



MANUAL TRANSMITTAL

Department of the Treasury
Internal Revenue Service

6.330.1

NOVEMBER 13, 2023

EFFECTIVE DATE

(11-13-2023)

PURPOSE

- (1) This transmits revised IRM 6.330.1, Recruitment, Selection, and Placement.

MATERIAL CHANGES

- (1) Included link under Background for supplemental guidance for this IRM.
- (2) Updated references and hyperlinks and made editorial changes throughout this document.
- (3) Updated all Career Opportunities Listing references to “automated hiring system”.
- (4) Updated all references to vacancy announcement folder to case management files consistent with current automation.
- (5) Updated all reference to priority programs report and replaced with Special Priority Programs Database.
- (6) Updated organizational titles throughout document.
- (7) Added IRM 6.330.1.1 - Program Scope and Objectives, Background, Roles and Responsibilities, and Definitions to address internal controls in accordance with IRM 1.11.2.2.5.
- (8) Updated IRM 6.330.1.1.3 - Responsibilities to reflect current process.
- (9) Updated IRM 6.330.1.2.2 - Coverage to clarify IRS responsibility to include Schedule A and Schedule B employees when conferring Career Transition Assistance Plan (CTAP) eligibility to excepted Service employees.
- (10) Updated IRM 6.330.1.2.10 - Vacancy Announcements to provide clarifying guidance on when a vacancy announcement must be posted and language that must be included when there are Department of the Treasury CTAP eligibles within the commuting area.
- (11) Updated IRM 6.330.1.2.10 - Vacancy Announcements to specify that an announcement must be posted to clear CTAP if there are eligibles either inside or outside of the commuting area.
- (12) Updated IRM 6.330.1.2.10 - Vacancy Announcements to provide clarifying guidance that a vacancy announcement does not need to be posted when there are no CTAP Eligibles.
- (13) Updated IRM 6.330.1.2.10 - Vacancy Announcements to remove reference to Exhibit 6.330.1-3 for Comparison Chart on Clearing Special Priority Programs. This chart will be removed and included in a Standard Operating Procedure (SOP).
- (14) Updated IRM 6.330.1.2.12 - Well-Qualified to remove reference to the Telephone Assessment Program.
- (15) Updated IRM 6.330.1.2.12.1 - Well-Qualified Determinations to remove the simplified ranking process as that process is outdated.
- (16) Updated IRM 6.330.1.2.12.1 - Well-Qualified Determinations to remove reference to Exhibit 6.330.1-1, CTAP Well-Qualified Determination Process. Exhibit will be included in an SOP.

- (17) Updated IRM 6.330.1.2.14 - Selection to clarify that the order of CTAP selection only applies if a CTAP eligible has applied for the specific vacancy announcement.
- (18) Deleted IRM 6.330.1.2.16 - CTAP Activity Notice and combined appropriate sections under IRM 6.330.1.2.15, CTAP Documentation to reduce redundancy and increase clarity.
- (19) Updated IRM 6.330.1.2.15 - CTAP Documentation to update language pertaining to documentation for vacancies with Department of the Treasury CTAP eligibles to include current process.
- (20) Updated IRM 6.330.1.2.15 - CTAP Documentation to indicate that HCO, PEO, Staffing and Restructuring Support Branch is responsible for deactivations and activations of CTAP eligibles.
- (21) Updated IRM 6.330.1.3.2 - Coverage to revise exclusions of IRSPPP coverage to include employees from other Treasury bureaus.
- (22) Updated IRM 6.330.1.3.2.2 - Termination of IRS Priority Placement Program (IRSPPP) Participation to include language that employees cannot request to terminate grade retention without also losing eligibility to pay retention.
- (23) Updated IRM 6.330.1.3.2.2 - Termination of IRSPPP Participation to include the expiration of the two-year optional grade retention as an event that would terminate IRSPPP eligibility.
- (24) Updated IRM 6.330.1.3.3.1 - HCO, Talent Acquisition, Employment Operations, IRSPPP Coordinator Roles and Responsibilities to include current procedures for recording referral and selection information.
- (25) Updated IRM 6.330.1.3.5 - Eligible Employees to provide clarifying guidance that mandatory grade retention is an involuntary process (i.e., Reduction in Force (RIF) Offer) and optional grade retention is a result of voluntary circumstances (using Reassignment Preference Program (RPP) or CTAP eligibility).
- (26) Updated IRM 6.330.1.3.6 - Ineligible Employees to include Pathways as an example of a program that will terminate IRSPPP eligibility if it returns the employee to their previous grade and pay.
- (27) Updated IRM 6.330.1.3.12 - Monitoring Program to remove reference to Exhibit 6.330.1-4 Checklist for Establishing and Maintaining IRSPPP Folder as this is operational guidance and should be updated and included in a SOP.
- (28) Deleted IRM 6.330.1.3.13 - IRSPPP Missed Registration and Referral Process as this is operational guidance that should be updated and included in a SOP.
- (29) Updated IRM 6.330.1.4.3 - Vacancy Process to include clarifying language that RPP eligibles can be considered for a lower work schedule.
- (30) Updated IRM 6.330.1.4.3 - Vacancy Process to include language that if Certificate of Expected Separation (CES) letters are issued rescinding RPP eligibility prior to the close of an announcement for which an RPP eligible has applied, then they will be considered as a CTAP eligible.
- (31) Updated IRM 6.330.1.4.3.1 - RPP Application to specify that RPP eligibles must submit all documents as required by the vacancy announcement.
- (32) Deleted IRM 6.330.1.4.5.2 - RPP Employee and incorporated and moved to 6.330.1.4.3.1, RPP Application to increase clarity.
- (33) Deleted IRM 6.330.1.4.5.3 - Operating Procedures and incorporated in 6.330.1.4.3.2. Selection/Non-Selection to reduce redundancy.

- (34) Updated IRM 6.330.1.4.4 - RPP Rescission to incorporate clarifying language that once an RPP employee is selected and accepts an offered position, they are no longer eligible for the RPP program regardless of when the Personnel Action Request (PAR) was processed.
- (35) Updated IRM 6.330.1.4.5 - RPP Program Responsibilities to remove reference to employee responsibilities as that was moved to 6.330.1.4.3.1 RPP Application.
- (36) Updated IRM 6.330.1.5.2 - Program Responsibilities to include language that HCO, Employment Operations will establish a Reemployment Priority Listing (RPL) coordinator to manage and update employee records.
- (37) Updated IRM 6.330.1.5.4 - Duration of Eligibility to include language that Career Conditional employees are eligible to remain in the RPL program for a period of 2 years.
- (38) Updated IRM 6.330.1.5.4 - Duration of Eligibility to include language that an RPL eligible or the Service can request an extension when the employee did not receive two years of eligibility due to an error.
- (39) Updated IRM 6.330.1.5.6 - Application Procedures to include language that to be eligible for the RPL, the employee must submit their application on or before their RIF date.
- (40) Deleted IRM 6.330.1.5.9 - Employment Restrictions and incorporated under 6.330.1.5.8, Referral Guidance and Procedures to increase clarity.
- (41) Updated IRM 6.330.1.6.1 - Purpose and Coverage to revise exclusions from ICTAP coverage based on 5 CFR 330, Subpart G.
- (42) Deleted IRM 6.330.1.6.4 - Eligibility Ends and incorporated under 6.330.1.6.3, Eligibility Requirements to include all ICTAP eligibility requirements under this subsection.
- (43) Updated IRM 6.330.1.6.5 - Well-Qualified and Referral Guidance by eliminating duplicate language that is already contained in IRM 6.330.1.2.12 Well-Qualified.
- (44) Deleted IRM 6.330.1.6.8 - Reporting Vacancies to the Office of Personnel Management (OPM) as this process has been superseded by the implementation of an automated system.
- (45) Added new IRM 6.330.1.7 - Time After Competitive Appointment (TACA).
- (46) Removed Exhibit 6.330.1-1 - CTAP Well-Qualified Determination Process as ranking is conducted by the automated hiring system.
- (47) Removed Exhibit 6.330.1-2 - Sample Vacancy Notice for CTAP Eligibles as this process was superseded by posting on an automated hiring system that is visible to all applicants.
- (48) Removed Exhibit 6.330.1-3 - Comparison Chart on Clearing Special Priority Programs as this is operational guidance that needs to be incorporated into an SOP.
- (49) Removed Exhibit 6.330.1-4 - Checklist for Establishing and Maintaining IRSPPP Folder as this is operational guidance that needs to be updated and incorporated into an SOP.

EFFECT ON OTHER DOCUMENTS

This IRM supersedes IRM 6.330.1, Recruitment, Selection, and Placement dated December 31, 2009.

