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OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT
DIRECTIVES SYSTEM

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Subject:
MERIT PROMOTION PLAN

Approval: /Signed/ Kay Henry (Original on file with Directive Coordinator) Title: Acting Director

1. Purpose. This Directive implements the Department of Interior's Merit Promotion Policy effective June 9, 1999.
2. Summary of Changes.
 - a. The substance of the Merit Promotion Plan is not changed.
 - b. This plan provides OSM specific guidance to items generically addressed by the Department. With minor exception, the format has changed, not the guidance.
3. Definitions
 - a. Definitions - A complete listing of definitions can be found in Section 3.
 - b. Acronyms - Acronyms are defined in Section 3 or within the text of the plan.
4. Policy/Procedure.
 - a. Policy. The procedures set out in the handbook are to be followed unless the Department issues revisions or deletions in writing.
 - b. Responsibilities. The Director of OSM is delegated Personnel Authority which is re-delegated to the Assistant Director, Finance and Administration (AD, F&A), who further delegates this authority to the Personnel Officer, who ensures that the procedures in this handbook are followed.
 - c. Procedures. Recommendation for changes in the handbook must be submitted by memorandum to the Personnel Officer. The handbook will be updated on an as-needed basis to incorporate any changes.
5. Reporting Requirements. None
6. Effects on other documents. PER-16, Merit Promotion Policy and Implementation, dated May 2, 1989 and Change Directive PER 16-1 dated April 18, 1995, are rescinded.
7. References. Departmental Manual, Part 370: Departmental Personnel Program, Chapter 335: Promotion and Internal Placement

9. Contact. Jim Wohlgemuth, OSM Personnel, (202) 208-2812.
10. Keywords. Merit Promotion Plan.
11. Appendix. Merit Promotion Plan for the Office of Surface
Mining

Merit Promotion Plan

FOR THE

Office of Surface Mining

August 28, 2000

Implements the Department of the Interior Merit
Promotion of Plan

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Introduction

This document implements the Department of Interior (Department) Merit Promotion Plan (Exhibit 1) (370 DM 335) within the Office of Surface Mining.

Section 1.

Purpose and Scope. The purpose of this guidance is to establish a Merit Promotion Plan for the Office of Surface Mining (OSM), Department of the Interior (DOI). It is used in conjunction with 5 Code of Federal Regulations (CFR) Parts 300 and 335 and the Department of the Interior Merit Promotion Plan (Exhibit 1) and other relevant guidance as listed in Section 10. This Merit Promotion Plan applies to merit promotion and placement actions and procedures for positions in the competitive service.

Section 2.

Rights and Responsibilities.

Servicing Personnel/Human Resource Professionals (OSM Personnel). Human resource professionals will be held accountable for implementing the Department's Plan and this OSM Merit Promotion Plan.

Management. OSM management is responsible for abiding by the Department's Plan, Merit Principles, this OSM Merit Promotion Plan, and other applicable laws. Management has the right to fill or not fill a vacancy. Management has the right to select from properly ranked and certified candidates or from other appropriate sources, such as reassignment, reinstatement, Veterans Readjustment Act eligible, student career experience program applicants, etc. Management also has the right to promote or not to promote an employee based on merit factors.

Employees. OSM employees are responsible for submitting the required application materials for placement opportunities in a timely manner; becoming familiar with the Department's Plan and specific OSM policies; and availing themselves of self development and job training opportunities. Employees are responsible for the content of their applications; which must be complete and accurate.

Director, OSM. The Director, OSM is responsible for implementing the Department's Plan and for issuing any

individual OSM guidance that ensures selections based on merit after fair and open competition.

Section 3.

Definitions of Commonly Used Terms.

Accretion of Duties. Promotion of an employee whose position is reclassified at a higher grade because of the performance of additional duties and responsibilities. (See Section 8. Accretion of Duties).

Agency. For this Plan, the term Agency@ refers to the Department.

Area of Consideration. The organizational and/or geographic boundaries within which a search is made for eligible candidates to be considered for a specific merit promotion and placement action. All areas of consideration must be set to promote fair and open competition and to provide a diverse pool of candidates.

Appropriate areas of consideration may be as small as an individual office.

Basic Qualification Standards. The position qualifications standards set by the Office of personnel Management (OPM) as described in the OPM Qualification Standards Handbook.

