



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

April 1, 2024

PERSONNEL BULLETIN NO. 24-03

SUBJECT: Departmental Priority Placement Programs: Career Transition Assistance Program (CTAP), Interagency Career Transition Assistance Program (ICTAP), Reemployment Priority List (RPL), and Priority Reemployment List (PRL)

- 1. Purpose.** This Personnel Bulletin (PB) implements U.S. Department of the Interior (DOI or Department) program for assisting its surplus and displaced employees to find other employment as required by 5 CFR Part 330, Subpart B, F, and G. This PB supersedes PB 11-06, *DOI CTAP* dated April 14, 2011, and PB 03-02, *Departmental Policy on Reemployment Lists in the Excepted Service* dated November 18, 2002.
- 2. Coverage.** The provisions of this PB apply to:
 - a. Department competitive service (and certain excepted service) employees who are eligible for priority selection under CTAP and ICTAP at grades GS-15 or below (or equivalent).
 - b. Current and/or former Department employees eligible for priority reemployment consideration via the RPL, competitive service; or PRL, excepted service programs.
 - c. Administrative Law Judges are covered in accordance with the regulations covering these positions.
- 3. Exclusions.**
 - a. This PB does not apply to Senior Executive Service appointees, Presidential appointees requiring Senate confirmation, Schedule C (political) excepted service employees, or employees on time-limited appointments.
 - b. Bureaus/Offices are reminded to fulfill their labor-management obligations, as appropriate, in implementing the requirements set forth in this PB. Where the provisions of this PB conflict with the requirements of any applicable Collective Bargaining Agreement (CBA), the CBA takes precedence for bargaining unit employees.
- 4. Policy.** It is the policy of the Department to assist all employees whose positions have been adversely impacted due to governmental or Departmental-wide (including Bureau/Office) initiatives. In accordance with 5 CFR Part 330, Subpart B, F, and G; Department employees who will or may become "surplus" or "displaced" because of management initiatives, such as de-layering, reorganization, competitive sourcing, transfer of function, downsizing, or another workforce restructuring, may receive the

following:

- Career transition services
- Special Selection Priority (SSP) for positions *within* the Department, as defined in 5 CFR 330, Subpart F—Agency CTAP. The CTAP program provides SSP for displaced/surplus Departmental employees.
- SSP for positions in agencies *outside* of the Department, as defined in 5 CFR 330, Subpart G—ICTAP. Each Federal agency administers the SSP placement for displaced employees outside their agency. Reemployment priority for eligible employees who receive a notice of separation or certificate of expected separation as defined in 5 CFR 330, Subpart B - RPL.

5. Authorities.

- a. 5 CFR Part 302, Employment in the Excepted Service
- b. 5 CFR Part 330, Subpart A, Filling Positions in the Competitive Service
- c. 5 CFR Part 330, Subpart B, RPL
- d. 5 CFR Part 330, Subpart F, Agency CTAP
- e. 5 CFR Part 330, Subpart G, ICTAP
- f. 5 CFR Part 353.110(b), Restoration to Duty from Compensable Injury
- g. 5 CFR Part 351, Reduction in Force (RIF)
- h. 5 CFR Part 930, Subpart B, Administrative Law Judge Program
- i. 5 USC Section 105, Executive Agency
- j. Chief Human Capital Officers Act of 2002 (Public Law No. 107-296)

6. Definitions.

- a. **Agency.** Defined in Title 5 USC, section 105, and 5 CFR Part 330.101.
- b. **Career Transition Assistance Program (CTAP).** Provides eligible surplus and displaced Department employees selection priority for Department competitive service vacancies for which there are active recruitment actions and for which they are qualified.
- c. **Certification of Expected Separation.** An agency may issue a Certificate of Expected Separation to a competing employee who the agency believes, with a reasonable degree of certainty, will be separated from Federal employment by RIF procedures under this part. A certification may be issued up to six months prior to the effective date of the RIF (5 CFR 351.807).
- d. **Department Employee** refers to any employee within the Department of the Interior or its Bureaus/Offices.
- e. **Displaced Employee (under CTAP),** see also Surplus Employee.
 - i. A current career or career-conditional (Tenure Group I or II) competitive service Department employee at GS-15 or below (or equivalent), who has received either a RIF separation notice (and has not declined an offer under RIF for a position with the same type of work schedule, and the representative rate at least as high as the position from which the employee will be separated), OR a notice of proposed removal for declining a directed geographic relocation outside the LCA (e.g., directed reassignment or change in duty location); **or**

- ii. A current excepted service Department employee serving on an appointment without time limit at grade GS-15 or below (or equivalent), who is on an excepted appointment providing noncompetitive conversion eligibility to a competitive service appointment, **and** who received a RIF separation notice or a notice of proposed removal for declining a directed geographic relocation outside the LCA (e.g., directed reassignment or change in duty location) as outlined in 5 CFR 330.602.
- f. **Displaced Employee (under ICTAP).** A current or former career or career-conditional (Tenure Group I or II) competitive service employee at GS-15 or below (or equivalent) who:
 - i. Has received either a RIF separation notice and did not decline an offer under RIF procedures for a position with the same type of work schedule and the representative rate at least as high as the position from which the employee will be separated, **or** a notice of proposed removal for declining a directed geographic relocation outside the LCA (e.g., directed reassignment or change in duty location); **or** has been separated by RIF procedures or removed for declining a geographic relocation outside the LCA;
 - ii. A current or former excepted service employee serving on an appointment without time limit, at grade GS-15 or below (or equivalent), *who is on an excepted appointment providing noncompetitive conversion eligibility to a competitive service appointment*, **and** has received a RIF separation notice or a notice of proposed removal for declining a directed geographic relocation outside the LCA (e.g., directed reassignment or change in duty location), **or** has been separated by RIF procedures or removed for declining a geographic relocation outside the LCA;
 - iii. A former career or career-conditional competitive service employee who was separated because of a compensable work-related injury or illness, whose compensation was terminated, and who has received certification from their former employing agency that it is unable to place the employee as required by 5 CFR Part 353;
 - iv. A former career or career-conditional competitive service employee who retired with a disability annuity under 5 U.S.C. 8337 or 8451 and has received notification from the Office of Personnel Management (OPM) that the disability annuity has been or will be terminated; **or**
 - v. A former Military Reserve Technician or National Guard Technician receiving a special disability retirement annuity under 5 U.S.C. 8337(h) or 8456 and who has certification of such annuity from the military department or National Guard Bureau (5 CFR 330.702).
- g. **Interagency Career Transition Assistance Plan (ICTAP).** Provides eligible displaced Department employees selection priority for competitive service vacancies at other Federal agencies and provides eligible displaced employees of other Federal agencies selection priority for Department competitive service vacancies for which there are active recruitment actions and for which they are

qualified.