AUDIENCE

All business units

Traci M. DiMartini, IRS Human Capital Officer

6.330.1

Recruitment Selection and Placement

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6.330.1.1
(11-13-2023)
Program Scope and Objectives

- (1) **Purpose.** This IRM provides policies for the IRS Career Transition Assistance Plan, IRS Priority Placement Program, Reassignment Preference Program, Reemployment Priority List, Interagency Career Transition Assistance Plan (ICTAP), and Time After Competitive Appointment.
- (2) **Audience.** Unless otherwise indicated, the policies, authorities, procedures, and instructions contained in this IRM apply to all business units. For employees in Bargaining Unit positions covered by a negotiated agreement, should any of the policies in this IRM conflict with a provision of the agreement, the National Agreement prevails.
- (3) **Policy Owner.** IRS Human Capital Officer.
- (4) **Program Owner.** Human Capital Office (HCO), Office of Human Resources Operations (OHRO), Talent Acquisition (TA) Division, Program Execution Office (PEO).
- (5) **Primary Stakeholders.** HCO, OHRO, TA, Employment Operations (EO).

6.330.1.1.1
(11-13-2023)
Background

- (1) This IRM is part of the Servicewide effort to provide IRS Human Resource practitioners with the most current policies and procedures from the HCO, Policy and Audits (P&A).
- (2) IRM 6.330.1 provides Servicewide policy, standards, requirements, and guidance relating to the administration of the Career Transition Assistance Plan, Internal Revenue Service Priority Placement Program, Reassignment Preference Program, Reemployment Priority List, Interagency Career Transition Assistance Plan and Time After Competitive Appointment. This IRM must be read and interpreted in accordance with pertinent law, governmentwide regulations, Department of the Treasury Human Resources Directives, and applicable case law. All previous official Servicewide policy, guidance, requirements, and authorities formerly contained in memoranda, guides, and other documents are incorporated into this IRM, if current and applicable.
- (3) This IRM has supplemental guidance and Standard Operating Procedures that can be obtained from TA, PEO.

6.330.1.1.2
(11-13-2023)
Authority

- (1) **Laws:** United States Code (USC) at: <https://uscode.house.gov/>
 - a. 5 USC 5362, Grade retention following a change in position or classification
 - b. 5 USC 5363, Pay retention
 - c. 5 USC 8337, Disability retirement
 - d. 5 USC 8456, Military reserve technicians
- (2) **Public Law** 95-454, Civil Service Reform Act of 1978 at: <https://www.congress.gov/95/statute/STATUTE-92/STATUTE-92-Pg1111.pdf>
- (3) **Regulations:** Code of Federal Regulations (CFR) at: <https://www.ecfr.gov/current/title-5>
 - a. 5 CFR 210, Basic Concepts and Definitions (General) at: <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-210>
 - b. 5 CFR 300, Employment (General) at: <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-300?toc=1>

- c. 5 CFR 330, Recruitment, Selection, and Placement (General) at: <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330?toc=>
- d. 5 CFR 351, Reduction in Force at: <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-351>
- e. 5 CFR 536, Grade and Pay Retention at: <https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-536>

- (4) **Federal Register:** OPM Criteria for IRS Broadbanding System, 65 FR 79433, December 19, 2000 at: <https://www.federalregister.gov/documents/2000/12/19/00-31710/opm-criteria-for-irs-broadbanding-system>

6.330.1.1.3
(11-13-2023)

Responsibilities

- (1) HCO, P&A is responsible for the following:
- a. Develops policy and implementation guidance, and coordinates with Department of the Treasury, as necessary, on the placement programs detailed herein.
 - b. Coordinates any Servicewide initiatives with the Human Capital Advisory Council or the Human Capital Board (HCB) and other parts of the IRS.
 - c. Approves all exceptions to the programs that are not otherwise governed by statute or regulation.
- (2) IRS Servicewide Special Priority Programs Coordinator HCO, TA, Employment Office is responsible for the following:
- a. Serves as the primary point of contact for the Employment Offices and ensures that the Special Priority Programs and CTAP/RPP databases are updated and include complete and accurate records for program applicants.
 - b. Ensures, when there are Department of the Treasury CTAP eligible applicants, the vacancy announcement within the commuting area includes language to permit eligible CTAP applicants to apply.
 - c. Coordinates with P&A to obtain clarification and guidance on program information as needed.

6.330.1.1.4
(11-13-2023)

Program Controls

- (1) The P&A office, along with PEO will obtain reports of program eligibles on a periodic basis to determine that appropriate qualifications and referrals were conducted consistent with the provisions contained in this IRM.

6.330.1.1.5
(11-13-2023)

Program Management and Review

- (1) This IRM will be reviewed annually in accordance with the procedures outlined in IRM 1.11.2.2.2 and to ensure that it is in compliance with law, rule, regulation and Department of the Treasury directives.

6.330.1.1.6
(11-13-2023)

Other Resources

- (1) **IRM** at: <https://irm.web.irs.gov/indexes/numerical/default.aspx?partno=6>
- a. IRM 6.335.1, IRS Merit Promotion Plan and Internal Placement at: <https://irm.web.irs.gov/Part6/Chapter335/Section1/IRM6.335.1.aspx>
 - b. IRM 6.350.1, Job Abolishment Procedures at: <https://irm.web.irs.gov/Part6/Chapter350/Section1/IRM6.350.1.aspx>
 - c. IRM 6.536.1, Grade and Pay Retention at: <https://irm.web.irs.gov/Part6/Chapter536/Section1/IRM6.536.1.aspx>
- (2) **Office of Personnel Management (OPM)** at: <https://www.opm.gov/>

- a. OPM Delegated Examining Operations Handbook (DEOH) at: https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf
- b. OPM Workforce Reshaping Operations Handbook at: https://www.opm.gov/policy-data-oversight/workforce-restructuring/reductions-in-force/workforce_reshaping.pdf
- c. OPM Guide to Processing Personnel Actions at: <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Personnel-Actions>

(3) **Merit Systems Protection Board Appeals** at: <https://www.mspb.gov/appeals/appeals.htm>

(4) **IRS Commuting Area Document** at: <https://portal.ds.irsnet.gov/sites/IRSSourceSearch/pages/results.aspx?k=commuting%20area%20document>

6.330.1.1.7
(11-13-2023)
Definitions

- (1) Competitive area - A competitive area as described in 5 CFR 351.402.
- (2) Competitive service appointment - includes new appointments, reinstatements, reemployment, and transfers as defined in 5 CFR 210.102 , and conversions as defined in OPM "Guide to Processing Personnel Actions."
- (3) CTAP eligible - An agency surplus or displaced employee who has a current performance rating of record of at least fully successful (Level 3) or equivalent. As used in this subpart, "CTAP eligible" and "eligible" are synonymous.
- (4) CTAP selection priority candidate - A CTAP eligible who applied for and was determined to be well-qualified by the agency and whom the agency must select over any other applicant for the vacancy, unless the action to be taken is listed as an exception under 5 CFR 330.609.
- (5) Displaced - An agency employee in the competitive service (tenure group I or II) at GS-15 or equivalent or below who has received a reduction in force separation notice under 5 CFR 351 and has not declined an offer of a position at least as high as the position from which separated or received a notice of proposed removal under 5 CFR 752 for declining a directed geographic relocation outside of the local commuting area.
- (6) Priority Consideration - Priority Consideration (PC) is a special placement priority, that allows an individual bona fide consideration before any other candidates are considered (except those with superior legal claims to the vacancy). Refer to IRM 6.335.1.8.8 for additional information.
- (7) Selective Placement Factor - Knowledge, Skills, Abilities and Other Characteristics (KSAOs) that go beyond minimum qualification standards but are prescribed as necessary for meeting basic eligibility. These factors must be essential to successful performance in the position to be filled and cannot be readily attained after promotion. The selective placement factors must be documented and justified by the KSAOs contained in the position description (PD), critical job elements, and other job-related processes.
- (8) Surplus - An agency employee in the competitive service (tenure group I or II) at GS-15 or equivalent or below who received a Certification of Expected Separation under 5 CFR 351 or other official agency certification or notification

indicating that the employee's position is surplus (for example, a notice of position abolishment or a notice of eligibility for discontinued service retirement).

