

What is CTAP?

The Career Transition Assistance Program (CTAP) is designed to improve a current Federal employee's chances of finding a new job within their agency through selection priority. Each agency has a specific CTAP containing more detailed information about the agency's transition policies. Your human resources office should be able to explain the specifics for your agency.

Note for Department of Defense (DoD) Employees: CTAP special selection priority does not apply to DoD employees. DoD uses the Priority Placement Program ([PPP](#)) to help place its surplus employees. In addition to PPP, displaced DoD employees can register for their local Reemployment Priority List ([RPL](#)), and request selection priority for jobs in non-DoD agencies using the Interagency Career Transition Assistance Plan (ICTAP) .

To get selection priority for vacancies in an agency, an employee must meet the following criteria:

- be considered "surplus" or "displaced" (meeting the definitions below);
- have a current performance rating of at least "fully successful" (Level III) or equivalent;
- occupy a position in the same local commuting area of the vacancy;
- apply for a specific vacancy at or below your current grade level with no greater promotion potential than your current position;
- meet the application deadline in the announcement; and
- be found "well qualified" for the job.

Definitions

Surplus employee: An employee in the competitive service**, in tenure group I (career) or tenure group II (career conditional), who has an official notice from your agency saying that your position is no longer needed. This notice could be:

- a "Certificate of Expected Separation" (CES);
- an agency certification that you are in a surplus organization or occupation;
- a notice that your position is being abolished; or
- a letter saying you are eligible for discontinued service retirement.

**** Agencies can extend the definition of a "surplus" 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 ICTAP.**

Displaced employee: An employee in the competitive service**, in tenure group I (career) or tenure group II (career conditional), who has 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 ICTAP.**

Interagency Career Transition Assistance Plan (ICTAP)

The Interagency Career Transition Assistance Plan (ICTAP) is a process by which employees who have been involuntarily separated may receive selection priority for jobs in agencies other than the one in which they were previously employed (see the Delegated Examining Operations Handbook, Appendix I).

Under ICTAP, an agency must publicize its job vacancies for which it is recruiting from outside its own workforce in the local commuting area. Displaced Federal employees who worked in the local commuting area and who apply for a local job are entitled to selection priority if they are well-qualified and can provide proof that they were displaced by their former agency.

ICTAP gives a well-qualified eligible selection priority over almost any other applicant from outside the agency. Under ICTAP, for example, a Department of Defense employee with a reduction-in-force (RIF) notice could apply for a Department of Education competitive service job in the local commuting area. In most cases, Education must select this well-qualified priority eligible before choosing another applicant from outside the agency.

For more information on ICTAP for displaced employees, including eligibility requirements, order of selection, and exceptions see 5 CFR Part 330.

Special note

Department of Defense (DOD): DOD agencies must apply ICTAP procedures when filling vacancies.

Other priority placement programs

There is another category of eligibles who may have selection priority for jobs equal to the priority of well-qualified ICTAP eligibles: Preference eligibles in restricted positions displaced by A-76 procedures.

Preference eligibles who were displaced from restricted positions (i.e., custodian, elevator operator, guard, and messenger positions) as a result of the "contracting out" of functions pursuant to A-76 procedures are eligible for ICTAP selection priority for two years (as compared to the standard one-year period of eligibility). Aside from this longer eligibility period, you should treat these individuals in the same manner as other ICTAP eligibles (5 CFR Part 330).

