



COMDTINST M12330.3C  
APR 21 1998

COMMANDANT INSTRUCTION M12330.3C

Subj: CAREER TRANSITION AND PLACEMENT ASSISTANCE PROGRAMS FOR COAST  
GUARD AND OTHER FEDERAL EMPLOYEES

- Ref: (a) 5 Code of Federal Regulations (CFR) Part 330, Subpart B, Reemployment Priority List, Subpart F, Agency Career Transition Assistance Plans, and Subpart G, Interagency Career Transition Assistance Plans (NOTAL)
- (b) Departmental Personnel Manual (DPM) Letter 300-22, DOT Career Transition Program (Revised), DPM Letter 330-9, Mandatory Placement Programs (Revised), and DPM Letter 330-8, DOT Reemployment Priority List (NOTAL)
- (c) CFR Part 536.301, Placement and Classification Plans for Persons on Grade and Pay Retention (NOTAL)
- (d) 5 CFR Part 351, Reduction in Force (NOTAL)

1. PURPOSE. This Instruction implements within the Coast Guard reference (a) through (d) requirements setting policy and procedures governing career transition, repromotion, and placement programs for Federal civilian employees displaced or made surplus as defined in this Instruction.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, assistant commandants for directorates, chief counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.
3. DIRECTIVES AFFECTED. Commandant Instruction M12330.3B is canceled.
4. COVERAGE. Some chapters of this Instruction apply to Coast Guard employees only, while others apply more broadly. Employees without permanent appointment are not covered.

COMDTINST M12330.3C

5. POLICY. The Coast Guard's policy is to maximize career transition assistance as well as repromotion and placement opportunities within the Service for individuals adversely affected by reorganization or downsizing.
6. DEFINITIONS. The following definitions apply:
  - a. Vulnerable Positions are those of any unit approved for closure, or positions officially identified for abolishment or movement to another commuting area. These positions may be designated by the signed Personnel Allowance Amendment (PAA) or other official documents which designate the positions involved by position control number or by organization and/or function. The Coast Guard Personnel Command's Civilian Personnel Management Division (CGPC-cpm) shall maintain a list of all vulnerable positions.
  - b. Surplus Employees are any non-Coast Guard Federal employees issued a Certification of Surplus Status, or any Coast Guard employees covered by this Instruction who occupy vulnerable positions or are in the same competitive level and competitive area as a position on the Vulnerable Position List (VPL) or have received a proposed separation notice except for cause (i.e., performance or conduct reasons) or for legislatively mandated separation. Employees who accept any permanent Federal position are no longer considered surplus. Employees considered surplus based on the VPL are no longer surplus if the VPL is amended to show that the position is not vulnerable.
  - c. Displaced Employees are any current employees in tenure groups I or II (career or career conditional appointments) who have been issued a specific reduction in force (RIF) separation notice. (Excepted service employees may also be considered displaced for Department of Transportation Career Transition Assistance Program mandatory placement eligibility.) Employees who accept any permanent Federal position are no longer considered displaced.
  - d. Well-Qualified Employees are any identified by the procedures of this Instruction using either of the two following methods:
    - (1) Method 1. The employee:
      - (a) Meets the qualification standard and eligibility requirements for the position, including any medical qualifications, and minimal educational and experience requirements;
      - (b) Meets all selective placement factors where applicable. Meets appropriate quality ranking factor levels. Selective and quality ranking factors cannot be so restrictive that they run counter to the goal of placing surplus and displaced employees;

I

- (c) is physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position;
  - (d) Meets any special qualifying conditions that the Office of Personnel Management (OPM) has approved for the position; and
  - (e) Is able to satisfactorily perform the duties of the position upon entry; or
- (2) Method 2. The employee is rated above minimally qualified candidates in accordance with a specific selection process documented by CGPC-cpm.
- e. Commuting Area means the geographic area that constitutes one area for employment purposes. Coast Guard commuting areas are identified in enclosure (1).
  - f. Coast Guard Priority Repromotion Program is a program which offers repromotion opportunities to Coast Guard employees on grade and pay retention.
  - g. Department of Transportation (DOT) Career Transition Assistance Program is a program which provides transition, retraining, and placement assistance to eligible surplus or displaced Coast Guard and other DOT employees.
  - h. DOT Reemployment Priority List and Priority Reemployment List are programs which offer placement opportunities within the Department to DOT employees scheduled for separation due to reduction in force or who have been separated due to reduction in force.
  - i. Interagency Career Transition Assistance Program is a program which offers placement assistance to displaced Federal employees.
  - j. Job Training Partnership Act is a Department of Labor-funded training program administered by the states, which provides transition, reemployment, and retraining assistance to displaced employees.
7. HIRING INTO VULNERABLE POSITIONS. Hiring into vulnerable positions shall be made on a limited basis, using temporary appointments.
8. SUNSET OF THE COAST GUARD PLACEMENT PROGRAM (CGPP).
- a. The CGPP addressed in COMDTINST 12330.3B (series) is replaced by the programs and procedures in this Instruction. Existing CGPP registrants shall continue to receive priority placement assistance for positions in their local commuting area as formerly provided by COMDTINST 12330.3B. To receive priority opportunities for positions in other commuting areas, registrants must refer to posted job announcements and apply for

COMDTINST M12330.3C

the positions consistent with the requirements of this Instruction. The CGPP will then expire upon termination of the eligibility of current registrants.

- b. Changes in Federal regulations and practices, coupled with the increasing use of technology, allow the replacement of the Coast Guard's registration-based placement system with a system which allows more direct, proactive employee involvement. This will simplify the overall placement process and make it more understandable to employees and managers.
- c. The CGPP was created before the advent of recent Federal policies for Career Transition Assistance Programs (CTAP) and the Interagency Career Transition Assistance Program (ICTAP). The CTAP and ICTAP are application-based programs in which eligible employees are empowered to apply for specifically advertised jobs. The CGPP differed by having eligible employees register for placement assistance in general job categories (series and location) of their choice, as opposed to preparing individual applications for posted vacancies.
- d. In substantial part, the aim of the CGPP was to provide priority placement assistance for Coast Guard employees to positions in any commuting area of their interest. Absent a nationwide job announcement system providing vacancy information to employees, the registration system was considered the most administratively feasible choice.
- e. New Federal regulations, however, limit the use of such noncompetitive movement to positions within the same local commuting area. Consequently, one of the primary objectives of the CGPP - the ability to consider and select surplus or displaced Coast Guard employees for vacancies in other locations before announcing the positions to other applicants - is now restricted.
- f. Additionally, the Coast Guard now has a nationwide vacancy announcement system on the Internet accessible from Standard Workstations available to most Coast Guard employees. The Coast Guard's jobs are also listed on nationwide systems maintained by the Department of Transportation and the Office of Personnel Management. Employee assistance in obtaining job information is further available through the DOT Job Connection as well as the Coast Guard's Career Development Resource Centers.
- g. Using these services, surplus and displaced Coast Guard employees may apply for specific Coast Guard vacancies anywhere in the Service and receive special selection priority if well-qualified. Unlike the CGPP registration system in which the employee's qualifications were judged substantially on the basis of a general job application which may not have been tailored to meet specific requirements of a given vacancy, the new system provides a clearer opportunity for the employee to demonstrate his or her qualifications in a given case.

9. REASSIGNMENT WITHIN THE LOCAL COMMUTING AREA. A surplus or displaced employee who declines reassignment to a position at the same grade and pay within the local commuting area may be proposed for removal.
10. PROMOTIONS. Placement programs covered in this Instruction do not provide promotion or placement in positions with greater promotion potential than that for which individuals would otherwise be eligible.
11. EQUAL OPPORTUNITY. All persons covered by this Instruction will receive consideration without regard to race, color, gender, sexual orientation, age, national origin, political affiliation, or physical or mental disability.