6.330.1.2
(11-13-2023)
**Career Transition
Assistance Plan
guidance**

- (1) 5 CFR 330, Subpart F
- (2) Treasury Human Resource Issuance System, Chapter 330 Transmittal No. TN-11-008 dated March 3, 2011

6.330.1.2.1
(11-13-2023)
Purpose

- (1) It is the intent of the IRS to actively assist and empower its surplus and displaced bureau employees to find other employment, either within the Federal Government or in the private sector. The IRS CTAP establishes the policies and procedures required to ensure that all surplus and displaced employees are provided placement assistance as required by 5 CFR 330, Subpart F.
- (2) Where appropriate, the IRS develops career transition policy in accordance with the Department of Treasury's policy.
- (3) CTAP must be used in conjunction with any current negotiated agreement on a case-by-case basis when bargaining unit employees are involved.
- (4) This plan applies to and provides for uniform and consistent treatment of all surplus and displaced IRS employees. The plan also provides policy for career transition assistance and special selection priority. The IRS will determine discretionary CTAP items at the time of realignment, reorganization, or RIF. Due to the size of our bureau and diversity of our occupations, the IRS will apply the discretionary items for each individual RIF and will document those items in the RIF plan.

6.330.1.2.2
(11-13-2023)
Coverage

- (1) Current career or career-conditional employees in tenure groups 1 or 2; grade levels GS-15 or equivalent and below; affected by downsizing or restructuring and who have been identified as surplus or displaced are eligible for career transition services.
- (2) At the discretion of the IRS, services may also be extended to:
 - a. Employees serving on excepted appointments without time limit, at grade levels GS-15 or equivalent and below and Senior Executive Service employees who have been identified as surplus. If special selection priority is offered to excepted service, then it will be offered to all impacted excepted service employees to include those on Schedule A and B.
 - b. Employees whose departure would create a local placement opportunity for a displaced or surplus employee can also be provided career transition services at the discretion of the IRS.

6.330.1.2.3
(11-13-2023)
Definitions

- (1) For the purpose of this plan, the definitions in 5 CFR Part 330, Subpart F apply.
- (2) For definitions of commuting areas refer to the IRS Source website.

6.330.1.2.4
(11-13-2023)
**Department of the
Treasury Components**

- (1) The Department of the Treasury (Treasury) components consist of the Alcohol and Tobacco Tax and Trade Bureau; the Bureau of Engraving and Printing; the Office of the Comptroller of the Currency; the Departmental Offices; the Bureau of Fiscal Service; the Internal Revenue Service; the Office of Inspector General; the U.S. Mint; the Office of Chief Counsel; the Treasury Inspector General for Tax Administration; the Financial Crimes Enforcement Network, and any newly established bureaus.

6.330.1.2.5
(11-13-2023)
**Career Transition
Assistance**

- (1) The CTAP provides the necessary human resource tools to help employees obtain a permanent position either within or outside the Federal government. This includes career transition services and/or special selection priority.
- (2) In accordance with the regulatory criteria contained in 5 CFR 330, the IRS will provide:
 - a. Career transition services to all surplus and displaced bureau employees in the competitive service, the excepted service and the Senior Executive Service.
 - b. Special selection priority to well-qualified surplus and/or displaced bureau employees in the competitive service.
- (3) Special selection priority for excepted service employees serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, will be in accordance with 5 CFR 330.607(c)(5) which provides selection priority to:
 - a. Excepted service employees given non-competitive appointment eligibility and selection priority by statute for positions in the competitive service.
 - b. Schedule A or B excepted service employees, if the position to which appointed has the same appointing authority, i.e., Schedule A or B, as the position from which being separated.

6.330.1.2.5.1
(11-13-2023)
**Career Transition
Assistance Eligibility**

- (1) Career transition services will be available to employees who have received any of the following:
 - a. A Certificate of Expected Separation.
 - b. A notice of proposed removal for declining a directed reassignment, or transfer of function outside the local commuting area.
 - c. Other certification that identifies the employee as being in a surplus position from which he/she may be or is being separated (e.g., a notice of position abolishment or a notice of eligibility for discontinued service retirement).
 - d. Notice of RIF.

6.330.1.2.5.2
(11-13-2023)
**Career Transition
Services**

- (1) The IRS may provide the following career transition services to eligible employees:
 - a. Training for eligible employees, managers, NTEU representatives, and supervisors on the use of these services.
 - b. Briefings in the form of an orientation session for all displaced or surplus employees (sessions will include information on the use of career transition services and the eligibility requirements for IRS CTAP selection priority).

- c. Accessible services to eligible employees, including those in field offices and remote sites and those with disabilities.
- d. Resource information on other forms of Federal, state, and local assistance to support career transition for eligible employees with disabilities.

- (2) The above services can be extended to other employees whose departure would create a local placement opportunity for an IRS CTAP eligible at the discretion of the IRS.

6.330.1.2.5.3

(11-13-2023)

**Special Selection
Priority**

- (1) Unless excepted by 5 CFR 330.609 or IRM 6.330.1.2.6, when filling a vacancy, an eligible employee must be afforded the special selection priorities and procedures identified below, unless doing so would cause another employee to be separated by RIF.
- (2) A vacancy is defined as a competitive service position which is filled for a total of 121 days or more, including all extensions, which the agency is filling, regardless of whether the agency issues a specific vacancy announcement.
- (3) Management must select an eligible employee before any other candidate from within or outside the Department of the Treasury.
- (4) Other eligible Department of the Treasury employees may receive selection priority if no eligible IRS employees apply.
- (5) IRS employees are also prohibited from procuring temporary services under 5 CFR Part 300, Subpart E, in lieu of appointing a surplus or displaced employee as required.
- (6) For special selection priority for excepted service positions refer to IRM 6.330.1.2.5(3).

6.330.1.2.6

(11-13-2023)

CTAP Exceptions

- (1) CTAP exceptions can be found in 5 CFR 330.609.
- (2) While specific exceptions are listed in 5 CFR 330.609, there are no exceptions that accommodate budget concerns. CTAP eligibles must be considered, even when staffing limitations preclude increasing the number of employees. Similarly, when the number of employees is not changing but the grade level of the work changed, competitive promotions must include consideration of CTAP eligibles.
 - a. For example, an office has six GS-12 Revenue Agents and six GS-13 Revenue Agents. Because of workload demands, the office now needs eight GS-13 Revenue Agents and four GS-12 Revenue Agents. In this situation, the office would not be able to promote incumbents to the GS-13 without clearing CTAP because the two GS-13 positions are considered vacancies for purposes of CTAP.
- (3) The exceptions to CTAP priority placement found in 5 CFR 330.609 also apply to other special priority programs (IRSPPP, Priority Consideration (PC), RPP, and Hardship Reassignment).
- (4) The Personnel Action Request (PAR) must be annotated by the HCO, TA, Employment Office to indicate the action is an exception to CTAP and reference the exception number as provided in 5 CFR 330.609.

6.330.1.2.7
(11-13-2023)
**Employee Eligibility
Requirements**

- (1) An eligible employee is a surplus or displaced employee, still on the Department of the Treasury rolls, who meets the following conditions:
 - a. Has a current performance rating of record of at least fully successful or equivalent.
 - b. Applies for a vacancy that is at or below the current grade/band level and does not have greater promotion potential than the position from which the employee may be or is being separated.
 - c. Occupies a position in the same local commuting area as the vacancy.
 - d. Files an application for a vacancy within the time period established by the IRS and provides proof of eligibility as required under 5 CFR 330.612 (a) and (b).
 - e. Is determined by the IRS to be well-qualified for the specific vacancy.
- (2) Eligibility for special selection priority begins immediately upon receipt of:
 - a. RIF separation notice
 - b. CES
 - c. Notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting
 - d. Other official IRS certification identifying the employee as surplus, whichever is earliest
- (3) Expiration of eligibility for special selection priority expires upon the earliest of the following:
 - a. The RIF separation date, retirement, or the date of separation from the IRS (including adverse action procedures for declining a directed reassignment or transfer of function to another local commuting area).
 - b. Cancellation of the RIF separation notice, CES, notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area, or other official IRS certification identifying the employee as surplus.
 - c. Receipt of a career, career-conditional, or excepted appointment without time limit in the IRS or any other Federal agency at any grade level. The Service has determined this to mean upon selection and acceptance of a CTAP or other job offer. This is consistent with Department of the Treasury guidance which restated that CTAP is a selection priority and is not dependent on the effective date of the action.
 - d. At the discretion of the IRS, when an eligible employee declines a career, career-conditional, or excepted appointment without time limit, for which the employee has applied and been rated well-qualified.
- (4) Placement on a temporary promotion (announced as temporary may be extended or temporary may become permanent) will not terminate the employee's CTAP eligibility. CTAP eligibles considering accepting a temporary promotion should be counseled to ensure they understand the impact on their RIF separation date and that unless a temporary promotion is made permanent, their RIF separation date will not change and they will be separated at their permanent grade.

