

3 FAM 2920

CAREER TRANSITION ASSISTANCE

(TL:PER-346; 11-04-1997)

3 FAM 2921 EMPLOYEE COVERAGE

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

a. Career transition assistance under this subchapter shall be provided to all displaced and surplus employees in tenure groups I and II of the competitive and excepted services, and to career appointees in the Senior Executive Service in tenure group 0 and DOS tenure group 28.

(Note: Tenure Group I employees in the excepted service are on appointments which carry no restrictions or conditions such as conditional, indefinite, specific time limitations, or trial periods. These appointments are equivalent to career appointments in the competitive service. Tenure Group II employees in the excepted service are serving trial periods. These appointments may be equivalent to career-conditional appointments in the competitive service.)

b. Career transition assistance will be provided to employees in the Foreign Service in accordance with the Foreign Service RIF regulations (3 FAM 2580).

c. Employees enrolled in the Department's Priority Placement Program (PPP) *are eligible for career transition assistance through the Career Development Resource Center (CDRC).*

d. Employees of other agencies are eligible to participate in the career *transition assistance* services offered at the CTC when a written agreement has been negotiated between the Department of State and the agency requesting the services.

3 FAM 2922 AVAILABLE SERVICES

3 FAM 2922.1 Types of Service

3 FAM 2922.1-1 Career Transition Center

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

a. *The Career Transition Center, various components of the Bureau of Personnel, and other appropriate sources, will work together to provide career transition assistance to displaced and surplus employees. The objective will be to ensure that employees are equipped with the tools and resource necessary to find other jobs.*

b. *Some of the career transition services to be offered through the Career Transition Center, (CTC), or other appropriate sources, will include assistance with: resume preparation, interviewing and job search strategies, self-assessments, networking and consultations with employment consultants. Employees will have the full use of the CTC career resource library and various computerized technology and software. Employees who wish to be informed of job leads developed by CTC will also have an option of enrolling in the CTC Skills Bank and Job Leads Register.*

c. *Employees who meet the eligibility requirements in 3 FAM 6100 , who are planning to retire, may also be eligible to participate in the retirement planning seminar offered by CTC.*

3 FAM 2922.1-2 Employee Consultation Service

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

Confidential life planning counseling such as handling life transitions, emotional repercussions of downsizing, job stress, anxiety, financial and family concerns will be available through the Employee Consultation Service.

3 FAM 2922.1-3 OPM's Electronic Bulletin Board

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

Employees will have access, through the Career Transition Center or other appropriate sources, to the Office of Personnel Management's (OPM) Electronic Bulletin Board. This forum provides a clearinghouse of

information Resource and a wealth of career management and outplacement tools that may be useful to employees seeking continued Federal employment or employment outside the Federal government.

3 FAM 2922.1-4 OPM's Federal Job Opportunities Board

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

Employees will have access, through the CTC or other appropriate sources, to comprehensive job vacancy information available through OPM's Federal Job Opportunities Board.

3 FAM 2922.1-5 Information on Department Vacancies

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

a. Employees will have access to information on Department of State vacancies through the Department's 24-hour job recording line, *job information kiosks*, and/or electronic transmissions.

b. *PER/CSP will take reasonable steps to ensure that eligible employees are notified* of Department vacancies, the job requirements and application procedures.

3 FAM 2922.1-6 Content of Vacancy Announcements

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

a. *When posting a vacancy announcement to the Office of Personnel Management's Federal Jobs Database, and for internal Department of State vacancies, the Department shall clearly state the definition of "well-qualified" on the announcement and will state what proof of eligibility is required.*

b. *When the area of consideration for a temporary or term vacancy is initially opened to candidates eligible for consideration under CTAP and/or the Interagency Career Transition Assistance Plan (ICTAP) and the announcement clearly stated the appointment may be extended, appointments made under the announcement may be extended without having to reannounce the position.*

3 FAM 2922.2 Employees in Field Offices

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

a. M/FSI/CTC in consultation with the appropriate Executive Director will determine the most cost-effective means for providing career transition assistance to displaced and surplus Department employees in field offices.