- h. **Local Commuting Area (LCA).** The geographic area usually constitutes one area for employment purposes, any population center (or two or more neighboring ones) and surrounding localities in which employees live and can be reasonably expected to travel back and forth daily to their place of employment (5 CFR 351.203). Per OPM's "The Employee's Guide to Career Transition (CTAP, ICTAP, RPL)" the LCA is based on the duty station of the position of record when notice is received. 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. An employee can only receive selection priority for vacancies announced in the employee's LCA.
- i. **Open Period.** The open period for a Job Opportunity Announcement (JOA) requiring advertisement under competitive procedures is defined in the Department's Merit Promotion Plan and Staffing Policy Handbook. In situations where the JOA is open only to surplus and displaced employees, the minimum open period is three calendar days.
- j. **Other Certification.** An official notice signed by the official who is delegated authority to issue RIF notices. Such notice will identify an employee (by name or series) as being in a surplus organization or occupation.
- k. **Priority Reemployment List (PRL).** The Department's PRL for *excepted service* employees provides reemployment consideration and placement assistance to *former* Department excepted service employees who have been furloughed or separated by RIF or compensable injury; **or** who appealed an adverse action to the Merit Systems Protection Board (MSPB) and were found to have been unjustifiably dismissed from the agency but is not entitled to immediate restoration under the MSPB's decision (5 CFR 302.303).
- l. **Reemployment Priority List (RPL).** The Department's RPL for *competitive service* employees provides reemployment consideration and placement assistance to *current and former* Department competitive service employees who have **or** will be separated by RIF or have fully recovered from a compensable injury after one (1) year (5 CFR 330.201).
- m. **Remote Work.** A flexible work arrangement in which an employee, under a written remote work agreement, is scheduled to perform work at an alternative worksite and is not expected to perform work at an agency worksite on a regular and recurring basis. A remote worker's official worksite may be within or outside the LCA of an agency worksite.
- n. **Representative Rate.** Generally, the fourth step of the grade under the General Schedule including locality rate. For a complete definition, see 5 CFR 351.203.
- o. **Special Selection Priority (SSP).** A program that provides priority placement to eligible employees under both CTAP and ICTAP. The CTAP program is administered by DOI and provides special selection priority for displaced/surplus DOI employees within the LCA and within the prescribed time frames indicated in the JOA. Each Federal agency administers the SSP placement for displaced employees outside of their agency called ICTAP.

- p. **Surplus Employee (under CTAP).**
- A current career or career-conditional (Tenure Group I or II) Department employee serving under an appointment in the competitive service, at grade GS-15 or below (or equivalent), who has received a Certificate of Expected Separation under RIF or other official certification issued by the Servicing Human Resources Office (SHRO) indicating that the Department position is surplus (e.g., a notice of position abolishment, or that the employee is eligible for discontinued service retirement); **or**
 - A current Department excepted service employee serving on an appointment without time limit, at grade GS-15 or below (or equivalent), who is on an excepted appointment providing noncompetitive conversion eligibility to a competitive service appointment and has received a Certificate of Expected Separation under RIF or other official certification issued by the SHRO indicating that the position is surplus (e.g., a notice of position abolishment, or that the employee is eligible for discontinued service retirement) (5 CFR §330.602).
- q. **Vacancy.** As defined in Title 5, CFR 330.702 means a vacant competitive service position at grade GS-15 (or equivalent) or below to be filled for 121 days or more, including extensions.
- r. **Well Qualified.** A CTAP or ICTAP candidate who:
- i. Meets the qualification standards and eligibility requirements for the position, including minimum educational and experience requirements; any medical qualifications, and suitability.
 - ii. Meets any selective placement factors for the position
 - *For Vacancies Filled via Merit Promotion:* Is rated above minimally qualified as defined through job analysis for the position being filled. Merit Promotion or competitive vacancies that uses an assessment tool to rate and rank applicants and produces a score, well qualified candidate will generally be candidates who self-rank themselves with a score of 85 or higher.
 - *For Vacancies Filled via Delegated Examining:* Meets the definition of 'Well Qualified' as defined by the Bureau/Office category rating procedures.
 - iii. Is able to perform the essential duties of the position, with or without reasonable accommodation.
 - iv. Meets any special qualifying condition(s) for the position (such as the ability to speak a specific language or other selective factors); **and** is able to perform the duties of the position upon entry satisfactorily.
 - v. If an eligible employee is determined not to be well-qualified, the rater(s) must document the job-related reason for this determination and submit it to the SHRO for review. The SHRO must advise the employee in writing whether the employee was found well-qualified for the position and, if well-qualified, whether the employee or another well-qualified, eligible employee was

selected for the position.

7. Responsibilities.

- a. **Chief Human Capital Officer.** The Department's Chief Human Capital Officer is responsible for developing and issuing policies, procedures, and guidance to be followed by the Department's Bureaus/Offices and SHROs for considering affected employees.
- b. **Department Office of Human Capital.** Maintain Department-wide [Priority Placement Lists](#) (link opens to SharePoint site that houses the lists).
- c. **Bureaus/Offices.** Bureaus/Offices have the following responsibilities:
 - i. Comply with applicable Federal laws, regulations, and collective bargaining agreements covering career transition programs and services.
 - ii. Ensure employees are advised of organizational actions that will adversely impact them as early as possible, and support authorizing excused absence to the extent practicable, so employee(s) can use available resources to find continuing employment.
 - iii. Provide resources to assist employees eligible for career transition services, in accordance with this PB and consultation with the SHRO.
 - iv. Notify the SHRO, in writing, of employees that will or might become surplus or displaced due to a management initiative as soon as practical.
 - v. In coordination with the Human Resource Officer (HRO), notify each affected employee in writing that their position will or may be affected.
 - vi. Provide required information, including documentation, regarding consideration efforts.
 - vii. Make every reasonable effort to reskill employees who lack specialized knowledge in a specific program area, but who possess skills or potential to perform in other positions; and
 - viii. Provide priority consideration within the Bureau/Office for any employee who applies and is found well-qualified for appropriate vacancies in accordance with 5 CFR 330, Subpart F.
- d. **Hiring Managers.** Comply with this PB and OPM policy and guidance, collective bargaining agreements, and all applicable Federal laws and regulations, including:
 - i. Provide career transition services to eligible employees in accordance with this PB, including the provision of reasonable accommodation, as applicable and appropriate.
 - ii. Follow applicable internal procedures to administer the Department's Priority Placement Programs and provide selection priority to employees and former employees.
 - iii. Designate HR personnel to administer the day-to-day aspects of the Department's Priority Placement Programs.
 - iv. Coordinate the Department's Priority Placement Program initiatives with other HR offices, Federal, state, and local employers.
- e. **Servicing Human Resources Office (SHRO).** Coordinate with management as soon as possible to ensure proper administration of career placement and transition services as well as labor communications. In addition:

- i. Develop internal procedures to administer the Department's Priority Placement Programs and provide selection priority to employees and former employees.
 - ii. Review each affected employee's application and qualifications and ensure registration in the agency CTAP and RPL programs, as appropriate.
 - iii. Update employee CTAP and RPL information for registration and online posting.
 - iv. Along with management, coordinate any appropriate career transition services to affected employees such as training, resume writing assistance, retirement counseling and other transition services.
 - v. Ensure CTAP and RPL programs are appropriately and timely administered.
 - vi. Provide any required reports and documentation to the Hiring Manager.
 - vii. Enter registrations to appropriate PPL within 15 days following the employee's separation.
 - viii. Ensure CTAP/ICTAP/RPL obligations are cleared at initial announcement. Additional clearance requirements may be specified by Bureaus/Offices.
 - ix. Conduct orientation to include specific rights and eligibility requirements under the SSP, share information regarding career transition assistance including how to apply for vacancies under both plans (as well as information about RPL, if applicable).
- f. **Employees.** Provide sufficient information to the SHRO to determine qualifications for other employment and submit timely applications for positions for which consideration is desired under CTAP or RPL.

