

13 FAM 630 CAREER TRANSITION PROGRAM

*(CT:TPD-001; 05-20-2004)
(Office of Origin: FSI)*

13 FAM 631 PURPOSE

*(CT:TPD-001; 05-20-2004)
(State Only)
(Civil Service and Foreign Service Employees)*

The purpose of the Career Transition Program is to provide assistance, training, and counseling to U.S. citizen employees who are preparing for retirement from the Department of State, and to provide similar assistance for those being involuntarily separated (other than for cause), to ease their transition from the Department.

13 FAM 632 LIMITATIONS

*(CT:TPD-001; 05-20-2004)
(State Only)
(Civil Service and Foreign Service Employees)*

- a. The Career Transition Program, offered by The Foreign Service Institute, Transition Center, Career Transition Center (FSI/TC/CTC), provides preparation and assistance in the transition from active service with the Department of State. While the program provides outplacement assistance and training to help participants develop skills and techniques for job searching, it is not a job placement program.
- b. The program is offered only at the Foreign Service Institute in Washington, DC.

13 FAM 633 PROGRAM RESPONSIBILITIES

*(CT:TPD-001; 05-20-2004)
(State Only)
(Civil Service and Foreign Service Employees)*

- a. The Foreign Service Institute (FSI) is responsible for administering, monitoring, and evaluating the program.
- b. The Career Transition Center is responsible for providing, through seminars, counseling sessions, alternative career information, and other activities, the necessary guidance and opportunity for self-help in the pursuit of alternatives to active service with the Department of State.
- c. Career Development Officers in the Office of Career Development and Assignments (HR/CDA) and counselors in the Office of Civil Service Personnel Management (HR/CSP) advise eligible employees of the availability of the program and its conditions.

13 FAM 634 TYPES OF PROGRAMS

13 FAM 634.1 Retirement Planning Seminar (RPS)

13 FAM 634.1-1 Description

(CT:TPD-001; 05-20-2004)

(State Only)

(Civil Service and Foreign Service Employees)

The RPS explores financial, health, and other areas of interest associated with retirement, as well as possibilities for further employment outside the Department. It includes speakers from within and outside the Department, and literature on many aspects of retirement.

13 FAM 634.1-2 Eligibility Criteria

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(State Only)

(Civil Service and Foreign Service Employees)

- a. The following U.S. citizen employees are eligible to attend the RPS:
 - (1) All full-time Foreign Service and Civil Service employees of the Department of State who are eligible to retire or who will be eligible to retire within five years of the beginning of the seminar.
 - (2) Employees from other U.S. Government Agencies and Departments, on a space available, reimbursable basis, provided they register while still on active duty.

- (3) Spouses of those enrolled in the RPS are encouraged and welcomed to attend on a space available basis. Spouses must be enrolled. Non-State spouses may attend on a reimbursable basis.
- b. Priority is given to employees facing mandatory or involuntary retirement or separation (except separation for cause).
- c. Employees should apply to participate in the RPS prior to retirement. Retirees who applied for the RPS while still on active duty may attend up to one year after their separation date.

13 FAM 634.1-3 Procedures

(CT:TPD-001; 05-20-2004)

(State Only)

(Civil Service and Foreign Service Employees)

- a. The Career Transition Center maintains a regular schedule of seminars, which may be adjusted to assure maximum attendance. The Career Transition Center announces the Seminars in the annual FSI Schedule of Courses, by Department Notices and cables to the field.
- b. Application to attend the RPS should be submitted by Form DS-755, Request for Training or Form SF-182, Request, Authorization, Agreement and Certification of Training. Foreign Service personnel should request their Career Development Officer (CDO) in HR/CDA to register them and their spouse (if applicable) for the RPS. Civil Service personnel should obtain their supervisor's approval and register through their bureau training officer. The completed form, signed by the participant's supervisor and training officer, should be submitted to the U.S. Department of State, Foreign Service Institute, Office of the Registrar (FSI/EX/REG), Room F2210, SA-42, Washington, DC 20522-4201. Applicants who plan to bring their spouses should submit a separate training request for them. Applications must be received no later than the deadlines listed in course announcements and/or the FSI Schedule of Courses.
- c. FSI Registrar's Office sends confirmation letters/notifications to students enrolled in the RPS course.
- d. All employees attending the RPS before separation are in duty status during the period of attendance.
- e. Employees on home leave and or return orders, or home leave and or transfer orders to a post or assignment other than Washington, D.C., will receive 4 additional days of per diem to attend the course. No additional

transportation expenses are authorized.

