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# NASA Procedural Requirements

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## **Subject: NASA Career Transition Assistance Plan, (Revalidated with Change 1, 02/13/2013)**

**Responsible Office: Office of Human Capital Management**

| [TOC](#) | [Change History](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) |  
[Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Appendix A](#) | [Appendix B](#) | [ALL](#) |

## **Chapter 1. NASA Career Transition Assistance Plan (CTAP) Special Selection Priority**

### **1.1 Introduction**

Federal agencies are required to establish CTAPs to assist their surplus and displaced employees affected by downsizing and restructuring. Such plans include programs to assist employees in transitioning to other employment and policies to provide special selection priority to well-qualified surplus and displaced employees who apply for Agency vacancies in the local commuting area. This NPR constitutes NASA's CTAP. This chapter of the NPR provides NASA's policies for special selection priority under CTAP, as prescribed in 5 CFR 330 Subpart F.

### **1.2 Responsibility**

1.2.1 The Assistant Administrator for Human Capital Management has overall responsibility for ensuring Agency compliance with the regulations, policies, and procedures governing special selection priority for NASA surplus and displaced employees.

1.2.2 Center HR Directors shall:

- a. Ensure that selection practices for filling all competitive service vacancies comply with the requirements to give special selection priority to any CTAP eligibles.
- b. Provide each eligible employee with written information about CTAP assistance and special selection priority at the time the Center issues a specific reduction in force (RIF) separation notice, certificate of expected separation, or other official certification that identifies an employee as likely to be separated by RIF, or removed under adverse action procedures for declining a directed reassignment or a transfer of function outside the local commuting area.
- c. Conduct a specific orientation session for surplus and displaced Center employees on the eligibility requirements for special selection priority under CTAP, including how to apply for vacancies under CTAP.

- d. Ensure that employees eligible for CTAP special selection priority are notified of vacancies in the local commuting area and understand the requirements to be determined well-qualified for the vacancies.
- e. Ensure that Center vacancy announcements contain information on how CTAP-eligible employees can apply, required proof of eligibility, and the requirements for being determined well-qualified for the vacancies.
- f. Advise CTAP eligibles in writing of the results of their applications and the results of an independent second review for applicants identified as not well-qualified for a vacancy for which they apply.

1.2.3. Employees are responsible for:

- a. Requesting CTAP selection priority by applying for specific NASA vacancies in the local commuting area in which they are interested and answering the applicable question in NASA STARS indicating their eligibility for CTAP.
- b. Providing proof of CTAP eligibility when notified of tentative selection under an announcement for which they indicated CTAP eligibility.

### **1.3 Coverage**

The policies in this chapter apply to all surplus and displaced NASA civilian employees affected by downsizing and restructuring, who meet the eligibility requirements for CTAP placement assistance as described in paragraph 1.

### **1.4 Special Selection Priority: Eligibility**

1.4.1 A surplus or displaced employee who is still on NASA's rolls is eligible for CTAP special selection priority if the following conditions are met:

- a. Has a current performance rating of record of at least fully successful or equivalent.
- b. Applies for a NASA vacancy that is at or below the employee's current grade level (and with no greater promotion potential).
- c. Occupies a position in the same local commuting area of the vacancy.
- d. Files an application for a specific vacancy within the timeframes established by the vacancy announcement and provides the appropriate proof of CTAP eligibility (e.g., RIF separation notice, certificate of expected separation, notice of proposed removal) in accordance with the announcement's instructions.
- e. Is determined to be well-qualified for the vacancy after being assigned to one of three quality categories based on the degree to which their competencies meet the duties required. In instances where all minimally eligible candidates are referred (e.g., under the Distinguished Scholar authority), CTAP eligibles who are minimally eligible have selection priority.

1.4.2 Employees are eligible for CTAP special selection priority on the date they are issued the RIF separation notice, a notice of proposed separation for declining a directed reassignment or transfer of function outside the local commuting area, or a certificate of expected separation (or other official certification) stating that the employee's position is surplus.

1.4.3 Eligibility for special selection priority expires on the earliest of:

- a. The RIF separation date, the date of the employee's resignation, retirement, or separation from the Agency (including separation under adverse action procedures for declining a directed reassignment or transfer of function or similar relocation to another local commuting area).
- b. Cancellation of the RIF separation notice, certificate of expected separation, notice of

proposed removal for declining a directed reassignment or transfer of function outside the commuting area, or other official Agency certification identifying the employee as surplus.

c. Effective date of the employees career, career-conditional, or excepted appointment without time limit (subsequent to the displacement leading to the CTAP eligibility) in any agency at any grade level.

d. The date of declination of a career, career conditional, or excepted appointment without time limit within NASA, for which the employee has applied and been rated well-qualified. Declination of a temporary or term position does not affect the employees selection priority for permanent positions.

## 1.5 Special Selection Priority: Operation

1.5.1 Except as indicated in paragraph 1.6, whenever a Center is filling a competitive service vacancy for a total of 121 days or more (including extensions), it will select a NASA CTAP eligible in the local commuting area who is well-qualified for the position before selecting any other candidate unless another employee would otherwise be separated by a RIF.

1.5.2 If a Center makes an initial determination that a CTAP applicant is not well-qualified for the vacancy, it must conduct an independent second review of the qualifications determination before referral lists are issued. The independent second review will be conducted by an HR specialist or subject-matter expert who did not make the initial determination. Upon completion of the independent second review, the applicant shall be advised in writing of the results of the review.

1.5.3 Upon completion of the independent second review, the applicant shall be advised in writing of the results of the review.

1.5.4 If there are multiple well-qualified CTAP eligibles, the selecting official may select any one of them for the vacancy.

1.5.5 If displaced or surplus candidates do not meet the definition of well-qualified, they shall be considered under normal rating and ranking procedures with other qualified candidates.

## 1.6 Exceptions to Special Selection Priority:

Actions that are not subject to CTAP special selection priority are identified in 5 CFR 330.606(d).

| [TOC](#) | [Change History](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#)  
| [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Appendix A](#) | [Appendix B](#) | [ALL](#) |

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