

CAREER TRANSITION ASSISTANCE FOR DISPLACED FEDERAL
EMPLOYEES FOURTH ANNUAL REPORT
FISCAL YEAR 1999

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BACKGROUND ON CAREER TRANSITION REGULATIONS

On September 12, 1995, President Bill Clinton signed a memorandum directing heads of executive departments and agencies to provide career transition assistance for displaced Federal employees. The memorandum required agencies to select well-qualified displaced employees when filling positions in the Federal Government. To implement the President's program, the Office of Personnel Management (OPM), working with the Interagency Advisory Group of Personnel Directors and in partnership with labor unions, developed and issued interim career transition regulations on December 29, 1995. Final regulations were issued on June 9, 1997. The final regulations appear in 5 CFR 330 subparts F and G.

The career transition regulations were originally scheduled to expire on September 30, 1999. Given their record of success, and because Federal Government downsizing and restructuring are expected to continue for the next few years, OPM issued regulations on July 27, 1999, extending these programs for two more years, with some minor technical corrections and clarifications.

OVERVIEW OF RESULTS

Here is a summary of Federal agency efforts to assist employees displaced by downsizing during Fiscal Year 1999 (October 1, 1998, to September 30, 1999) under the program established by President Clinton's memorandum:

- In FY 1999, the Executive Branch (non-postal) workforce was reduced by 36,162 employees. During this same period, 3,295 employees were separated involuntarily by reduction in force (RIF) and 3,713 employees were placed in Federal jobs through career transition assistance programs;
- In FY 1999, 825 non-Defense employees facing possible RIFs received career transition assistance and selection priority for other jobs in their agency. In addition, the Department of Defense offered registration in the Defense Priority Placement Program to 7,012 displaced DOD employees;
- 105 surplus and displaced non-Defense workers were placed in other positions within their agencies and 3,300 Defense workers were placed within Defense;

- 192 displaced employees were rehired through their agency's Reemployment Priority List; and
- 116 employees affected by RIF in one agency were selected for a position in another Federal agency.

Results of Federal career transition assistance and placement programs in the past four fiscal years:

- From Fiscal Year 1994 until Fiscal Year 1999, the Federal workforce shrank by 337,157 employees. During about the same period, only 38,611 employees were separated through RIF. Agencies placed 28,592 employees through career transition assistance programs;
- 60,640 displaced Federal employees facing RIF separation received career transition assistance and selection priority for other jobs;
- 25,297 surplus and displaced Federal employees found other positions within their agency;
- 2,113 displaced Federal employees were rehired by their agency through the Reemployment Priority List; and
- 1,182 displaced Federal employees involuntarily separated by their agency were hired by another Federal agency.

**GOVERNMENTWIDE CAREER TRANSITION
ACTIVITY
(FY1996 - FY 1999)**

Number of Employees Separated by Reduction in Force (Total: 22,509)				
	FY 1996	FY 1997	FY 1998	FY 1999
Non-DoD	3,773	1,158	973	417
DoD	6,826	4,070	2,414	2,878
Total	10,599	5,228	3,387	3,295

Surplus or Displaced Employees Made Eligible for Career Transition Assistance Within Their Own Agency (Total: 60,640)				
	FY 1996	FY 1997	FY 1998	FY 1999
Non-DoD	7,006	7,309	909	825
DoD	15,650	13,375	8,554	7,012
Total	22,656	20,684	9,463	7,837

Selections of Displaced Employees Within Their Own Agencies (Total: 25,297)				
	FY 1996	FY 1997	FY 1998	FY 1999
Non-DoD	1,038	1,358	222	105
DoD	9,320	5,904	4,050	3,300
Total	10,358	7,262	4,272	3,405

RIFed Employees Rehired Through Reemployment Priority Lists (RPL) (Total: 2,113)				
	FY 1996	FY 1997	FY 1998	FY 1999
Total	828	910	183	192

Movement of Displaced Employees from One Agency to Another Under the Interagency Career Transition Assistance Plan (ICTAP) (Total: 1,182)				
	FY 1996	FY 1997	FY 1998	FY 1999
Non-DoD	352	386	264	109
DoD	33	22	9	7
Total	385	408	273	116

GLOSSARY OF TERMS

Career Transition Assistance Program (CTAP). Under President Clinton's directive of September 12, 1995, and OPM's implementing regulations, each Federal agency must provide career transition services to employees affected by downsizing, before separation. Each agency has a plan in place which: (1) describes the career transition services available (such as resume preparation, job counseling, or other services); and (2) gives selection priority to surplus and displaced workers for agency vacancies.