Best Qualified Candidates. Those applicants determined by a rating and ranking process to possess the job-related knowledge, skills, and abilities required and desired in applicants for a particular position to a greater degree than other qualified applicants being considered.

Career Ladder. Grade range from the entry level through and including the established full performance level of a position.

Career Promotion. Promotions without competition when the employee competed earlier for an assignment intended to prepare the employee for the position being filled,

and the intent was made a matter of record and made known to all potential candidates.

Certificate. A document referred to the selecting official containing the names of eligible candidates.

Change to Lower Grade. For this Plan, the term Achange to lower grade@ refers to a voluntary reduction in an employee's current grade level or representative rate.

Competitive Service. All civilian positions that are: (a) in the executive branch of the Federal government not specifically excepted from civil service laws by or pursuant to statute, by the President, or by OPM, and not in the Senior Executive Service; and (b) all positions in the legislative and judicial branches of the Federal government and in the government of the District of Columbia specifically made subject to the civil service laws by statute.

Crediting Plan. A manual tool that may be used to rate and rank qualified applicants for a position based on job related criteria.

Detail. A temporary assignment of an employee to a different position for a specified period, with the employee returning to his or her regular duties at the end of the assignment. While on detail the employee continues to hold his/her official position from which detailed and keeps the same status and pay.

Evaluation Panel. Evaluation panels are established to rate and rank promotion eligible candidates only, using the established crediting plan, and consist of individuals at the same or higher grade level than the full performance level of the position to be filled who are familiar with the requirements of the job and occupation.

Full Performance Level. The highest grade level to which an employee may be promoted through successive noncompetitive career promotions.

Job Analysis. The analysis of a position to identify the knowledge, skills, abilities, competencies and other

essential characteristics required to perform the duties and responsibilities of the position; and the development of factors to evaluate applicants.

Knowledge, Skills, and Abilities (KSA-s). Also referred to as Knowledge, Abilities, Skills, and Competencies (KSACs) (and sometimes referred to as Quality Ranking Factors) these are the attributes identified through job analysis required to perform a job and are an addition to the minimum basic qualification standard. Knowledge is a body of information applied directly to the performance of a function. Skill is a present, observable competence to perform a task with ease and proficiency. Ability is a present competence to perform an observable behavior or a behavior that results in an observable product. Competencies are those qualitative characteristics that make some one a good employee.

Priority Consideration. When certain candidates are considered for vacancies before other candidates due to their being affected by something such as a reduction-in-force (RIF).

Promotion. The change of an employee to a higher grade or to a position with a higher representative rate.

Qualified Candidates. Those applicants who meet both the basic qualifications standards outlined in the OPM Qualification Standards Handbook (the former X-118) and any job related selective placement factors identified in the vacancy announcement.

Rating and Ranking. The review and evaluation of each candidate to determine the best qualified candidates (by a personnel specialist, subject matter expert, or an evaluation panel) based on the degree to which each candidate meets the job related criteria of the position.

Reassignment. A change of an employee from one position to another in the same grade in the same agency. A non-competitive reassignment or the referral of a reassignment eligible can take place only when the promotion potential is the same from job to job.

Re-employment Priority List (RPL). A list of DOI employees who have been separated from Federal service and meet the eligibility requirements for re-employment.

It is designed in accordance with 5 CFR 330, Subpart B, and provides priority consideration to qualified DOI employees who have received a RIF separation notice or a Certification of Expected Separation or who have been separated through RIF. Employees who are fully recovered from a compensable injury after more than one (1) year are also entitled to register for the RPL. The RPL must be cleared prior to recruiting outside of the Department to fill a vacancy and then again prior to making an employment offer.

Reinstatement. The re-employment of a former employee with competitive status.

Re-promotion. Noncompetitive promotion or placement, permanent or temporary, of an employee to a grade or full performance level previously held on a permanent basis in the competitive service.

Selective Placement Factor. Mandatory job related knowledge, skill, ability or competency that is essential for successful performance in the position to be filled, in addition to the basic qualifications outlined in OPM's Qualification Standards Handbook. Applicants not meeting this factor are ineligible for further consideration.

Special Selection Priority (SSP) Candidates. A well-qualified (as described on the vacancy announcement) eligible surplus and displaced DOI employee who applies for a vacancy within the local commuting area and within the prescribed time frames indicated on the vacancy announcement. If the SSP candidate is determined to be well qualified, he/she must be selected.

