

**Career Transition Assistance Plan And
Interagency Career Transition Assistance Plan
Selection Priority**

The U.S. Department of Agriculture (USDA) provides special selection priority under the Career Transition Assistance Plan (CTAP) for USDA surplus or displaced employees and under the Interagency Career Transition Assistance Plan (ICTAP) for displaced Federal employees from other agencies. To receive CTAP or ICTAP special selection priority, you must: (1) apply for a position in the local commuting area that is at or below the grade level from which you are being separated and that does not have greater promotion potential than the position from which you are being separated; (2) be determined to be well-qualified for the job; and (3) submit proof of eligibility no later than the closing date of the announcement.

For proof of **CTAP** eligibility, you must provide copies of the documents listed below:

1. A Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, certificate of expected separation, or other official notice from the agency indicating that you have been identified as surplus or eligible for discontinued service retirement;
2. A Notification of Personnel Action(s), SF-50(s), or other official documentation that verifies that:
 - a. You are a current career or career-conditional USDA competitive service employee, in tenure group 1 or 2, or a current USDA employee in an excepted service appointment without time limit, at grade GS-15 or equivalent and below, who has been issued a certificate of expected separation or other official agency certification indicating that your position is surplus or a notice stating that you are eligible for discontinued service retirement, and you have been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service; and
 - b. The position for which you are applying:
 - i. Is the same or lower grade as the job from which you may or will be separated; and
 - ii. Does not have promotion potential higher than the promotion potential, if any, of the job from which you may or will be separated; and
 - iii. Is in the same local commuting area as the position from which you may or will be separated; and
3. Your most recent performance rating of record (indicating that you were rated at least fully successful).

For proof of **ICTAP** eligibility, you must provide copies of the documents listed in items 1 – 3, and, if applicable, item 4, below:

1. A Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, documentation (e.g., Notification of Personnel Action, SF-50) showing that your separation occurred as a result of RIF or for declining a transfer of function or directed reassignment to another commuting area, or other official notification documenting other priority consideration status as described in 4, below, and [5 CFR 330.708\(a\)\(2\)](#);
2. A Notification of Personnel Action(s) (SF-50(s)) or other official documentation that verifies that:
 - a. You are a current or former career or career-conditional competitive service employee, in tenure group 1 or 2, at grade GS-15 or equivalent and below or a current or former employee in an excepted service appointment without time limit, at grade GS-15 or equivalent and below, who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service; and
 - b. The position for which you are applying:
 - i. Is the same grade (or lower) as the position from which you may or will be separated; and
 - ii. Does not have higher promotion potential, if any, than the position from which you may or will be separated; and
 - iii. Is in the same local commuting area as the position from which you may or will be separated; and
3. Your most recent performance rating of record (in which you were rated at least fully successful or equivalent). This is not required if you are eligible for ICTAP due to compensable injury, disability retirement, or retirement on the effective date of a RIF for which you received notice.
4. In addition, if applicable, you must provide the following documentation:
 - a. Official certification from your agency that your injury compensation has been or is being terminated, and the agency cannot place you;
 - b. Official notification from OPM that your disability annuity has been or is being terminated; or
 - c. Official notification from the Military Department or National Guard Bureau that, as a former Military Reserve Technician or National Guard Technician, you are receiving or will receive a special disability retirement annuity from OPM under section 8337(h) or 8456 of title 5 United States Code.