

Eligibility Explanations

Current Civilian Employees

You are a current civilian employee with the Department of the Veterans Affairs (VA) if you meet one of the categories below. VA regulations include several employment categories in the definition of "current VA civilian employee."

CIVILIAN EMPLOYEES SERVING ON A PERMANENT APPOINTMENT: You must submit a copy of your most recent SF-50, Notification of Personnel Action. Block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1."

CIVILIAN EMPLOYEES SERVING ON AN EXCEPTED SERVICE VETERANS RECRUITMENT APPOINTMENT (VRA) (JOBS AT THE GS-11 LEVEL OR BELOW ONLY): This category ONLY includes those who have personal career or career-conditional status earned with prior employment in the Competitive Service. If you are eligible in this category, you are required to submit two SF-50s: (1) SF-50 showing current VA Excepted Service VRA appointment (block 24 must be a "1" or "2" AND block 34 must be a "2."), **and** (2) SF-50 showing career/career-conditional employment in the Competitive Service (block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1").

CIVILIAN EMPLOYEES SERVING ON A TEMPORARY OR TERM APPOINTMENT: This category ONLY includes those who have personal career or career-conditional status, earned with prior employment in the Competitive Service. If you are eligible in this category, you are **required** to submit two SF-50s: (1) SF-50 showing current VA employment, **and** (2) SF-50 showing career/career-conditional employment in the Competitive Service (block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1").

Supporting documentation: You are **required** to submit the documents which prove you are a current VA employee in one of the categories described above. (SF-50)

Interagency Career Transition Assistance Program Applicant Information

If you are a displaced employee of a non-VA agency, you may be eligible for special priority consideration under the Interagency Career Transition Assistance Program (ICTAP).

ICTAP applicants must be well qualified for the position to receive consideration for special priority selection. Well-qualified is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing skills that clearly exceed the minimum qualification requirements for the position.

*Note: Under competitive delegated examining, an ICTAP eligible will be considered well-qualified if they attain an eligibility rating of 90 or higher, not including points for veterans' preference.

Supporting documentation: Federal employees seeking ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704, by submitting a copy of the following documents with your completed application:

- (1) A copy of your agency notice; **AND**,
- (2) A copy of your most recent annual performance appraisal; **AND**,
- (3) A copy of their most recent SF-50 noting current position, grade level, and duty location.

Additional information regarding ICTAP eligibility can be found in the OPM Employee's Guide to

Career Transition Assistance Program Applicant Information

The Career Transition Assistance Program (CTAP) is designed to improve a current Federal employee's chances of finding a new job within their agency through selection priority. Each agency has a specific CTAP containing more detailed information about the agency's transition policies. Your human resources office should be able to explain the specifics for your agency. To get selection priority for vacancies in an agency, an employee must meet the following criteria:

- be considered "surplus" or "displaced" (meeting the definitions below);
- have a current performance rating of at least "fully successful" (Level III) or equivalent;
- occupy a position in the same local commuting area of the vacancy;
- apply for a specific vacancy at or below your current grade level with no greater promotion potential than your current position;
- meet the application deadline in the announcement; and
- be found "well qualified" for the job.

Definitions:

Surplus employee: An employee in the competitive service, in tenure group I (career) or tenure group II (career conditional), who has an official notice from your agency saying that your position is no longer needed. This notice could be:

- a "Certificate of Expected Separation" (CES);
- an agency certification that you are in a surplus organization or occupation;
- a notice that your position is being abolished; or
- a letter saying you are eligible for discontinued service retirement.

Displaced employee: An employee in the competitive service, in tenure group I (career) or tenure group II (career conditional), who has an official notice from your agency saying you will be separated by reduction in force. This notice could be:

- a specific reduction in force separation notice; or
- a notice of proposed removal because you declined a directed reassignment or transfer of function out of the local commuting area.

Supporting documentation: Federal employees seeking CTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704, by submitting a copy of the following documents with your completed application:

- (1) A copy of your agency notice; **AND**,
- (2) A copy of your most recent annual performance appraisal; **AND**,
- (3) A copy of their most recent SF-50 noting current position, grade level, and duty location.

