Las Vegas
NERL, OARS, OSIM, & NHSRC
Supplemental Information Related to Closure/Transition

Management Directed Reassignment:

- NERL: RTP, NC or Cincinnati, OH
- OARS: RTP, NC; Cincinnati, OH; Washington, DC; Corvallis, Gulf Breeze, FL; Narragansett, RI; or Ada, OK
- OSIM: RTP, NC; Cincinnati, OH; Washington, DC; Corvallis, OR; or Ada, OK
- NHSRC: RTP, NC; Cincinnati, OH; or Washington, DC
- The Agency will work with you on establishing an effective date for the reassignment, but the effective date for reporting to your new duty station may not be later than **September 30, 2018.**
- You will be reassigned to a position at the same grade level and job series with appropriate duties and responsibilities.

Relocation Cost: The Agency will offer the following relocation expenses and allowances:

- Transportation and per diem for employee and immediate family member(s)
- Miscellaneous moving expense
- Sell or buy residence transactions or lease termination expenses
- Transportation and temporary storage of household goods
- Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods
- Relocation income tax allowance (RITA)
- House hunting with transportation and per diem for employee and spouse (5 days)
- Temporary quarters (up to 60 days)
- Home Sale Program
- Home marketing incentives

Declining the Management Directed Reassignment:

- You must annotate your declination of the management directed reassignment on the Employee Decision Notice.

- If you do not provide a completed Employee Decision Notice by **June 30, 2018**, this will be interpreted as a declination of the management directed reassignment, and you may be involuntarily separated from federal service effective no later than **September 30, 2018.**

- You also have the option of resigning or, if eligible, retiring. Please note that your resignation or retirement must be effective no later than September 30, 2018.

Career Transition Assistance Program (CTAP):

- The closure and consolidation effort will eliminate ORD's presence in Las Vegas. CTAP is designed to improve your chances of finding a new job within EPA through selection priority.

- CTAP provides eligible displaced Federal employees with agency selection priority for vacancies being filled inside EPA's permanent competitive service workforces. Per CTAP, regulations a

displaced employee is defined, in part, as one who is in receipt of a Notice of Proposed Removal (NPR) for declining a directed reassignment outside the local commuting area or who is removed for declining a directed reassignment outside the local commuting area.

- If you decline the management directed reassignment and are issued a NPR, your CTAP eligibility will begin on the date you receive the NPR. A CTAP eligibility notice will be provided as an attachment to your NPR, if applicable.

- CTAP eligibility ends on the date the employee:
  (1) Separates from the agency either voluntarily or involuntarily;
  (2) Receives a notice rescinding, canceling or modifying the notice which established CTAP eligibility so that the employee no longer meets the definition of surplus or displaced;
  (3) Is placed in another position within the agency at any grade or pay level, either permanent or time-limited, before the employee is separated; or
  (4) Is appointed to a career, career-conditional, or excepted appointment without time limit in any Federal agency at any grade or pay level.

- CTAP selection priority applies to a vacancy in your local commuting area that is your current grade or pay level with a representative rate no higher than the representative rate of your current position; has no greater promotion potential than your current permanent position of record, and is filled during your CTAP eligibility period.

- As an CTAP eligible, you must submit all required documents described within the job opportunity announcement.

- You must meet the "Well Qualified" definition described in the job opportunity announcement in order to receive priority selection consideration.

Interagency Career Transition Assistance (ICTAP):

- The closure and consolidation effort will eliminate ORD's presence in Las Vegas. ICTAP is designed to improve your chances of finding a new job in your agency, as well as in other federal agencies, through selection priority.

- ICTAP provides eligible displaced Federal employees with agency and interagency selection priority for vacancies in agencies that are filling positions from outside their respective permanent competitive service workforces. Per ICTAP regulations, a displaced employee is defined, in part, as one who is in receipt of a notice of proposed removal (NPR) for declining a directed reassignment outside the local commuting area or who is removed for declining a directed reassignment outside the local commuting area.

- If you decline the management directed reassignment and are issued a NPR, your ICTAP eligibility will begin on the date you receive the NPR. ICTAP eligibility notice will be provided as an attachment to your NPR, if applicable.

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- ICTAP eligibility ends one year after 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)

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

- ICTAP selection priority applies to a vacancy in your local commuting area that is your current grade or pay level with a representative rate no higher than the representative rate of your current position; has no greater promotion potential than your current permanent position of record, and is filled during your ICTAP eligibility period.

- As an ICTAP eligible, you must submit all required documents described within the job opportunity announcement. You may include the ICTAP eligibility letter with your application package.

- You must meet the "Well Qualified" definition described in the job opportunity announcement in order to receive priority selection consideration.

- Please review attached EPA Order 3115.1, Career Transition Assistance Plan, dated 11/20/2012, for additional ICTAP/CTAP information.

Separation Incentive: The Agency will request authorization to offer Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Authority (VSIP). Please note that if you are formally offered and accept a separation incentive, you must resign or retire no later than **June 30, 2018**.

- **Eligibility for Voluntary Early Retirement:**
  - Meet the minimum age and service requirements:
    - At least age 50 with at least 20 years of creditable Federal service, OR
    - Any age with at least 25 years of creditable Federal service;
  - Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);
  - Serve in a position covered by the Agency's VERA plan; and
  - Separate by the close of the early-out period.

- **Eligibility for Voluntary Separation Incentive Payment:**
  - Be serving in an appointment without time limit;
  - Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
  - Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade); and
  - Apply for and receive approval for a VSIP from the agency making the VSIP offer; and

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Additional Information:

- The RTP HR SSC will provide briefings covering VERA/VSIP, resignation, voluntary retirement, minimum retirement age +10, discontinued service retirement, severance pay, and benefit entitlements.

- The Directors of NERL, OARS, OSIM, NHSRC and the RTP HR SSC will collaborate in scheduling briefings for affected ORD staff and individual meetings specific to your desired course of action.

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