Displaced employee. A current or former career or career conditional competitive service employee, at grade level GS-15 or equivalent and below, facing reduction in force separation or removal for declining a directed reassignment or transfer of function outside the local commuting area.

Interagency Career Transition Assistance Plan (ICTAP). The program offering displaced employees priority for jobs in Federal agencies other than the agency which separated them. When an Executive Branch agency recruits to fill a competitive service position from outside its workforce, it must post the vacancy in OPM's Federal Job Database, and give displaced employees the opportunity to apply. Before selecting most outside candidates, the agency must give selection priority to eligible and well-qualified candidates displaced from other Federal agencies in the same local commuting area who apply.

Priority Placement Program (PPP). A program administered by the Department of Defense (DoD) for DoD employees affected by downsizing. The PPP places displaced DoD employees in vacant positions within Defense agencies.

Reduction in Force (RIF). A system determining the retention rights of employees when an agency must separate, downgrade, displace, or furlough employees for more than 30 days due to a lack of funds, shortage of work, insufficient personnel ceiling, or reorganization. Retention rights are based on tenure, veterans' preference, length of service and performance.

Reemployment Priority List (RPL). The vehicle Federal agencies use to give reemployment consideration to their former competitive service employees separated by RIF. In filling vacancies, the agency must give RPL candidates priority over certain outside job applicants.

Surplus employee. A current agency employee on a career or career conditional appointment in the competitive service, at grade level GS-15 or equivalent and below, in a surplus position and potentially subject to reduction in force separation in the future.

FOR MORE INFORMATION

- Additional copies of this report are available on the World Wide Web at www.opm.gov .
- You can download individual copies of Office of Personnel Management publications, including "The Employee's Guide To Career Transition," "The Employee's Guide To RIF," and "The Employee's Guide To Benefits for Employees Affected by RIF," from the OPM web site at www.opm.gov . Or, if you prefer, call OPM's Restructuring Hotline at (202) 606-2425 and the Guides you request will be mailed to you.
- You can also find a variety of information and publications on downsizing and restructuring on the OPM web site at www.opm.gov by looking under topic headings on the site index (such as career transition, downsizing, reduction in force, buyouts, or voluntary early retirement).
- Additional career transition information is available at "Planning Your Future: A Federal Employee's Survival Guide," located at <http://safetynet.doleta.gov>.
- For information on all aspects of downsizing and career transition policy, contact the U.S. Office of Personnel Management's Workforce Restructuring Office at (202) 606-0960 or FAX (202) 606-2329.
- For downsizing and career transition reimbursable services, contact OPM's Nationwide Downsizing Reimbursable Services Office in San Francisco at (415) 281-7094.
- For information on Federal job vacancies contact:
 - USAJOBS at <http://www.usajobs.opm.gov> to search and apply for vacancies via the Internet.
 - USAJOBS by phone at (912) 757-3000, or TDD (912) 744-2299. This interactive voice response telephone system lists current job opportunities worldwide, as well as employment information fact sheets, applications and forms. In some instances, applicants can apply for jobs by phone.
- For information on the USACareers program, call (202) 606-2307 or (202) 606-2370. You can also get a quick demonstration of USACareers at <http://www.usacareers.opm.gov>.

- For skills assessment programs available from OPM on a reimbursable basis, contact our Personnel Resources and Development Center at (202) 606-0820.
- For information on using the Department of Labor's network of career transition assistance centers, check their web site at www.ttrc.doleta.gov/onestop/onestopmap.html or call (202) 219-0118.
- For information on career transition services available to displaced Federal employees and contractors in the Washington, D.C. metropolitan area, contact the Metropolitan Area Re-Employment Center at <http://www.idsonline.com/marp>.