

**INTERNAL REVENUE SERVICE (IRS) CAREER TRANSITION ASSISTANCE PLAN (CTAP) AND INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP) SELECTION PRIORITY**

The Internal Revenue Service provides **special selection priority** under the Career Transition Assistance Plan (**CTAP**) for IRS and Treasury surplus or displaced employees and under the Interagency Career Transition Assistance Plan (**ICTAP**) for other displaced Federal employees.

Coverage under IRS CTAP applies to IRS and Treasury surplus or displaced eligible employees who are either inside or outside of the commuting area of the position announced; however coverage under ICTAP applies to surplus or displaced eligible Federal employees who are within the same local commuting area of the position announced.

In order to receive consideration for CTAP or ICTAP special selection priority you must apply to a position that is at or below the grade level from which you're being separated and that does not have greater promotion potential than the position from which you're being separated; be determined to be well-qualified for the position; and submit proof of eligibility by the closing date, cut off date or as specified in the vacancy announcement.

Well qualified is defined as possessing the knowledge, skills and abilities which clearly exceed minimum qualifications. A well qualified employee must meet the following criteria.

- Meets the basic qualification standard and eligibility requirements for the position, including any medical qualifications, suitability, and minimum education and experience requirements;
- Meets all selective placement factors and quality ranking factors where applicable;
- Is rated above minimally qualified based on the automated rating and ranking process;
- Is physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position;
- Meets any special qualifying condition(s) that OPM has approved for the position; and
- Is able to satisfactorily perform the duties of the position upon entry.

For proof of **CTAP** eligibility, you must provide a copy of all three of the following:

1. Your Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, certificate of expected separation, **or** other official notice from the agency indicating that you have been identified as surplus or eligible for discontinued service retirement;
2. Your Notification of Personnel Action(s), SF-50(s), or other official documentation that shows:
  - a. You are a career or career-conditional competitive service employee, in tenure group 1 or 2, or a current Treasury employee in an excepted service appointment without time limit, at grade GS-15 or equivalent and below, who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service; **and**
  - b. The position you may be or are being separated from:
    - i. Is the same or higher grade as the job announced; **and**
    - ii. Has the same or higher promotion potential than the job announced; **and**
    - iii. Is either within or outside of the local commuting area of the job announced
3. Your most recent performance rating of record (which must be rated at least fully successful or equivalent).

For proof of **ICTAP** eligibility, you must provide a copy of all three of the following:

1. Your Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area,

documentation (e.g., Notification of Personnel Action, SF-50) showing separation occurred as a result of RIF or for declining a transfer of function or directed reassignment to another commuting area, or other official notification documenting other priority consideration status as described in 5 CFR 330.708(a)(2);

2. Your Notification of Personnel Action(s), SF-50(s), or other official documentation that shows:
  - a. You are a career or career-conditional competitive service employee, in tenure group 1 or 2, at grade GS-15 or equivalent and below; **and**
  - b. The position you may be or are being separated from:
    - i. Is the same or higher grade as the job announced; **and**
    - ii. Has the same or higher promotion potential than the job announced; **and**
    - iii. Is in the same local commuting area as the job announced;
  
3. Your most recent performance rating of record (which must be rated at least fully successful or equivalent). This is not required if you are eligible for ICTAP due to compensable injury, disability retirement, or retirement on the effective date of a RIF for which you received notice.