/s/

G. G. PICHE

Director of Personnel Management

Table Of Contents

<u>CHAPTER</u>	<u>PAGE</u>
CHAPTER 1. TRANSITION ASSISTANCE	1-1
A. General.....	1-1
B. Coverage.....	1-1
C. Type Of Assistance.....	1-1
D. Method Of Delivery.....	1-1
1. Career Development Resource Centers.....	1-1
2. Other.....	1-2
E. Orientation.....	1-2
F. Administrative Leave.....	1-2
1. Displaced Employees.....	1-2
2. Surplus Employees.....	1-2
CHAPTER 2. TRAINING	2-1
A. General.....	2-1
B. Coverage.....	2-1
C. Job Training Partnership Act.....	2-1
CHAPTER 3. SELECTION ORDER FOR FILLING A VACANCY	3-1
A. General.....	3-1
1. Coast Guard Placement Program.....	3-1
2. DOT Career Transition Assistance Program.....	3-1
A. Step 1.....	3-1
B. Step 2.....	3-1
C. Step 3.....	3-1
3. Coast Guard Priority Repromotion Program.....	3-1
4. Other Current DOT Employees.....	3-1
5. Reemployment Priority List and Priority Reemployment List.....	3-2
6. Interagency Career Transition Assistance Program.....	3-2
7. Other.....	3-2
B. Job Announcement Procedures.....	3-2

Summary Information.....	3-2
1. Programs.....	3-2
2. Notices.....	3-2
CHAPTER 4. DOT CAREER TRANSITION ASSISTANCE PROGRAM:	
A. General.....	4-1
B. Coverage.....	4-1
C. Exclusions.....	4-1
D. Determining Well-Qualified.....	4-3
E. Eligibles.....	4-3
F. Termination of Eligibility.....	4-3
G. Application Submission Requirements.....	4-4
H. Program Benefits.....	4-4
I. Procedures.....	4-4
CHAPTER 5. COAST GUARD PRIORITY REPROMOTION PROGRAM	
A. General.....	5-1
B. Coverage.....	5-1
C. Eligibles.....	5-1
D. Termination of Eligibility.....	5-1
E. Benefits.....	5-1
F. Procedures.....	5-1
1. When Placement Opportunities Exist or Are Anticipated.....	5-1
2. When No Placement Opportunities Exist or Are Anticipated.....	5-2
CHAPTER 6. DOT REEMPLOYMENT PRIORITY LIST AND PRIORITY REEMPLOYMENT LIST	
A. General.....	6-1
B. Coverage.....	6-1
C. Basic Requirements.....	6-1
D. RPL and PRL Coordinators.....	6-1
E. Eligibles.....	6-1
1. Reemployment Priority List Registration Due to Expected or Actual RIF Separation.....	6-1
2. Reemployment Priority List Registration Due to Compensable Injury.....	6-1
3. Priority Reemployment List Registration Due to RIF.....	6-2
F. Termination of Eligibility.....	6-2
1. Reemployment Priority List.....	6-2
2. Priority Reemployment List.....	6-2
G. Registration.....	6-2
H. Entitlements and Procedures.....	6-3
1. Reemployment Priority List.....	6-3
2. Priority Reemployment List.....	6-4
I. Appeals.....	6-4
CHAPTER 7. INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM	
A. General.....	7-1
B. Coverage.....	7-1
C. Exclusions.....	7-1
D. Eligibles.....	7-2
E. Termination of Eligibility.....	7-2
F. Procedures.....	7-2

A. RIF Notices..... 8-1  
    1. Basic Requirements..... 8-1  
    2. RIF Separation Notices..... 8-1  
B. Resignation Following RIF Notice..... 8-1  
C. Use of Vacancies During Reduction in Force..... 8-2  
D. Certification of Expected Separation..... 8-2  
E. Authority to RIF..... 8-3

- Encl: (1) Coast Guard Commuting Areas  
      (2) Career Transition Program Eligibility and Placement Program  
          Benefits Summary Charts  
      (3) Required Notices Summary Chart  
      (4) Sample Certification of Surplus Status  
      (5) DOT RPL/PRL Registration Forms and Listings  
      (6) Sample Certification of Expected Separation



## CHAPTER 1. TRANSITION ASSISTANCE

- A. General. The Civilian Personnel Management Division (CGPC-cpm) on behalf of Appropriated Fund personnel, the Office of Work Life in Commandant (G-W) and field Work-Life Staffs on behalf of all covered personnel, as well as operating officials in the Nonappropriated Fund (NAF) personnel program on behalf of NAF employees, shall provide career transition assistance to covered individuals.
- B. Coverage. The transition assistance program covers surplus and displaced Coast Guard employees, including Senior Executive Service (SES) members and employees paid from Nonappropriated Funds, unless otherwise noted. On a space available basis it also covers former Coast Guard employees separated by RIF or failure to accept relocation, and the spouses of Coast Guard employees facing relocation.
- C. Type of Assistance. Assistance rendered should be flexible in nature to meet the needs of the individual employee. The assistance will consist of:
1. Job application workshops, skills assessment, career counseling, networking, Work-Life Program assistance, job information, financial planning and other appropriate forms of employee assistance;
  2. Training in computer literacy, communications, and problem solving following guidance and standards set by the Department of Transportation (DOT) Training Council; and
  3. Service or assistance in contacting other Federal agencies, state employment and Federal employment assistance agencies, and other public and private sector employers to assist in finding continuing employment. This assistance may be in many forms: direct assistance in contacting other employers, participation in "job fairs" or other similar efforts, provision of time and office facilities (e.g., office space, telephones, computers, etc.) for surplus and displaced employees to contact potential employers.
- D. Method of Delivery. The method of service delivery may vary:
1. Career Development Resource Centers (CDRC's). In areas employing significant numbers of employees, Career Development Resource Centers (CDRC's) staffed by professional career counselors, and equipped with computers, telecommunication links to Federal and other job information sources, automated job applications, job interest inventories and assessment methodologies, and audio/video and hardcopy reference libraries, may provide the bulk of these services. Because of their cost, decisions to add new CDRC's to those already in place shall be made by the Commandant.

2. Other. In locations outside the areas serviced by CDRC's, efforts should be made to work cooperatively to identify available transition resources, e.g., other Federal agencies, local components of the Department of Transportation, or the Federal Executive Board or Federal Executive Association. Employees in remote field facilities may receive services via remote learning methods, e.g., videos, telephonic career counseling, etc. However, every effort should be made to provide in-person assistance when resources permit. The Civilian Personnel Management Division (CGPC-cpm) shall also assist remotely located employees in using the nationwide services available from the Department of Transportation's "DOT Connection," a full-service career resource center located in Washington, DC.
- E. Orientation. Surplus or displaced employees must receive an orientation to the transition services program before services are provided. The orientation should include information on what services are available, when and how to obtain them, and whom to contact for additional information. At a minimum, employees shall be provided a copy of the Coast Guard's "Guide to Employee Transition Programs and Services". A copy of the "Guide" should be provided to each surplus employee at the time the Certification of Surplus Status (CSS, see Chapter 4, paragraph E.2.) is issued. Copies must also be provided whenever an employee is issued a RIF notice or a Certification of Expected Separation (see Chapter 8).
- F. Administrative Leave. This paragraph does not apply to members of the SES or NAF employees.
1. Displaced Employees. Employees who have received a RIF separation notice must be provided a minimum of 32 hours of administrative leave per pay period to conduct job searches, prepare job applications, interview for jobs, or obtain job, career, or stress management counseling.
  2. Surplus Employees. The Coast Guard endorses reasonable use of administrative leave for its surplus employees for the same purposes as discussed in paragraph 1.F.1. As a guideline, 16 hours of administrative leave within a pay period is considered "reasonable" for these purposes. The amount of administrative leave provided may be adjusted in cases where the position involves a safety or security function or performs a critical service or mission (e.g., wage marine employees). Approval is at the discretion of the individual commanding officer.

