

**DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY**

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

DPM LETTER: 330-7

DATE: 2/29/96

SUBJECT: Mandatory Placement Programs for
Displaced and Surplus Employees

The following policies and procedures supplement the regulations contained in 5 CFR 330, Parts F and G. They contain the requirements for implementation of the mandatory placement component of the DOT Career Transition Program as provided in DPM Letter 300-21.

These requirements apply to the competitive service only. Operating administrations may develop a comparable program for their own excepted service employees.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)

330.602

(a) Operating administrations will develop internal placement plans which supplement, but do not diminish, the requirements of the Governmentwide and DOT requirements.

330.604

(f) For purposes of this program, the definition of surplus shall be that contained in DPM Letter 300-21.

(h) Each operating administration must establish a policy for using Method 1 or Method 2, as specified in the regulation, for determining well-qualified. The choice of method may be applied to all positions, or may be applied by occupation and/or grade level. For example, an operating administration may decide that all engineer positions will be subject to Method 1 and all other positions to Method 2; or all engineer positions at GS-12 and above will be subject to Method 1 and all other engineer positions will be subject to Method 2. However, once a decision has been made as to which method to use, that decision must be applied consistently.

FILING INSTRUCTIONS: File with DPM 330 Letters

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When Method 1 is selected, the human resources office should (1) make determinations as to the eligibility of the applicant(s) for the CTAP program, and (2) if applicant is eligible for CTAP, review the basic eligibility/qualifications for the position. The operating administrations will establish internal procedures for determining the well-qualified applicants and for documenting decision(s) on those CTAP eligibles who are determined to be not well-qualified. When Method 2 is used, a pre-determined cut-off score or descriptor must be established prior to the review of qualifications of the CTAP applicants.

330.605

(a) Operating administrations may expand CTAP eligibility within their administration beyond the local commuting area, to include their own CTAP eligible employees on a nationwide basis; however, if they do so, they must consider those employees concurrently and on an equivalent basis with CTAP eligibles from other DOT components in the local commuting area.

(b) The only acceptable forms of documentation for establishing displaced or surplus status are a RIF separation notice; a Certification of Expected Separation as defined in 5 CFR 351; or a Certification of Surplus Status as defined in DPM Letter 300-21.

There is no lower limit on the number of grades below the employee's current grade for which he or she may apply under the CTAP program. However, when a CTAP eligible is offered a position below his or her current grade, the impact of accepting that position on pay and other benefits must be explained to the employee.

(c) Loss of CTAP eligibility will not be based on declination of an offer of employment. There is no limit on the number of CTAP offers which an eligible employee may decline.

330.608

(b) While all DOT CTAP eligibles in the local commuting areas must be given the opportunity for consideration for a vacancy, an operating administration may adopt a policy which gives preference in selection to its own administration employees.

An operating administration may not include a requirement in its internal plan that well-qualified displaced employees be selected before well-qualified surplus employees. All well-qualified CTAP eligibles shall be given consideration for a vacancy. However, managers should be encouraged to give priority consideration to displaced CTAP eligibles, and an operating administration may require documentation if a well-qualified surplus CTAP eligible is selected, and there is a well-qualified CTAP displaced employee on the referral certificate. To facilitate this process, the referral certificate or other document which is provided to the selecting official, and which contains the names of well-qualified CTAP eligibles, shall indicate for each eligible whether he/she is displaced or surplus.

330.607

Operating administrations are responsible for including information about CTAP benefits at the time of issuance of RIF notice, CES, or CSS. Operating administrations are responsible for publicizing their vacancies. Notification should be carried out consistent

with the operating administration merit promotion plan, i.e., in the same manner that the operating administration would use if it were recruiting under its merit promotion program and the area of consideration was DOT-wide in the local commuting area. Vacancies should be publicized for no less than the length of time that would be required by the operating administration merit promotion plan for a position whose area of consideration is DOT-wide in the local commuting area. If an operating administration knows absolutely that there are no DOT displaced or surplus employees in that local commuting area, then the vacancy need not be advertised solely for the purpose of meeting CTAP requirements.

The requirements of receipt of application by, versus post-marked by, the closing date should be applied by the operating administration consistent with its merit promotion plan requirements.

A statement that CTAP eligibles may apply must be included on the vacancy announcement, or should be reflected in the area of consideration.

330.609

Each operating administration shall set up its own procedure for the review of determinations on those eligibles found not well-qualified, e.g., higher level official in the chain of command; the human resources staff; subject matter experts; peer review; or other method. Review may be either within or outside the operating administration. The review should be conducted before an official offer is made to an applicant.

INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

Except as required by the Governmentwide regulations or specified below, ICTAP policies and procedures shall be the same as those for the CTAP program.

330.704

(a) An operating administration may extend nationwide eligibility to its own ICTAP employees on an equal basis with DOT ICTAP eligibles in the local commuting area.

(c) In order to track declinations within DOT, the Departmental Office of Personnel will establish a mechanism for maintaining a central list of individuals who decline offers under the ICTAP program. Operating administrations are responsible for providing the name(s) when it makes an offer under ICTAP that is declined, and for checking the list for names of individuals who have previously declined offers.

330.706

(b) Announcing vacancies on the Federal Job Opportunities Board meets the minimum requirement for notification. Operating administrations must use the same time frames for length of opening and closing periods, and the same policies for acceptance of applications after the closing date, that they would normally otherwise apply when recruiting from outside the Department.



Director of Personnel