Temporary Promotion. A promotion to a higher graded position for a specified period of time. Temporary promotions for more than 120 days are subject to competitive procedures. Service during the previous 12 months in higher graded positions either by noncompetitive temporary promotion or detail counts toward the 120-day limit. Temporary promotions can be made in any increment up to a maximum period of 5 years.

Temporary promotions may be made permanent when such a possibility was publicized in the original competition notice.

Transfer. A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency.

Well Qualified. Candidates who possess the knowledge, skills, and abilities which clearly exceed the minimum qualifications requirements for the position. What is Well qualified must be determined prior to issuing and stated on the vacancy announcement.

Section 4.

Relationship of Merit Staffing Program to the Department's Career Transition Assistance Plan The Department's Career Transition Assistance Plan (CTAP), dated 9/8/97, is a program that provides assistance to individuals who have been or are likely to be separated by RIF in finding other employment. The CTAP has four components: 1) Career Transition Training and Support Services, 2) Special Selection Priority (SSP), 3) Re-employment Priority List (RPL), and 4) Interagency Career Transition Assistance Plan (ICTAP).

CTAP will have varying effects on staffing activities and there is an order of selection when filling competitive service vacancies that exceed 120 days, as noted in the Department CTAP. All vacancies must be advertised unless the personnel action being taken is an exception (such as temporary appointments less than 121 days, details, reassignments, career ladder promotions, accretion of duties, et. al.), or a determination has been made by the servicing personnel office (through contact with other bureaus in the local commuting area of the vacancy) that there are no Special Selection Priority (SSP) candidates available. CTAP and ICTAP requirements must be stated in all vacancy announcements. The personnel specialist based on established criteria determines well qualified candidates. The selecting official must select a well-qualified eligible applicant under the SSP component of CTAP before selecting any other candidate from within or outside the Department, unless doing so would cause another employee to be separated by RIF. In addition, the re-employment priority list (RPL) must be cleared before

filling any competitive service position from outside the Department, regardless of whether the organization plans to make a temporary, term, or permanent appointment. Please refer to the Department CTAP Plan for complete guidance.

Section 5.

Vacancy Notification and Announcements.

Areas of Consideration. OSM managers, in consultation with their servicing personnel/human resources office, determine the area of consideration from which applications will be accepted and the length of time a vacancy announcement will remain open (See 370 DM 335, 2-B). CTAP may affect the area of consideration and open period of the vacancy announcement.

Consideration During Absences. OSM supervisors should make every reasonable effort to ensure that employees under their direct supervision receive appropriate consideration for vacancies which occur under the supervisor's immediate jurisdiction while the employee is on an approved, extended absence. Additionally, each employee is responsible for informing his or her supervisor of those promotional opportunities for which he/she wishes to be considered during periods of legitimate absence and for providing his/her supervisor with an updated written application and other required forms for those vacancies.

Preparation of Vacancy Announcement. As a minimum, vacancy announcements must contain the following information: a number that identifies the vacancy; issuing office; opening and closing dates; an explanation of how to apply; position title, series, and grade; pay range; duty location; duties of the job; qualifications required, including selective placement factors; evaluation methods to be used; the full performance level of the job; area of consideration; equal employment opportunity nondiscrimination statement; veterans preference information; CTAP language including the definition of well-qualified and a statement that it is illegal to use Government franked envelopes and mail services. Applications submitted in violation of this requirement will not be considered.

Payment of Relocation Expenses. The decision to pay or not pay moving and related expenses must be made prior to issuing the vacancy announcement. A statement addressing the payment or nonpayment must be included in the vacancy announcement.

Distribution of Vacancy Announcement. OSM Vacancy announcements are at a minimum advertised on OPM's USA JOBS web site when the area of consideration is Department-wide or greater. For limited areas of consideration within OSM, local methods of announcing a vacancy may be employed.

Accepting Applications. Applications received through facsimiles, online, or through electronic means will be accepted no later than close of business of the closing date. Applications will be accepted if post marked by the closing date and received in the Personnel Office within five calendar days of the closing date.

Section 6.

Evaluating Candidates

Minimum Qualifications. Applicants must meet minimum qualification requirements including all selective placement factors and time-in-grade by the closing date of the announcement. Applications not containing sufficient information to determine qualifications or meeting other requirements will not receive consideration. The personnel specialist is not responsible for following up with applicants to make sure applications are complete.

