

**United States Department of Agriculture**

**Marketing and Regulatory Programs**

**Agricultural Marketing Service**

**Animal and Plant Health Inspection Service**

**Grain Inspection, Packers and Stockyards Administration**

# Directive MRP 4330.1 12/18/98

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## CAREER TRANSITION ASSISTANCE PLAN

### 1. PURPOSE

This Directive sets forth Marketing and Regulatory Programs (MRP) policy, guidelines, and employee entitlements under the Career Transition Assistance Plan (CTAP).

### 2. AUTHORITIES

These procedures and entitlements are based upon:

- a. The President's memorandum, "Career Transition Assistance for Federal Employees," dated 9/12/95;
- b. Title 5, Code of Federal Regulations, Part 330; and
- c. USDA Personnel Bulletin No. 330-5, dated 12/2/97.

### 3. POLICY

MRP is committed to ensuring that career transition services are available and accessible to all of its employees affected by downsizing, streamlining, budget constraints, and reorganization and who may ultimately be separated from Federal service. MRP will provide, as resources permit, proactive, personal, and comprehensive assistance in helping employees out-place themselves either to other organizations within MRP, USDA, other Federal agencies, or the private sector.

Employees should monitor resources to learn about career transition services, training opportunities, and vacancy announcements. Employees are responsible for applying for positions, services, or other opportunities which are beneficial to their careers.

### 4. COVERAGE

- a. The transition services in this CTAP are available to career or career-conditional MRP employees in the competitive and excepted service, and the Senior Executive Service, who have been identified as

surplus; who have received a notice of separation; or who have been separated from their Federal jobs as a result of agency workforce reductions, reorganization, a disability, or a compensable injury.

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b. The documentation, priority consideration, and selection provisions of this CTAP apply to employees who:

(1) Hold or last held career or career-conditional positions in the competitive service,

(2) Have a current (or a last) performance rating of at least fully successful or equivalent,

(3) Are either:

a. Surplus in a USDA agency and apply for USDA vacancies in their current local commuting area, or

b. Displaced Federal employees and apply for vacancies in their current/former local commuting area (whether the vacancies are in USDA or other covered Federal agencies), and

(4) Apply for a position at the same or lower grade than the position last held and which has no greater promotion potential than the previous position.

The USDA CTAP and MRP CTAP were effective April 28, 1996, and continue through September 30, 1999, unless otherwise modified or revoked.

## **5. OPERATING GUIDELINES**

Operating procedures and responsibilities related to career transition activities are contained in Human Resources Desk Guide (HRDG) Subchapter 4330, Career Transition Assistance Plan. The HRDG is intended to be a user-friendly reference tool to be shared by supervisors and their employees. This Directive and HRDG Subchapter 4330 are available on the MRP Human Resources (MRPHR) home page at

[www.aphis.usda.gov/mb/mrphr](http://www.aphis.usda.gov/mb/mrphr) and in the Information Technology community electronic library at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library).

## **6. INQUIRIES**

Inquiries on operational aspects of CTAP should be directed to the servicing personnel office. Inquiries on CTAP policy determinations may be referred through the appropriate administrative channels to MRPHR, Employment and Classification Policy Branch.

/s/ Phyllis York

Deputy Administrator

for APHIS Business Services

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