- f. Employees requesting the RPS at time of retirement who are assigned to a location other than Washington, DC will be authorized travel to their service separation address via Washington, DC to attend the course, if they have not taken the RPS previously and the separation address is not in the Washington, DC area. Four days of per diem will be authorized to attend the RPS. Eligible family members (EFMs) will be authorized travel directly to the service separation address only. If the RPS is taken in conjunction with the Job Search Program, no per diem will be authorized for either Program.
- g. Additionally, employees who travel to the United States on other than post assignment travel orders or at personal expense may be authorized per diem. This provision applies only to the employee and spouse. Participants in the RPS should contact their CDO in HR/CDA. The CDO is responsible for requesting the per diem from HR/EX/BUD.

13 FAM 634.2 Job Search Program (JSP)

13 FAM 634.2-1 Description

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(State Only)

(Civil Service and Foreign Service Employees)

The Job Search Program is an intensive learning experience based on individual and group training and counseling. The Program's purpose is to help participants make the transition from employment by the Department to other employment or fulfilling activities. The primary focus is to help participants acquire the skills and knowledge needed to find jobs outside the Department.

13 FAM 634.2-2 The program consists of 3 phases:

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- a. Assistance in self-analysis, appraisal, resume preparation, and interview practice;
- b. Developing job-finding strategies; and
- c. Assistance in conducting the job search.

13 FAM 634.2-3 Duration

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The full program lasts 60 days.

NOTE: Depending on the eligibility criteria given below, employees may participate in the program in pay status for 60 calendar days or 30 calendar days.

13 FAM 634.2-4 Eligibility for the JSP

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(State Only)

(Civil Service and Foreign Service Employees)

a. Full-time participation:

- (1) U.S. citizen Foreign Service employees may participate in the program for the last 60 calendar days before their retirement or involuntary separation. Employees separated for cause are not eligible to participate in the program.
- (2) U.S. citizen Civil Service employees may participate in the program for the last 30 calendar days before their voluntary retirement, or the last 60 days before involuntary separation. Employees separated for cause are not eligible to participate in the program.
- (3) Spouses of those enrolled in the JSP are encouraged and welcome to attend all general sessions. Specialized courses, small group workshops, resume evaluations, and courses from the FSI catalog are not open to spouses through this program.

b. Participation after separation: Former employees may participate in the JSP up to one year after separation, if they applied to do so before separation and were accepted. Such post-separation participation will be in a non-pay status, and no per diem or other reimbursements will be authorized.

13 FAM 634.2-5 Other Requirements

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- a. Those who have not previously done so must attend the Retirement Planning Seminar usually given in conjunction with the Job Search Program.
- b. Those retiring voluntarily must have applied for retirement before entering the program, and must submit a retirement agreement (see 13 FAM Exhibit 634.2-5) in which they agree to repay to the U.S. Government their basic salary and the cost of tuition for the time they participated in the program if they withdraw their retirement application. FSI/TC will refer repayment actions to HR/RET.

13 FAM 634.2-6 Employees Assigned Abroad

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Separation orders for employees assigned abroad will include authorization to travel to the Service separation address via Washington, DC to attend the Job Search Program. Neither per diem nor transfer allowances will be authorized; participation will be at the expense of the employees. If the Retirement Planning Seminar is attended immediately preceding the Job Search Program, per diem will not be authorized in connection with either course. Family members will be authorized travel directly to the Service separation address only.