## CHAPTER 2. TRAINING

### A. General.

1. The Coast Guard endorses the use of training, including retraining, which facilitates placements of surplus and displaced employees or which is needed to close skills gaps or to equip employees for transition into a new occupation. Training or retraining for these purposes is endorsed where feasible for all surplus and displaced employees prior to actual separation.
2. In support of retraining, managers should make every effort to fully utilize existing mechanisms to cross-train employees, e.g., mentoring, details and rotational assignments, courses, partnerships with education institutions, etc. Every effort should be made to tap into the skills and knowledge of current employees in the design and presentation of training courses.

B. Coverage. This chapter applies to all current Coast Guard surplus and displaced employees, including members of the SES and Nonappropriated Fund (NAF) employees.

C. Job Training Partnership Act (JTPA). Where feasible, the Coast Guard endorses the use of such programs as the Job Training Partnership Act. Under the JTPA, the Department of Labor (DOL) grants funds to states to provide transition, reemployment, and retraining services to individuals who have received a reduction in force separation notice or Certification of Expected Separation. The services offered vary from state to state, but typically include job hunting assistance in addition to retraining. The Civilian Personnel Management Division (CGPC-cpm) shall explore JTPA options and advise employees as appropriate.

## CHAPTER 3. SELECTION ORDER FOR FILLING A VACANCY

A. General. The order of precedence among the placement programs and options for filling a vacancy is:

1. Coast Guard Placement Program (CGPP). Individuals covered by this program in the local commuting area shall have priority placement opportunities consistent with their conditions of registration. To receive priority opportunities for positions in other commuting areas, registrants must refer to posted job announcements and apply for the positions consistent with the requirements of this Instruction.
2. DOT Career Transition Assistance Program (CTAP). The DOT CTAP placement program, discussed in Chapter 4, is the next step if no one has been placed under the CGPP. Exceptions to the DOT Placement Program are listed in Chapter 4. Within the program, the order of priority for placement shall be:
  - a. Step 1. Surplus or displaced Coast Guard employees in the vacancy's commuting area who meet all program requirements;
  - b. Step 2. If no placement has resulted from Step 1, then placement opportunities shall be provided to other eligible DOT surplus or displaced employees in the vacancy's commuting area who meet all program requirements; and
  - c. Step 3. If no placement has resulted from Steps 1 and 2, then placement opportunities shall be provided to surplus and displaced Coast Guard employees who apply from outside the vacancy's commuting area, who meet all program requirements.
  - d. Among the exceptions to CTAP, at management's option, any qualified Coast Guard employee within the local commuting area may be selected provided that Step 1 has been completed.
3. Coast Guard Priority Repromotion Program (PROP). If previous steps have been followed without a resulting placement, then placement opportunities shall be provided to qualified Coast Guard employees on grade and pay retention who are eligible for repromotion opportunities under the Coast Guard Priority Repromotion Program described in Chapter 5.
4. Other Current DOT Employees. If previous steps have been followed without a resulting placement, any other current DOT employee who is qualified for the position may be selected.
5. Reemployment Priority List (RPL) and Priority Reemployment List (PRL). If previous steps have been followed without a resulting placement, qualified RPL and PRL registrants must be considered before other candidates.

6. Interagency Career Transition Assistance Program (ICTAP). If previous steps have been followed without a resulting placement, well-qualified ICTAP eligibles must be considered before other candidates.
  7. Other. If previous steps have been followed without a resulting placement, any other candidates may be considered.
- B. Job Announcement Procedures. The CGPP is a registration-based system that must be cleared before announcing job vacancies. Other registration-based systems include the Reemployment Priority List and the Priority Reemployment List. Once the CGPP is cleared, the vacancy may be announced following the procedures discussed in Chapter 4. Candidates, both those who applied for the vacancy and those who registered in a specific program, are then considered in the indicated order. There is no need to make separate announcements for each placement program.
- C. Summary Information.
1. Programs. To assist the user, enclosure (2) provides two charts which summarize eligibility and benefits which apply to the various programs covered by this Instruction.
  2. Notices. Enclosure (3) summarizes the various notices and handouts required for distribution under these programs.

## CHAPTER 4. DOT CAREER TRANSITION ASSISTANCE PROGRAM: MANDATORY PLACEMENT PROGRAM

- A. General. This implements within the Coast Guard the DOT Placement Program set forth in Departmental Personnel Manual Letter 330-9.
- B. Coverage. This program applies only to DOT employees in the competitive or excepted service who have been designated as either surplus or displaced. Nonappropriated Fund and SES employees are not covered.
- C. Exclusions. The following actions are exempted:
1. Noncompetitive movement of DOT surplus or displaced employees within the same local commuting area, including CGPP placements consistent with this exception;
  2. The selection of a Coast Guard employee from within the local commuting area, after all eligible surplus and displaced Coast Guard applicants eligible under CTAP within the local commuting area have been accorded selection priority;
  3. Placement of a DOT employee through reassignment, change to lower grade, or promotion, when no employees eligible for placement assistance under this program apply;
  4. Reemployment of a former DOT employee exercising regulatory or statutory reemployment rights;
  5. Position changes resulting from disciplinary actions;
  6. Temporary appointments of 120 days or under (including all extensions);
  7. Exchange of positions between or among agency employees, when the actions involve no increase in grade or promotion potential, i.e., job swaps;
  8. Conversion of an employee on an excepted appointment which confers eligibility for noncompetitive conversion into the competitive service;
  9. Placement activities under reduction in force regulations;
  10. Noncompetitive placement of an employee into a different position as a result of reorganization, when the former position ceases to exist, and no actual vacancy results;
  11. Placements made under the Intergovernmental Personnel Act (IPA);
  12. The filling of a position through an excepted appointment;
  13. Details;

14. Time-limited promotions of 120 days or under, including all extensions;
15. Movement of excepted service employees within DOT;
16. A placement under 5 U.S.C. 8337 or 8451 to allow continued employment of an employee who has become unable to provide useful and efficient service in his or her current position because of a medical condition;
17. A placement that is a "reasonable offer" as defined in 5 U.S.C. 8336(d) and 8414(b);
18. Career ladder promotions or position changes resulting from reclassification actions, e.g., accretion of duties, or application of new position classification standards;
19. Recall of seasonal or intermittent employees from nonpay status;
20. The internal placement of an injured or disabled worker within DOT when management has identified a position for which he or she can be reasonably accommodated;
21. An action taken by the Secretary of Transportation or his or her designee pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;
22. An action taken to return an employee to his or her original or similar position during a supervisory probationary period;
23. The retention of individuals whose positions are brought into the competitive service under Title 5, Code of Federal Regulations (CFR) 316.701 or Sec. 316.702 and subsequent conversion, when applicable, under 5 CFR 315.701;
24. The retention of an employee for whom OPM has approved a Rule 5.1 variation;
25. The reemployment of a former agency employee who retired under a formal trial retirement and reemployment program of DOT, and who seeks reemployment under the program's provisions, and within the department's applicable time limits;
26. Extensions of temporary or term actions, up to the full period allowed, provided that the original action, upon which the extension is based, was made on or before 29 February 1996; or for actions initially made after 29 February 1996, the original vacancy announcement must have specified that the position was open to CTAP candidates and that if they were found well-qualified, would be afforded selection priority. The original announcement must have stated that an extension was possible without further announcement;

27. Noncompetitive movement of displaced employees between agencies as a result of reorganization, transfer of function, or mass transfer; and

28. The placement of a member of the Senior Executive Service under 5 U.S.C. 3594.

D. Determining Well-Qualified.

1. Methods 1 and 2 for determining well-qualified are described in paragraph 6.d. The Civilian Personnel Management Division (CGPC-cpm) is responsible for determining when to use Method 1 and when to use Method 2. The choice of method may be applied to all positions, or may be applied by occupation and/or grade level. Once a determination has been made, it must be applied consistently.
2. The Civilian Personnel Management Division shall establish procedures for documenting decisions regarding the qualifications of surplus and displaced employees considered for placement. When Method 2 is used, a pre-determined cut-off score or descriptor must be established prior to the review of qualifications.