8. Career Transition Services. Supervisors are encouraged to be as flexible as possible as the needs of the workplace permit, to allow eligible career employees a reasonable amount of time to participate in career transition activities. The following career transition services are provided to *current Department employees* affected by downsizing, reorganization, restructuring, or other similar events, as required by 5 CFR 330.603(c) and 330.608:

- a. **Employee Information.** Bureaus/Offices must provide its eligible employee's written information on CTAP selection priority, including eligibility period; how to find and apply to vacancies, including proof of eligibility; and the Department definition of 'Well Qualified;' within the following timeframes:
 - *For RIF actions*, Bureaus/Offices must notify employee(s) at least 60 full days before the effective date of the release unless OPM has approved an exception to a Department request for a shorter notice period consistent with 5 CFR 351, Subpart H.
 - *For removal actions for declining a directed geographic relocation*, SHROs should provide written selection priority information at the earliest opportunity prior to removal, so the employee(s) can use available career transition services to find continued employment.
- b. **Orientation Session.** Bureaus/Offices are required to provide a career

transition ‘orientation session’ to its eligible employees with information on their eligibility for selection priority under the Department’s Priority Placement Programs, and available career transition services. An orientation session includes the following:

- Information on the Departmental RPL or PRL, as applicable, including eligibility period; how to register; MSPB appeal rights, and other related topics.
- Information on ICTAP, including information on eligibility for selection priority for competitive service positions at other federal agencies, eligibility period, and how to find and apply to vacancies;
- Available excused absence for career transition-related activities;
- Availability of equipment, facilities, materials, and resources, including for those with disabilities;
- Federal, State, or local resources available to support career transition, including for those with disabilities;
- Training or retraining opportunities via Departmental Learning Management System, Department of Labor via state employment offices, or other public and private sector opportunities;
- If the SHRO notifies Federal agencies in the LCA or provides employment referrals, give employees the option to authorize the release of their resume or other relevant employment information to public and private sector employers, as required by 5 CFR 351.803;
- How to apply for State unemployment insurance benefits;
- Provide estimate of severance pay (if eligible); and
- Advise employees of their responsibility to notify their SHRO of changes in their contact information and when they have received a valid job offer.

9. Career Transition Assistance Program (CTAP). The Department CTAP covers surplus and displaced Department employees per 5 CFR Part 330, Subpart F. The program provides current Department employees a way to transition into a vacant position within the Department if they will be separated, through no fault of their own, due to downsizing, reorganization, restructuring, or other similar events. CTAP candidates are given selection priority for vacancies within the LCA before other internal or external candidates are selected for vacancies (5 CFR 330.604).

- a. **Vacancy.** When Bureaus/Offices fill a permanent or time-limited competitive service position at GS-15 (or equivalent) or below, lasting 121 days or more (including extensions), HR personnel must give selection priority to CTAP candidates, unless the action is one of the exceptions listed in Appendix A.
- b. **CTAP Candidate.** A Department employee is given selection priority when they:
 - Meet the definition of ‘surplus’ or ‘displaced’ employee;

- Have a current performance rating of record of at least fully successful or equivalent;
 - Apply for a vacancy at or below the employee's current grade level and without greater promotion potential than the position from which the employee occupies or may be separated;
 - Occupy a position in the same commuting area of the vacancy (see Appendix A for exceptions);
 - Applying for a specific vacancy within the JOA open period, and provide proof of eligibility;
 - Meet the definition of 'Well Qualified' for the specific vacancy.
- c. **Period of Eligibility.** The eligibility period begins on the date the employee receives the RIF notice or notice of proposed removal and meets the definition of a surplus or displaced employee. It ends on the date one of the following occurs per 5 CFR 330.607(i) and 330.610:
- Employee separates from the Department either voluntarily or involuntarily;
 - Employee receives a notice rescinding, canceling, or modifying the notice which gave the employee CTAP eligibility (so the employee no longer meets either the surplus or displaced definition);
 - Employee declines an offer of a permanent appointment at any grade or pay level;
 - Employee is appointed to another Department position at any grade or pay level, either permanent or time-limited before the employee is separated;
 - Employee is appointed to a career, career-conditional, or excepted service appointment without time limitation in another executive agency at any grade or pay level; or
 - Employee fails to reply to the SHRO within seven (7) business days to an offer of a permanent appointment at any grade or pay level.
- d. **Applying CTAP Selection Priority.** In accordance with 5 CFR 330.604-330.608, unless the personnel action is one of the exceptions listed in Appendix A, SHROs must select an available CTAP candidate over any other applicant for a vacant position, if the position:
- Is a permanent or time-limited competitive service position at GS-15 or below (or equivalent) to be filled for a total of 121 days or more, including all extensions;
 - Is at the grade or pay level with a representative rate no higher than the representative rate of the grade or pay level of the CTAP candidate's permanent position

- of record;
 - Has no greater promotion potential than the CTAP candidate's permanent position of record;
 - Is in the same LCA as the CTAP candidate's permanent position of record (see f. immediately below for exceptions), **and**
 - Is filled during the CTAP eligible's eligibility period.
- i. CTAP Selection Priority applies to a vacancy that is in the same LCA as a CTAP eligible individual's permanent position of record. Whether an agency must apply CTAP to a remote employee will depend on the duty location specified in the JOA, the remote employee's official position of record, and whether the hiring agency exercised its discretion to expand selection priority beyond the LCA specified in the JOA. If the JOA specifies an agency worksite as the duty location, the hiring agency must provide selection priority to any CTAP eligible, including remote employees, whose official duty location is within the LCA of the JOA.
 - ii. Eligible remote employees: When the vacancy specifies a duty location with an agency worksite, if the duty location of the vacancy is within the LCA of the employee's agency worksite for their current or last permanent position of record, the agency must provide the applicant ICTAP selection priority.
 - iii. In accordance with 5 CFR 330.607(h), an agency may provide CTAP priority to eligible employees from another commuting area(s) after the agency fulfills its obligation to CTAP selection priority candidates in the LCA. Agencies should consider this option if they have remote employees outside the LCA of the organization to which the employees are attached.
 - iv. Hiring Managers may not procure contract support or other temporary help defined under 5 CFR Part 300, Subpart E until a determination is made that no CTAP candidate is available.
 - v. Hiring Managers may not take promotion and internal placement actions listed under 5 CFR 335.102 to place a permanent competitive service employee into a vacancy until a determination is made that no CTAP candidate is available.
 - vi. Hiring Managers may appoint any CTAP candidate when two (2) or more qualified CTAP candidates apply for a vacancy.
 - vii. SHROs may provide CTAP selection priority to eligible employees from another commuting area after fulfilling its requirement to provide CTAP selection priority to candidates in the LCA.
- e. **Applicant Notification and Second-Level Review.** All CTAP candidates who apply for a specific vacancy must be sent a written notice of the final status of their application, including whether the candidate was determined to be 'Well Qualified;' if another CTAP

candidate was hired; if the vacancy was filled under one of the exceptions listed in Appendix A; or if the recruitment was canceled. Additionally, if the candidate was determined not ‘Well-Qualified,’ the SHRO must conduct a second-level review by another HR Specialist, document the job-related reasons for the determination, and notify such CTAP candidates of the results of the independent second-level review.