b. M/FSI/CTC may provide career transition services to eligible field employees and/or identify services that are comparable to those offered at the CTC. Services may be provided by state agencies; through shared arrangements with other Federal agencies; and/or contracted out to private sector outplacement organizations located within the region.

c. Counseling, feedback and support via phone, fax, and E-mail transmissions will be provided continually by the CTC to eligible employees.

d. Executive Directors will coordinate, with the head of their field office, the designation of at least one on-site point of contact to maintain and/or distribute career transition materials, resource information and computer software, as appropriate, to eligible employees within the field office.

e. Reimbursement of expenses associated with authorized services (e.g., travel, per diem) must be approved in advance, in accordance with established procedures.

f. Instructions and information will be provided to eligible employees.

3 FAM 2922.3 Access To Services

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

a. Guidance for registering for career transition services will be provided to all eligible employees with their RIF *notice*, certification of expected separation notice, or *other official agency certification*.

b. Eligible employees with disabilities should contact a CTC counselor or PER/ER/WFP to discuss individual needs. CTC counselors will work along with the selective placement coordinator in PER/ER/WFP to obtain or provide career transition assistance to employees with disabilities.

3 FAM 2922.4 Excused Absences

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

a. Eligible employees who are in pay and duty status may be granted 90 days of excused absences by their supervisor or the Executive Director, with pay, to use the career transition services and facilities offered through the Department's Career Transition Center, or other authorized sources. Employees must schedule their absences with their supervisors. (See 3 FAM 3460 and 3 FAH-1 H-3460 .)

b. Excused absences **cannot** exceed the effective date of separation.

3 FAM 2922.5 Use of Services or Facilities after Separation

(TL:PER-346; 11-04-1997)

(State Only)

(Applies to Civil Service Employees Only)

a. Displaced and surplus employees who have not found other employment by their separation date can continue to use the services available at the CTC, when they have applied to do so before separation.

b. Career transition services provided by CTC may be used for up to one-year after the effective date of separation, or until the employee secures employment, whichever comes first.

c. Determinations on the use of career transition materials and/or services available at Department of State field offices will be made by the head of each field office organization based upon security requirements and other considerations.

d. Use of career transition services that are being provided by Federal, state, and/or private sector organizations will be in accordance with their agreements with the Department.

e. No reimbursement of expenses incurred by any former employee will be authorized.

3 FAM 2923 TRAINING

3 FAM 2923.1 Managerial, Supervisory and Union Representatives

(TL:PER-346; 11-04-1997)
(State Only)
(Applies to Civil Service Employees Only)

M/FSI/CTC will develop and provide training through briefings and/or seminars, to managers, supervisors, human resource personnel, and union representatives on the career transition assistance offered by the Department; guidelines for the use of the services; the importance of promoting the use of the services to employees; and how to impart information to employees concerning their separation or excepted separation.

3 FAM 2923.2 Employees

(TL:PER-346; 11-04-1997)
(State Only)
(Applies to Civil Service Employees Only)

Surplus and displaced employees will receive training through an orientation session on the use of services, to provide them with the personal tools to manage their transition, to become acquainted with the procedures and Resource available and to reinforce the message that the Department is supportive of them and is interested in assisting them in finding employment.

3 FAM 2924 RETRAINING

(TL:PER-346; 11-04-1997)
(State Only)
(Applies to Civil Service Employees Only)

a. The Department will identify and provide retraining opportunities, subject to budget restrictions, to displaced and surplus employees to build on fundamental skills and/or knowledge in order to enhance their qualifications for placement. Retraining must be completed by the effective date of separation.

b. Subject to budget restrictions, retraining for specific job opportunities in other Federal government agencies may be made available.

c. Certification of Expected Separation and/or RIF separation notices will be issued to eligible employees, at the earliest time possible, so that employees may qualify for programs under the Department of Labor's Job Training and Partnership Act (JTPA).

3 FAM 2925 THROUGH 2929 UNASSIGNED