

3 FAM 2900 CAREER TRANSITION ASSISTANCE FOR SURPLUS AND DISPLACED EMPLOYEES

3 FAM 2910 CAREER TRANSITION ASSISTANCE ³/₄ GENERAL PROVISIONS

(TL:PER-343; 11-03-1997)

3 FAM 2911 AUTHORITY

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

—Presidential memorandum dated September 12, 1995, entitled “Career Transition Assistance for Federal Employees.”

—5 CFR Part 330, Subpart F

—22 U.S.C. 2651a

3 FAM 2912 PURPOSE

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

This chapter serves as the Department’s Career Transition Assistance Plan (CTAP) as required by 5 CFR 330.602. The CTAP establishes the policies and procedures concerning career transition assistance to be provided to displaced and surplus Department of State employees who are or may be separated through reduction in force procedures (RIF). This chapter includes the following:

(1) Career transition assistance available to all eligible displaced and surplus employees;

(2) Special selection priority for eligible, well-qualified surplus or displaced Civil Service Department employees who apply for vacancies within the Department; and

(3) Operation of the Reemployment Priority List, which provides for rehiring priority to eligible Civil Service Department employees separated through RIF procedures.

3 FAM 2913 POLICY

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

a. Should reductions in personnel be necessary, the Department is committed to affecting such reductions with minimum disruption to mission accomplishment and dislocation of employees.

b. It is the policy of the Department to assist displaced and surplus employees to take charge of their careers and to find new employment.

3 FAM 2914 RESPONSIBILITIES

3 FAM 2914.1 Director General of the Foreign Service and Director of Personnel

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

The Director General of the Foreign Service and Director of Personnel has overall responsibility for compliance with the rules, regulations, policies, and procedures governing career transition assistance, special selection priority and reemployment priority for eligible employees.

3 FAM 2914.2 Managers and Supervisors

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

Managers and Supervisors should:

—Familiarize themselves with the career transition process;

—Provide communication and support to displaced and surplus employees as they go through the career transition process;

—Listen to concerns of employees and work with them to address concerns;

—Encourage the use of the available career transition assistance provided; and

—Provide support to the remaining employees by sharing information, communicating work expectations, priorities, and goals and identifying opportunities for training or retraining.

3 FAM 2914.3 Employees

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

Employees should:

—Take individual responsibility for their own careers and for the success of their transition into another job.

—Empower themselves with the tools and information provided by the Career Transition Center, or other appropriate sources, and the contacts they will need to make a successful job transition.

3 FAM 2914.4 Office of Civil Service Personnel Management (PER/CSP)

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

The Office of Civil Service Personnel Management (PER/CSP) has primary responsibility for compliance with OPM regulations and Department regulations, policies, and procedures in the recruitment, selection, and placement of employees eligible for special selection priority within the Department and reemployment priority. PER/CSP will also provide guidance and assistance to Bureaus/Offices and employees concerning these areas. ***The Career Development Resource Center (CDRC), under the authority of PER/CSP, will provide career transition assistance to employees whose positions have been identified to be abolished and are eligible to participate in the Department's Priority Placement Program (PPP).***

3 FAM 2914.5 Employee Consultation Service (ECS) (M/DGP/MED)

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

The Employee Consultation Service (ECS) in M/DGP/MED has primary responsibility for providing confidential life planning counseling to all displaced and surplus employees. This responsibility includes counseling pertaining to life transitions, emotional repercussions of downsizing on employees, job stress, anxiety, financial and family concerns.

3 FAM 2914.6 Foreign Service Institute (M/FSI)

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

a. The Foreign Service Institute (M/FSI) will work in partnership with Department managers and the Bureau of Personnel to determine the training/retraining needs of employees as Bureaus/Offices are restructured and downsized.

b. M/FSI's Career Transition Center (CTC) has primary responsibility for providing career transition assistance to all displaced and surplus Department employees.

c. CTC will develop, provide and/or secure career transition assistance/training for managers, supervisors, human resource personnel, union representatives and eligible employees.

d. CTC will identify retraining options and sources and develop retraining guidelines and procedures.

e. Career transition assistance for employees eligible to participate in the Department's Priority Placement Program will be provided by PER/CSP's Career Development Resource Center (CDRC).

3 FAM 2915 RECORDS AND REPORTS

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

The Director of PER/CSP has responsibility for establishing and maintaining the data/records that will be used to compile the annual report required by 5 CFR 330.610. PER/CSP will ensure that the report is submitted to the Office of Personnel Management by December 31 of each year.

