

Fact Sheet on Career Transition Assistance Plan (CTAP)

- The policy of the Department is to promote stability of employment for employees affected by changing work force requirements and to provide opportunity for placement in other Federal positions.
- A strong placement assistance program is maintained to reduce the adverse effects on employees caused by actions required for the effective consolidations, contracting out, position classification decisions, and transfers of function.
- CTAP provides placement assistance to individuals who have been or are likely to be separated by one of the above actions and priority.
- CTAP has four components:
 - Career transition training and support services
 - Special Selection Priority (SSP)
 - Reemployment Priority List (RPL)
 - Interagency Career Transition Assistance Plan (ICTAP)
- There is no guarantee of jobs for former DOI employees who have been displaced.
- Who is eligible for CTAP?
 - All current DOI Career and Career-conditional employees in the competitive service and any other surplus and displaced agency employees affected by downsizing or restructuring.
- What types of services will be provided?
 - Career transition information kits
 - Skills inventory and assessment services
 - Job search information
 - Job vacancy information
 - Job application and resume software
 - Access to the Defense Outplacement Referral System (DORS)
 - Workshops and seminars including resume writing, interview techniques, stress management, preparation for retirement
 - Employee Assistance Program (EAP) counseling services
 - Sponsorship of job clubs

Fact Sheet on Career Interagency Transition Assistance Plan (ICTAP)

- ICTAP provides for priority consideration of well-qualified displaced employees from other Federal agencies who apply for vacancies in the local commuting area and within the time frames indicated on the vacancy announcement. The employee must be determined to be well-qualified for the position. ICTAP is applied when filling vacancies from outside the Department.
- Who is eligible for ICTAP?
 - A displaced employee who is a current or former Career or Career-conditional competitive service employee, in Tenure Group I or II, who has received a specific separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area.
- What is meant by “well-qualified” for a vacancy under ICTAP?
 - OPM has defined “well-qualified” to be generally those applicants whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements but who would not necessarily meet the definition of highly or best qualified.
- How is an ICTAP eligible employee considered for a vacancy?
 - The displaced employee must meet the eligibility requirements
 - Must apply for the vacancy within the specified time frames
 - Must submit proof of eligibility
 - Must be determined to be well qualified
 - The vacancy must be in the same local commuting area as the position from which the employee will be or has been separated by RIF or other separation.
 - The position can not be higher grade level or have a higher full performance level than the position from which the employee will be/has been separated.
- In what order do ICTAP applicants receive consideration?
 - Any eligible, well-qualified ICTAP applicant within the local commuting area of the vacancy may be selected to fill the vacancy.
- When does an employee’s ICTAP eligibility expire?
 - One year after separation
 - When the employee received an appointment
 - When an employee declines an appointment
 - One year after an agency certifies that an individual cannot be placed
 - When individual no longer meets the eligibility requirements

Fact Sheet on Special Selection Priority (SSP)

- SSP is a component of the CTAP that requires the Department to give special selection priority (Priority Consideration) to well-qualified eligible surplus and displaced DOI employees who apply for position vacancies within the local commuting area and within the time frames indicated on the vacancy announcement.

- What is a “surplus” employee for purposes of SSP?
 - A current DOI employee serving under a Career or Career-conditional appointment in the competitive service at grade levels GS-15 or equivalent of below, who has received a certification of expected separation

OR

 - A current DOI employee in the excepted service on an appointment without time limit, at grade levels GS-15 or equivalent and below who has noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service and who has been issued a certificate of expected separation.

- When must the SSP component be applied?
 - When filling a vacancy, the selecting official must select a well-qualified eligible applicant under the SSP component of CTAP before selecting any other candidate within or outside the Department, unless doing so would cause another employee to be separated by RIF.

- When does eligibility for CTAP/ICTAP begin?
 - Eligibility begins on the date on which the employee receives a separation notice, certificate of expected separation, etc.