MANAGEMENT DIRECTED REASSIGNMENTS

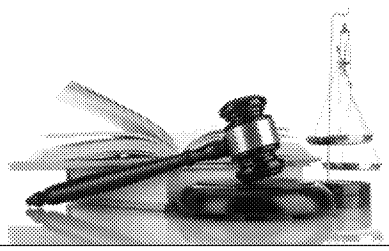
RTP-HRMD

Management Services Branch

The Reassignment Process

Authority to Reassign

- In Law: 5 USC 7106 (a) (2)
- Generally, employees can apply for reassignment or receive a management-directed reassignment
- Generally, reassignments are in the local commuting area. When they are not, there is a process to follow. See EPA Order 3115.1 for more information: http://intranet.epa.gov/ohr/rmpolicy/ads/orders/3115_1.pdf

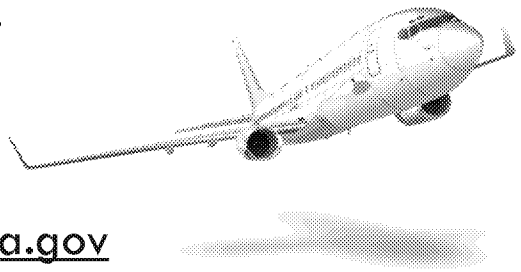


Directed Reassignments in NERL

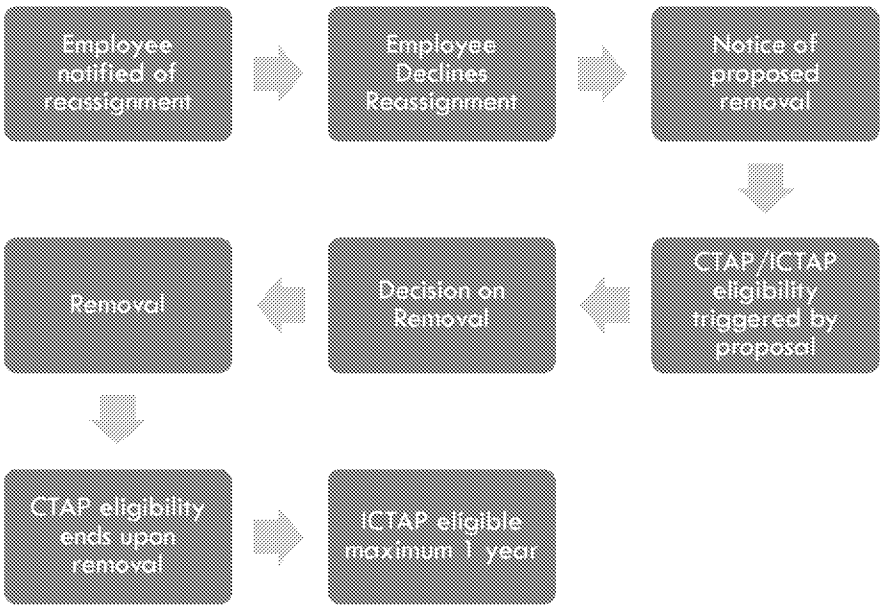
- As a result of the Las Vegas lab consolidation, some employees will receive a notice that they are being reassigned outside their Local Commuting Area
- Employees being reassigned will be given a deadline for declining or accepting reassignment
- Affected employees will have options to consider:
  1. Accepting the reassignment and preparing to relocate
  2. Declining the reassignment and being removed from federal service, based on Declining a Change in Duty Station
  3. Retiring or resigning
     - For information on retirement options and benefits, please contact Cat Gillikin, 919-541-0673 or Gillikin.Caterina@epa.gov

Accepting the Offer

- If you accept the reassignment, you will be advised of your entitlement to relocation services from EPA's Federal Employee Relocation Center (FERC)
- Hours:
  - Mon – Thurs 7 a.m. to 6 p.m. EST
  - Fri 7 a.m. to 4 p.m. EST
- Phone (Toll Free):
  - (800) 887-2067
- CINWD_Relocation@epa.gov



Declining the Offer



CTAP and ICTAP are types of priority consideration, will discuss in more detail next

CTAP and ICTAP

What does CTAP provide?