6.330.1.2.8
(11-13-2023)
CTAP Selection Order

- (1) The following lists the CTAP selection order for each category of employees when filling all vacancies within the IRS. This list only applies when CTAP eligibles exist, have applied to a specific vacancy and are well-qualified. Exceptions to this order are described in 5 CFR 330.609.
 - a. IRS displaced employees within the local commuting area
 - b. IRS surplus employees within the local commuting area
 - c. IRSPPP within the local commuting area
 - d. PC within the local commuting area
 - e. IRS RPP eligibles within the local commuting area
 - f. Competitive/non-competitive movement of IRS employees within the local commuting area (exception identified in 5 CFR 330.609) if there are no CTAP eligible employees in the local commuting area or if no CTAP eligibles apply for the vacancy
 - g. Department of the Treasury displaced employees within the local commuting area
 - h. Department of the Treasury surplus employees within the local commuting area
 - i. IRS displaced employees outside the local commuting area
 - j. IRS surplus employees outside the local commuting area
 - k. Hardship reassignment
 - l. Competitive/non-competitive movement of IRS employees outside the local commuting area
- (2) At the discretion of the IRS, CTAP selection order may be grouped by work schedule. If more than two categories are grouped by work schedule, all work schedules existing in the competitive area must be addressed in selection order. Rationale for work schedule selection order determinations must be documented in writing.
- (3) Refer to IRM 6.335.1, IRS Merit Promotion Plan and Internal Placement, for order of consideration after CTAP selection order is cleared or if CTAP eligibles do not exist.

6.330.1.2.9
(11-13-2023)
Department of the Treasury CTAP

- (1) In accordance with the Department of the Treasury CTAP, below are three rules that must be applied when following the order described in IRM 6.330.1.2.8(1)(“a” through “n”). They are:
 - a. Candidates from lower categories cannot be selected if there are eligible candidates in a higher category.
 - b. The Department of Treasury employees who are neither displaced nor surplus may be considered and selected ahead of employees in RPL or ICTAP.
 - c. Applicants from other Federal agencies who are neither displaced nor surplus or applicants from outside the government may be considered and selected after determining that there are no eligible employees in categories “a” thru “i,” RPL, and ICTAP.

6.330.1.2.10
(11-13-2023)
Vacancy Announcements

- (1) All competitive internal vacancies that last 121 days or more must be posted on the Service’s automated hiring system unless:
 - a. The vacancy is an exception to CTAP per 5 CFR 330.609.
 - b. The vacancy is covered by the OPM authorized CTAP waiver for 180-day non-competitive time limited promotions for positions in the GS-300 and

GS-500 occupational groups and GS-962 series in campuses during the peak tax filing season October through March.

- c. There are no current CTAP eligibles listed on the Department of the Treasury Activity Notice in the specific commuting area of the vacancy. If there are CTAP eligibles listed within the specific commuting area of the vacancy, the vacancy must be posted on the automated hiring system to permit Department of the Treasury CTAP eligibles to apply.
 - d. The IRS currently has no CTAP eligibles either in or outside of the commuting area.
- (2) Per 5 CFR 330.608(b) and (c), vacancy announcements must contain information on how CTAP eligible employees can apply, what proof of eligibility is required, and the agency's definition of well-qualified. The automated system for internal vacancies will contain this information on each announcement.
 - (3) Appropriately developed selective placement factors can be used on CTAP vacancy announcements. However, this should only be done when selective placement factors have been used in the past for a similar vacancy or where it may be fully supported and documented through a job analysis.

6.330.1.2.10.1
(11-13-2023)

**Internal Vacancies
Announced as
Temporary May Be Made
Permanent**

- (1) Department of the Treasury has determined that 5 CFR Part 330, Subpart F does not require clearing CTAP before making a temporary "may be made permanent" position permanent if the following conditions are met:
 - a. The initial vacancy announcement clearly stated that the position was temporary and may be made permanent without further competition.
 - b. IRS CTAP was cleared on the initial temporary "may be made permanent" promotion.
 - c. The action, when processed, removes the temporary provision of the initial promotion.
 - d. The other special priority programs (i.e., IRSPPP, PC, RPP and Hardship) are cleared, as appropriate, before the temporary promotion is made permanent. However, with the exception of posting an announcement for a period of 5 days to clear RPP, these programs do not require a vacancy announcement to be posted.

6.330.1.2.11
(11-13-2023)
Application

- (1) To receive special selection priority for a vacancy within the IRS (within or outside the local commuting area), an eligible employee must:
 - a. Apply for the specific vacancy within the prescribed time period.
 - b. Attach proof of eligibility as defined in the plan.
 - c. Be determined well-qualified.
- (2) CTAP eligible employees must submit the required forms to include:
 - a. Automated application
 - b. Copy of current performance appraisal
 - c. Copy of employee's documentation establishing their CTAP eligibility (e.g., CES Letter, RIF Separation Notice, or Management Directed Reassignment Letter outside the commuting area as a result of a position abolishment)
 - d. Other forms may be requested as needed and specified in the vacancy announcement

- (3) CTAP eligible employees may also apply for special selection priority for vacancies in other Department of the Treasury Bureaus. However, special selection priority is limited to those vacancies in the same local commuting area as the position the employee currently occupies. For example, an IRS CTAP eligible applying for US Mint vacancies within the local commuting area will be considered as Department of the Treasury applicants (in either step "g" or "h" of the CTAP selection order listed in IRM 6.330.1.2.8 as appropriate).
- (4) Department of the Treasury Bureau Job Announcements will be posted on the automated hiring system and provide information on how to apply.

6.330.1.2.12
(11-13-2023)
Well-Qualified

- (1) Well-qualified is defined as an eligible employee who possesses the knowledge, skills, and other characteristics, which clearly exceed the minimum qualification requirements for the position.
- (2) An eligible employee must meet the basic qualification standards and eligibility requirements for the position, including any medical qualifications, suitability, and minimum educational and experience requirements.
 - a. For positions that require accounting or bilingual skills, follow current practices used for competitive job announcements. If applicants are permitted to take an assessment, CTAP applicants should also be afforded the same opportunity.
 - b. Selective placement factors are part of the minimum (basic) qualifications.
- (3) The employee must meet one of the following well-qualified requirements:
 - a. Is physically qualified, with reasonable accommodation where appropriate, to perform the essential duties of the position.
 - b. Meets any special qualifying conditions(s) that OPM has approved for the position.
 - c. Is able to satisfactorily perform the duties of the position upon entry. The eligible employee must be able to successfully perform his/her duties with normal orientation only. This can usually be met within 90 days of entry into the position.
- (4) The service is required to notify eligible employees in writing of the results of their application and whether they were found well-qualified.

6.330.1.2.12.1
(11-13-2023)
**Well-Qualified
Determinations**

- (1) For well-qualified determinations, the following rating and ranking criteria for internal positions applies:
 - a. One of the following: A score of 80, a category rating of B, category rating of A/B, or highly qualified or better is required to meet the well-qualified definition for applicants rated and ranked in an automated system.
 - b. To meet the well-qualified requirement for Management Selection Program (MSP) positions CTAP eligibles will be ranked based upon their responses to leadership and technical competencies, and exceptional accomplishments directly related to the position to be filled and achieve a score of 80, a category rating of B, category rating of A/B, or highly qualified or better.
 - c. In some cases, the simplified ranking method will be used by HCO, Employment Operations, ranking panel or official as described in IRM

6.335.1, IRS Merit Promotion Plan and Internal Placement. Refer to Exhibits 6.335.1-6 through 6.335.1-9, for instructions on the Simplified Rating and Ranking Process. If ranking was conducted by an HR Specialist, the subject matter expert (SME) must review the ratings and indicate concurrence. If the SME does not concur with the ratings, remarks must be provided.

6.330.1.2.13
(11-13-2023)
Second Review

- (1) A second level review must be conducted when CTAP eligible candidates do not meet the ranking criteria for internal positions. A second review is also required when the selecting official determines the employee is not well-qualified.
 - a. Prior to selecting an applicant from a lower category as identified in IRM 6.330.1.2.8, the documentation must be approved by an independent second reviewer.
 - b. A second level review cannot be conducted by anyone involved in the original rating process.
 - c. The selecting official will refer the request to their servicing Chief, Employment Operations.
 - d. The servicing Chief Employment Operations will review the application to determine if the employee is well-qualified based on the original review.
 - e. If a second review is required, the servicing Chief, Employment Operations will ensure that an independent second review is conducted by a subject matter expert (SME).
 - f. As part of the second review process, the servicing Employment Office should confirm whether the competitive level code of the applicant is the same as the vacancy. If the competitive level code of the applicant is the same as the vacancy as indicated on the position description, consult an SME to review the employee's application. If the applicant is still found not to be well-qualified, the decision will be shared with the HCO, Staffing and Restructuring Support Branch.
 - g. The employee must be advised in writing of the second review results per 5 CFR 330.608(e).
 - h. If an employee is found well-qualified, and another well-qualified surplus or displaced candidate is selected, the employee must be notified in writing.
 - i. Documentation of notification regarding the employee's qualification eligibility and/or the results of a second review must be maintained in the vacancy announcement case management files.