- CTAP obligations must be cleared at the initial announcement.
- After the SHRO announces the vacancy in USAJobs and meets its obligation to any CTAP candidate(s) who applied to the announcement, the Hiring Manager may fill the vacant position with a permanent internal competitive service candidate, following appropriate merit staffing procedures.

f. **Order of selection when filling vacancies open to internal candidates.**

- CTAP
 - All other internal candidates
- i. Before filling a vacant competitive service position with an external candidate outside of the Department’s permanent competitive service workforce, the HR Professional must also apply the requirements of ICTAP and RPL.

10. Interagency Career Transition Assistance Program (ICTAP). The ICTAP covers displaced Federal employees per 5 CFR Part 330, Subpart G, and this PB. The program provides Federal employees a way to transition into a vacant competitive service position in another Federal agency if they have been separated, through no fault of their own, as a result of downsizing, reorganization, restructuring, or other similar events.

- i. **Vacancy.** When accepting applicants from outside the Department’s competitive service workforce to fill a permanent or time-limited competitive service position at GS-15 (or equivalent) or below, lasting 121 days or more (including extensions), SHROs must give selection priority to ICTAP candidates who apply to the vacancy, unless the action is one of the exceptions listed in Appendix B.
- ii. **ICTAP Candidate.** A Federal employee is given selection priority when they:
- Meet the definition of ‘displaced’ employee;
 - Have a current performance rating of record of at least fully successful or equivalent;
 - Apply for a vacancy at or below the employee’s current grade level and without greater promotion potential than the position from which the employee occupied or may be separated;
 - Occupy a position in the same commuting area of the vacancy;
 - Submit an application for a specific vacancy within the JOA

open period, and provide proof of eligibility (i.e., one of the documents listed under the definition of displaced in this PB or 5 CFR §330.710); and

- Meet the definition of ‘Well Qualified’ for the specific vacancy.
- Future selection priority for positions previously obtained via ICTAP is not given if the Federal employee was terminated or removed from that position for performance or conduct-based actions under 5 CFR Parts 432 and 752.

iii. **Period of Eligibility.** The eligibility period begins on the date the employee meets the definition of displaced employee, and it ends on one of the following dates (5 CFR §330.708). NOTE: ICTAP eligibility for former Military Reserve or National Guard Technicians ends when the technician no longer receives the special disability retirement annuity. OPM may extend the eligibility periods due to administrative or procedural errors.

a. *One (1) year* from the date of:

- Separation by RIF;
- Removal for declining a geographic relocation outside the LCA;
- Federal agency certification that it cannot place the employee (5 CFR Part 353); **or**
- OPM notification that the employee’s disability annuity has, or will be, terminated.

b. *Two (2) years* from the date of RIF separation for persons eligible for positions restricted to preference eligibles (5 CFR Part 330, Subpart D).

c. On the date the ICTAP candidate:

- Receives a notice rescinding, canceling, or modifying the notice which gave the employee ICTAP eligibility (so the employee no longer meets the displaced definition);
- Separates for any reason before the RIF or removal effective date;
- Is appointed to a career, career-conditional, or excepted service appointment without time limitation in any executive agency at any grade or pay level;
- Declines an offer of a permanent appointment at any grade or pay level; **or**
- Fails to reply within seven (7) business days to an offer or official availability inquiry for a permanent appointment at any grade or pay level.

iv. **Applying ICTAP Selection Priority.** In accordance with 5 CFR 330.703, 330.705 and 330.706, unless the personnel action is one of the exceptions listed in Appendix B, SHROs must select an available ICTAP candidate over any other external candidate (outside of the Department’s permanent competitive service workforce) for a vacant

position, if the position:

- Is a permanent or time-limited competitive service position at GS-15 or below (or equivalent) to be filled for a total of 121 days or more, including all extensions;
 - Is at the grade or pay level with a representative rate no higher than the representative rate of the grade or pay level of the ICTAP eligible's current or last permanent position of record;
 - Has no greater promotion potential than the ICTAP eligible's current or last permanent position of record;
 - Is in the same LCA as the ICTAP eligible's current or last permanent position of record **and**
 - Is filled during the ICTAP eligible's eligibility period.
- a. If the JOA specifies the duty location is "Anywhere in the U.S. (remote job)," the agency must accord ICTAP selection priority to any eligible applicant, regardless of the individual's official duty location. This is because the duty location of the eligible applicant will always be within that of the duty location of the JOA.
 - b. SHROs may not procure contract support or other temporary help defined under 5 CFR Part 300, Subpart E until a determination is made that no ICTAP candidate is available.
 - c. SHROs may appoint any ICTAP candidate when two (2) or more qualified ICTAP candidates apply for a vacancy.

- v. **Applicant Notification and Second-Level Review.** All ICTAP candidates who apply for a specific vacancy must be sent a written notice of the final status of their application, including whether the candidate was determined to be 'Well Qualified;' if another ICTAP candidate was hired; if the vacancy was filled under one of the exceptions listed in Appendix B; or if the vacancy was canceled. Additionally, if the candidate was determined not 'Well Qualified,' the SHRO must conduct a second-level review by another HR Specialist and document the job-related reasons for the determination and notify such ICTAP candidates with the results of the second-level review.
- a. ICTAP obligations must be cleared at the initial announcement.
 - b. After the SHRO announces the vacancy on USAJobs and meets its obligations to any CTAP or ICTAP candidate(s) who applied to the delegated examining announcement and qualified RPL registrant(s) on the Department's RPL, the SHRO may fill the vacant position with any other external candidate who applied to the vacancy, following appropriate delegated examining procedures.
 - c. Order of selection when filling vacancies open to candidates outside the Department:
 - CTAP
 - RPL
 - ICTAP

- All other external candidates

11. Advertising Vacant Positions to Clear CTAP or ICTAP. All vacant positions are posted on USAJobs, in accordance with 5 CFR Part 330, Subpart A, unless the position is filled via an exception listed in Appendix A or Appendix B.

- a. Department CTAP candidates must have access to information on all vacant positions within the Department in their LCA, in accordance with 5 CFR 330.608(c).
- b. A vacant position is a permanent or time-limited competitive service position at GS-15 or below (or equivalent) to be filled for a total of 121 days or more, including all extensions.
- c. Per 5 CFR 330.104, all JOAs must contain:
 - The Department’s definition of ‘Well Qualified’ in this PB; and
 - Require the following documentation to show proof of CTAP/ICTAP eligibility:
 - i. Accepting *internal* candidates: ‘Provide one of the following documents: A copy of your RIF separation notice or notice of position abolishment; notice of proposed removal for declining a directed reassignment or change in duty location; **or** official notice stating you are eligible for discontinued service retirement.’
 - ii. Accepting candidates *outside* the Department: ‘Provide one of the following documents: A copy of the your RIF separation notice or notice of position abolishment; notice of proposed removal for declining a directed reassignment or change in duty location; official notice stating you are eligible for discontinued service retirement; agency certification that it cannot place you after your recovery from a compensable work-related injury or illness; official military notice stating you are eligible for a special disability retirement for Military Reserve or National Guard technicians; **or** notice from OPM stating your disability retirement annuity has been or will be terminated.’
 - iii. ‘A copy of your most recent SF-50 "Notification of Personnel Action", showing position title, series, grade level, and duty location;’ and
 - iv. ‘A copy of your latest performance appraisal including your official rating.’

