an employee who rejects an offer of a position in a location outside the commuting area is not referred for other vacancies in that location;

(g) Accepts a position at a grade which intervenes between the employee's present grade, and the grade from which downgraded does not terminate his or her eligibility in the plan. Eligibility continues until re-promotion to the grade from which downgraded or the two year eligibility period expires, whichever occurs first;

(h) Allows the expiration of the two year eligibility period;
or

(i) Requests removal.

d. Qualification Requirements.

(1) Priority placement candidates must meet the minimum qualifications standards established or approved by OPM, including any test requirements, for the position before referral under this plan.

(2) Priority placement candidates must meet selective factors for the position before referral under the PPP. Selective factors are essential job-related qualifications in addition to the minimum qualifications. If used, selective factors must be justified in writing and signed by the selecting official. The HRSC Director or a designee must then approve these factors for use under this plan.

(3) Priority placement candidates may apply for training opportunities and will be considered along with all other eligible candidates based on potential for such programs.

e. Referral.

(1) When a position becomes vacant, the HRSC refers the names of qualified priority placement candidates under its jurisdiction in the commuting area where the vacancy is located.

(2) When a position with known promotion potential becomes vacant, the HRSC may refer all qualified candidates for consideration at the same time, or may first refer qualified candidates who were downgraded from the full performance level, followed by candidates at the next lower level who were downgraded from positions with the same promotion potential. For example, if a GS-5 position with promotion potential to GS-11

becomes vacant, priority placement candidates at the GS-11 level would be referred first, then GS-9's, etc.

(3) Simultaneous referral of an employee's name to more than one selecting official is appropriate if several vacancies occur during the same time period.

f. Order of Selection for Filling Vacancies. With the exception of personnel actions not covered by this Order (listed in Appendix B), the following order of selection applies:

(1) Well-qualified candidates referred through GSA's CTAP must be considered prior to selection of other candidates. (See Chapter 1, Career Transition Assistance Plan).

(2) Next, PPP candidates, if any, will be considered. In the absence of any priority placement candidates, other GSA employees may be considered. It is not mandatory to select unaffected GSA employees prior to recruiting outside GSA.

(3) When recruiting candidates from outside GSA, the following will be the order of selection:

(a) Persons on the GSA RPL;

(b) At the Agency's option, former GSA employees who were involuntarily separated and are eligible for rehire, but who are not on the RPL;

(c) Current or former Federal employees displaced from other agencies eligible under the Interagency Career Transition Assistance Plan.

(d) All other candidates.

g. Non-Selection.

(1) Except as noted in 3.b.(2), if no one is selected from the candidates on the PPP list, the selecting official must justify in writing the reason(s) for not selecting each priority placement eligible referred. The justification must show how and why the candidate does not meet the qualifications required for successful performance in the position. The justification will then be reviewed by the HRSC Director, and approved or rejected.

(2) If the justification for non-selection is approved, the selecting official may fill the vacancy through other procedures.

(3) If the justification is not approved, the selecting official must re-assess the priority placement candidates, and make a selection from among those candidates, or not fill the vacancy through any means.

h. When Competition Is Required. Competitive procedures must be followed when a vacant position has promotion potential above promotion potential or full-performance level above the promotion potential or FPL of the position from which the PPP candidate was down-graded (i.e., the priority placement candidate must compete with all other applicants for consideration for the position). For example, an employee who was downgraded from a GS-9 position with no promotion potential (FPL = GS-09) must compete for a GS-9 position that has promotion potential to the GS-11 level.

i. Record of Official Action. Each HRSC must maintain the following records:

(1) An individual file on each priority placement candidate that includes each vacancy for which the eligible employee received consideration and the outcome of the consideration.

(2) When the vacancy involves a merit promotion action, a copy of the consideration given a priority placement eligible(s) will also be kept in the merit promotion case file.

j. Review and Adjudication. Questions concerning program eligibility will be referred to the Human Capital Policy and Programs Division (CSA) for decision. Questions concerning candidates' qualifications will be referred to the staffing supervisor in the HRSC taking the action. The Human Resources Office for the OIG makes decisions on candidates' eligibility and qualifications for all OIG positions.

