



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

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**Subject: NASA Career Transition Assistance Plan**

**Responsible Office: Office of Human Capital Management**

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## Chapter 6. NASA Special Placement Consideration Program

### 6.1 Introduction

NASA's CTAP Special Selection Priority Program and NASA's RPL offer placement assistance to employees who face separation due to RIF, or who decline a directed reassignment or transfer of function outside the commuting area. The nature of assistance offered through these programs is defined in Chapters 1 and 4 of this NPR and the applicable parts of the Code of Federal Regulations. NASA's Special Placement Consideration Program offers additional assistance to employees eligible for CTAP and/or registered on the RPL due to a RIF by requiring that they be considered before other candidates for vacancies outside the commuting area.

### 6.2 Responsibility

6.2.1 The Assistant Administrator for Human Capital Management has overall responsibility for ensuring Agency compliance with the special placement consideration policies in this chapter.

6.2.2 Center Human Resources Directors shall:

- a. Provide each eligible employee with information about NASA's special placement consideration policy at the time the employee is informed of eligibility for CTAP special selection priority and RPL registration based on a RIF.
- b. Ensure that selection practices for filling all vacancies comply with the requirements to give special placement consideration to eligible employees.

6.2.3 Employees eligible for special placement consideration are responsible for requesting this consideration by answering the applicable question in NASA STARS indicating their eligibility for CTAP/ICTAP.

### 6.3 Coverage

The provisions of this chapter apply to NASA employees who face separation and meet the requirements for CTAP eligibility as described in paragraph 1.5 and/or are registered on the RPL due to a RIF, as described in paragraph 4.5.

### 6.4 Special Placement Consideration Eligibility Requirements

6.4.1 A NASA employee is eligible for special placement consideration if the employee:

- a. Is a surplus or displaced employee eligible for CTAP special selection priority or is registered on the RPL due to a RIF.
- b. Has a current performance rating of record of at least fully successful or equivalent.
- c. Is applying for a position outside of their commuting area that is at or below the employee's current grade level or the grade level from which separated (and with no greater promotion potential).
- d. Meets the OPM qualification requirements (or, if applicable, the AST qualification requirements) for the position, including any selective placement factors.

## 6.5 Period of Eligibility

6.5.1 Employees are eligible for special placement consideration on the date they become eligible for CTAP special selection priority or are registered on the RPL due to a RIF.

6.5.2 Special placement consideration terminates on the date employees are no longer eligible for CTAP special selection priority or their RPL eligibility expires, whichever is later.

6.5.3 Employees who are eligible for CTAP special selection priority or are registered on the RPL due to a RIF on the closing date of the vacancy announcement will receive special placement consideration for that vacancy, if otherwise eligible.

## 6.6 Operation of Special Placement Consideration

6.6.1 An employee eligible for special placement consideration for vacancies outside the commuting area must apply for the vacancy via NASA STARS in order to receive such consideration. Employees who meet the OPM qualification requirements (and any selective placement factors) will be referred to the selection official after the Center has met its obligation to select employees eligible under CTAP and RPL, and prior to referring all other candidates.

6.6.2 Special placement consideration does not mean that the eligible employee must be selected for the position. It means that the selecting official is required to consider special placement consideration candidates prior to receiving certificates of nonpriority candidates from other sources.

6.6.3 If there are multiple special placement consideration eligibles, they will be referred in alphabetical order, and the selecting official may select any one of them for the vacancy.

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