- CTAP is designed to improve your chances of finding a new job at EPA through selection priority
- When EPA fills competitive vacancies from within EPA, CTAP receive highest priority
- Only applies in your local commuting area
- There are exceptions to CTAP priority
- Order of selection:

(1) CTAP

(2) Agency repromotion eligible; then

(3) Any other candidate from within or outside the Agency

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Your local commuting area is based on the duty station of your position of record when you receive your notice. Agencies determine the local commuting area for jobs they announce. It is the geographic area usually considered a single area for employment purposes. It includes any population center and the surrounding localities where people live and routinely travel back and forth daily to their jobs. You can only get selection priority for vacancies announced in your local commuting area.

Appointment of a 10 point veteran preference eligible

Appointment using an excepted service authority

Appointment of 120 days or less, including all extensions

Conversion of an employee serving under an appointment that provides noncompetitive conversion eligibility to a competitive service appointment, including from:
A Veterans Recruitment Appointment
An Excepted Service Appointment under Pathways

If there are two or more CTAP selection priority candidates for a vacancy, the agency may place any of them. An agency may decide the specific order of selection among CTAP selection priority candidates. For example, an agency may:
(1) Provide a displaced candidate higher priority than a surplus candidate; or
(2) Provide an internal component candidate higher priority than another component's candidate.

An agency may take the following personnel actions as exceptions to § 330.607:
(a) Reemploy a former agency employee with regulatory or statutory reemployment rights, including the reemployment of an injured worker who either has been restored to earning capacity by the Office of Workers' Compensation Programs, Department of Labor, or has received a notice that his or her compensation benefits will cease because of full recovery from the disabling injury or illness;
(b) Reassign or demote an employee under part 432 or 752 of this chapter;
(c) Appoint an individual for a period limited to 120 or fewer days, including all extensions;
(d) Reassign agency employees between or among positions in the local commuting area (sometimes called job swaps) when there is no change in grade or promotion potential and no actual vacancy results;
(e) Convert an employee currently serving under an appointment providing noncompetitive conversion eligibility to a competitive service appointment, including from:
(1) A Veterans Recruitment Appointment under part 307 of this chapter;
(2) An appointment under 5 U.S.C. 3112 and part 316 of this chapter of a veteran with a compensable service-connected disability of 30 percent or more; and
(3) Make an excepted service appointment under part 213 of this chapter;
(f) Effect a personnel action under, or specifically in lieu of, part 351 of this chapter;
(g) Effect a position change of an employee into a different position as a result of a formal reorganization, as long as the former position ceases to exist and no actual vacancy results;
(h) Assign or exchange an employee under a statutory program, such as subchapter VI of chapter 33 of title 5, United States Code (also called the Intergovernmental Personnel Act), or the Information Technology Exchange Program under chapter 37 of title 5, United States Code;
(i) Appoint an individual under an excepted service appointing authority;
(j) Effect a position change of an employee within the excepted service;
(k) Detail an employee within the agency;
(l) Promote an employee for a period limited to 120 or fewer days, including all extensions;
(m) Effect a position change of a surplus or displaced employee in the local commuting area;
(n) Effect a position change of an employee under 5 U.S.C. 8337 or 8451 to allow continued employment of an employee who is unable to provide useful and efficient service in his or her current position because of a medical condition;
(o) Effect a position change of an employee to a position that constitutes a reasonable offer as defined in 5 U.S.C. 8336(d) and 8414(b);
(p) Effect a position change of an employee resulting from a reclassification action (such as accretion of duties or an action resulting from application of new position classification standards);
(q) Promote an employee to the next higher grade or pay level of a designated career ladder position;
(r) Recall a seasonal or intermittent employee from nonpay status;
(s) Effect a position change of an injured or disabled employee to a position in which he or she can be reasonably accommodated;
(t) Effect a personnel action pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;
(u) Reassign or demote an employee under § 315.907 of this chapter for failure to complete a supervisory or managerial probationary period;
(v) Retain an individual whose position is brought into the competitive service under part 316 of this chapter and convert that individual, when applicable, under part 315 of this chapter;
(w) Retain an employee covered by an OPM-approved variation under Civil Service Rule 5.1 (5 CFR 5.1);
(x) Reemploy a former agency employee who retired under a formal trial retirement and reemployment program and who requests reemployment under the program's provisions and applicable time limits;
(y) Extend a time-limited promotion or appointment up to the maximum period allowed (including any OPM-approved extensions beyond the regulatory limit on the time-limited promotion or appointment), if the original action was made subject to CTAP selection priority and the original announcement or notice stated that the promotion or appointment could be extended without further announcement;