5. Record-Keeping Requirements. The following information is to be maintained by each HRSC and will be included in agency internal human resources program evaluation:

- a. The number of employees covered by this plan.
- b. The number of employees placed through the plan.
- c. The number of employees placed through other procedures.
- d. The number of employees whose eligibility under the plan was terminated because of:
 - (1) Demotion at their request or for personal cause.
 - (2) Declination of reasonable offers.
 - (3) Loss of grade or pay retention.
 - (4) Other reasons.

CHAPTER 4. INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN

1. Introduction. The Interagency Career Transition Assistance Program (ICTAP) provides eligible displaced Federal employees with interagency selection priority for vacancies in agencies that are filling positions from outside their respective permanent competitive service workforces. For example, if you work for the Department of Defense and receive a RIF separation notice, you can apply for a competitive service job in the local commuting area at the Department of Education. The ICTAP selection priority does not apply in the ICTAP eligible's current or former agency and it does not prohibit movement of permanent competitive service employees within an agency, as permitted by Appendix B. This subpart establishes requirements for ICTAP selection priority. A key feature of the ICTAP is that employees must exercise initiative in pursuing other employment, both within and outside of the Federal government. GSA's ICTAP accomplishes the following:

- a. Establishes policies and procedures to provide special selection priority to well-qualified surplus and/or displaced permanent competitive service employees from agencies outside of GSA, as defined by 5 CFR 330.702 who apply for agency vacancies within the local commuting area, before selecting any other candidate from outside the agency;
- b. Institutes agency procedures for reviewing and resolving issues and appeals on qualification determinations;
- c. Ensures that the GSA RPL, as required by OPM final regulations found in 5 CFR 330, Subpart B, remains fully operational under this policy;
- d. Assures that the provisions of the ICTAP are uniformly and consistently applied to all employees without regard to race, religion, color, national origin, sex, marital status, political affiliation, sexual orientation, or age (with authorized exceptions). OHRM is responsible for the overall administration and management of GSA's PPP , RPL, CTAP, and ICTAP.

2. References. Same as CTAP. See [Ch 1, Para 2](#).

3. Responsibilities.

- a. Employees. Employees are responsible for their own careers, and must take the initiative in seeking assistance to attain their personal and professional goals. Employees must submit applications for vacancies to use their placement rights under ICTAP (i.e., employees must submit an application or resume for consideration for each vacancy for which they want to be considered).

b. Managers/Supervisors. Managers and supervisors must give full and fair consideration to each employee referred to them. They are expected to comply with the spirit, as well as the procedural requirements, of ICTAP.

c. HRSC.

(1) Provide advice and assistance to supervisors and managers concerning fulfilling its obligation to any employees entitled to selection priority under ICTAP; and

(2) Pursue placement efforts that do not adversely affect affirmative action goals.

d. OHRM. OHRM is responsible for the overall administration and management of GSA's PPP, RPL, CTAP, and ICTAP.

4. Displaced ICTAP Employee. ICTAP differs from the CTAP definition of a displaced employee. A displaced employee under ICTAP is defined as a:

a. Current career or career-conditional competitive service employee in Tenure Group I or II, at grade levels GS-15 or equivalent and below, who has received a specific RIF separation notice, and has not declined an offer under 5 CFR 351, Subpart G, or a notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area;

b. Former career or career-conditional competitive service employee, in Tenure Group I or II, at grade levels GS-15 or equivalent and below, who was separated through a RIF, and has not declined an offer under 5 CFR 351, Subpart G, or removed for declining a directed reassignment or transfer of function outside of the local commuting area;

c. 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, United States Code, whose compensation has been terminated and whose former agency is unable to place the individual as required by Sec. 353.110(b);

d. Former career or career-conditional competitive service employee in Tenure Group I or II, who retired with a disability annuity under 5 USC, Sections 8337 or 8451 whose disability annuity has been or is being terminated;

e. Former career or career-conditional competitive service employee in Tenure Group I or II, at grades GS-15 level or equivalent or below, who received a RIF separation notice, and who retired on the effective date of the RIF or under the discontinued service retirement option;

f. Former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM under 5 USC, Section

8337(h) or 8456 , and who has certification of such annuity from the military department or National Guard Bureau;

g. Current Executive Branch agency employees 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 the local commuting area; or

h. 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 the local commuting area.