3 FAM 2916 DEFINITIONS

(TL:PER-343; 11-03-1997)

(State Only)

(Applies to Civil Service Employees Only)

For the purposes of 3 FAM 2900 the definitions contained in 5 CFR 330.604 shall be applicable. They are provided for ease in reading this chapter:

(1) Agency—An Executive Department, a government corporation, and an independent establishment as cited in 5 U.S.C. 105. For the purposes of this program, the term “agency” includes all components of an organization, including its Office of Inspector General.

(2) Component^{3/4}The first major subdivision of an agency, that is separately organized and clearly distinguished from other components in work function and organization.

(3) Displaced Employee:

(a) A current career or career conditional competitive service employee in tenure group 1 or 2, at grade levels GS-15 or equivalent and below, who has received a specific reduction in force (RIF) separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area; or

(b) A current Executive Branch agency employee in the excepted service, serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who is in receipt of a reduction in force (RIF) separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside the local commuting area.

(4) *Eligible employee*—A surplus or displaced employee who meets the conditions set forth in 5 *CFR* §330.605(a).

(5) *Local commuting area*—The geographic area that usually constitutes one area for employment purposes as determined by the agency. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.

(6) *Reorganization*^¾*The planned elimination or redistribution of work functions within an agency, normally announced in writing.*

(7) *Special selection priority*^¾*Except as provided by 5 CFR §330.606(d), surplus and/or displaced employees eligible under 5 CFR 330 must be selected over any other candidate for vacancies in the local commuting area for which they apply and are found well-qualified.*

(8) *Suitability*^¾*Determinations based on an individual's character or conduct that may impact the efficiency of the service by jeopardizing an agency's accomplishment of its duties or responsibilities, or by interfering with or preventing effective service in the competitive, excepted or SES position applied for or employed in, and determinations that there is a statutory or regulatory bar to employment.*

(9) *Surplus employee*

(a) A current agency employee serving under an appointment in the competitive service, in tenure group 1 or 2 at grade levels GS-15 or equivalent and below, who has received a certification of expected separation or other official certification issued by the agency indicating that the position is surplus, for example, a notice of position abolishment, or a notice stating that the employee is eligible for discontinued service retirement; or

(b) A current Executive Branch agency employee serving on an excepted service appointment without time limit, at grade levels GS-15 or equivalent and below, who has been issued a certificate of expected separation or other official agency certification indicating that his or her position is surplus, for example, a notice of position abolishment or a notice stating that the employee is eligible for discontinued service retirement, and who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service; and

(c) *At an agency's discretion, a current Executive Branch employee serving on a Schedule A or B excepted appointment without time limit, at grade levels GS-15 or equivalent and below, and who is in receipt of a certificate of expected separation or other official agency certification indicating that his or her job is surplus, for example, a notice of position abolishment, or an official notice stating that the employee is eligible for discontinued service retirement; or an employee who has received a RIF notice of separation, or a notice of proposed removal for declining a transfer of function or directed reassignment outside of the local commuting area. Such employee may exercise selection priority for permanent excepted service positions within the agency's local commuting area, provided the position to which appointed has the same appointing authority, i.e., Schedule A or B, as the position from which being separated.*

(10) *Vacancy*—A competitive service position filled for a total of 121 days or more, including all extensions, which the agency is filling, regardless of whether the agency issues a specific vacancy announcement.

(11) *Well-qualified employee*--An eligible employee who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position. A well-qualified employee will not necessarily meet the agency's definition of "highly or best qualified," when evaluated against other candidates who apply for a particular vacancy, but must satisfy the following criteria, as determined and consistently applied by the agency:

(a) Meets the *basic qualification standards* and eligibility requirements for the position, including any medical qualifications, *suitability*, and minimum educational and experience requirements; *and*

(b) *Satisfies one of the following qualifications requirements:*

(1) Meets all selective factors where applicable. Meets appropriate quality rating factor levels as determined by the agency. Selective and quality ranking factors cannot be so restrictive that they run counter to the goal of placing displaced employees. In the absence of selective and quality ranking factors, selecting officials will document the job-related reason(s) the eligible employee is or is not considered to be well qualified; *or*

(2) *Is rated by the agency to be above minimally qualified in accordance with the agency's specific rating and ranking process. Generally, this means that the individual may or may not meet the agency's test for "highly qualified," but would in fact, exceed the minimum qualifications for the position.*

(c) Is physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position;

(d) Meets any special qualifying condition(s) that OPM has approved for the position; and

(e) Is able to satisfactorily perform the duties of the position upon entry.

3 FAM 2917 THROUGH 2919 UNASSIGNED