Rating and Ranking. There must be a qualitative, job-related distinction made among promotion and other competitive candidates in terms of relative merit and ability and documented through the use of a crediting plan or other rating methodology.

Section 7.

Referral and Selection

Referrals. The following applicants are referred to OSM selecting officials: Promotion candidates that are considered best qualified; qualified reassignment eligibles when their promotion potential does not change; candidates eligible for non-competitive appointment such as the Veterans' Readjustment Act or appointments for persons with disabilities.

Selection Certificates. Selection certificates are issued for an initial 60-day period with extensions possible, at the request of the selecting official, in 30 day increments up to a total of 120 days.

Interviews. Selecting officials must ensure that all candidates are treated fairly and equitably. If one candidate from a particular certificate is interviewed, all other candidates from that same certificate must be interviewed. The selecting official is responsible for ensuring that interviews are equitable, that all questions are job-related, and that every effort is made to obtain the same information from each candidate. The interviewer may not ask about or discuss a candidate's race or ethnic background, color, sex, age, disability, religious beliefs, marital or family status, political affiliation, sexual orientation, or labor organization affiliation or activity. If distance precludes a personal interview, a telephone interview may be conducted. The payment of expenses for preemployment interviews is authorized in certain situations (refer to 5 CFR 572).

Section 8.

Accretion of Duties. Promotion resulting from the upgrading of an employee's position because of additional duties and responsibilities is an accretion of duties. For all cases in which the reclassification of a position would result in the promotion of the incumbent, the supervisor over the position must identify the specific changes in the duties and responsibilities between the old and the new positions and the cause of the changes.

The Personnel Specialist will analyze the job, evaluate the changes, and make sure the new position is a clear successor to the incumbent's prior job and that the previous position was

absorbed by the new one. The Personnel Specialist must also determine that these new duties could only have been assigned to this particular incumbent and this particular position in the organization. Thus, accretion of duties promotions are unlikely in an office with multiple like positions. A supervisor cannot single out an individual to assign the more complex or higher graded duties to when there are other employees in comparable positions in the organization. Also, a noncompetitive promotion is not appropriate when supervisory duties are added to a non-supervisory position causing it to be classified to a higher grade.

Documentation of accretion of duties promotion must include evidence that (1) the employee is continuing to perform the same basic function in the new position; (2) the former position is absorbed into the new one; and (3) the promotion does not directly affect other employees in the unit who report to the same immediate supervisor.

Section 9.

Complaints and Release of Information.

Grievance Procedures. Non-selection from a certificate of properly ranked and certified applicants is not grievable. The OSM Personnel/Human Resource Office will respond promptly to questions or complaints about the program or about a specific selection action. An employee of OSM may submit a complaint under the grievance procedure or under a negotiated grievance procedure as appropriate.

EEO Procedures. An employee cannot use the grievance procedures and the EEO complaint process at the same time for the same issue. If a candidate feels that he/she has been discriminated against in the merit process on the basis of race, color, religion, sex, national origin, physical or mental disability, sexual orientation, or age, every effort will be made to handle the matter on an informal basis with the assistance of an EEO counselor. If the matter cannot be resolved informally, the candidate may submit a formal complaint according to the procedures for handling equal employment opportunity complaints.

Corrective Actions. If it is found that a merit promotion case was not processed correctly to the detriment of an applicant, OSM Management and Personnel will work with the Solicitors Office to determine an equitable settlement and comply with the applicable OPM and Departmental requirements under the DOI grievance program as outlined in 370 DM 771.

Release of Information. In accordance with 5 U.S.C. 552, the Freedom of Information Act, and 5 U.S.C. 552a, the Privacy Act of 1974, the following information may be released to an applicant or his/her designee when requested:

Whether the requesting applicant was qualified and/or referred for selection; who was selected; the requesting applicant's own supervisory appraisal and rating on the ranking elements; procedures used to arrive at the final scores, and cut off scores; or any other information allowed by the Freedom of Information Act and the Privacy Act of 1974.

Section 10.

Related Documents. This section provides a listing of references to other related documents, laws, and policies.