12. Remote Work. As defined in [OPM’s Telework and Remote Work Guidance](#)

- a. When advertising a remote position (i.e., the employee works at an approved alternate worksite with no expectation to report to the agency worksite on a regular or recurring basis), the duty location is “Anywhere in the U.S. (remote job).” The JOA for job(s) filled “Anywhere in the U.S. (remote job)” must contain information describing how CTAP and ICTAP eligibles may apply.
- b. CTAP/ICTAP/RPL obligations must be cleared at initial announcement and at time of the tentative job offer. Additional clearance requirements may be specified in PB 20-14: *DOI Shared Certificates Policy*, when using shared certificates.
- c. Additional information can be found at [Office of Personnel Management \(OPM\) Frequently Asked Questions for Hybrid Work Environment](#)

13. Reemployment Priority List (RPL). The Department’s RPL covers *competitive service* employees, in accordance with 5 CFR Part 330, Subpart B, and this PB. The RPL provides selection priority to *current and former* Department competitive service employees who will be/were separated under RIF, or who have recovered from a compensable work-related injury after more than one (1) year. Hiring Managers must give selection priority to RPL eligibles for most permanent or time-limited competitive service positions before hiring *outside* the Department’s permanent competitive service workforce, unless the action is one of the exceptions listed in Appendix C.

- a. **RPL Eligible.** In accordance with 5 CFR 330.201 and 203, for RPL eligibility under 5 CFR Part 351 (RIF):
 - i. A *current* Department competitive service employee in Tenure Group I or II with a RIF separation notice or a Certificate of Expected Separation under RIF; or
 - ii. A *former* Departmental competitive service employee in Tenure Group I or II separated by RIF;
 - iii. Has received a performance rating of record of at least fully successful or equivalent as their most recent performance rating; *and*
 - iv. Has not declined an offer of employment under RIF (5 CFR 351, Subpart G) with the same type of work schedule and with a representative rate at least as high as the position from which the employee will be separated. **OR**
 - v. *For RPL eligibility under 5 CFR Part 353 (restoration to duty from compensable injury):*
 - vi. A former Departmental competitive service employee fully recovered from a compensable injury more than 1 year after compensation began;
 - vii. Serving in or separated from an appointment in the competitive service in Tenure Group I or II;
 - viii. Either accepted a position at a lower grade or pay level in lieu of separation or was separated because of a compensable injury or disability; *and*

- ix. Received notification from the Department of Labor that injury compensation benefits have ended or will end.

b. **Registration.**

- i. **Timeframe.** Employees who are eligible for the RPL must register on or before the RIF separation date, or within 30 days after the date of injury compensation benefits stop; or the date Department of Labor denies an appeal for continuation of injury compensation benefits, in accordance with 5 CFR 330.206.
- ii. **Positions.** In accordance with 5 CFR 330.204(d), 330.205, 330.207 and 330.212:
- Employees must submit information to their SHRO within the registration timeframe specifying the positions and conditions they will accept, including occupation(s), series, grade(s), work schedule (full-time, part-time, seasonal, or intermittent), and minimum hours of work per week.
 - Employees may register for positions within the LCA, and at the same pay level with a representative rate no higher than the position from which the registrant was/will be separated.
 - For remote employees, RPL registration will be the LCA based on the employee's agency approved alternative worksite. In accordance with 5 CFR 330.207(b), an agency may designate a different LCA(s) as needed (such as that of the LCA of the organization from which the remote employee is or will be separated) to maximize RPL placement assistance to remote employees. This is a discretionary authority an agency may use if an agency has, or will have, no competitive service positions remaining in the LCA from which an RPL eligible working remotely was or will be separated under 5 CFR part 351. Consideration should be given to size and locations of the workforce, available vacancies, and available funds.
 - RPL eligibles may specify conditions they will accept, including additional occupation(s) and series; grades lower than the position from which the registrant was/will be separated; work schedules (full-time, part-time, seasonal, or intermittent); minimum hours of work per week, as applicable, and Bureaus/Offices within same LCA in which registered.
 - Department employees who have fully recovered from a compensable injury after one (1) year may

register for positions in another commuting area, upon request, if there is an existing RPL for requested area. The SHRO must confirm that the requested commuting area is available prior to permitting this option.

- If an RPL eligible agreed to transfer with their function under RIF but will be separated by RIF from the new position, registration is limited to the RPL for the new LCA.
- If an RPL eligible was/will be, separated from an overseas position appointed via 5 CFR Part 301, registration is limited to the LCA where the employee was/will be separated, unless the SHRO approves a written request from the RPL eligible to register for another area within the U.S. that is mutually acceptable to both the employee and the Bureau/Office.

c. **RPL Eligibility Period.** In accordance with 5 CFR 330.208 and 330.209, eligibility expires two (2) years from either the date of the RIF separation, or the date the former employee is registered on the RPL due to recovery from a compensable work-related injury; **or** on the date the RPL registrant is removed from the list for one of the following reasons:

i. *Registrants are removed from the RPL at all registered grades and pay levels if:*

- The registrant declines or fails to reply to an offer of a career, career-conditional, or excepted appointment position without time limit, with the same work schedule and pay level with a representative rate at least as high as the position from which the registrant was or will be separated;
- Receives a written cancellation, rescission, or modification to a RIF separation notice or Certification of Expected Separation so the employee no longer meets the conditions of a RPL registrant, or an injury compensation benefit notice stating the employee continues to receive injury compensation benefits;
- Separates from the Department for any other reason (such as retirement, resignation, or interagency transfer) before the RIF separation effective date. Registration continues if the registrant retires on or after the RIF separation effective date. This reason for removal does not apply to registrants eligible due to a compensable injury;
- Requests their SHRO to remove their name from the RPL;
- Is placed in a position without time limit at any grade or pay level within the Department, **or**
- Is placed in a position via a career, career-conditional, or excepted appointment without time limit at any grade or pay level in any Federal agency.

- ii. Registrants are removed from the RPL *at lower registered grades or pay levels* than the last grade or pay level held, if the offered position is below the last grade or pay level held and the registrant:
- Declines or fails to reply to an offer of a career, career-conditional, or excepted appointment without time limit for a position meeting acceptable conditions identified by registrant; or
 - Declines or fails to reply to a scheduled interview.
 - These registrants remain on the RPL for positions with a representative rate *higher* than the offered position up to the grade and pay level last held until their eligibility expires or otherwise terminates.
- iii. **Required Evidence for RPL Removal.** Evidence must be maintained by the SHRO for any reason for removal. To remove an individual because of a failure to reply to a specific permanent job offer or an inquiry of availability for a specific permanent vacancy, evidence is required showing the offer, inquiry, or scheduled interview was made in writing and clearly state that failure to reply will result in removal from the RPL for the grades and pay levels specified under reasons above (5 CFR 330.204(f)).
- Declination of a *time-limited appointment* does not affect RPL eligibility.
 - OPM may extend the registration period based on a request from either the Department or the RPL eligible when a RPL eligible does not receive a full two years of Priority Placement due to administrative or procedural error. Extension requests must describe the error. SHROs who receive such a request from an employee should forward it to OPM for approval. OPM's decision is not subject to appeal (5 CFR 330.208(b)).
- iv. **Applying RPL Selection Priority.** In accordance with 5 CFR 330.202, 330.210, and 330.213, unless the personnel action is one of the exceptions listed in Appendix C, SHROs must select qualified RPL registrants for competitive service vacancies before hiring outside the Department's permanent competitive service workforce when:
- The position is permanent or time limited, to be filled by a competitive service appointment; and
 - There are RPL eligibles registered for the position at the grade or pay level and commuting area of the vacant position.
 - If the position is available at multiple grade levels, RPL applies at the grade or pay level in which the position is filled.
 - When candidates are being considered for a vacant position from 'Anywhere in the U.S. (or equivalent)' or the duty location is 'negotiable after selection,' SHROs must give selection priority to all qualified PRL eligibles registered for the position at the grade or pay level, regardless of their official duty location, before referring the names of other qualified

excepted service candidates.