E. Eligibles.

1. Eligibles include current surplus and displaced DOT employees whose current or last performance rating of record is at least Proficient and who applied for a specified vacancy on a timely basis and are determined to be Well-Qualified. Coast Guard employees meeting these conditions may apply for any Coast Guard vacancy regardless of location. Non-Coast Guard eligibles are limited to those in the commuting area of the vacancy. Excepted service employees are only eligible for positions with the same appointing authority as that from which being separated.
2. The Civilian Personnel Management Division (CGPC-cpm) must notify eligible Coast Guard employees in writing that they meet the eligibility requirements. Surplus employees must be given a Certification of Surplus Status (CSS, see enclosure (4) sample) within 30 days of determining the status. The CSS will be issued for a period not to exceed 6 months, and may be renewed in increments up to 6 months each for as long as the employee is surplus. Displaced employees facing RIF separation will be provided RIF separation notices.

F. Termination of Eligibility. Participation ends with:

1. Separation;
2. Acceptance of any permanent Federal position; or
3. For Coast Guard eligibles, a determination by CGPC-cpm that the employee will not be adversely affected by a planned reorganization.



G. Application Submission Requirements. Application is an employee responsibility. To apply for a specific vacancy, the employee must submit on a timely basis to CGPC-cpm: (a) a completed employment application or resume (e.g., OF-612, SF-171 or alternative showing complete work experience and responsibilities); (b) a RIF separation notice, CES (see Chapter 8) or CSS (see 4.E.2.); and (c) any supplemental information that may be required. There is no lower limit on the number of grades below the employee's current grade for which he or she may apply. However, grade and pay retention is limited as discussed under paragraph H.2. below.

H. Program Benefits.

1. Jobs to be considered for placement opportunities must be vacancies lasting more than 120 days.
2. While there is no lower limit on the number of grades below the employee's current grade for which he or she may apply, the Coast Guard will provide grade and pay retention only to employees downgraded no more than three grade levels below their current grade. All Coast Guard employees who meet these conditions shall receive grade and pay retention. Grade and pay retention for non-Coast Guard employees shall be determined on a case-by-case basis.
3. Eligible employees who are well-qualified for the position are provided priority placement opportunities consistent with the program's Procedures.

I. Procedures.

1. For job announcements or advertisements made under the CTAP the minimum area of consideration must be DOT-wide in the local commuting area and current Coast Guard surplus and displaced employees anywhere.
2. The Civilian Personnel Management Division (CGPC-cpm) shall include the definition of well-qualified in all job announcements along with information on how CTAP eligibles may apply, including proof of eligibility required.
3. A second, independent review shall be made whenever an applicant is found not well-qualified for the position. An initial rating of less than "Well-Qualified" must be substantiated by either a second personnel specialist or appropriate subject matter experts, neither being involved in the initial rating process.
4. The Civilian Personnel Management Division (CGPC-cpm) shall refer to the selecting official the names of any program eligibles determined to be well-qualified for the position. To facilitate this process, the referral certificate or other document which is provided to the selecting official, and which contains the names of well-qualified CTAP eligibles, shall specify the individuals' status (i.e., surplus vs. displaced).
5. The selecting official may choose:

- a. Step 1. Any well-qualified Coast Guard CTAP eligible who is within the local commuting area of the vacancy and who has been referred for the position; or
  - b. Step 2. Any other well-qualified, referred DOT CTAP eligible from within the local commuting area, if no candidates are available from Step 1; or
  - c. Step 3. Any other well-qualified, referred Coast Guard CTAP eligible from outside the commuting area, if no candidates are available from Steps 1 and 2.
6. The selecting official may also choose on the basis of a permitted exception to CTAP. Among these exceptions, at management's option any eligible and qualified Coast Guard employee within the local commuting area may be selected provided that Step 1 has been completed. If this option is used, Coast Guard PROP eligibles must be considered before any other Coast Guard employee.
  7. A selecting official who believes a referred CTAP eligible is not well-qualified may appeal the qualifications determination. The appeal must be in writing and must explain why the employee is not well-qualified for the position. The Civilian Personnel Management Division (CGPC-cpm) will provide a written evaluation in response to the selecting official's justification following the procedures in paragraph I.3. If CGPC-cpm agrees with the selecting official, no further review is necessary. Absent agreement, appeals shall be adjudicated by the cognizant area, district, or maintenance and logistics command commander, the program director for Headquarters unit positions, or the Chief of Staff for Headquarters positions.
  8. Absent an available, well-qualified CTAP eligible, and with the concurrence of the selecting official, CGPC-cpm may modify qualifications to place a surplus or displaced DOT employee from the same commuting area when it determines the individual has the capacity, adaptability, and special skills needed to perform the duties of the position.
  9. The selecting official may request approval to fill the position by other means (in the Chapter 3 sequence) only when there are no well-qualified CTAP eligibles available from those referred.
  10. The Civilian Personnel Management Division (CGPC-cpm) shall publicize its vacancies. Notification should be carried out consistent with the Coast Guard merit promotion plan, i.e., in the same manner the Coast Guard would use were it recruiting under its merit promotion plan and the area of consideration were DOT-wide in the local commuting area. Applications of Coast Guard CTAP eligibles shall be accepted on a nationwide basis. Vacancies should be publicized for no less than the length of time that would be required under the Coast Guard merit promotion plan for a position with the same area of consideration. A statement that CTAP eligibles may apply must be included on the vacancy announcement, or should be reflected in the area of consideration.

11. The Civilian Personnel Management Division (CGPC-cpm) shall advise in writing all CTAP applicants of the results of their application, including whether they were found qualified, not qualified, or well-qualified. All CTAP applicants found not well-qualified shall be advised that a second, independent review has been conducted.

## CHAPTER 5. COAST GUARD PRIORITY REPROMOTION PROGRAM (PROP)

- A. General. This implements within the Coast Guard reference (c) requirements to establish a placement program for employees on grade and pay retention.
- B. Coverage. This Chapter applies to eligible Coast Guard (both competitive and excepted service) employees only. Nonappropriated Fund and SES employees are not covered.
- C. Eligibles. Eligibles are current Coast Guard employees from within the vacancy's commuting area who are qualified for the position and on grade and pay retention because they have been downgraded.
- D. Termination of Eligibility. Eligibility terminates upon expiration of grade and pay retention or whenever the employee declines an offer that would have ended grade and pay retention. When the employee declines an offer at a particular grade level, no further consideration under the program shall be made at that grade level or below.
- E. Benefits. The employee receives priority repromotion opportunities following the sequence indicated in Chapter 3 for any local commuting area vacancies for which the employee qualifies. Repromotion opportunities apply to all positions graded above the employee's current grade, up to the grade formerly held (or equivalent).
- F. Procedures.
  - 1. When Placement Opportunities Exist or Are Anticipated.
    - a. When CGPC-cpm effects a change to lower grade resulting in grade and pay retention, it shall enter the affected employee's name on a list of those employees within the commuting area who are eligible for PROP benefits. The Civilian Personnel Management Division (CGPC-cpm) shall also notify the employee in writing of his or her eligibility and provide appropriate program information. As vacancies occur, CGPC-cpm shall review the names of PROP eligibles within the commuting area, and shall forward to the selecting official the application of any PROP eligible who meets the position's qualifications. In doing so, CGPC-cpm should advise the employee of his or her eligibility for the position, and request an updated job application. If an updated application is not furnished, CGPC-cpm shall use the latest application in the employee's Official Personnel Folder. These names shall be referred to the selecting official before referring the names of any non-PROP eligibles.