6.330.1.2.14
(11-13-2023)
Selection

- (1) When a vacancy is announced and an eligible CTAP applicant applies and meets the requirements for referral, follow the CTAP Selection Order in IRM 6.330.1.2.8.
- (2) For non-bargaining unit positions, all CTAP applicants will be referred without regard to their bargaining unit status or RIF adjusted Service Computation Date (SCD). Applicants will be referred in alphabetical order and the selecting official can select any of the applicants. For bargaining unit positions, refer to the National Agreement, Article 51 Section 3.B for the CTAP selection order.
- (3) If there are no CTAP applicants that applied for the vacancy announcement or if no CTAP applicants are eligible or well-qualified, proceed in filling the

positions in accordance with IRM 6.335.1, IRS Merit Promotion Plan and Internal Placement or the National Agreement, Article 13 procedures, as appropriate.

6.330.1.2.15
(11-13-2023)
CTAP Documentation

- (1) For vacancies without any CTAP eligibles, the following documentation requirements must be followed:
 - a. Each vacancy announcement package and personnel action request must be documented to indicate that there are no CTAP eligibles as of the closing date of the announcement.
 - b. For non-competitive reassignments or change to lower grade actions, the PAR must be documented to indicate there are no CTAP eligibles as of the effective date of the action.
- (2) If a determination is made that there are IRS or Department of the Treasury CTAP eligibles, the following documentation requirements must be followed.
 - a. If there are other Department of the Treasury Bureau CTAP eligibles within the commuting area as identified on the Department of the Treasury CTAP Activity Notice, then the announcement must include language to permit Department of the Treasury CTAP eligibles to apply and documentation must be maintained that the requirement was met.
 - b. If there are IRS CTAP eligibles Servicewide, then all vacancy announcements must include language to permit CTAP eligibles inside or outside of the commuting area to apply.
 - c. The CTAP Activity Notice is a format developed by Department of the Treasury to notify the IRS and other Treasury bureaus of present and future activity within the Department. The Notice lists CTAP activity in reverse chronological order.
 - d. HCO, PEO, Staffing and Restructuring Support Branch will notify Department of the Treasury of any activations or deactivations of CTAP eligibles.
 - e. HCO, PEO, Staffing and Restructuring Support Branch will notify HCO, Employment Operations of such activations or deactivations of CTAP eligibles.

6.330.1.3
(11-13-2023)
IRS Priority Placement Program

- (1) IRS Priority Placement Program guidance:
 - a. 5 CFR 536, Grade and Pay Retention
 - b. IRM 6.536.1, IRS Grade/Band and Pay Retention

6.330.1.3.1
(11-13-2023)
Purpose

- (1) The IRS Priority Placement Program was established in response to the requirements for grade and pay retention contained in the Civil Service Reform Act of 1978. Its purpose is to provide a formal process for mandatory priority placement consideration for employees who suffer the loss of grade/band or pay and who are entitled to the protection of retained grade/band or retained pay. IRS policy requires that every effort be made to avoid the demotion of an employee when it is without cause and not at the employee's request. The primary purpose of the program is to place an employee in a position at their former grade/band or pay.
- (2) In accordance with 5 CFR 536.401, an employee granted optional or mandatory grade/band retention or pay retention must be in a planned program which provides priority placement referral for consideration of

placement. The IRSPPP is the Service's automatic referral program for employees who have been placed on grade/band or pay retention as a result of RIF or other transition efforts.

6.330.1.3.2
(11-13-2023)
Coverage

- (1) All IRS career and career-conditional employees, regardless of work schedule, who have suffered a loss of grade or pay and meet eligibility requirements for grade/band or pay retention, are covered by and will automatically be enrolled in the IRSPPP, unless specifically excluded.
- (2) Employees covered by the program will receive priority placement referral for other positions at the same (or an intervening) grade/band or pay as the one from which demoted; be offered training in alternative occupational fields; and/or be provided with opportunities for developmental assignments.
- (3) The IRSPPP provides coverage to:
 - a. An employee who is placed in a lower grade/band and entitled to mandatory grade/band retention due to "involuntary" circumstances (e.g., RIF, reclassification, and other circumstances described in 5 CFR 536.201)), will remain enrolled in the IRSPPP beyond the 2-year period of mandatory grade/band retention if, at the completion of the 2-year period of grade retention, the employee's payable rate of basic pay cannot be satisfied on the existing pay scale. Upon termination of mandatory grade/band retention, the employee will be placed on mandatory pay retention (see 5 CFR 536.301(1)) and enrollment and participation in the IRSPPP will continue until the employee's payable rate of basic pay has been met. Once the employee's payable rate of basic pay has been met, participation in the IRSPPP will be terminated. Refer to IRM 6.330.1.3.5, Eligible Employees.
 - b. An employee who is placed in a lower grade/band and afforded optional grade/band retention or optional pay retention as a result of "voluntary" circumstances (i.e., reorganization, realignment, competitive sourcing initiative) approved by the Human Capital Board under pre-RIF mitigation strategies is enrolled in IRSPPP during the 2-year period of optional grade/band retention only.
- (4) Employees demoted from positions covered under the IRS Payband System determined eligible for any placement assistance program must be considered for IR Payband positions in the former Payband, as appropriate.
- (5) Employees from other Treasury bureaus are excluded from coverage by the provisions of IRSPPP and will not be referred for IRS positions. In addition, IRS employees will not receive priority placement referrals for positions in other Treasury bureaus.
- (6) Refer to IRM 6.330.1.3.8 IR Payband Employees and IRSPPP.

6.330.1.3.2.1
(11-13-2023)
Automatic Enrollment

- (1) Any employee who is placed on grade/band or pay retention in accordance with 5 CFR 536.401, is automatically enrolled into the IRSPPP (at the same grade/band and series from which the employee was demoted) simultaneously as of the effective date of their personnel action. To be considered for additional positions for which they may qualify, IRSPPP eligibles must submit an application.

6.330.1.3.2.2
(11-13-2023)

**Termination of IRSPPP
Participation**

- (1) An employee entitled to mandatory or optional grade/band retention will have their enrollment in the IRSPPP terminated when any of the following occurs:
 - a. The employee is demoted for cause.
 - b. The employee is demoted at the employee's request.
 - c. The employee has a break in service of one day or more.
 - d. The employee moves to a position with a grade/band, equal to or higher than the retained grade/band or pay previously held.
 - e. The employee declines a reasonable offer to a position with a grade/band equal to or higher than the retained grade/band previously held.
 - f. The employee provides a written notice to the servicing HCO, Talent Acquisition, Employment Office requesting termination of the benefits of grade/band retention.
 - g. The employee provides a written notice to the servicing HCO, Talent Acquisition, Employment Office requesting termination of their enrollment in IRSPPP; this will result in the forfeiture of any entitlement to optional grade/band retention.
 - h. For optional grade/pay retention only: When the two-year period of grade retention has expired. Employees on mandatory grade/pay retention will remain in the IRSPPP program until they are placed or their pay can be met on step.
- (2) OPM and the Comptroller General have determined that an employee who chooses to terminate their entitlement to grade/band or pay retention forfeits any entitlement to grade/band or pay retention previously held.

6.330.1.3.3
(11-13-2023)

**Oversight
Responsibilities**

- (1) Program oversight and overall administration of the IRSPPP Program is the responsibility of the HCO, Program Execution Office.