Employment of Federal Civilian Annuitants

An annuitant under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) may be reemployed in any position for which they are qualified.

Reemployed annuitants may be hired on either a time-limited or a permanent position. There is no special appointment authority for a reemployed annuitant.

When an annuitant is hired within 90 days after retirement to a position in the same organization and in a similar position, the authorized official shall ensure that retention options were offered prior to the employee's retirement. Annuitants who previously accepted a Voluntary Separation Incentive Pay (VSIP) may not be reemployed within 12 months after separation (unless waived by the Secretary of the VA or his designee) or within 5 years following separation unless the VSIP is repaid or the Secretary of VA has approved a waiver based on finding the individual is the only qualified applicant for the position.

Title 5 USC, Section 9902(h) provides that reemployed annuitants shall continue to receive full annuity and salary upon reemployment. Reemployed annuitants serve at the will of the appointing officer.

Annuitants should be hired to meet critical mission needs. Situations in which it may be appropriate to reemploy an annuitant include but are not limited to:

- A hard-to-fill position as evidenced by historically high turnover, a severe shortage of candidates or other significant recruiting difficulty.
- A position identified as critical to the accomplishment of the organization's mission or to complete a specific project or initiative.
- An annuitant who has unique or specialized skills, or unusual qualifications not generally available.
- An appointment is for not more than 2087 hours (e.g., one year full time or two years part time) to mentor less experienced employees and/or to provide continuity during critical organizational transitions.

Reinstatement Eligible

You are eligible for this hiring category if you:

- Are a former Federal employee who previously attained career status (identified as Tenure 1 (block 24) and Competitive Service (block 34) of your last SF-50, Notification of Personnel Action); **OR**
- Are a former Federal employee with veterans' preference who previously attained career-conditional status (identified as Tenure 2 (block 24) and Competitive Service (block 34) of your last SF-50, Notification of Personnel Action); **OR**
- Are a former Federal career-conditional employee (identified as Tenure 2 (block 24) and Competitive Service (block 34) of your last SF-50, Notification of Personnel Action) without veterans' preference who separated from Government service within the past three years.

Supporting documentation: You are **required** to submit a copy of your separation Notification of Personnel Action, SF-50 with your completed application.

Interchange Agreement

You are eligible for this hiring category, if you are:

- A current non-appropriated fund (NAF); **OR**
- Other Interchange Agreement eligible employee; **AND**

- Served continuously for at least one year under a permanent appointment; **OR**
- Former Interchange Agreement eligible (e.g., NAF) employee who served under an appointment described above, and was involuntarily separated within the past year without personal cause (i.e., not because of unacceptable conduct or performance).

Under Civil Service Rule 6.7 (5 CFR 6.7), OPM and an agency having an established merit system in the excepted service may enter into an agreement prescribing conditions under which employees may be moved from the agency's system to the competitive service. OPM has agreements with:

Nonappropriated Fund (NAF) employees of the Department of Defense. Agreement effective 9/20/91; extended indefinitely. Also see the paragraph on the portability of benefits for nonappropriated fund employees.

Tennessee Valley Authority: Covers employees in salary policy positions (trades and labor positions are not covered). Agreement effective 10/16/57; extended indefinitely.

Nuclear Regulatory Commission: Agreement effective 10/1/75; extended indefinitely.

Veterans Health Administration of the Department of Veterans Affairs: Covers employees who occupy medical or medical-related positions and were appointed under 38 U.S.C. 7401(1) or (3) [formerly 38 U.S.C. 4104(1) and (3)]. Agreements effective 10/31/79 and 5/12/87; extended indefinitely.

Federal Aviation Administration: Agreement effective 11/6/97; expires 12/31/13.

Department of Homeland Security, Transportation Security Administration. Agreement effective 01/31/13; expires 01/31/18.

Corporation for National and Community Service: Agreement effective 03/04/13; expires 02/11/16. This agreement includes employees assigned to the Office of the Inspector General (OIG).

For further information and a current list of Federal agencies with interchange agreements, please visit [OPM Interchange Agreements](#).

Supporting documentation: You **must** provide acceptable documentation of your appointment eligibility by submitting copies of applicable personnel actions verifying the above criteria with your application.