- b. If the CGPP and DOT CTAP are cleared without placement, the selecting official must select any qualified Coast Guard employee referred under the Priority Repromotion Program before considering anyone else.
  - c. A selecting official who believes an applicant referred under this program is not qualified may appeal the qualifications determination. The appeal must be in writing and must clearly demonstrate that the employee will not be able to perform the duties of the position within a reasonable period, usually 90 days. The Civilian Personnel Management Division (CGPC-cpm) will provide a written evaluation in response to the selecting official's justification. If CGPC-cpm agrees with the selecting official, no further review is necessary. Absent agreement, appeals shall be adjudicated by the cognizant area, district, or maintenance and logistics command commander, the program directors for Headquarters unit positions, or the Chief of Staff for Headquarters positions.
2. When No Placement Opportunities Exist or Are Anticipated. When CGPC-cpm determines that no reasonable placement opportunities are available or anticipated at the employee's retained grade level, the responsible commanding officer shall consider:
- a. Modifying qualifications standards in accordance with OPM regulations and the appropriate merit promotion plan; and/or
  - b. Providing the employee the opportunity to acquire qualifications for other positions through training or developmental assignments (see Chapter 2).

## CHAPTER 6. DOT REEMPLOYMENT PRIORITY LIST (RPL) AND PRIORITY REEMPLOYMENT LIST (PRL)

- A. General. This implements within the Coast Guard the DOT Reemployment Priority List (RPL) and DOT Priority Reemployment List (PRL) programs set forth in the Departmental Personnel Manual.
- B. Coverage. This chapter applies to current and former DOT employees who meet eligibility conditions. NAF and SES employees are not covered.
- C. Basic Requirements.
  - 1. As required by OPM, DOT has established RPL and PRL programs to provide priority reemployment consideration for RIF-separated and certain other classes of employees and former employees, when they meet eligibility requirements and are registered as program participants. Individuals whose names appear on these lists are provided priority employment consideration for the kinds of jobs for which registered. Program involvement extends to all DOT administrations, including the Coast Guard.
  - 2. The basic program mechanism is a list (the RPL or the PRL, see enclosure (5)), which is separately established by occupation for each DOT commuting area in which eligible individuals are registered. Each DOT administration which employs personnel in the commuting area maintains a copy of the RPL and PRL for the commuting area. Names are added to or deleted from each list according to the procedures established in this chapter.
- D. RPL and PRL Coordinators. For purposes of coordinating RPL and PRL activity, each DOT administration designates a single RPL coordinator. CGPC-cpm coordinates for the Coast Guard.
- E. Eligibles. The following are eligible to register:
  - 1. Reemployment Priority List Registration Due to Expected or Actual RIF Separation. Registration eligibles include competitive service employees in tenure group I or II whose last annual performance rating (unless excluded by law or regulation) was not Unsatisfactory and who have received a notice of RIF separation or a CES (see Chapter 8) or have actually been separated by RIF. Tenure group I employees are eligible to be listed for 2 years, and tenure group II employees for 1 year, from the date entered on the RPL;
  - 2. Reemployment Priority List Registration Due to Compensable Injury. Registration eligibles include competitive service employees in tenure group I or II who are separated (or who accept a lower graded position in lieu of separation) who have fully recovered more than 1 year after compensation began. A former

tenure group I employee is eligible to be listed for 2 years, and a former group II employee for 1 year, from the date the individual is entered on the RPL; and

3. Priority Reemployment List Registration Due to RIF. Registration eligibles include all excepted service employees who meet conditions specified in 5 CFR 302.303 and Departmental guidance.

F. Termination of Eligibility.

1. Reemployment Priority List. When a registrant declines an offer without time limit or fails to respond to an inquiry, the individual loses consideration for all positions with a representative rate at or below that grade. Eligibility also terminates whenever the registrant:
  - a. Requests removal;
  - b. Receives an appointment without time limitation in an agency;
  - c. Separates for some reason (such as retirement or resignation) before the date of the RIF separation; or
  - d. If enrolled on an RPL in Alaska or overseas, leaves the area covered by that RPL or becomes disqualified for overseas employment because of previous service or residence.
2. Priority Reemployment List. Eligibility terminates as specified in 5 CFR 302.303 and Departmental guidance.

- G. Registration. The CGPC-cpm shall provide the RPL or PRL registration form (enclosure (5)) to the affected employee whenever issuing a RIF separation notice or a Certification of Expected Separation. Registration is an employee responsibility. To register, the employee must submit the completed registration form to CGPC-cpm not later than 30 calendar days after the RIF separation date. Before registering an employee, CGPC-cpm shall first contact the Departmental Office of Human Resource Management to ensure the individual has not declined an offer under the ICTAP for a qualifying position. The CGPC-cpm shall contact DOT RPL coordinators to enroll the applicant on the RPL or PRL within 10 calendar days of receipt of the completed registration form. As necessary, CGPC-cpm shall assist applicants who request help in completing the registration form. The CGPC-cpm shall notify the RPL coordinator of the DOT administration which originally employed the registrant whenever an RPL or PRL selection or declination has occurred. When CGPC-cpm is aware that a Coast Guard registrant has accepted or declined a program-related offer, it shall advise DOT RPL coordinators.

## H. Entitlements and Procedures.

### 1. Reemployment Priority List.

- a. Qualified individuals registered on the RPL are entitled to priority placement consideration for applicable DOT competitive service positions in the commuting area to which the employee's position was assigned for RIF purposes, before a commitment can be made to fill a position by means other than internal placement (i.e., detail, promotion, demotion, or reassignment of a qualified DOT employee), the new appointment of an individual entitled to 10-point veteran preference, the reinstatement of a qualified preference eligible, the reinstatement of an employee following recovery from a compensable injury or disability within 1 year, the conversion to competitive appointment of an employee currently serving under an appointment that provides noncompetitive conversion eligibility, reappointment without a break in service to the same position currently held by an employee serving under a temporary appointment of 1 year or less (only to another temporary appointment not to exceed 1 year or less), extension of an employee's temporary appointment, a 30-day special needs appointment or 700 hour temporary appointment of a severely disabled or mentally restored individual, or by repromotion of a Coast Guard employee under the Coast Guard Priority Repromotion Program for employees on grade and pay retention.
- b. The entitlement is to consideration for positions in the commuting area for which qualified and available that are at no higher grade (or equivalent), have no greater promotion potential than the position from which the employee was or will be separated, and have the same type of work schedule. In addition, an employee is entitled to consideration for any higher grade previously held on a nontemporary basis in the competitive service from which the employee was demoted by RIF. These benefits apply whether filling the position on a temporary, term, or permanent basis, provided the individual has registered on the RPL for such appointments.
- c. Management must clear the RPL at the grade level at which it fills a position (regardless of the full performance level).
- d. Each eligible employee in Alaska or overseas is entitled to apply for the RPL in the commuting area in which separated, unless the employee leaves that area and makes a written request for entry on the RPL for the commuting area from which he or she was employed for Alaskan or overseas service, or in another area within the United States outside of Alaska that is mutually acceptable to the individual and the agency.
- e. When there are no prospective DOT vacancies at the employee's former level in the commuting area, CGPC-cpm should notify and consult with the registrant. While ordinarily CGPC-cpm will allow 6 months before making



this determination, a determination may be made any time the evidence is sufficiently strong. The registrant may then request consideration for the next best available position(s). If the registrant prefers, CGPC-cpm should register the individual in an alternative commuting area providing the maximum placement opportunities. If there is no viable alternative commuting area, CGPC-cpm shall discuss with the Departmental Office of Human Resource Management whether other commuting areas are available in the Department.