- If the JOA specifies the duty location is ‘Anywhere in the U.S. (remote job),’ the agency must accord RPL consideration to any eligible employee, regardless of the employee’s official duty location because the duty location of the eligible employee will always be within that of the duty location of the JOA.
- The agency must consider eligible remote employees whose official duty location (e.g., the employee’s home address) is within the LCA of the duty location specified in the JOA. This includes any remote employees who have been registered for RPL purposes with a different duty location other than their agency approved alternative worksite, in accordance with 5 CFR 330.207(b).
- Covered actions include new appointments, reinstatements, reemployment, and transfers as defined in 5 CFR 210.102; conversions as defined in OPM’s Guide to Processing Personnel Actions (5 CFR 330.202); and appointments under a noncompetitive appointing authority (5 CFR 330.210(c)).
- SHROs use category rating procedures to evaluate RPL eligibles separately from other candidates, in accordance with *Delegated Examining Operations*, PB 13-01, dated February 13, 2013.
- The Departmental RPL must be checked at initial announcement.
- Order of selection when filling vacancies open to candidates outside of the Department are: CTAP, RPL, ICTAP, and all other external candidates.
- SHROs must document if there are no RPL eligibles for a vacancy when issuing a certificate.
- RPL registrants have appeal rights to the MSPB if they believe their reemployment rights were violated, in accordance with 5 CFR 330.214.

14. Priority Reemployment List (PRL). The Department’s PRL covers former excepted service employees, in accordance with 5 CFR 302.303 and 302.304(a) and this PB. The PRL provides selection priority to *former* Department excepted service employees, who are subject to the provisions of Title 5, United States Code (U.S.C.), and who were furloughed or separated under a RIF or compensable injury; or received an MSPB decision based on an appeal of an adverse action, where the MSPB found the employee was unjustifiably dismissed but is not entitled to immediate restoration under the MSPB’s decision.

- The Department-wide PRL is to be used when SHROs have PRL eligibles. Hiring Managers must give selection priority to qualified PRL eligibles for excepted service positions before referring other excepted service candidates for consideration (5 CFR 302.304(a)), unless the action is one of the

exceptions listed in Appendix D.

- a. **PRL Eligible.** In accordance with 5 CFR 302.303 and 302.304(a):
 - i. Former Department excepted service employees, both preference eligible and non-preference eligible, who have been furloughed or separated under RIF without delinquency or misconduct from an excepted service appointment without time limit; and
 - Received a performance rating of record of at least ‘fully successful’ or equivalent as their most recent performance rating; and
 - Have not declined an offer of employment under RIF (5 CFR 351, Subpart G) with the same type of work schedule and with a representative rate at least as high as the position from which the employee was separated.
 - ii. Former Department excepted service employees who are preference eligible, and who, as the result of an appeal under 5 CFR Part 752, are found by the MSPB to have been unjustifiably dismissed from the Department but are not entitled to immediate restoration by the MSPB decision; **or**
 - iii. Former Department excepted service employees fully recovered from a compensable injury (described under 5 CFR Part 353) more than one year after the date compensation began; or
 - iv. Former employees in positions exempt from the 5 CFR Part 302 appointment procedures and listed under 5 CFR 302.101(c).
- b. **Registration.** Employees who are eligible for the PRL must register on or before the separation date; or within 30 days after the date of injury, compensation benefits stop; or the date the Department of Labor denies an appeal for continuation of injury compensation benefits in accordance with 5 CFR 353.301(b).
- c. **Positions.** Employees must submit information to their SHRO within the registration timeframe specifying the positions and conditions they will accept, including occupation(s), series, grades, work schedule (full-time, part-time, seasonal, or intermittent), and minimum hours of work per week.
 - Employees may register for positions within the LCA at the same pay level with a representative rate no higher than the position from which the registrant was separated, with the following exceptions (5 CFR 302.303(b)(2-3)):
 - Former employees who were furloughed or separated due to a compensable injury and who are not entitled to immediate restoration may also register for location(s) where vacancies are available if a vacancy is unlikely to occur where the former employee last served during their period of reemployment priority;
 - Former employees whom MSPB finds to have been unjustly dismissed are considered/registered outside the

commuting area from which they were separated if the MSBP decision specifies a broader or different geographic location.

- PRL eligibles may specify conditions they will accept, including: additional occupation(s) and series; grades lower than the position from which the registrant was/will be separated; work schedules (full-time, part-time, seasonal, or intermittent); minimum hours of work per week, as applicable, and program offices within the same LCA registered.
 - If a PRL eligible agrees to transfer with their function under RIF but will be separated by RIF from the new position, registration is limited to the PRL for the new LCA.
- d. **Registration Form.** Registration instructions must be provided to employees during the orientation session or when the SHRO issues a separation notice or Certification of Expected Separation under RIF; the employee accepts a lower grade or pay level; or is separated from the agency because of a compensable work-related injury.
- Bureaus/Offices will complete and submit employee registration requests to the Department's Office of Human Capital via instructions on the [Departmental Priority Placement Lists](#) site. Eligibles must be registered for the last permanent position they encumbered immediately prior to separation. They may be registered for other series and grades (up to and including, but not higher than, the last permanent grade held) for which they request written consideration and are determined to be 'Well-qualified' by the SHRO.
 - Registrants requesting consideration for positions other than the last permanent job held prior to separation, must submit a current resume with their registration to assist the SHRO in evaluating their qualifications for these positions.
 - SHROs will provide registrants with office contact information for use in updating their registration information. Registrants will be informed that failure to keep SHROs informed of their current address and telephone number(s) may result in suspending their consideration for employment.
 - SHROs will submit registrations to the Department's Office of Human Capital for addition to Departmental Priority Placement Lists within 15 days following the employee's separation and ensure additions/registrations are posted on the PRL/RPL within 30 days following the date of separation.
- e. **PRL Eligibility Period.** In accordance with 5 CFR 302.303, eligibility expires two years from either the date of separation or the date the former employee is registered on the PRL due to recovery from a compensable work-related injury; or on the date the PRL registrant is removed from the PRL for one of the following reasons:
- Is placed in a position without a time limit;

