

3 FAM 2920 CAREER TRANSITION ASSISTANCE

*(CT:PER-517; 02-10-2005)
(OFFICE OF ORIGIN: HR/CSP)*

3 FAM 2921 DEFINITIONS

*(CT:PER-517; 02-10-2005)
(State Only)
(Applies to Civil Service Employees in the Competitive Service Only)*

For purposes of this subchapter, the terms used have the meaning found at 3 FAM 2914 and provided in 5 CFR 330.604.

3 FAM 2922 EMPLOYEE COVERAGE

3 FAM 2922.1 Civil Service

*(CT:PER-517; 02-10-2005)
(State Only)
(Applies to Civil Service Employees Only)*

- a. Career transition assistance under this subchapter *should* be provided to all displaced and surplus employees in tenure groups I and II of the competitive and excepted *service, and to career appointees in the Senior Executive Service.*
- b. *Employees enrolled in the Department's Priority Placement Program (PPP) are provided career transition assistance in accordance with the Priority Placement memorandum of understanding with the American Federation of Government Employees (AFGE, Local 1534) signed on January 21, 1996. Refer to 3 FAM 2534, Exhibit 2534.4.*

3 FAM 2922.2 Foreign Service

*(CT:PER-517; 02-10-2005)
(State Only)
(Applies to Foreign Service Employees Only)*

Career transition assistance will be provided to employees in the Foreign Service in accordance with the Foreign Service "*Reduction in Force*" (RIF) *regulations* (3 FAM 2580).

3 FAM 2922.3 Civil Service and Foreign Service

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service and Foreign Service Employees Only)

Employees of other agencies are eligible to participate in the career transition assistance services offered at *the Career Transition Center (CTC) and Career Development Resource Center (CDRC)* when a written agreement has been negotiated between the Department of State and the agency requesting the services.

3 FAM 2923 AVAILABLE SERVICES

3 FAM 2923.1 Types of Service

3 FAM 2923.1-1 Career Transition Center (CTC)

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

- a. *The Career Development Division (HR/CSP/CD) and the Career Transition Center (CTC),* and other appropriate sources, will work together to provide career transition *assistance and services* to displaced and surplus employees. The objective will be to ensure that employees are equipped with *the career transition* tools and resources necessary to find other jobs.
- b. *Some of the career transition services to be offered will include assistance with:*
 1. *Resume preparation;*
 2. *Interviewing and job search strategies;*
 3. *Self-assessments;and*
 4. *Networking and consultations with employment consultants.*

Surplus and displaced employees will have the full use of the *CDRC and CTC* career resource *libraries* and various computerized technology and software.

- c. *Surplus and displaced employees* who wish to be informed of job leads developed *by the CTC* will also have an option of enrolling in the CTC Skills Bank and Job Leads Register.
- d. Employees who meet the eligibility requirements in 3 FAM 6100, who are planning to retire, may also be eligible to participate in the retirement planning seminar *and the job search program* offered by CTC.

3 FAM 2923.1-2 Employee Consultation Service (ECS)

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

Confidential life planning counseling such as handling life transitions, emotional repercussions of downsizing, job stress, anxiety, financial and family concerns will be available through the Employee Consultation Service (*ECS*), *which is located in the Office of Medical Services (MED)*.

3 FAM 2923.1-3 Federal Job Opportunities

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

Employees will have access, *through the CDRC, CTC, and at their desktops, to government-wide Federal jobs information and vacancies via the Office of Personnel Management's (OPM) USAJOBS website. For Career Transition Resources information, see OPM website, search "ctap."*

- (1) *Employees will also have access to information on Department of State vacancies through the OPM USAJOBS website as well as internal websites.*
- (2) *HR/CSP or the servicing HR office will take reasonable steps to ensure that eligible employees are notified of Department vacancies, the job requirements, and application procedures.*
- (3) *If a vacancy is to be filled using a non-competitive action*

(e.g. lateral reassignment), a CTAP notice is generally sent to all displaced and surplus employees electronically by HR/CSP or the Bureau that has been delegated the authority to staff their position. A CTAP eligible, however, may be assigned non-competitively to a position with no more promotion potential than their current position without competition.

