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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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

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

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## **Chapter 3. NASA Interagency Career Transition Assistance Plan (ICTAP) for Displaced Employees**

### 3.1 Introduction

Federal agencies are required to establish procedures to ensure that, when considering candidates from outside their workforce for vacancies lasting 121 days or more, special selection priority is given to any well-qualified, displaced employee who applies for the vacancy from another agency in the local commuting area. This chapter provides NASA's policies for special selection priority under ICTAP.

### **3.2 Responsibility**

3.2.1 The Assistant Administrator for Human Capital Management has overall responsibility for ensuring Agency compliance with the applicable regulations, policies, and procedures governing special selection priority for Federal employees under the ICTAP.

3.2.2 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 ICTAP eligibles.
- b. Provide each eligible NASA employee with information, in writing, about ICTAP assistance and special selection priority at the time the Center issues a specific RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, include guidance on applying for vacancies under ICTAP and the documentation generally required as proof of eligibility.
- c. Conduct a specific orientation session for displaced Center employees on the eligibility requirements for selection priority under ICTAP, including information on applying for vacancies under ICTAP.
- d. Ensure that Center vacancy announcements contain information on how ICTAP eligible employees can apply, required proof of eligibility, and the requirements for being determined well-qualified.

e. Advise ICTAP eligibles in writing of the results of their application and the results of an independent second review if the applicants are identified as not well-qualified for a vacancy for which they apply.

f. Advise well-qualified, ICTAP eligibles when another well-qualified ICTAP eligible is selected.

### 3.3 Coverage

The policies in this chapter apply to all displaced Federal civilian employees affected by downsizing and restructuring, who meet the eligibility requirements for ICTAP placement assistance, as described in paragraph 3.4, and wish to be considered under NASA vacancy announcements for positions in the same local commuting area.

3.4.1 Individuals are eligible for ICTAP special selection priority for a NASA vacancy if they meet the following conditions:

a. Are a displaced employee.

b. Have a current (or last) performance rating of record of at least fully successful or equivalent unless eligible based on their status as:

(1) A former career or career-conditional employee who was separated because of a compensable injury or illness, whose compensation has been terminated and whose former agency is unable to place the individual as required by 5 CFR 353.110(b);

(2) A former career or career-conditional competitive service employee, in tenure group I or II, who retired with a disability and whose disability annuity has been or is being terminated; or

(3) A former Military Reserve Technician or National Guard Technician who is receiving a special disability annuity from the Office of Personnel Management.

c. Apply for a NASA vacancy at or below the grade from which the employee has been, or is being, separated that does not have greater promotion potential than the position from which the employee has been, or is being, separated.

d. Occupy or were displaced from a position in the same local commuting area of the vacancy.

e. File an application for a specific vacancy within the timeframes established by the vacancy announcement and provide the appropriate proof of ICTAP eligibility.

f. Are determined to be well-qualified for the vacancy.

g. Are 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), ICTAP eligibles who are minimally eligible have selection priority. 3.5.2 Eligibility for special selection priority begins on the date:

3.4.2 Eligibility for special selection priority begins on the date:

a. The Agency issues the employee a RIF separation notice.

b. The Agency certifies that it cannot place an employee whose compensable injury compensation has been terminated.

c. An employee is notified that his or her disability annuity has been or is being terminated.

d. The Agency issues a formal notice of proposed separation to an employee for declining a transfer of function or directed reassignment outside the local commuting area.

e. The National Guard Bureau or Military Department certifies that a technician is

receiving a special disability retirement annuity.

3.4.3 Eligibility for ICTAP special selection priority expires:

- a. One year after separation.
- b. One year after receiving the notification or certification that provided ICTAP eligibility.
- c. When the employee receives a career, career-conditional, or excepted appointment without time limit in any agency at any grade level.
- d. When the employee no longer meets the eligibility requirements (e.g., the employee is no longer being separated by RIF).
- e. When an eligible employee declines a career, career-conditional, or excepted appointment without time limit for which the employee has applied and been rated well-qualified.
- f. Upon failure to respond within a reasonable period of time to an offer or official inquiry of availability. (Documentation of efforts to communicate with the individual shall be retained in the file.)

### **3.5 Special Selection Priority in Filling Vacancies from Outside the NASA Workforce**

3.5.1 Except as indicated in paragraph 3.6, whenever a Center is filling a competitive service vacancy for a total of 121 days or more (including extensions) from outside the NASA workforce, it shall select, in the order listed below, the following candidates before it can select another candidate from outside NASA:

- a. Current or former NASA employees eligible under the Reemployment Priority List.
- b. NASA employees eligible under CTAP.
- c. Current or former Federal employees with ICTAP eligibility.

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

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

3.5.3.2 Upon completion of the review, the applicant shall be advised in writing of the results

### **3.6 Exceptions to Special Selection Priority**

Actions that are not subject to ICTAP special selection priority are identified in 5 CFR 330.705(c).

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