6.330.1.3.3.1
(11-13-2023)

**HCO, Talent Acquisition,
Employment Operations
IRSPPP Coordinator
Roles and
Responsibilities**

- (1) HCO, Talent Acquisition, Employment Offices will establish an IRSPPP Coordinator with responsibilities to both management and affected employees. Each Coordinator plays a major role in ensuring that employees are appropriately placed or removed from the IRSPPP.
- (2) The HCO, Talent Acquisition, Employment Office IRSPPP Coordinator must notify employees about the automatic program enrollment and the requirement to submit the following forms within 10 workdays from the date the paperwork is received by the employee:
 - a. Form 6264, IRSPPP Employee Registration - Employees must complete Part 1 of this form. This form will be used by the HCO, Talent Acquisition, Employment Office IRSPPP Coordinators to document additional positions for which the registrant qualifies and ensure that the employee is registered in the priority programs database for all of the positions for which they qualify.
 - b. Copy of their current performance appraisal.
 - c. An appropriate application as approved by the Service.
- (3) Additional tasks performed by the HCO, Talent Acquisition, Employment Office IRSPPP Coordinators include:

- a. Providing the employee with the appropriate Grade/Band Retention Letter (Mandatory or Optional). Refer to IRM 6.536.1, IRS Grade/Band and Pay Retention.
 - b. Establishing and maintaining documentation for IRSPPP eligibles.
 - c. Conducting a complete qualification evaluation of each employee and listing all positions for which the employee is qualified.
 - d. Counseling employees concerning employment opportunities, available training, and developmental assignments, and/or advising on other counseling services available.
 - e. Ensuring employees are timely registered in the IRSPPP database. At a minimum, employees must be registered for the position, series, and grade/band from which they were demoted within one pay period. This can be accomplished by notifying the employee at the same time the PAR action is processed and immediately including their record in the IRSPPP database for the position from which demoted.
 - f. Enrolling employees in the IRSPPP database for the position from which they were demoted and for positions which they requested and are qualified within the commuting area. The primary objective of the IRSPPP is to place an employee in a position at their former grade/band or pay.
 - g. Confirming that registrants identified in the priority programs database are correct and that all data and information is current. Information on employees placed into the IRSPPP can be viewed by those who have authorized access.
 - h. Ensuring that the employee is notified regarding the outcome of any IRSPPP referrals.
 - i. Updating referral and selection information in the employee's record in the priority programs database.
 - j. Maintaining statistics for program reporting and accountability.
 - k. Ensuring that updates pertaining to the IRSPPP are timely submitted. The counseling process is an information-sharing process. The employee should be advised of positions for which he/she is currently eligible, as well as positions for which he or she may be eligible after training.
- (4) The HCO Talent Acquisition, Employment Office IRSPPP Coordinator will ensure that all non-selections are well documented by business units .
- a. Management (i.e., the selecting official) is required to prepare written justification to support the non-selection of IRSPPP candidates and submit the justification to their servicing Employment Office.
 - b. This documentation must clearly state the reason(s) for non-selection that led to a determination that the candidate could not satisfactorily perform the required duties of the position after a reasonable period of orientation.
 - c. Business units may annotate non-selections on the referral certificate or on a separate document.

6.330.1.3.4
(11-13-2023)
Area of Consideration

- (1) The area of consideration for referral of employees enrolled in the program is across all business units within the commuting area as defined in the IRS Commuting Area Document, at: <https://portal.ds.irsnet.gov/sites/IRSSourceSearch/pages/results.aspx?k=commuting%20area%20document>
- (2) Both campus and non-campus positions are included within the commuting area.

- (3) Offers may be made to positions outside the commuting area; however, declinations of such offers are not considered reasonable offers and cannot be used as a basis for terminating grade/band or pay retention or enrollment in the IRSPPP.

6.330.1.3.5
(11-13-2023)
Eligible Employees

- (1) Any employee, unless specifically excluded, who has been demoted and who meets the conditions for eligibility for grade/band or mandatory pay retention, is eligible for participation in the IRSPPP.
- a. An employee is enrolled in the IRSPPP on the same PAR effective date that places the employee at the lower grade/band. The servicing HCO Talent Acquisition, Employment Office provides official notice that the employee meets the eligibility requirements for grade/band or pay retention and enrollment in IRSPPP. Exhibits 6.330.1-1 through 6.330.1-5 provide examples of Letters to Employees Regarding IRSPPP Enrollment. IRM 6.330.1.5.4, Duration of Eligibility.
 - b. Participation in the IRSPPP will continue for as long as an employee meets eligibility requirements for grade/band or mandatory pay retention.
 - c. Since the IRSPPP is designed to ensure that employees who are eligible for grade/band or pay retention receive ample placement opportunity during the grade/band retention period, every effort should be made to find placement within the two-year grade/band retention period or mandatory pay retention period.
 - d. Employees who are granted mandatory grade/band or mandatory pay retention as a result of involuntary reasons (e.g., RIF, reclassification to a lower grade, declination of a transfer outside the commuting area) are automatically enrolled in the IRSPPP for the 2-year period of grade/band retention. If at the termination of grade/band retention, the employee's salary can be met on the current pay scale, enrollment in IRSPPP is terminated. However, if the salary cannot be met at the time grade/band retention expires, the employee will remain in the IRSPPP on pay retention until the salary can be met. If the employee does not meet the regulatory requirements for mandatory grade retention (e.g., employee does not have 52 consecutive weeks at the higher grade/band prior to accepting a lower grade), but meets the requirements for mandatory pay retention, the employee will remain in the IRSPPP for the period of mandatory pay retention until the employee's salary can be met at their current grade.
 - e. Employees afforded optional grade retention as of a result of voluntary circumstance (e.g., reorganization, realignment or competitive sourcing initiative which was approved by the HCB under pre-RIF mitigating strategies) are enrolled for the period of grade/band retention for only the 2-year period of optional grade/band retention.
 - f. Employees afforded optional pay retention are not eligible for enrollment in the IRSPPP.
 - g. The IRSPPP Coordinator will provide written notification to the employee at the time the period of grade/band retention is terminated. Exhibits 6.330.1-6 and 6.330.1-7 provide examples of Employee Notices of Termination of Grade/Band Retention.

6.330.1.3.6
(12-31-2009)
Ineligible Employees

- (1) Employees not eligible for IRSPPP participation are those:
- a. Afforded optional pay retention.
 - b. Placed on optional pay retention as a result of mitigation strategies.

- c. Placed on pay retention due to placement at a lower grade/band in a formal employee development program (e.g., Pathways, Apprenticeship, Career Intern Program, etc.).
 - d. Afforded pay retention as a result of selection for a lower grade position with promotion potential back to the former or a higher grade under an IRS formal training plan.
 - e. Placed on pay retention as a result of reduction or termination of a special salary rate or placement in a lower wage area or under a different (lower) wage schedule.
 - f. Determined ineligible for participation in the IRSPPP when granted pay retention as a result of management action that furthers the mission of the Service. Documentation for an ineligible determination under this provision must demonstrate that the “specific Service objective” toward which the pay retention action contributes could not otherwise be achieved.
- (2) Program eligibility is terminated when the employee transfers to another agency, resigns, or receives a reasonable offer of a position which meets all requirements of a “reasonable offer” or any other reason for which grade/band retention or pay retention is terminated.
- a. Acceptance of a position at an intervening grade will not terminate an employee’s eligibility to continue in IRSPPP, unless the position is one with an established career ladder and a full performance level equal to or higher than the grade/band of the position from which the employee was demoted.
- (3) An employee who elects to waive entitlement to grade/band or mandatory pay retention also waives entitlement for registration in and placement under the IRSPPP.

6.330.1.3.7
(12-31-2009)

**Determining Appropriate
Vacancies for Priority
Placement Referral**

- (1) To meet the criteria for a “reasonable offer,” an offer must be for a permanent position for which the employee meets established qualification requirements, and the position must be offered after formal determination and notification of entitlement to grade/band or pay retention. (5 CFR 536.104)
- (2) Employees enrolled in the IRSPPP will receive placement opportunities under this program as follows:
- a. Employees in the IRSPPP will receive priority placement referral for career ladder vacancies (within the area of consideration) for which they are qualified and which have a full performance level to the same or an intervening grade/band or pay as that from which the employee was demoted. Placement within the career ladder may be at the entry level or any grade/band level within the career ladder for which the employee is eligible, but should always be at the highest grade/band level for which an employee is qualified.
- (3) Management-initiated lateral reassignments (directed reassignments due to abolishment of an employee’s position) whereby the reassignment (movement from one position to another within or outside the commuting area with no further promotion potential) of non-registrants may be processed without regard to the provisions of the IRSPPP.

6.330.1.3.8
(12-31-2009)
**IR Payband Employees
and IRSPPP**

- (1) Employees in positions covered under the IRS Payband System (IR Payband or IR) in the IRSPPP will retain the applicable grade/band of the system that covers the position to which the employee is reduced. The employee will be treated, for the 2 year retention period, as though the retained grade/band is the employee's grade/band and placement referrals will be made in accordance with 5 CFR 536.105.
- (2) For employees in positions covered under the IRS Payband System, eligibility for grade/band retention will be determined using the criteria for grade and pay retention as provided for in 5 USC Chapter 53, Subchapter VI and 5 CFR Part 536, as modified by the OPM Criteria for IRS Broadbanding System.

