

HUMAN RESOURCES SERVICES

RESPONSIBILITIES

DATED: 11/19/2008

SUBJECT: PRIORITY PLACEMENT AND CAREER TRANSITION ASSISTANCE

1. PURPOSE. This document addresses responsibility and accountability and providing administrative guidance to Oak Ridge Office (ORO), Office of Scientific and Technical Information (OSTI), and other organizations serviced by ORO Human Resources Division.
2. APPLICABILITY.
 - a. Positions. The provisions of this document apply only to vacant positions which:
 - (1) Are in the competitive or excepted service systems,
 - (2) Will otherwise be filled under competitive internal recruitment procedures, and
 - (3) Are not excluded by the *DOE Career Transition Assistance Plan*.
 - b. Employees. This document is primarily oriented to the placement of current ORO, OSTI, and other serviced organization employees who are entitled to grade or pay retention, and current and former ORO, OSTI, and other serviced organization employees who are serving under an appointment in the competitive service, who are in tenure groups I or II, and who have received a Notice of Job Abolishment or Certification or Certificate of Expected Separation. It also provides for placement assistance to current and former employees of other DOE offices and other Federal agencies who:
 - (1) Are entitled to grade or pay retention, or
 - (2) Are eligible for placement assistance under 5 CFR 330, Subparts F and G, and
 - (3) Apply for specific vacancies.
3. RESPONSIBILITIES.
 - a. Director, Human Resources Division (HRD).
 - (1) Administers the provisions of the *DOE Career Transition Assistance Plan*.
 - (2) Concurs in justifications for non-selection of employees entitled to priority consideration and/or selection under this document.
 - b. Selecting Officials.
 - (1) Give full and fair consideration to all eligible individuals referred to them.
 - (2) Submit written justifications if mandatory selection or consideration-eligible individuals are referred and none are selected.

HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATED: 11/19/2008

- c. Employees eligible for consideration under this document will:
 - (1) In accordance with the provisions of the *DOE Career Transition Assistance Plan*, apply for specific vacancies within the prescribed time frames (including submitting proof of eligibility), and register for selection or reemployment priority using Attachment 1, "*Application for Enrollment for Reemployment Priority.*"
 - (2) Submit written requests to the HRD for extended repromotion consideration outside of their commuting area.

4. REFERENCES

- a. Title 5, Code of Federal Regulation (CFR), Part 330, RECRUITMENT, SELECTION, AND PLACEMENT (GENERAL) which contains regulations on career transition assistance.
- b. Title 5, CFR, Part 302, EMPLOYMENT IN THE EXCEPTED SERVICE which contains regulations on employment in the Excepted Service.
- c. Title 5, CFR, Part 351, REDUCTION IN FORCE.
- d. Title 5, CFR, Part 536, GRADE AND PAY RETENTION.
- e. DOE O 320.1, Change 1, Chapter II, "*Probationary Periods for Managers and Supervisors,*" dated November 21, 2003, which contains the DOE policy on reductions in force and placement following failure of an employee to satisfactorily complete the probationary period for a manager or supervisor.
- f. DOE O 320.1, Change 1, Chapter V, "*Merit Promotion,*" dated November 21, 2003, which contains the DOE Policy on merit promotion policy.

5. ATTACHMENT.

Attachment 1 - APPLICATION FOR ENROLLMENT FOR REEMPLOYMENT PRIORITY.

HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATED: 11/19/2008

HUMAN RESOURCES SERVICES RESPONSIBILITIES

DATED: 11/19/2008

Attachment 1

APPLICATION FOR ENROLLMENT FOR REEMPLOYMENT PRIORITY

Date: _____

Applicant Name: _____

Address: _____

Telephone Number: _____
(include area code)

Basis For Eligibility

Date of Separation
through RIF: _____

Date of Cessation
of Workers Compensation: _____

Date of Registration: _____

Applicant

Human Resources Specialist