- f. Selections from the RPL shall be made in retention standing order as defined under RIF procedures. A group I registrant may not be passed over to select a registrant in group II. Within a group, an individual in a higher subgroup may not be passed over to select a registrant from a lower subgroup. Within a subgroup, the selecting official may select anyone.
  - g. The selecting official may request an exception to these requirements and appoint an individual who is not on the RPL or who has lower standing than others on the RPL when necessary to avoid undue interruption of essential duties. In consultation with CGPC-cpm, such exceptions must be approved in writing by the responsible area, district, or maintenance and logistics commander, the program directors for Headquarters unit positions, or the Chief of Staff for Headquarters positions. In such cases, CGPC-cpm shall notify, in writing, each individual on the RPL who is adversely affected by such appointment of the reasons for the exception and of the right of appeal to the Merit Systems Protection Board.
2. Priority Reemployment List. The Coast Guard's program follows 5 CFR 302.303 and Departmental guidance.
- I. Appeals. An individual who believes that his or her reemployment rights under this chapter have been violated because of the employment of another person who otherwise could not have been appointed properly may appeal to the Merit Systems Protection Board.

## CHAPTER 7. INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

- A. General. This implements within the Coast Guard the Interagency Career Transition Assistance Program set forth in Departmental Personnel Manual Letter 330-9. Exclusions, application submission procedures, and program benefits are the same as for the CTAP described in Chapter 4.
- B. Coverage. This program applies to current competitive service employees issued a RIF separation notice and former Federal employees in the competitive service who have been separated due to reduction in force or transfer of function. Not covered are NAF, SES, and excepted service employees.
- C. Exclusions. The following actions are exempted:
1. Selections from the DOT CTAP or RPL or any other internal movement of current DOT employees;
  2. Appointments of 10-point veteran preference eligibles, if reached through an appropriate appointing authority;
  3. Reemployment of former DOT employees who have regulatory or statutory reemployment rights;
  4. Temporary appointments of 120 or less (including all extensions);
  5. An action taken under reduction in force regulations;
  6. The filling of a position by an excepted appointment;
  7. Conversion of a DOT employee who is serving on an excepted appointment that confers eligibility for noncompetitive appointment into the competitive service, e.g., conversion of a veterans' readjustment appointee to a career conditional appointment;
  8. Noncompetitive movement of displaced employees between agencies as a result of reorganization, transfer of function, or mass transfer;
  9. The reemployment of a former DOT employee who retired under a formal trial retirement and reemployment program, and who seeks reemployment with DOT under the program's provisions, and within the applicable time limits;
  10. An action taken by the Secretary of Transportation or his or her designee pursuant to the settlement of a formal complaint, grievance, appeal, or other litigation;
  11. Extensions of temporary or term actions, up to the full period allowed, provided that the original action, upon which the extension is based, was made on or before

29 February 1996; or for actions initially made after 29 February 1996, the original vacancy announcement must have specified that the position was open to ICTAP candidates, and that if they were found well-qualified, would be afforded selection priority. The original announcement must have stated that an extension was possible without further announcement. This exception includes extensions granted by OPM to the 2 or 4 year limit allowed for temporary and term appointments, respectively;

12. The reappointment of former DOT employees into hard-to-fill DOT positions, the duties of which require unique skills and experience necessary to conduct a formal skills-based training program within the department;
  13. The retention of individuals whose positions are brought into the competitive service under Title 5, CFR 316.701 or Sec. 316.702 and subsequent conversion, when applicable, under Sec. 315.701;
  14. The retention of an employee for whom OPM has approved a Rule 5.1 variation;
  15. The placement of a member of a Senior Executive Service under 5 U.S.C. 3594; and 16. Assignments made under the Intergovernmental Personnel Act.
- D. Eligibles. Eligibles include current competitive service employees issued a RIF separation notice or a notice of proposed separation for declining a transfer of function or a directed reassignment out of the local commuting area and former competitive service Federal employees who have been separated due to reduction in force or transfer of function who have applied for a specified vacancy on a timely basis. The eligible's current or last performance rating must be at least Proficient.
- E. Termination of Eligibility. Eligibility terminates:
1. One year after separation; or
  2. When the employee no longer meets eligibility conditions (e.g., is no longer being separated by RIF or separates by resignation or non-discontinued serviced retirement prior to the RIF effective date); or
  3. Upon acceptance or declination of any permanent Federal position.
- F. Procedures.
1. Except as otherwise stated below, the procedures are the same as used for the CTAP described in Chapter 4.
  2. Prior to referring the names of well-qualified ICTAP eligibles, CGPC-cpm shall check with the Departmental Office of Human Resource Management to ensure

that no individual is referred who is listed as having declined a prior offer under the ICTAP.

3. The selecting official may choose:
  - a. Step 1. Any well-qualified Coast Guard ICTAP eligible who is within the local commuting area of the vacancy and who has been referred for the position; or
  - b. Step 2. Any other well-qualified, referred ICTAP eligible from within the local commuting area, if no candidates are available from Step 1; or
  - c. Step 3. Any other well-qualified, referred Coast Guard ICTAP eligible from outside the commuting area, if no candidates are available from Steps 1 and 2.
4. The CGPC-cpm shall report to the Departmental Office of Human Resource Management the name of any referred ICTAP eligible who declines a position offered under this program.

## CHAPTER 8. REDUCTION IN FORCE: PLACEMENT RELATED ASPECTS

### A. RIF Notices.

1. Basic Requirements. Reduction in force notices will be given to employees at least 120 days prior to the effective date, unless Commandant (G-WP) or higher authority approves a shorter notice period due to factors outside management's control. The notice shall contain:
  - a. The specific RIF action to be taken and its effective date;
  - b. The employee's competitive area, competitive level, subgroup, service date, and the three most recent annual performance ratings of record received during the last 4 years;
  - c. The place where the employee may inspect the regulations and records pertinent to his or her case;
  - d. If applicable, the reasons for retaining a lower standing employee under an authorized discretionary exemption;
  - e. If applicable, that employees are being separated under liquidation procedures without regard to standing within the subgroup and the date the liquidation will be complete;
  - f. The employee's appeal or grievance rights; and
  - g. If applicable, specific information on the Reemployment Priority List (or Priority Reemployment List, as appropriate); the Coast Guard Priority Repromotion Program; the DOT and Interagency placement programs; the Coast Guard's "Guide to Employee Transition Programs and Services;" an estimate of severance pay if eligible; and a release statement to sign that would authorize at their option release of their resumes for employment referral to State dislocated worker units and potential public and private sector employers.
2. RIF Separation Notices. Employees in receipt of a RIF separation notice are simultaneously eligible for CTAP, ICTAP, and the RPL/PRL.

### B. Resignation Following RIF Notice.

1. Employees who resign because they expect to be involuntarily separated are considered to have been involuntarily separated for severance pay purposes only if they resign after receiving:

- a. A specific written notice stating that the employee will be involuntarily separated by a particular action (e.g., RIF notice per paragraph 8.A.) on a particular date; or
  - b. A general written notice of RIF or transfer of function that announces all positions in the competitive area will be abolished or transferred to another commuting area by a particular date. The general notice should also expressly state that a resignation after receipt of the notice will constitute an involuntary separation for severance pay purposes, as long as the notice is not canceled prior to the effective date of the resignation. The general notice must be distributed to all employees in the affected competitive area. There is no maximum amount of time between the issuance of the general notice and the scheduled date of position abolishment or transfer of function.
2. If the specific or general notice is canceled before the resignation is effected, the resignation would not be qualifying for severance pay purposes.
  3. The general notice may be used for severance pay purposes only and has no standing under the RIF program and is not subject to RIF rules. A general notice cannot be used to meet RIF notice requirements set in paragraph 8.A.
  4. A Certification of Expected Separation discussed in paragraph 8.D. is not a qualifying specific or general notice for severance pay purposes.
  5. Entitlement to certain benefits, such as training assistance, priority placement rights, appeal rights, etc., may be affected by an employee's decision to resign in advance of an involuntary separation action. The CGPC-cpm should inform affected employees of these implications before they effect a resignation.
- C. Use of Vacancies during Reduction in Force. Except when specifically determined by Commandant (G-WP), the Coast Guard will use vacancies during RIF.
- D. Certification of Expected Separation (CES). To provide eligibility for the U. S. Department of Labor's Job Training Partnership Act (JTPA) dislocated worker programs, CGPC-cpm may issue a CES (see enclosure (6) sample) to a competing employee it expects to separate by RIF. The certification may be issued up to 6 months prior to the effective date of the RIF. The CES is to be addressed individually to each affected employee and should be signed by the civilian personnel officer or his or her representative. The CES shall be separate from any RIF notice discussed in paragraph 8.A. It must contain the expected date of reduction in force, state that all requirements necessary to issue the CES have been met, and include a description of the Job Training Partnership Act program, the Interagency Career Transition Assistance Plan, and the Reemployment Priority List. A certification is not appealable. To issue the CES, CGPC-cpm must determine:

1. Employment opportunities for the same or similar positions in the local commuting area are limited or nonexistent;
2. Placement opportunities within the employee's own or other Federal agencies in the local commuting area are limited or nonexistent; and
3. If eligible for optional retirement, the employee has not filed a retirement application or otherwise indicated in writing an intent to retire.

E. Authority to RIF.

1. The Coast Guard is sensitive to the personal and organizational costs associated with RIF. Any decision to RIF is carefully weighed. Alternatives to RIF are outlined in the Coast Guard's "Reference Guide to Reduction in Force and Transfer of Function" as well as in "The Coast Guard Manager's Guide to Civilian Personnel Processes Used to Streamline Organizations."
2. To ensure that alternatives have been appropriately weighed and all requirements met, decisions to RIF or issue RIF notices must be coordinated through CGPC-cpm and approved in writing by the RIF Approving Official (the area, maintenance and logistics command, or district commander, the commanding officer of a headquarters unit, or Commandant (G-CCS) at Headquarters). When two or more commands share a common competitive area for RIF purposes, the affected RIF Approving Officials must agree before RIF is authorized. Alternatively, Commandant (G-CCS) may decide. Reduction in force notices may be signed by the RIF Approving Official or his or her designee in the chain-of-command.

Enclosure (1) to COMDTINST M12330.3C

U.S. COAST GUARD COMMUTING AREAS

State	Commuting Area	Code
Alabama	Mobile	ALMO
Alaska	Anchorage	AKAN
	Juneau	AKJU
	Ketchikan	AKKE
	Kodiak	AKKO
	Sitka	AKSI
	St. Paul	AKSP
	Valdez	AKVA
California	Alameda/Oakland/San Francisco	CAAL
	Long Beach/Los Angeles/San Pedro	CALB
	Petaluma/Point Reyes Station	CAPE
	San Diego	CASD
Connecticut	Groton/New London	CTGR
	New Haven	CTNH
Florida	Jackson/Mayport	FLJA
	Miami/Miami Beach	FLMI
	Tampa/Clearwater/St. Petersburg	FLTA
Georgia	Savannah	GASA
Hawaii	Honolulu	HIHO
Illinois	Chicago	ILCH
	Granite City (See Missouri)	
Kansas	Topeka	KSTO
Kentucky	Louisville	KYLO
Louisiana	Paducah	KYPA
	Morgan City	LAMO
	New Orleans	LANO
Maine	Portland/S. Portland	MEPO
	SW Harbor	MESW
Maryland	Curtis Bay/Baltimore/Columbia/Glen Burnie/Forestville (See Washington DC)	MDCB
Masachusetts	Boston/Weymouth/Natick	MABO
	New Bedford	MANB
	Woods Hole/Otis AFB	MAWH
Michigan	Detroit	MIDE
	Grand Haven	MIGH
	Hancock	MIHA
	Sault Ste Marie	MIST
Minnesota	Duluth	MNDU
	Minneapolis	MNMI
	Rainer	MNRA
	Ray	MNRY
	Warroad	MNWA
Mississippi	Jackson	MSJA
Missouri	St. Louis/Granite City IL	MOSL



Enclosure (1) to COMDTINST M12330.3C

U.S. COAST GUARD COMMUTING AREAS

State	Commuting Area	Code
New Jersey	Atlantic City/Cape May/Wildwood	NJAT
New York	Buffalo/Niagra Falls	NYBU
	New York City	NYNY
North Carolina	Atlantic Beach	NCAT
	Elizabeth City	NCEC
	Wilmington	NCWI
Ohio	Cincinnati	OHCI
	Cleveland	OHCL
	Toledo	OHTO
Oklahoma	Oklahoma City	OKOK
Oregon	Astoria	ORAS
	Medford	ORME
	North Bend	ORNB
	Portland	ORPO
Pennsylvania	Philadelphia	PAPH
	Pittsburg	PAPI
Puerto Rico	Aguadilla	PRAG
	San Juan	PRSJ
Rhode Island	Providence	RIPR
South Carolina	Charleston	SCCH
Tennessee	Memphis	TNME
	Nashville	TNNA
Texas	Corpus Christi	TXCH
	Galveston	TXGA
	Houston	TXHO
	Port Arthur	TXPA
Virginia	Portsmouth/Chesapeake/Hampton/Norfolk	
	Yorktown	VAPO
Washington	Port Angeles	WAPO
	Seattle	WASE
Washington DC	Washington DC/Northern VA	
	Forestville MD	DCDC
West Virginia	Huntington	WVHU
	Martinsburg/Falling Waters	WVMA
Wisconsin	Milwaukee	WIMI

CAREER TRANSITION PROGRAM ELIGIBILITY SUMMARY CHART  
COVERING MAJOR EMPLOYEE CATEGORIES ONLY

<u>EMPLOYEE CATEGORY</u>	<u>USCG TRAINING</u>	<u>USCG TRANSITION ASSISTSANCE</u>	<u>PLACEMENT PROGRAM*</u>
On Rolls			
Surplus CG nonSES	X	X	CTAP
Surplus CG SES	X	X	
Surplus Local DOT			CTAP
CG w/RIF Seperation Notice	X	X	CTAP, RPL/PRL, ICTAP, JTPA
Local DOT w/RIF Seperation Notice			CTAP, RPL/PRL, ICTAP, JTPA
CG Retained Grade			PROP
CG NAF	X	X	
CG w/CES	X	X	CTAP, RPL/PRL, JTPA
Local DOT w/CES			CTAP, RPL/PRL, JTPA
Compensable Injury			RPL/PRL
Seperated			
By RIF		X	RPL/PRL, ICTAP
By Nonacceptance of Relocation (e.g., TOF)		X	ICTAP
Other (e.g., Compensable Injury)		X	ICTAP
CG Spouse to be Relocated with CG-Employed Spouse Moving w/Job		X	

\*The Coast Guard Placement Program, scheduled to expire, is not listed.

Enclosure (2) to COMDTINST M12330.3C

PLACEMENT PROGRAM\* BENEFITS CHART

<u>PGM</u>	<u>EMPLOYEE MUST:</u>		<u>FOR EMPS WHO ARE:</u>		<u>CONSIDERATION IS:</u>	
	<u>REGISTER</u>	<u>APPLY</u>	<u>WELL-QUAL</u>	<u>QUALIFIED</u>	<u>NATIONWIDE</u>	<u>LOCAL</u>
CTAP		X	X			X**
PROP [Automatic Registration]				X		X
RPL/PRL	X			X		X
ICTAP		X	X			X

\*The Coast Guard Placement Program, scheduled to expire, is not listed.