- Withdraws from consideration, or declines an offer of excepted appointment without time limit; or
 - Fails to reply to an inquiry concerning a specific position having a representative rate at least as high, and with the same type of work schedule, as the position from which the employee was separated.
- f. **Required Evidence for PRL Removal.** Evidence must be maintained by the SHRO for any reason for removal. When an individual is removed from the PRL because of a failure to reply to a specific permanent job offer or an inquiry of availability for a specific permanent vacancy, evidence is required showing the offer, inquiry, or scheduled interview was made in writing and clearly state failure to reply would result in removal from the PRL.
- Declination of a *time-limited* appointment does not affect PRL eligibility.
- g. **Applying PRL Selection Priority.** Unless the personnel action is one of the exceptions listed in Appendix D, SHROs must select qualified PRL registrants for excepted service vacancies if the position:
- Is permanent or time-limited to be filled by an excepted service appointment; and
 - There are PRL eligibles registered for the position at the grade or pay level. If the position is available at multiple grade levels, PRL applies at the grade or pay level in which the position is filled.
1. SHROs must consider all qualified registrants on the Department's PRL for the commuting area and excepted service authority of the position to be filled before referring the names of other qualified excepted service candidates (5 CFR 302.303(d) and 302.304(a)).
 2. When candidates are being considered for a vacant position from 'Anywhere in the U.S. (or equivalent),' or the duty location is 'Negotiable after selection,' SHROs must give selection priority to all qualified PRL eligibles registered for the position at the grade or pay level, regardless of their official duty location, before referring the names of other qualified excepted service candidates.
 3. SHROs follow the assessment and selection procedures described in the Department's Excepted Service Policy.
 4. SHROs may appoint a candidate who is not PRL eligible when the PRL eligible(s) qualifications will create an undue interruption to the position (e.g., the duties of the position cannot be completed by the PRL eligible without their prior completion of significant training or on-the-job experience). The SHRO must notify each PRL eligible of the reasons for non-selection and must also notify any preference eligible(s) on the PRL list of their right to appeal to the MSPB (5 CFR 302.304(a)). This documentation must be maintained in the recruitment case file.
 5. Once the SHRO fulfills these PRL requirements, other excepted service candidates may be considered for the position following the procedures described in the Department's Excepted Service Policy.
 6. SHROs must retain sufficient documentation to demonstrate PRL clearance for each excepted service vacancy.

7. Individuals entitled to priority consideration who are preference eligibles or suffered a compensable injury, have appeal rights to the MSPB if they believe their reemployment rights were violated (5 CFR 302.304(a) and 302.501).

15. Priority Placement List Management. The Department's Priority Placement lists are housed on the [Departmental Priority Placement Lists](#) site.

- a. Bureaus/Offices must contact the Department's Office of Human Capital at [DOI Office of Human Resources@ios.doi.gov](mailto:DOI_Office_of_Human_Resources@ios.doi.gov) and provide the completed Priority Placement Program List Registration Form to add an eligible individual to the appropriate list.
- b. Bureaus/Offices must also contact the Office of Human Capital at [DOI Office of Human Resources@ios.doi.gov](mailto:DOI_Office_of_Human_Resources@ios.doi.gov) to initiate early removal of individuals from either list based on the criteria outlined in sections 13(c)(iii) or 14(f) of this PB.
- c. The Department's Office of Human Capital will provide written response to confirm updates to the lists.
- d. The Department's Office of Human Capital is responsible for removing RPL and PRL registrants from the list(s) when the registrants' eligibility expires.
- e. All Bureaus/Offices within the same commuting area must use the Department-wide RPL and are responsible for clearing at initial announcement before hiring outside the Department's permanent competitive service workforce.
- f. All Bureaus/Offices within the same LCA use the Department-wide PRL and are responsible for clearing the Department-wide PRL when filling excepted service positions.
- g. Each Bureau/Office, in conjunction with their SHROs, is responsible for administering the day-to-day aspects of the priority placement lists for their serviced area(s) including:
 - Tracking employees eligible for RPL or PRL priority selection for their serviced division to ensure their employees receive the career transition services described in this PB.
 - Entering RPL and PRL registrants on lists no later than 10 calendar days after receiving the information/application that the employee was (or will be) separated by the LCA.
 - In addition, PRL registrants are entered on the PRL list(s) by the excepted service appointing authority from which the employee was separated or last served (i.e., there may be more than 1 PRL within a LCA if Department excepted employees serving on different excepted authorities are eligible for reemployment consideration).
 - Entering the employee's eligibility period, i.e., qualifying event date and expiration date.
 - Entering the conditions under which the Department employee will accept reemployment, i.e., occupation(s), series, grades, work schedule (full-time, part-time, seasonal, or intermittent),

and minimum hours of work per week, as applicable.

- Making any necessary changes, such as an updated resume, conditions, contact information, provided by the employee within 10 calendar days of receipt. Updated qualifications or conditions for accepting positions apply to vacancies after the SHRO updates the RPL/PRL candidate's information (i.e., 10 calendar days after receipt).
 - Clearing the Department RPL and PRL, as applicable, when filling vacancies.
 - Ensuring documentation is maintained in recruitment case files showing the bureau/program office has met its RPL or PRL selection priority requirements sufficient for third-party reconstruction.
 - Resolving qualification disputes within their respective serviced division.
- h. **CTAP and ICTAP.** Regulations require candidates to apply for a specific vacancy to receive priority consideration under CTAP or ICTAP.
- SHROs must track surplus and displaced employees for their serviced division to ensure its employees who are eligible for CTAP and ICTAP receive the career transition services described in this Instruction.
 - SHROs ensure documentation is maintained in recruitment case files showing that Bureau/Offices have met its CTAP/ICTAP selection priority requirements sufficient for third-party reconstruction.
 - SHROs must notify Bureau/Offices with supporting documentation when a CTAP candidate is no longer eligible for further priority consideration.

16. Documentation and Accountability.

- a. Records associated with meeting CTAP, RPL, and PRL selection priority requirements, including documentation sufficient for third-party reconstruction purposes, must be retained according to the record disposition schedule. Generally, all records created must be retained for a total of three full years. Records involved in litigation and grievance processes may be destroyed only after appropriate notification.
- b. OHC may conduct periodic accountability reviews to analyze compliance.

17. Inquiries. Employees or employee representatives seeking further information concerning this policy should contact their SHRO. SHROs should confer with their human capital policy offices for questions concerning this policy. Bureau human capital offices may contact the Office of Human Capital at DOI_Office_of_Human_Resources@ios.doi.gov.