3 FAM 2923.1-4 Content of Vacancy Announcements

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

- a. When posting a vacancy announcement to the Office of Personnel Management's *USAJOBS website*, and for internal Department of State vacancies, the Department shall clearly state the definition of "well-qualified" on the announcement and what proof of eligibility is required.
- b. When the area of consideration for a temporary or term vacancy is initially opened to candidates eligible for consideration under *Career Transition Assistance (CTAP) and/or the Interagency Career Transition Assistance Plan (ICTAP) appointments made under the announcement may be extended without having to reannounce the position when the announcement clearly stated the appointment may be extended..*

3 FAM 2923.2 Employees in Field Offices

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

- a. *Normally, offices outside of the metropolitan area are considered field offices. However, depending on level of services required and number of affected employees, offices within the metropolitan area may be considered a field office for the purposes of ensuring adequate and convenient services.*
- b. *The HR/CSP Career Development Division, in consultation with the CDRC, CTC, and the appropriate Executive Director or designee will determine the most cost-effective means for providing career transition assistance and services to displaced and surplus Department employees in field offices.*

- c. *Services and assistance* may be provided by state agencies; through shared arrangements with other Federal agencies; and/or contracted out to private sector outplacement organizations located within the region.
- d. *Eligible employees are provided with counseling, feedback, and support via phone, fax, and E-mail transmissions.*
- e. *Executive Directors or designees, with the head of their field office, will designate at least one on-site point of contact to maintain and/or distribute career transition materials, resource information and computer software, as appropriate, to eligible employees within the field office.*
- f. *The Executive Director or designee, in accordance with established Department procedures, must approve, in advance, reimbursement of expenses associated with authorized services (e.g., travel, per diem).*
- g. *Eligible employees are provided with instructions and information.*

3 FAM 2923.3 Access To Services

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

- a. *All eligible employees with their RIF notice, certification of expected separation notice, or other official agency certification are provided with guidance for registering for career transition services.*
- b. Eligible employees with disabilities should contact a *CDRC* counselor or *the Office of Employee Relations (HR/ER)* to discuss individual needs. *CDRC/CTC and/or* counselors will work with the selective placement coordinator in *HR/ER* to obtain or provide career transition assistance *and services* to employees with disabilities.

3 FAM 2923.4 Excused Absences

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

- a. Eligible employees who are *in a* pay and duty status may be granted *up to* 90 days of excused absences to *use the Department*

provided career transition services. Employees must schedule their absences with their supervisors. (See 3 FAM 3460 and 3 FAH-1 H-3460.)

- b. Excused absences **cannot** exceed the effective date of separation.

3 FAM 2923.5 Use of Services or Facilities after Separation

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

- a. Displaced and surplus employees who have not found other employment by their separation date can continue to use the services available at the CTC, when they have applied to do so before separation.
- b. Career transition services provided by CTC may be used for up to one-year after the effective date of separation, or until the employee secures employment, whichever comes first.
- c. *The head of each field office organization, based upon security requirements and other considerations, will make determinations on the use of career transition materials and/or services available at Department of State field offices.*
- d. Use of career transition services that are being provided by Federal, state, and/or private sector organizations will be in accordance with their *regulations and/or* agreements with the Department.
- e. No reimbursement of expenses incurred by any former employee will be authorized.

3 FAM 2924 TRAINING

3 FAM 2924.1 Managers, Supervisors and Union Representatives

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

HR/CSP/CD and M/FSI/CTC will develop and provide training through

briefings and/or seminars, to managers, supervisors, human resource personnel, and union representatives on:

- (1) *The career transition assistance offered by the Department;*
- (2) *Guidelines for the use of the services;*
- (3) *The importance of promoting the use of the services to employees; and*
- (4) *How to impart information to employees concerning their separation or expected separation.*

3 FAM 2924.2 Employees

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

HR/CSP/CD will offer an orientation to surplus and displaced employees. The orientation provides them with the personal tools to manage their transition, and to become acquainted with the procedures to use available resources.

3 FAM 2925 RETRAINING

(CT:PER-517; 02-10-2005)

(State Only)

(Applies to Civil Service Employees Only)

- a. *Retraining is subject to budget restrictions, the availability of funds, and an employee's approved Career Transition Plan.*
- b. *HR/CSP/CD in collaboration with FSI and the Executive Director or designee will identify retraining opportunities for displaced and surplus employees to meet the qualification requirements of another position in the Department in their current or another occupational field.*
- c. *Subject to budget restrictions, retraining for specific job opportunities in other Federal government agencies may be made available.*
- d. *Retraining must be completed by the effective date of separation from the Department rolls.*

- e. *Upon separation, retraining may be available for displaced and surplus employees under the Department of Labor's Workforce Investment Act (WIA).*

3 FAM 2926 THROUGH 2929 UNASSIGNED