13 FAM 634.2-7 Application Procedures

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(State Only)

(Civil Service and Foreign Service Employees)

- a. Foreign Service personnel - Employees should request their Career Development Officer in HR/CDA to register them for the Job Search Program. The Career Development Officer will submit an application to the Foreign Service Institute, Office of the Registrar. Applications must be received no later than the deadlines listed in course announcements and/or the FSI Schedule of Courses.
- b. Civil Service personnel - Application to attend the Job Search Program should be submitted by training request Form DS-755, Request for Training. The completed form, signed by the participant's supervisor and training officer, should be submitted to the Foreign Service Institute, Office of the Registrar (FSI/EX/REG), Shultz Center, Room F2210, SA-42. Applications must be received no later than the deadlines listed in course

announcements and/or the FSI Schedule of Courses.

- c. Applications to attend the Job Search Program by employees being separated involuntarily (except for cause) may be disapproved only by the Director General of the Foreign Service and Director of Human Resources. Applications to attend the Job Search Program by employees retiring voluntarily may be disapproved only by an Assistant Secretary, Chief of Mission or officer of equivalent or higher rank.
- d. FSI Office of the Registrar sends confirmation letters and or notifications to students enrolled in the JSP courses.
- e. For Washington, DC based employees, their home bureau or office will continue to record and submit their time and attendance data to the appropriate payroll office. FSI/TC/CTC will record and submit time and attendance reports for those employees joining the program directly from assignments abroad.

13 FAM 634.3 Talent Bank

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- a. Talent Bank. The Career Transition Center maintains a Talent Bank of employees and former employees who wish to be informed of job leads developed by FSI/TC/CTC. Any employee may enroll in the Talent Bank while still on active duty by completing the registration form and sending it to FSI/TC/CTC. To obtain the registration form, write or cable the Career Transition Center (FSI/TC/CTC), Foreign Service Institute, SA-42. Names of registrants in the Talent Bank will be released to Department offices as well as to prospective employers when it appears that the registrants might be qualified for the position in question.
- b. FSI/TC/CTC regularly receives notices of job opportunities, and will coordinate selected job opportunities with the skills of those who have registered with the Talent Bank. A compilation of job leads from various sources is published in the monthly newsletter, which is sent regularly to the home addresses of those registered in the Talent Bank who are no longer in the Department of State. For employees in the Department, the newsletter is also posted on the Department of State Intranet.

13 FAM 634.4 Other Programs

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- a. The Career Transition Center also offers a variety of other shorter courses and programs such as the “Financial Management and Estate Planning Seminar”, and the “Annuities and Benefits and Social Security Seminar.” (These courses are included in the Retirement Planning Seminar, but may be taken as separate courses.) These courses are announced in the annual FSI Schedule of Courses, by Department Notices and cables to the field.
- b. These offerings are normally open to all U.S. Government employees regardless of age or retirement eligibility date. Any restrictions for specific courses are included in the course descriptions and/or application guidelines announced for them.
- c. Applications should be submitted by training request, Form DS-755, Request for Training or Form SF-182, Request, Authorization, Agreement and Certification of Training. Completed forms, signed by the participant’s supervisor and training officer, should be submitted to the Foreign Service Institute, Office of the Registrar (FSI/EX/REG), SA-42. Applicants who plan to bring their spouses should submit separate training requests for them.

13 FAM 635 THROUGH 639 UNASSIGNED

13 FAM EXHIBIT 634.2-5 RETIREMENT AGREEMENT

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RETIREMENT AGREEMENT

I, _____, hereby have submitted my retirement application as a condition for entry and participation in the Department of State's Job Search Program. I have set my date of retirement as _____.

I further acknowledge and accept without limitations or exception, upon entrance full-time into the Job Search Program, the obligation to reimburse the Department the amount of my base salary for the period of participation in the Program, and the cost of the course tuition set by the Foreign Service Institute, should I voluntarily withdraw my retirement application.

I understand that any amounts which may be due the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by allowable under the law.

I enter into this agreement of my own free will and accord and not upon any promises or assurances other than those contained in 3 FAM 6000 and 3 FAH-1 H-2716, which I have read thoroughly.

Signature of Employee

Typed Name of Employee

Post, Bureau, or Office

Date

Signature of Witness

Typed Name of Witness