6.330.1.3.8.1
(12-31-2009)
**Referral of IR Payband
Employees due to RIF**

- (1) An employee in a position covered under the IRS Payband System placed into another position in his/her same Payband during RIF competition is not entitled to IRSPPP assistance.
 - (2) IRSPPP assistance is afforded to an employee in a position covered by the IRS Payband System who:
 - a. Bumps/retreats to a lower IR Payband, is ineligible for band retention, and is afforded pay retention – Since the employee remains in the IRS Payband System, placement opportunities are restricted to IR Payband positions in the payband from which demoted.
 - b. Accepts a RIF offer to an IR Payband vacancy in a lower payband (band retention) – Since the employee remains in the IRS Payband System, placement opportunities are restricted to IR Payband positions in the payband from which demoted.
 - c. Accepts a RIF offer or RIF offer in lieu of separation to a lower GS grade vacancy (grade retention) – IR Payband employees downgraded as a result of RIF will be referred for GS and payband positions, including intervening grades/bands, for which they qualify. For referral back to the former payband immediately preceding the RIF effective date, the employee must have accepted a change to lower grade that entitles the employee to grade/band or mandatory pay retention and eligibility for IRSPPP.
- Example 1: An IR-01 employee accepts a RIF offer to a GS-14 position and their IR pay converts out to a GS-14. The action is determined a reassignment which does not afford the employee grade retention and eligibility for referral under IRSPPP.
 - Example 2: An IR-01 employee accepts a RIF offer to a GS-14 position and their IR pay converts out to a GS-15. The action is determined a change to lower grade which entitles the employee to grade retention and eligibility for referral under the IRSPPP. The employee can be referred to an IR-01, IR-03, and GS-15 position.
 - Example 3: An IR-01 employee's IR pay converts out to a GS-14 and accepts a RIF offer to a GS-13, GS-12, or GS-11 position. The action is determined a change to lower grade which entitles the employee to grade retention and eligibility for referral under IRSPPP. The employee can be referred to an IR-01, intervening payband and GS positions, but cannot be referred to a GS-15.
 - d. Bump/retreats to an IR Payband with a lower maximum rate of basic pay than the former payband (band retention) -the employee remains in the IRS Payband system, placement opportunities are restricted to IR

Payband positions in the former payband from which demoted (OPM Broadbanding Criteria, Section V.F.2(d)).

- e. Bump/retreats to a lower GS position than the employee's equivalent GS grade (grade retention) - Can be referred for GS and payband positions, including intervening grades/bands, for which they qualify. For referral back to the former payband immediately preceding the RIF effective date, the employee must have accepted a change to lower grade that entitles the employee to grade or pay retention and eligibility for IRSPPP. See examples in c above.

6.330.1.3.8.2
(12-31-2009)
**Referral of IR Payband
Employees due to
Reclassification**

- (1) Employees in positions covered under the IRS Payband System reduced to a lower IR Payband or GS position, as a result of reclassification, will be referred through the IRSPPP only for vacancies within the commuting area for which they are qualified, and are restricted to IR Payband positions in the payband from which demoted. The vacancies need not be in the same classification series as the employee's former position.

6.330.1.3.8.3
(12-31-2009)
**Referral of IR Payband
Employees due to
Pre-RIF Mitigating
Strategies**

- (1) Employees in positions covered under the IRS Payband System who are reduced to a lower IR Payband or GS position as a result of a Pre-RIF mitigating strategy approved by the HCB (e.g., reorganization, realignment or competitive sourcing initiative) will be referred in the same manner as IR Payband employees under RIF. Refer to IRM 6.330.1.3.8.1, Referral of IR Payband Employees due to RIF.

6.330.1.3.9
(12-31-2009)
**Referral of Candidates
for Priority Placement**

- (1) Once the obligation has been met to select employees eligible under the CTAP, employee(s) eligible for placement under the IRSPPP will then be referred.
- (2) If an appropriate vacancy is identified, eligible registrants who meet all the qualification requirements for the position to be filled will be referred to the selecting official on a noncompetitive register or certificate prior to taking any other action to fill the vacancy. The Employment Office with the vacancy must check the Special Priority Programs database for IRSPPP candidates for the specific vacancy being filled.
- (3) If IRSPPP candidates are identified, the Employment Office will refer to their IRSPPP Coordinator for action.
- (4) The Employment Office with the vacancy refers any/all IRSPPP candidates to the selecting official on Form 13001, Special Program Certificate or equivalent along with:
 - a. Appropriate application form(s)
 - b. Current performance appraisal(s)
- (5) NBU IRSPPP participants who are referred for managerial positions will not be required to address technical competencies. However, management (i.e., the selecting official) with the business unit has the option of requesting that candidates address technical competencies.
 - a. If management requests that technical competencies are to be addressed, all eligible candidates should be given the same amount of time to submit them.

- b. IRSPPP eligibles who are unable to complete technical competencies within the identified timeframe, (for example: due to travel status or leave, etc.) should be granted additional time, as appropriate, to submit their technical competencies. However, if the timeframe is missed, the employee will still be referred for the position.

- (6) For NBU vacancies, if there is more than one referral for the same vacancy, candidates will be listed alphabetically.
- (7) A record of the referral and the result must be maintained by the servicing Employment Office and documented on the IRSPPP Employee Registration, Form 6264.

6.330.1.3.10
(12-31-2009)

**Selection/Non-Selection
of IRSPPP Candidate**

- (1) The selecting official must make a selection determination based upon information relating to an employee's ability to perform duties of the position using job-related selection criteria.
- (2) If more than one employee is referred on a certificate for priority placement, the selecting official may select any of those referred.
- (3) Non-selection of a priority placement eligible is rare and should take place only when based upon careful evaluation of the candidate in relation to the criteria, and a determination is made that the employee would be unable to satisfactorily perform the duties of a particular position after a reasonable period of orientation.
- (4) Selecting Official completes IRSPPP Selection Notice or IRSPPP Non-Selection Notice, as appropriate. (Refer to Exhibits 6.330.1-8 and 6.330.1-9.)
- (5) In the event an IRSPPP candidate is not selected, the IRSPPP Coordinator for the office with the vacancy must obtain concurrence from the Chief, Employment Operations on the non-selection memorandum prepared by the selecting official before issuing to the IRSPPP candidate.
- (6) Employees who have been selected and accept a position that meets all the criteria for a "reasonable offer" will no longer participate in the IRSPPP. A "Termination of Grade/Pay Retention Memo Due to IRSPPP Selection" (Exhibit 6.330.1-10) will be issued by the IRSPPP Coordinator and provided to the employee.
- (7) Non-acceptance of a "reasonable offer" will serve to remove an employee from the IRSPPP. The IRSPPP Coordinator will issue a "Termination of Grade/Pay Retention Memo Due to IRSPPP Declination of a Reasonable Offer" to the employee (Exhibit 6.330.1-11).
- (8) An employee whose grade and pay retention benefits are terminated based on the grounds that the employee declined a reasonable offer can appeal the termination to the OPM. (Refer to 5 CFR 536.402.)

6.330.1.3.11
(12-31-2009)

**Offers to Positions at
Intervening
Grades/Rates of Pay**

- (1) Offers to intervening grades/rates of pay are appropriate, but are not considered a reasonable offer and the employee's refusal of such offers will not terminate grade/band or pay retention or enrollment in IRSPPP. When an offer is accepted by an employee to a position at an intervening grade/band or pay with no further promotion potential higher than position from which demoted, the employee remains in the IRSPPP and continues to receive active consideration for positions.

- (2) When an offer is accepted for a position at an intervening grade/pay with potential back to the former grade/pay, the employee remains in the IRSPPP in an inactive status. The employee's enrollment form remains on file with the coordinator, but the employee will not receive further consideration for positions. The IRSPPP Coordinator will appropriately document the file and update the IRSPPP database to reflect the employee has been moved to an "inactive" status. When the position potential is reached, the employee will be removed from the program.