5. Eligibility.

a. In order to receive selection priority, affected employees must:

(1) Have a performance rating of at least fully successful or equivalent; and

(2) Have been formally identified as surplus and apply for specific GSA vacancies that are in the same commuting area as the position they occupy and that are at or below their current grade level or which do not have greater promotion potential than their current position, or;

(3) Be displaced (as defined in 4. above) and apply for specific vacancies at or below the grade level of their former position or which do not have greater promotion potential than their former position, and are in their former position's local commuting area covered by the CTAP/ICTAP regulations. Refer to 5 CFR 330, Subpart G, for ICTAP regulations.

(4) Be rated well-qualified for the positions for which they are applying (i.e., achieve a minimum score of 85 points).

b. Applying ICTAP selection priority:

(1) GSA may not appoint any candidate from outside its permanent competitive service workforce if there is an ICTAP selection priority candidate available for the vacancy, unless the personnel action to be effected is an exception under 5 CFR 330.707.

(2) ICTAP selection priority applies to a vacancy that:

(a) Is at a grade or pay level with a representative rate no higher than the representative rate of the grade or pay level of the ICTAP eligibles current or last permanent position of record;

(b) Has no greater promotion potential than the ICTAP eligibles current or last permanent position of record;

(c) Is in the same local commuting area as the ICTAP eligibles current or last permanent position of record; and

(d) Is filled during the ICTAP eligibles eligibility period.

(3) ICTAP selection priority for a specific vacancy begins when:

(a) The ICTAP Eligible submits all required application materials, including proof of eligibility, prior to the closing date of the vacancy; and

(b) GSA determines the eligible is well-qualified for the vacancy.

(4) Proof of eligibility.

(a) ICTAP eligible must submit documentation of the separation or removal, as applicable, for example, the Notification of Personnel Action (SF 50).

(b) The ICTAP eligible may also submit a copy of the RIF notice with an offer of another position accompanied by the signed declination of that offer. The RIF notice must state that declination of the offer will result in separation under RIF procedures.

6. Certification and Notification of Eligibility.

a. ICTAP eligibility begins on the date the employee or former employee meets the definition of *surplus* or *displaced* employees.

b. Employees are no longer eligible for interagency career transition selection priority when any of the following occur:

(1) ICTAP eligibility ends 1 year from the date of separation by RIF; removal by the agency for declining a directed geographic relocation outside the local commuting area (e.g., a directed reassignment or a change in duty station); agency certification that it cannot place the employee; or OPM notification that an employee's disability annuity has been or will be terminated.

(2) ICTAP eligibility ends 2 years after RIF separation if eligible under Positions Restricted to Preference Eligibles, 5 CFR 330, Subpart D.

(3) ICTAP eligibility also ends on the date the eligible receives a notice rescinding, canceling, or modifying the notice which established ICTAP eligibility so that the employee no longer meets the definition of surplus or displaced; separates from the agency for any reason before the RIF or removal effective date; or is appointed to a career, career-conditional, or excepted appointment without time limit in any agency at any grade or pay level.

c. OPM may extend the eligibility period when an ICTAP eligible does not receive a full 1 year (or 2 years under 5 CFR 330, Subpart D) of eligibility, for example, because of administrative or procedural error.

d. ICTAP eligibility for a former Military Reserve Technician or National Guard Technician described in 5 CFR 330.702 ends when the Technician no longer receives the special disability retirement annuity under 5 USC 8337(h) or 8456.

e. Notification of vacancies.

(1) Same as CTAP. See Ch 1, Para 7.d. [\(1\)](#) and [\(2\)](#).

(2) GSA must announce all vacancies it intends to fill from outside its permanent competitive service workforce.

f. Identifying the well-qualified applicants. Same as CTAP. [See Ch 1, Para 7.e.](#)

g. The following are additional guidance:

(1) In accordance with the conditions of 5 CFR 300, Subpart E, GSA may not procure temporary help services under that subpart until a determination is made that no ICTAP eligible is available.

