




United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

AUG 04 2010

Memorandum

To: Bureau and Equivalent Offices Human Resource Officers

From: Darrell Hoffman 
Acting Director, Office of Human Resources

Subject: Career Transition Assistance Plan

On October 9, 1997, the Office of Human Resources issued a memorandum establishing DOI's Career Transition Assistance Plan (CTAP). This memorandum was issued in accordance with 5 CFR Part 330. We are changing the part of the plan which addresses how long a vacancy announcement must remain open.

Bureaus and equivalent offices may decide to establish an open period for a vacancy announcement of at least five business days. However, bureaus and equivalent offices may also determine that there is a business reason to establish an open period for less than five business days, based on objective factors such as number and types of jobs to be filled, labor market conditions and recent experience filling similar jobs. In those cases in which a bureau or equivalent office decides to open an announcement for less than five business days, the reasons should be documented in the vacancy announcement case file.