

**DISPLACED EMPLOYEES REQUESTING
SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE
INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee, you may be entitled to receive special selection priority under the ICTAP. The following categories of candidates are considered displaced employees:

- A** Current or former career or career-conditional (tenure group I or II) competitive service employees who 1) received a specific RIF notice; or 2) separated because of a compensable injury or illness, whose compensation has been terminated and whose former agency certifies that it is unable to place them; or 3) retired with a disability and whose disability annuity has been or is being terminated; or 4) upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a SF-50 that indicates “Retirement in lieu of RIF”; or 5) retired under the discontinued service retirement option; or 6) was or will be separated because he/she declined a transfer of function or directed reassignment to another commuting area.
- B** Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management disability retirement annuity under Section 8337(h) or 8456 of Title 5 United States Code.

To receive this priority consideration, you **MUST**:

1. Submit a copy of the appropriate documentation, such as a RIF separation notice, certificate of expected separation, Standard Form 50 *Notification of Personnel Action* stating you were separated by RIF, or a letter from OPM or your agency documenting your priority consideration status, with your application package.
2. Apply for a position at or below the grade level of the position from which you have been or will be separated and that does not have a greater promotion potential than the position from which you were or will be separated.
3. Apply for a position in the same local commuting area from which you were separated.
4. Provide your current (or last) performance rating of record which must be at least fully successful or equivalent.
5. Provide all required information specified in the vacancy announcement, e.g. SF-50s, performance appraisals, transcripts, etc. Failure to comply with ALL the instructions in the vacancy announcement will result in loss of priority consideration for the vacancy.
6. File your application by the vacancy announcement closing date.
7. Be determined “Well-Qualified” for the position. Well-qualified means an employee who meets all eligibility and qualification requirements, including any selective placement factors, medical qualifications, minimum educational and experience requirements, and physical qualifications (with reasonable accommodations as appropriate), and is rated above minimally qualified candidates in accordance with the Department’s Merit Promotion process.