Code of Federal Regulations

- 5 CFR 300 Employment (General)
- 5 CFR 310 Employment of Relatives
- 5 CFR 315 Career and Career-Conditional Employment
- 5 CFR 316 Temporary and Term Employment
- 5 CFR 330 Recruitment, Selection, and Placement (General)
- 5 CFR 335 Promotion and Internal Placement
- 5 CFR 340 Other Than Full-Time Career Employment (Part Time, Seasonal, On-Call, Intermittent)
- 5 CFR 720 Affirmative Employment Programs

Departmental Manual

370 DM 315	Career and Career-Conditional
Employment	
370 DM 300	Employment (General)
370 DM 335	Promotion and Internal Placement
370 DM 338	Qualification Requirements
370 DM 339	Qualification Requirements (Medical)

Other

Department of the Interior Career Transition Assistance
Plan

Exhibit 1

Department of the Interior Departmental Manual

Effective Date: 6/9/99

Series: Personnel Management

Part 370: Departmental Personnel Program

Chapter 335: Promotion and Internal Placement

Originating Office: Office of Personnel Policy

370 DM 335

1. Purpose and Authority. This chapter establishes the Department of the Interior's Merit Promotion Plan (Plan) for filling positions covered by merit promotion and implements 5 U.S.C. Chapter 33 and 5 CFR 335.

2. Merit Promotion Policy. Recruitment methods and selection procedures will be based solely on merit after fair and open competition, and will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical handicap, sexual orientation or age.

A. Scope. The Plan applies to all competitive service positions in the Department. This chapter must be used in conjunction with the current Departmental Career Transition Assistance Plan.

B. Areas of Consideration. Managers will determine and extend areas of consideration to ensure the attraction of a diverse pool of highly qualified applicants in accordance with the Department Strategic Plan for Improving Diversity. Managers should ensure that their employees on approved extended absence receive appropriate consideration for vacancies under their immediate jurisdiction. An approved announcement system, as determined by the Department, will be used to advertise all competitive service vacancies with an area of consideration of Department wide or greater. For limited areas of consideration within a Bureau, local methods of announcing a vacancy may be employed.

C. Factors to be Considered in Promotion or Placement. All applicants will be evaluated to ensure that they meet the appropriate OPM qualification standards and time-in-grade requirements. Bureaus will establish, and publicize in the appropriate vacancy announcement, cut off dates for applicants to meet qualification standards and time-in-grade requirements for acceptance of applications. Qualitative, job-related distinctions must be made among promotion and other competitive eligibles in terms of relative merit and ability and documented through the use of a crediting plan or other rating methodology. Consideration will be given to performance appraisals and incentive awards. The validity and propriety of selective and/or ranking factors must be clearly reflected and supported by a current position description of the job for which they are used.

D. Selection Procedures. The selecting official will have an opportunity to choose from among an adequate number of best qualified candidates. Methodology for determining cut off points for best qualified candidates will be left to Bureau discretion. Selecting officials have the right to select or not select from among candidates referred. They also have the right to select from other appropriate sources.

E. Records. Appropriate records to allow for reconstruction of the action must be maintained for a minimum of two years. In instances where some form of complaint has been filed concerning an action, these records will be maintained for a minimum of two years following resolution of the case.

3. Application of Competitive Procedures.

A. Competitive procedures apply to the following actions:

(1) Permanent promotion to a higher-graded position or to a position with a higher full performance level than previously held on a permanent basis in the competitive service.

(2) Temporary promotions for more than 120 days or details for more than 120 days to a higher-graded position or to a position with greater promotion potential than previously held on a permanent basis in the competitive service.

(3) Selection for training which is part of an authorized training agreement required before an employee may be considered for promotion.

(4) Reassignment, transfer or change to a lower-graded position with promotion potential greater than any position held on a permanent basis in the competitive service.

(5) Reinstatement to a permanent or temporary position at a higher grade or with a higher full performance level than any position previously held on a permanent basis in the competitive service.

(6) Promotions due to the addition of substantive, new and higher-graded duties when the new position is not a clear successor to the old position or there are other employees serving in similar or identical positions within the organizational unit to whom the new duties could have been assigned.

B. Competitive procedures do not apply to the following actions:

(1) Upgrading of a position due to application of a new classification standard without a significant change in duties.

(2) Upgrading of a position resulting from the correction of an initial classification error.

(3) A promotion resulting from an employee's position being classified at a higher grade (with no further promotion potential) because of additional duties and responsibilities, commonly known as accretion of duties. The noncompetitive upgrade requires the employee to continue to perform the same basic function in the new position that is a clear successor to and absorbs the duties of the old position. In addition, there are no other employees within the organizational unit to whom the additional duties and responsibilities could have been assigned.