(2) GSA may appoint any ICTAP selection priority candidate if multiple ICTAP eligibles apply and qualify for a vacancy.

(3) After GSA announces the vacancy and meets its obligation to any ICTAP selection priority candidates, GSA may appoint any other candidate from outside its current permanent competitive service workforce, under appropriate staffing procedures.

(4) GSA may make additional selections or reissue selection certificates in accordance with its merit promotion program without readvertising for ICTAP eligibles only if the additional selections are made from the applicant pool established by the original vacancy announcement, including readvertisement(s) for the same vacancy, under which ICTAP eligible had an opportunity to apply.

h. GSA may deny an ICTAP eligible future selection priority for GSA vacancies if the ICTAP eligible:

(1) Declines an offer of a permanent appointment at any grade or pay level in the competitive or excepted service; or

(2) Fails to respond within a reasonable period of time, as defined by GSA, to an offer or official inquiry of availability for a permanent appointment at any grade or pay level in the competitive or excepted service.

(3) If they previously obtained a position through ICTAP and was terminated or removed from that position based performance based reduction in grade and removal actions.

- i. Order of selection for filling vacancies. Same as CTAP. See [Ch 1, Para 7.f.](#)

APPENDIX A: DEFINITIONS

1. Affected Employees. Affected employees are those who are either surplus or displaced.
2. Career Transition Assistance Plan (CTAP). Federal agencies provide special selection priority for their own agency surplus or displaced employees.
3. Competitive Service. Competitive service consists of all civil service positions in the executive branch of the Federal Government with some exceptions. The exceptions are defined in 5 USC 2102.
4. Displaced Employee (CTAP Only). A displaced employee is a current agency employee who has received a specific reduction-in-force (RIF) separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area and who is (1) a career or career conditional competitive service employee in tenure group I or II (see definition below), or (2) serving on a Schedule A or B excepted appointment without time limit, at grade levels GS-15 or equivalent and below.
5. Excepted Service. Excepted service positions are any federal or civil service positions which are not in the competitive service or the Senior Executive service.
6. Interagency Career Transition Assistance Plan (ICTAP). Federal agencies provide special selection priority for displaced Federal employees from other agencies.
7. Local Commuting Area. Local Commuting Area is the geographic area that usually constitutes one area for employment purposes as determined by GSA. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live, and can reasonably be expected to travel back and forth daily to their usual employment. Local Commuting Area for eligibility purposes refers to the location of the position occupied by the affected employee.
8. Priority Placement Plan (PPP). Provides priority promotion opportunities to eligible qualified GSA employees involuntarily changed to lower grade (through no fault of their own), consideration for placement in vacant positions before any competitive action is taken to fill the position with another GSA employee or to recruit from other sources.
9. Recovered Eligible. A recovered eligible is a former GSA competitive service employee in tenure group I or II separated because of a compensable injury or disability (as defined in 5 CFR 351) who has fully recovered more than one year after compensation began.

10. Reemployment Priority List (RPL). Federal agencies provide priority placement to for their own former competitive service employees separated by reduction-in-force (RIF) and those fully recovered from a compensable injury after more than one year.
11. Repromotion Consideration. This consideration covers employees who were demoted through no fault of their own and not at their request, and who are not covered by grade/pay retention provisions.
12. Registrant. A registrant is an individual eligible to be included on the RPL who has submitted the required application.
13. Status Candidate. An employee who has satisfied all requirements for competitive status.
14. Surplus Employee. A surplus employee is a current agency employee who has received a certificate of expected separation or other official certification issued by GSA indicating that the position the employee occupies is surplus, for example, a notice of position abolishment, or a notice stating that the employee is eligible for discontinued service retirement and who is (1) a career or career conditional competitive service employee in tenure group I or II (see definition below), at grade levels GS-15 or equivalent and below, or (2) serving on a Schedule A or B excepted appointment without time limit, at grade levels GS-15 or equivalent and below.
15. Tenure Group I. Career employees who are not serving a probationary period.
16. Tenure Group II. Career-Conditional employees, and employees serving a probationary period.
17. Well-Qualified. An eligible employee who meets any of the criteria using any of the methods provided below.
 - a. Method 1. The employee meets the qualification standard and eligibility requirements for the position, including any medical qualifications, minimal education and experience requirements; meets all selective placement factors where applicable; is physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position; and is able to satisfactorily perform the duties of the position upon entry.
 - b. Method 2 or Key Item Category Rating Method. The employee is rated by the HR Specialist based on the applicant's answers to predetermined questions. Applicants who have responded that they possess at least 50% or higher on key responses meet or exceed the definition of well-qualified.
 - c. Method 3 or Numerical Score Based on Category Rating Method. The employee is considered well-qualified if he/she scores between 85 and 94.99. Quality Groups are

