

**SPECIAL SELECTION PRIORITY  
FOR SURPLUS OR DISPLACED DEPARTMENT OF STATE EMPLOYEES**

**CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)** – If you are currently an employee of the Department of State you may be entitled to special selection priority under the Department’s Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

- (1) Have a Reduction-in-Force (RIF) separation notice, a proposed notice of removal for declining a directed reassignment or transfer of function outside the local commuting area, a Certificate of Expected Separation or other official certification issued by the Department indicating the position is surplus. For example, a notice of position abolishment or a notice stating your eligibility for discontinued service retirement.
- (2) Hold a position at GS-15 or below (or equivalent) and be (a) a current career or career-conditional competitive service employee in tenure group 1 or 2; (b) an excepted service employee serving on an appointment without time limit who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service; or (c) an employee serving on a Schedule A or B excepted appointment, provided that the position to which applying has the same appointing authority (i.e., Schedule A or B) of the position from which being separated.
- (3) Submit proof of your eligibility for the CTAP program with your application. For example, a copy of a notice of proposed removal for declining a transfer of function outside the commuting area or for declining a directed reassignment or a notification issued by the Department indicating that your position is surplus.
- (4) Be applying for a position that is **at or below** the grade level of the position from which you will or may be separated. The position for which you are applying must not have greater promotion potential than the position from which you will or may be separated.
- (5) Have a current (or last) performance rating of record of at least fully successful or equivalent. Your rating of record **must be submitted with your application package**.
- (6) Be currently employed by the Department and be (a) in the same commuting area as the announced position or (b) occupying a position beyond the local commuting area. An eligible employee occupying a position outside of the local commuting area of the position will not receive priority consideration over an eligible displaced or surplus employee in the same commuting area as the announced position.
- (7) File your application within the timeframes stated in the vacancy announcement and meet all the application criteria (e.g., submit all required documentation, etc.).
- (8) Be physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position.
- (9) Meet the basic qualification (including selective placement factors) and eligibility requirements for the position, including any medical qualifications, suitability, security, and minimum educational and experience requirements.
- (10) Meet any special qualifying condition(s) that OPM has approved for the position.
- (11) Be able to satisfactorily perform the duties of the position upon entry.
- (12) Be rated well-qualified for the position. To be considered well-qualified CTAP applicants must (a) meet the quality rating factor levels as determined by the Department; or (b) be rated by the Department to be **above** minimally qualified in accordance with the specific rating and ranking process developed for the position. Generally, this means that the individual may or may not meet the Department’s test for “highly qualified,” but would in fact, exceed the minimum qualifications for the position.