(4) Actions taken under Reduction in Force.

(5) Promotions without current competition when the employee competed earlier for an assignment intended to

prepare the employee for the position being filled, and the intent was made a matter of record and made known to all potential candidates. These are commonly called career ladder promotions.

(6) Repromotion, permanent or temporary, to a grade previously held on a permanent basis in the competitive service.

(7) Promotion, reassignment, transfer, change to lower grade or reinstatement of an employee from a position with known promotion potential to another position having no higher promotion potential than any other position previously held on a permanent basis in the competitive service.

(8) Promotion to a position with a representative pay rate equal to or lower than that of any position previously held on a permanent basis in the competitive service.

(9) Details to higher-graded positions or temporary promotions not to exceed 120 days.

(10) Details made in 120 day increments up to one year to unclassified duties.

(11) Details made in 120 day increments to the same grade or lower-graded positions.

(12) Time-limited promotions made permanent when such a possibility was publicized in the original competition notice.

(13) Selection of a candidate not given proper consideration in a previous competitive promotion action.

4. Grievances. The Bureau Personnel/Human Resources Office shall respond promptly to questions about the merit promotion program or about a specific selection action. An employee of the Department may submit a grievance concerning merit promotion matters under the Department's grievance program (370 DM 771), or under a negotiated grievance procedure as appropriate, unless otherwise excluded from either process. If bargaining unit employees wish to grieve any merit action, they must use the negotiated grievance procedures rather than the Department grievance procedures. Where this Plan conflicts

with a negotiated agreement, the agreement prevails. However, non-selection from a list of properly ranked and certified applicants is not grievable under either process. Further, an employee cannot use the grievance procedures and the EEO complaint process at the same time for the same case.

6/9/99 #3264

Replaces 2/1/80 FPM-219

Exhibit 2

The Competitive Process

(as found in the Merit Promotion Plan)

Proposed Action	Position	and	Competition Required
Reassignment	At same grade under same pay schedule	Position is one with known promotion potential and employee will gain eligibility for noncompetitive career promotion to grade higher than previously held on a permanent basis in the competitive service	Yes
		Position is not one with known promotion	No

Proposed Action	Position	and	Competiti on Required
		potential	
Change to lower grade	Lower grade under same pay schedule	Position is one with known promotion potential and employees will gain eligibility for noncompetitive career promotion to grade higher than previously held on a permanent basis in the competitive service	Yes
		Position is not one with known promotion potential	No
Assignment from one pay schedule to	Higher representative rate under a different pay schedule		Yes
	Same or lower representative rate under different pay schedule	Employee's pay will be set at a higher rate	Yes
Assignment from one pay schedule to	Same or lower representative rate under different pay schedule	Employee's pay will be at same or lower rate, but position is one with known promotion potential	Yes
Assignment from one pay schedule to (cont.)	Same or lower representative rate under different pay schedule (cont.)	Employee's pay will be set at same or lower rate, but the position is not one with known promotion potential	No

Proposed Action	Position	and	Competiti on Required
Reinstatement or transfer	At a higher grade than previously held		Yes
	At same or lower grade than previously held	Position is one with known promotion potential and the employee will gain eligibility for noncompetitive career promotion to grade higher than that previously held on a permanent basis in the competitive service	Yes
		Position is not one with known promotion potential	No
Detail	Same grade and is not one with known promotion potential	Detail is for any length	No
	Higher grade or to position of same grade with known promotion potential	Detail is for 120 days or less	No
		Detail is for more than 120 days	Yes

Proposed Action	Position	and	Competition Required
Selection for training leading to promotion		Successful completion of training is a condition of eligibility for promotion	Yes
Promotion from position of known promotion potential	Originally identified as the target position to which employee would advance without competition OR Full performance level of a career ladder	Competitive procedures were fully applied at the time of placement into position of known promotion potential and all competitors were informed that selection for the entry position could lead to promotion without further competition	No
Promotion	Upgraded by classification	Incumbent's position upgraded without significant change in duties and responsibilities because of classification error or new or revised standards	No
		Incumbent's position reconstituted into a successor position	No