Jennifer A. Ackerman
Director, Office of Human Capital
Deputy Chief Human Capital Officer

Appendix A: Exceptions to CTAP Selection (5 CFR 330.609)

A SHRO may take the following actions as exceptions to CTAP selection:

1. Reemploy a former Department 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 the employee's compensation benefits will cease because of full recovery from the disabling injury or illness;
2. Detail a Department employee;
3. Appoint an individual for a period limited to 120 or fewer days, including all extensions;
4. Appoint an individual under an excepted service appointing authority;
5. Promote an employee for a period limited to 120 or fewer days, including all extensions;
6. Promote an employee to the next higher grade or pay level of a designated career ladder position;
7. Reassign employees between or among positions in the local commuting area when there is no change in grade or promotion potential and no actual vacancy results;
8. Reassign or demote an employee based on performance or adverse action (5 CFR Parts 432 or 752);
9. Convert an employee currently serving under an appointment providing noncompetitive conversion eligibility to a competitive service appointment, including a/n
 - a. Veterans Recruitment Appointment (VRA) under 5 CFR Part 307;
 - b. 30% or More Disabled Veteran appointment under 5 CFR Part 316;
 - c. Excepted service appointment under 5 CFR Part 213; or
 - d. A post-secondary student appointment under 5 U.S.C. 3116 and 5 CFR 316, Subpart I.
10. 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;
11. A Reduction in Force (RIF) action under 5 CFR Part 351;
12. Intergovernmental Personnel Act (IPA) under 5 U.S.C. Chapter 33, Subchapter VI, or the Information Technology Exchange Program under 5 U.S.C. Chapter 37;
13. A position change of an employee within the excepted service;
14. A position change of a surplus or displaced employee in the local commuting area;
15. A position change of an employee resulting from a reclassification action (such as accretion of duties or action resulting from the application of new position classification standards);
16. 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 the employee's current position because of a medical condition;
17. A position change of an injured or disabled employee to a position in which the employee can be reasonably accommodated;
18. 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);
19. Recall a seasonal or intermittent employee from non-pay status;
20. A personnel action pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;

21. Reassign or demote an employee under 5 CFR §315.907 of this chapter for failure to complete a supervisory or managerial probationary period;
22. Retain an individual whose position is brought into the competitive service under a term appointment (5 CFR Part 316) and convert that individual to career or career-conditional appointment, when applicable via 5 CFR Part 315;
23. Retain an employee covered by an OPM-approved variation (5 CFR 5.1);
24. Reemploy a former Department employee who retired under a formal trial retirement and reemployment program and who requests reemployment under the program's provisions and applicable time limits;
25. 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;
26. Transfer an employee between Federal agencies under appropriate authority during an interagency reorganization, interagency transfer of function, or interagency mass transfer;
27. Appoint a member of the Senior Executive Service into the competitive service under 5 U.S.C. 3594
28. Transfer an employee voluntarily from one Federal 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;
29. Reassign an employee whose position description or other written mobility agreement provides for reassignment outside the commuting area as part of a planned Department rotational program;
30. Transfer or a position change of an employee under a supervisory, management, or executive development program (5 CFR Part 412);
31. 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;
32. Make an appointment using the college graduate hiring authority under 5 U.S.C. 3115 and 5 CFR Part 315.614; *or*
33. Make an appointment using the post-secondary student hiring authority under 5 U.S.C. 3116 and 5 CFR 316, Subpart I.

Appendix B: Exceptions to ICTAP Selection (5 CFR 330.707)

A SHRO may take the following actions as exceptions to ICTAP selection:

1. Place a current, or reinstate a former Department employee with RPL selection priority;
2. A position change of a current permanent competitive service agency employee;
3. Appoint a 10-point veteran preference eligible through an appropriate appointing authority;
4. Reemploy a former Department 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 the employee's compensation benefits will cease because of recovery from disabling injury or illness;
5. Appoint an individual for a period limited to 120 or fewer days, including all extensions;
6. Appoint an individual under an excepted service appointing authority;
7. Convert an employee serving under an appointment that provides noncompetitive conversion eligibility to a competitive service appointment, including from:
 - a. Veterans Recruitment Appointment (VRA) under 5 CFR Part 307;
 - b. 30% or More Disabled Veteran appointment under 5 CFR Part 316;
 - c. Excepted service appointment under 5 CFR Part 213; or
 - d. A post-secondary student appointment under 5 U.S.C. 3116 and 5 CFR 316, Subpart I.
8. Transfer an employee between federal agencies under appropriate authority during an interagency reorganization, interagency transfer of function, or interagency mass transfer;
9. A Reduction in Force (RIF) action under 5 CFR Part 351;
10. Intergovernmental Personnel Act (IPA) under 5 U.S.C. Chapter 33, Subchapter VI, or the Information Technology Exchange Program under 5 U.S.C. Chapter 37;
11. A personnel action pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;
12. 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;
13. Reappoint a former Departmental employee into a hard-to-fill position requiring unique skills and experience to conduct a formal skills-based agency training program;
14. Retain an individual whose position is brought into the competitive service under a term appointment (5 CFR Part 316) and convert that individual to career or career-conditional appointment, when applicable via 5 CFR Part 315;
15. Retain an employee covered by an OPM-approved variation (5 CFR 5.1);
16. Reemploy a former Departmental employee who retired under a formal trial retirement and reemployment program and who requests reemployment under the program's provisions and applicable time limits;
17. Appoint an appointee of the Senior Executive Service into the competitive service under 5 U.S.C. 3594;
18. Detail an employee to another Federal agency;

19. 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;
20. Transfer or reinstate a 'Well Qualified' ICTAP eligible, as defined in this PB;
21. Transfer an employee voluntarily from one federal 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;
22. Transfer or a position change of an employee under a supervisory, management, or executive development program (5 CFR Part 412);
23. Make an appointment using the college graduate hiring authority under 5 U.S.C. 3115 and 5 CFR Part 315.614; *or*
24. Make an appointment using the post-secondary student hiring authority under 5 U.S.C. 3116 and 5 CFR 316, Subpart I.

Appendix C: Exceptions to RPL Selection (5 CFR 330.211)

A SHRO may take the following actions as exceptions to RPL selection:

1. Fill a vacancy with an employee of the Department's current permanent competitive service workforce through detail or position change, subject to the requirements of CTAP;
2. Appoint a 10-point preference eligible through an appropriate appointing authority;
3. Appoint a current or former employee exercising restoration rights under 5 CFR Part 353 based on the return from military service or recovery from a compensable injury or disability within one year;
4. Appoint a current or former employee exercising other statutory or regulatory reemployment rights;
5. Fill a specific position when all RPL eligibles decline an offer of the position or fail to respond to a written SHRO inquiry about their availability;
6. Convert an employee serving under an appointment that provides noncompetitive conversion eligibility to a competitive service appointment, including from:
 - a. A Veterans Recruitment Appointment under 5 CFR Part 307 of this chapter;
 - b. An appointment under 5 CFR Part 316 of a veteran with a compensable service-connected disability of 30 percent or more; and
 - c. An excepted service appointment under 5 CFR Part 213;
7. Reappoint without a break in service to the same position currently held by an employee serving under a temporary appointment of 1 year or less (only to another temporary appointment not to exceed one year or less);
8. Extend an employee's temporary or term appointment up to the maximum permitted by the appointment authority or as authorized by OPM; *or*
9. Appoint an individual under an excepted service appointing authority.

Appendix D: Exceptions to PRL Selection (5 CFR Part 302)

A SHRO may take the following actions as exceptions to PRL selection:

1. Fill a vacancy with an employee from the Department's current permanent excepted service workforce through detail;
2. Appoint a 10-point preference eligible through an appropriate appointing authority;
3. Appoint a current or former employee exercising restoration rights under 5 CFR Part 353 based on the return from military service or recovery from a compensable injury or disability within one year;
4. Appoint a current or former employee exercising other statutory or regulatory reemployment rights;
5. Fill a specific position when all PRL eligibles decline an offer of the position or fail to respond to a written SHRO inquiry about their availability;
6. Reappoint a current or former non-temporary employee who is a preference eligible, in accordance with 5 CFR 302.402; *or*
7. Extend an employee's temporary appointment up to the maximum permitted by the excepted appointment authority and 5 CFR 213.104 or as authorized by OPM.