defined by the prescribed score range. Accordingly, applicants scoring higher than the specified score range for well-qualified and as such is covered.

d. Method 4 or Manual Category Rating Method. The employee is considered well-qualified based on experience that is similar to the duties of the position being filled as described in predetermined benchmarks for Quality Groups.

18. Vacancy. A vacancy is a competitive service position filled for a total of 121 days or more, including extensions, which the agency is filling, regardless of whether the agency issues a specific vacancy announcement.

APPENDIX B: PERSONNEL ACTIONS NOT COVERED UNDER TRANSITION ASSISTANCE PLAN

The career transition selection priority does not apply to the following personnel actions.

- a. Placement of a GSA employee through reassignment, change to lower grade, or promotion, when no affected employees apply or, the HRO has determined and documented that there are no GSA CTAP eligible in the particular commuting area where the vacancy is located;
- b. Reemployment of a former GSA employee exercising regulatory or statutory reemployment rights, including employees restored to earning capacity by the Office of Workers' Compensation Program;
- c. Position changes resulting from disciplinary actions;
- d. Temporary appointments or promotions under 121 days (including all extensions);
- e. Exchange of positions between GSA employees, when the action involves no increase in grade or promotion potential, i.e., job swaps;
- f. Conversion of a GSA employee on an excepted appointment which confers eligibility for noncompetitive conversion into the competitive service, e.g. conversion of a Veterans Recruitment Appointment;
- g. Placement activities processed under RIF;
- h. Noncompetitive placement of an employee into a new position as a result of a reorganization, when the former position ceases to exist, and no actual vacancy results;
- i. Assignments made under the IPA as provided in 5 CFR 334;
- j. The filling of a position through an excepted appointment;
- k. Details;
- l. Noncompetitive movement of surplus or displaced employees within GSA and within the same local commuting area;
- m. Movement of excepted service employees within GSA;
- n. Placement in lieu of disability retirement to allow continued employment of an employee who has become unable to provide useful and efficient service in his or her current position because of a medical condition;

- o. Placement that is a "reasonable offer" as defined in discontinued and early retirement regulations;
- p. Career ladder promotions or position changes resulting from reclassification actions, e.g., accretion of duties, or application of new classification standards;
- q. Recall of seasonal employees from non-pay status;
- r. The internal placement of an injured or disabled worker into a position to which he or she can reasonably be accommodated;
- s. An action taken by the agency head or designee pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;
- t. An action taken to return an employee to his or her original or similar position during a supervisory probation period;
- u. The retention of individuals whose positions are brought into the competitive service under 5 CFR, Subpart 316.701, 316.702 or 315.701 as applicable;
- v. The retention of an employee covered by an OPM variation under Civil Service Rule 5.1 (5 CFR 5.1);
- w. Extensions of temporary or term actions, up to the full period allowed, provided that the original action, upon which the extension is based, was made on or before February 29, 1996; or for actions initially made after February 29, 1996, the original vacancy announcement must have specified that the position was open to CTAP candidates and that if found well-qualified would be afforded selection priority. The original announcement must have stated that an extension was possible without further announcement;
- x. Noncompetitive movement of displaced employees between agencies as a result of reorganization, transfer of function, or mass transfer; and
- y. Placement of a member of the Senior Executive Service under 5 USC 3594.
- z. Voluntary transfer of employee(s) from one agency to another under a Memorandum of Understanding or similar type of agreement, when both agencies and the affected employee(s) agree to the transfer.
- aa. Reassignment of an employee whose position description or other written mobility agreement provides for reassignments outside the commuting area as part of a planned rotational program within the agency.