\*\*Coast Guard CTAP eligibles receive nationwide consideration for Coast Guard jobs for which they apply; non-Coast Guard DOT CTAP eligibles receive local consideration for Coast Guard jobs. Coast Guard CTAP eligibles receive local area consideration for non-Coast Guard DOT jobs for which they apply.

Notes:

- CTAP =DOT Career Transition Assistance Program
- PROP =Coast Guard Priority Repromotion Program
- RPL =DOT Reemployment Priority List
- PRL =DOT Priority Reemployment List
- ICTAP=OPM Interagency Career Transition Assistance Program
- JTPA =Job Training Partnership Act

REQUIRED NOTICES SUMMARY CHART

WHEN CPCG-cpm ISSUES:

IT MUST ATTACH:

Certificate of Surplus Status

CG Transition Pgms Guide

Certificate of Expected Separation

CG Transition Pgms Guide  
Rpl or PRL Registration Form

RIF Separation Notice

CG Transition Pgms Guide  
RPL or PRL Registration Form

Change to Lower Grade  
Entitling Employee to  
Grade and Pay Retention

CG Transition Pgms Guide

NOTE: There is no requirement to issue any attachment more than once to an employee.

Enclosure (4) to COMDTINST M12330.3C

SAMPLE CERTIFICATION OF SURPLUS STATUS

NAME:

CURRENT SERIES-GRADE-TITLE:

COMMUTING AREA:

CERTIFICATION ISSUANCE DATE:

CERTIFICATION EXPIRES ON:

BENEFITS AVAILABLE:

The benefits available are described in COMDTINST 12330.3C, as well as in the Coast Guard Guide to Employee Transition Programs and services. A copy of these references is attached.

ORIENTATION TO CAREER TRANSITION SERVICES:

Please refer to the attached "Coast Guard Guide to Employee Transition Programs and Services." For additional information, contact your civilian Command Service Advisor of the Coast Guard Personnel Command's Civilian Personnel Management Division (CGPC-cpm).

REASON FOR SURPLUS STATUS: Example language includes:

Your position has been listed on the Coast Guard's Vulnerable Position List (VPL) as a position to be abolished due to streamlining or reorganization, or is in the same competitive level and competitive area (i.e., is equivalent to) as a position that has been so identified on the VPL.

Or:

Your position has been listed on the coast Guard's Vulnerable Position List (VPL) as a position to be relocated to another commuting area due to streamlining or reorganization, or is in the same competitive area (i.e., is equivalent to) as a position that has been so identified on the VPL.

SIGNED BY CIVILIAN PERSONNEL OFFICER OR OTHER OFFICIAL  
AUTHORIZED TO ISSUE RIF NOTICES

**DOT REEMPLOYMENT PRIORITY LIST (RPL)  
FOR COMPETITIVE SERVICE EMPLOYEES**

**GEOGRAPHIC AREA:**

**OPERATING ADMINISTRATION:**

<b>Title, Series, &amp; Grade(s) for Which Registered</b>	<b>Name, Address, &amp; Telephone</b>	<b>Tenure Group</b>	<b>Promotion Potential of Position from Which Separated</b>	<b>Registration Date</b>	<b>Date Eligibility Expires</b>

Enclosure (5) to COMDTINST M12330.3C

**DOT PRIORITY REEMPLOYMENT LIST (PRL)  
FOR EXCEPTED SERVICE EMPLOYEES**

**GEOGRAPHIC AREA:**

**OPERATING ADMINISTRATION:**

Title, Series, & Grade(s) for Which Registered	Name, Address, & Telephone	Tenure Group	Promotion Potential of Position from Which Separated	Registration Date	Date Eligibility Expires

DEPARTMENT OF TRANSPORTATION  
REEMPLOYMENT PRIORITY LIST/PRIORITY REEMPLOYMENT LIST  
REGISTRATION FORM

Registration for:  RPL (Competitive Service)

PRL (Excepted Service)

1. Name: \_\_\_\_\_  
(Last) (First) (MI)

2. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Telephone: \_\_\_\_\_  
(Area Code) (Basic Number)

4. Servicing Human Resources Office: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
(Area Code) (Basic Number)

5. Tenure Group      6. Performance Rating of      7. Date Sep. \_\_\_\_\_  
    \_\_1AD \_\_2AD                      Record is Higher than                      Date Reg. \_\_\_\_\_  
    \_\_1A \_\_2A                      Unsatisfactory  
    \_\_1B \_\_2B                      \_\_\_Yes \_\_\_No

8. Work Schedule \_\_\_ Full-Time \_\_\_ Part-Time \_\_\_ Intermittent \_\_\_

9. Commuting area from which displaced:  
State \_\_\_\_\_  
City \_\_\_\_\_

10. Reason for resignation  
    \_\_\_ Reduction in Force  
    \_\_\_ Recovery-Compensable Injury



Enclosure (5) to COMDTINST M12330.3C

11. Series for which registered

	Pay Plan	Series	Highest Grade Eligible	Lowest Grade Acceptable
Last Series	_____	_____	_____	_____
Series 2	_____	_____	_____	_____
Series 3	_____	_____	_____	_____
Series 4	_____	_____	_____	_____
Series 5	_____	_____	_____	_____

Additional Information:

12. Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

13. Certification by appointing office

I certify that this individual cannot be placed; is eligible for registration on the RPL/PRL; and meets the qualifications and eligibility requirements for the positions for which registered.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

14. To be completed when employee is removed from RPL/PRL.

Reason for approval:

Date of removal:

Enclosure (6) to COMDTINST M12330.3C CERTIFICATION OF EXPECTED SEPERATION (CES)

Dear(Name of Employee):

1. The (Name of Organizational Element) of the U.S. Coast Guard plans to effect a reduction in force on or about (Give Expected Effective Date). Based on review of your personnel records, we have determined that:
  - a. There is a good likelihood you will be seperated by reduction in force procedures; and
  - b. You are not eligible or have not filed an application for retirement or indicated an intent to do so; and
  - c. Opportunities for you to be placed in your same or similar position with this agency or other Federal agencies in this local commuting area are limited or nonexistent; and
  - d. Opportunities for you to obtain other employment in this local commuting area in your same or similar position are limited or nonexistent.
2. This is NOT a specific reduction in force notice. At least 60 to 120 days prior to any seperation action, you will receive a specific notice of reduction in force, explaining the reasons for the action, your retention rights, and other relevent information about the action.
3. The purpose of this Certification is to enable you to register in programs intended to assist you to locate alternate employment, or improve your alternative employment prospects prior to the expected date of reduction in force and minimize the adverse impact on you. (Contact name, phone number, and address) can provide more information on these programs. To enroll in these programs, you must have a copy of this Cetification.
4. We encourage you to participate in these programs, which, include:
  - Job Training Partnership Act. The U.S. Department of Labor provides services and funding for various types of retraining and readjustment assistance to displaced workers, such as counseling, testing, and placement assistance. These services vary from state to state, and you should become familiar with your state's program. For instance, some states may also assist employees who decline reassignment outside of their commuting area, while other states may not provide any assistance to employees who have declined a job offer.
  - Department of Transportation (DOT) Reemployment Priority List (RPL). This DOT program gives reemployment consideration to competitive service employees seperated (or about to be seperated) by reduction in force. Employees who receive a RIF notice or a CES may register. Registration is an employee responsibility. When filling vacancies

Enclosure (6) to COMDTINST M12330.3C

in the local commuting area, DOT gives program registrants priority consideration over certain outside job applicants.

- DOT Career Transition Assistance Plan (CTAP). This Dot program provides special selection priority for current employees who apply for DOT positions in the local commuting area at or below the grade level from which the employee may be separated through reduction in force procedures. Employees must file an application for a specific vacancy announcement, attach a copy of their RIF notice or CES, and must be found to be well qualified for the vacancy.

SIGNED BY CIVILIAN PERSONNEL OFFICER OR OTHER OFFICIAL  
AUTHORIZED TO ISSUE RIF NOTICES