(z) Transfer an employee between agencies under appropriate authority during an interagency reorganization, interagency transfer of function, or interagency mass transfer;
(aa) Appoint a member of the Senior Executive Service into the competitive service under 5 U.S.C. 3594;
(bb) Transfer an employee voluntarily from one agency to another under a Memorandum of Understanding or similar agreement under appropriate authority resulting from an interagency reorganization, interagency transfer of function, or interagency mass transfer, when both the agencies and the affected employee agree to the transfer;
(cc) Reassign an employee whose position description or other written mobility agreement provides for reassignment outside the commuting area as part of a planned agency rotational program; or
(dd) Transfer or a position change of an employee under part 412 of this chapter.
(ee) Convert an employee's time-limited appointment in the competitive or excepted service to a permanent appointment in the competitive service if the employee accepted the time-limited appointment while a CTAP eligible.

CTAP Eligibility

- Begins on the date that EPA issues a formal notice of proposed separation to the employee
- Ends on the earliest of:
  - The separation date
  - Date of employee's resignation
  - When eligible employee receives a career, career-conditional or excepted service appointment without time limit at any Agency and grade
  - When employee declines a career, career-conditional or excepted service appointment without time limit offer for which they were rated well-qualified

What does ICTAP provide?

- 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
- Does not apply in the ICTAP eligible's current or former agency or prohibit movement of permanent competitive service employees within an agency
- Order of selection:
  1. Reemployment list eligibles from that Agency (CTAP)
  2. ICTAP eligibles
  3. Any other candidate from within or outside the Agency

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Exceptions to ICTAP: An agency may take the following personnel actions as exceptions to § 330.705:
(a) Place a current or reinstate a former agency employee with RPL selection priority under subpart B of this part;
(b) Effect a position change of a current permanent competitive service agency employee;
(c) Appoint a 10-point veteran preference eligible through an appropriate appointing authority;
(d) Reemploy a former agency employee with regulatory or statutory reemployment rights, including the reemployment of an injured worker who either has been restored to earning capacity by the Office of Workers' Compensation Programs, Department of Labor, or has received a notice that his or her compensation benefits will cease because of recovery from disabling injury or illness;
(e) Appoint an individual for a period limited to 120 or fewer days, including all extensions;
(f) Effect a personnel action under, or specifically in lieu of, part 351 of this chapter;
(g) Appoint an individual under an excepted service appointing authority;
(h) Convert an employee serving under an appointment that provides noncompetitive conversion eligibility to a competitive service appointment, including from:
(1) A Veterans Recruitment Appointment under part 307 of this chapter;
(2) An appointment under 5 U.S.C. 3112 and part 316 of this chapter of a veteran with a compensable service-connected disability of 30 percent or more; and
(3) An excepted service appointment under part 213 of this chapter;
(i) Transfer an employee between agencies under appropriate authority during an interagency reorganization, interagency transfer of function, or interagency mass transfer;
(j) Reemploy a former agency employee who retired under a formal trial retirement and reemployment program and who requests reemployment under the program's provisions and applicable time limits;
(k) Effect a personnel action pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;

(l) Extend a time-limited appointment up to the maximum period allowed (including any OPM-approved extension past the regulatory limit on the time-limited appointment), if the original action was made subject to ICTAP selection priority and the original vacancy announcement stated that the appointment could be extended without further announcement;
(m) Reappoint a former agency employee into a hard-to-fill position requiring unique skills and experience to conduct a formal skills-based agency training program;
(n) Retain an individual whose position is brought into the competitive service under part 316 of this chapter and convert that individual, when applicable, under part 315 of this chapter;
(o) Retain an employee covered by an OPM-approved variation under Civil Service Rule 5.1 (5 CFR 5.1);
(p) Appoint an appointee of the Senior Executive Service into the competitive service under 5 U.S.C. 3594;
(q) Assign or exchange an employee under a statutory program, such as subchapter VI of chapter 33 of title 5, United States Code (also called the Intergovernmental Personnel Act), or the Information Technology Exchange Program under chapter 37 of title 5, United States Code;
(r) Detail an employee to another agency;
(s) Transfer employees under an OPM-approved interagency job swap plan designed to facilitate the exchange of employees between agencies to avoid or minimize involuntary separations;
(t) Transfer or reinstate an ICTAP eligible who meets the agency's definition of “well-qualified”;
(u) Transfer an employee voluntarily from one agency to another under a Memorandum of Understanding or similar agreement under appropriate authority resulting from an interagency reorganization, interagency transfer of function, or interagency realignment, when both the agencies and the affected employee agree to the transfer; or
(v) Transfer or a position change of an employee under part 412 of this chapter.