Proposed Action	Position	and	Competiti on Required
		with clearly and solely identifiable duties of the former position and there are no other employees serving in similar or identical positions within the same organization to whom the duties could have been assigned	
		Incumbent's position reconstituted into successor position and position is not a clear successor or there are other employees serving in similar or identical positions within the same organization to whom the duties could have been assigned	Yes
Promotion	To position to which employee was detailed for training or evaluation	The employee was selected for detail under full competitive procedures and all competitors were informed that the detail could lead to promotion without further competition	No
Temporary promotion or extension of temporary promotion	Higher grade under same pay schedule Or under a different pay schedule when action is processed as	The temporary promotion is for 120 days or less total in 12 month period	No

Proposed Action	Position	and	Competition Required
	a promotion or represents a promotion under rules above		
Conversion of temporary promotion to permanent promotion		The employee was selected for temporary promotion under full competitive procedures and all competitors were informed that the temporary promotion could lead to permanent without further competition	No
Promotion without time limitation	Higher grade under same pay schedule	Is not covered by promotion rules above	Yes

The Process of the Career Transition Assistance Plan (CTAP)

Component	Purpose	When Personnel Clears
Special Selection	Priority	When filling

Priority (SSP)	consideration of well-qualified displaced and surplus DOI employees who apply for vacancies in the local commuting area.	competitive service positions from within or outside the Department, unless selection causes another employee to be separated by reduction-in-force.
Re-employment Priority List (RPL)	Priority consideration of displaced and surplus DOI employees and employees who are fully recovered from a compensable injury after more than one year.	When filling competitive (temporary, term, or permanent) positions from outside the Department.
Interagency Career Transition Assistance Plan (ICTAP)	Priority consideration of well-qualified displaced employees from other Federal agencies who apply for vacancies in the local commuting area.	When filling competitive service positions from outside the Department.

(See the Department's CTAP for complete details).

Career Transition Assistance
Plan (CTAP)

VACANCY ANNOUNCEMENT

LANGUAGE TO EXPLAIN

the
(CTAP)
and
INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP)

Below are two sets of vacancy announcement language, supplied by the Office of Personnel Management (OPM), to explain CTAP and ICTAP: a longer version and a shorter version.

I. Longer Version

SPECIAL SELECTION PRIORITY PROVISIONS FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES UNDER A CAREER TRANSITION ASSISTANCE PLAN (CTAP)

A. CTAP (for Non - DoD Agencies Only)

If you are currently an employee who has received a Reduction in Force (RIF) separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a direct reassignment or transfer of function outside of the local commuting area, you may be entitled to special selection priority under the Career Transition Assistance Plan (CTAP). To receive this priority consideration you must:

- 1 Be a current (Insert Bureau Name) career or career-conditional (tenure group I or 11) competitive service employee who has received a RIF separation notice, a Certificate of Expected

Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and you are still on the rolls of [insert Bureau Name]. You must submit a copy of the RIF notice, CES, or notice of proposed separation with your application.

2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by (Insert Bureau Name) in the same commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position. To be rated "well-qualified," CTAP applicants must attain an eligibility rating on this examination of (Insert Score) or higher, not including points for veteran's preference.

B. ICTAP (for all Federal Agencies)

SPECIAL SELECTION PRIORITY PROVISIONS FOR DISPLACED FEDERAL EMPLOYEES UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive special selection priority under the Interagency Career Transition Assistance Plan (ICTAP). To receive this priority you must:

1. Be a displaced Federal employee. You must submit with your application a copy of the appropriate documentation, such as a RIF separation notice, a Standard Form 50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. The following categories of persons are considered displaced employees:

- a. Current or former career or career-conditional (Tenure group I or 11) competitive service employees who:

- 1) Received a specific RIF separation notice; or

- 2) Separated because of a compensable injury or illness, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or

- 3) Retired with a disability and whose disability annuity has been, or is being, terminated; or

- 4) Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF," or retired under the discontinued service retirement option; or

- 5) Received a notice of proposed removal for

declining a directed reassignment or a transfer of function or directed reassignment to another commuting area.

b. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under Section '8337(H) or ' 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or the equivalent. You must submit a copy of this performance rating with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all of the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well-qualified for the position. To be rated "well-qualified," ICTAP applicants must attain an eligibility rating on this examination of (*insert Score*) or higher, not including points for veteran's preference.

9. II Shorter Version

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the

Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if (*insert definition of well qualified*).

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