ICTAP Eligibility

- Begins on the date that EPA issues a formal notice of proposed separation to the employee.
- Ends on the earliest of:
  - One year after separation
  - Date of employee's resignation
  - When eligible employee receives a career, career-conditional or excepted service appointment without time limit at any Agency and grade.
  - When employee declines a career, career-conditional or excepted service appointment without time limit offer for which they were rated well-qualified.

For CTAP/ICTAP eligibility to apply

- Specific, vacant position applied for must be:
  - Equal or lesser grade and pay to current/former job
  - No greater promotion potential
  - Same commuting area as position occupied/seperated from
  - For excepted service appointments the authority must be the same
- Candidate must:
  - Be "surplus" or "displaced"
  - Be rated well qualified for the job
  - Be at least Fully Successful at last rating of record
  - Meet the application deadline, include required documents

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Voluntary separation incentives, or buyouts, are given to employees who volunteer to leave the Federal service. Placement assistance is for employees who are involuntarily separated. So, if you retired or resigned with a buyout, you are not entitled to placement assistance.

ICTAP: You must:
have a current performance rating of at least "fully successful";
occupy (or have been separated from) a position in the same local commuting area of the vacancy;
apply for a specific vacancy at or below the grade level you are being (or have been) separated from that does not have greater promotion potential than your last position;
meet the application deadline; and
be found "well qualified" for the job.

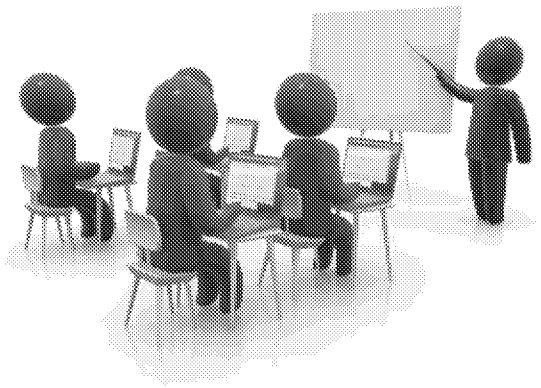
You are "displaced" if you:
• are in the competitive service**;
• are in tenure group I (career) or tenure group II (career-conditional); and
• have an official notice from your agency saying you will be separated by reduction in force. This notice could be:
a specific reduction in force separation notice; or
a notice of proposed removal because you declined a directed reassignment or transfer of function out of the local commuting area.

** Agencies can extend the definition of a "displaced" employee to include employees in the excepted service if they are

on Schedule A or B appointments without time limit and have received an appropriate notice (see above). Selection priority for these employees is limited to other permanent Schedule A or B positions in the same agency and local commuting area. Note: Excepted Service employees are not eligible for selection priority in other agencies under the Interagency Career Transition Assistance Plan.

Career Transition Services Provided

- Career Counseling, Networking, Job Information, Work Life Programs, Financial Planning, etc.
- Workshops and Seminars
- Counseling
- Out Placement Assistance



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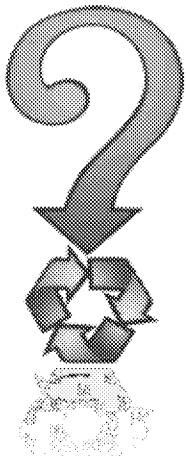
All employees can use, priority to surplus and displaced employees Workshops and seminars to provide technical career transition information

Displaced employees are permitted to use Career Transition services until they get a new job or up to 7 months after 7 months

ECAP counseling Employee Counseling and Assistance Program services will be available up to 30 days after separation.

Questions