6.330.1.3.12
(12-31-2009)
Monitoring Program

- (1) The HCO, P&A Office is responsible for:
 - a. Reviewing employee registration, referral and placement data to ensure the requirements of the IRSPPP are met.
 - b. Monitoring Employment Offices to ensure that administration of the placement program fulfills both the primary objectives and the requirements of the IRSPPP.
- (2) The HCO, Employment Offices are responsible for:
 - a. Notifying impacted employee(s) concerning their IRSPPP eligibility simultaneously with the processing of the position change/change to lower grade action(s).
 - b. Determining qualifications.
 - c. Immediately registering employee(s) in the IRSPPP by entering their record into the Special Priority Programs database.
 - d. Ensuring that processes are in place to properly clear IRSPPP listing.
 - e. Ensuring that proper documentation is maintained on all IRSPPP employees.
 - f. Ensuring that competitive selections are checked against the various databases to facilitate removal of IRSPPP eligibles as appropriate from the IRSPPP database.

6.330.1.4
(12-31-2009)
**Reassignment
Preference Program**

- (1) Reassignment Preference Program guidance:
 - a. 5 CFR Part 335, Promotion and Internal Placement
 - b. 5 CFR Part 536, Grade and Pay Retention
 - c. 5 CFR Part 351, Reduction in Force
 - d. IRM 6.335.1, IRS Merit Promotion Plan and Internal Placement

6.330.1.4.1
(12-31-2009)
Purpose

- (1) The RPP is a Servicewide mitigation strategy for reassignment preference that grants selection priority (i.e., preferential consideration for IRS vacancies) to employees directly impacted by one of the following:
 - a. An approved planned management action (e.g., RIF, reorganization, or realignment).
 - b. Directed reassignment outside the commuting area.
 - c. A competitive sourcing initiative that impacts bargaining and non-bargaining unit employees, including managers and management officials.

6.330.1.4.1.1
(12-31-2009)
**RPP as a Mitigation
Strategy**

- (1) This mitigation strategy can be used in combination with other mitigation strategies in order to minimize the impact of RIF or other reorganization.

6.330.1.4.1.2
(12-31-2009)
**IRS Human Capital
Board Approval**

- (1) The IRS HCB must approve the use of RPP for specific RIF, realignment, reorganization, or competitive sourcing initiatives and, though rarely used, for directed reassignments outside the commuting area. The process will remain in effect until:
 - a. Directly impacted employees are placed into a continuing position.
 - b. Upon the issuance of an official CTAP notice, CES letter, RIF separation notice or any notice that provides selection priority.
 - c. Due to mitigation strategies, there are no longer employees in the competitive area who are directly impacted and a management initiated action will no longer be necessary.

6.330.1.4.2
(12-31-2009)
Coverage

- (1) Directly impacted employees are those employees:
 - a. Whose positions are identified by the business unit as affected by an approved realignment, reorganization (i.e., the position is being abolished or subject to downgrade, or the position is in the same grade and series and competitive level as the position being abolished or downgraded in the competitive area).
 - b. Whose positions are included in a competitive sourcing initiative.
 - c. Who, in rare circumstances, will be subject to a directed reassignment outside the commuting area.
- (2) Directly impacted employees of a competitive sourcing initiative are those whose positions are included in the competitive sourcing study.
- (3) RPP does not include employees in the competitive area that may be impacted by the RIF process in the future.

6.330.1.4.2.1
(12-31-2009)
RPP Notice

- (1) A RPP Notice will be issued to directly impacted employees to document eligibility and for use when applying for vacancy announcements.
- (2) RPP Notices can be issued to directly impacted employees after HCB approval and notification to NTEU under National Agreement Article 15 or 19, if applicable. Exhibit 6.330.1-12, Reassignment Preference Eligibility Notice for additional information.
- (3) For Rescission of Reassignment Preference Memorandum, Exhibit 6.330.1-13, Rescission of Reassignment Preference Memorandum for additional information.

6.330.1.4.2.2
(12-31-2009)
**Bargaining Status of
Position**

- (1) The RPP is designed to facilitate voluntary placement into permanent bargaining unit and non-bargaining unit positions at or below the employee's current grade. This policy covers all positions Servicewide. As with CTAP, selections under the RPP will be made without regard to bargaining unit status. Bargaining unit employees can be selected for non-bargaining unit positions and non-bargaining unit employees can be selected for bargaining unit positions.

6.330.1.4.2.3
(12-31-2009)
Temporary Position

- (1) The RPP does not apply to positions announced as temporary “not to exceed” or “temporary may be made permanent.” Prior approval is required from the business unit Head or Deputy Head, or other senior executive to whom this responsibility has been delegated from the business unit Head, to announce any permanent position as temporary “not to exceed” or “temporary may be made permanent” to ensure the availability of as many placement opportunities as possible.

6.330.1.4.3
(12-31-2009)
Vacancy Process

- (1) A vacancy is defined as any bargaining unit or non-bargaining unit position that is being filled regardless of whether a vacancy announcement is issued unless one of the exceptions identified in 5 CFR 330.609 applies. That is, the same exceptions applicable to filling vacancies under 5 CFR Part 330, Subpart F will be applicable to the RPP. Vacancies not exempt from RPP will be announced as long as there are directly impacted employees at or below the grade/band of the position to be filled.
- (2) The RPP requires an employee to apply for announced vacancies at the same or lower grade/band and work schedule (e.g., permanent to permanent; seasonal to seasonal, permanent to seasonal) as their current position, both within and outside the commuting area. The same or lower grade/band position is defined as a position having no greater promotion potential than that currently held by the employee on a permanent basis.
- (3) RPP applicants must meet all qualification requirements for the announced vacancy and must have a fully successful or higher overall rating on their last annual performance appraisal. RPP consideration is based on the employee’s status as of the closing date of the vacancy announcement. If a notice rescinding RPP eligibility is issued after the closing date of the announcement, the RPP applicant will retain RPP eligibility for that announcement. If CES letters conveying CTAP eligibility are issued prior to the close of the vacancy announcement, the employee will be considered as a CTAP eligible. Refer to IRM 6.330.1.4.4, RPP Rescission.
- (4) Vacancy announcements must indicate whether moving expenses will be authorized. Moving expenses will only be paid when indicated in the vacancy announcement.
- (5) Remaining vacancies can be filled through other competitive/non-competitive sources if there are no available RPP candidates for the announced position.

6.330.1.4.3.1
(11-13-2023)
RPP Application

- (1) The directly impacted employee must apply for an announced vacancy. In order to receive consideration under this process, a copy of the RPP Notice must be attached to the employee’s application as well as any other documents specified in the vacancy announcement.

6.330.1.4.3.2
(12-31-2009)
Selection/Non-Selection

- (1) All RPP candidates who apply for an announced vacancy will be considered.
- (2) Applications will be accepted from all employees. Special priority programs must be cleared in accordance with NA, Article 13, Subsection 2F and IRM 6.335.1, IRS Merit Promotion Plan and Internal Placement.
- (3) If the selection certificate contains RPP candidate(s) who meet all the requirements, a selection of an RPP candidate is required, absent just cause.

- (4) Management may select the RPP candidate with the earliest IRS EOD or competitively rank the RPP candidates before making a selection. If the selecting official decides not to select the RPP candidate with the earliest IRS EOD, management will then rank RPP candidates using ranking procedures in accordance with the National Agreement, Article 13 or IRM 6.335.1.
- (5) If ranked, all RPP candidates will be referred in score order to the selecting official in accordance with the National Agreement, Article 13 or IRM 6.335. 1. Tied scores will be broken by IRS EOD.
- (6) Written approval by the business unit Commissioner or designee is required to:
 - a. Non-select an RPP candidate.
 - b. Cancel an announced vacancy if there are RPP candidates available.

6.330.1.4.3.3
(12-31-2009)
RPP Selectee

- (1) RPP candidates who are selected for a permanent position at the same or lower grade:
 - a. Will have five (5) work days from the date of selection to accept or decline the offer within the commuting area.
 - b. Will have seven (7) work days from the date of selection to accept or decline the offer outside the commuting area.
 - c. Will have the reassignment/change to lower grade action effected, if within the commuting area, no later than the beginning of the next pay period following the selection or if outside the commuting area, no later than 60 days after selection.
 - d. May decline up to two offers from outside the commuting area that would require a move and decline one offer from within the commuting area. Any declination after that will result in loss of the RPP eligibility.
- (2) RPP employees who voluntarily apply and are selected for a change to lower grade/band no more than three grades or intervals lower than their current position will be offered optional grade retention or optional pay retention, provided regulatory criteria are met. The same or lower grade/band position is defined as a position having no greater promotion potential than the employee's permanent position of record.
- (3) RPP employees who voluntarily relocate to a different commuting area to accept a position with the IRS may be eligible to receive a voluntary relocation incentive.

6.330.1.4.4
(12-31-2009)
RPP Rescission

- (1) Employees issued an RPP rescission notice after the closing date of a vacancy announcement for which they applied will retain reassignment preference for the life of the announcement. RPP consideration will terminate for a specific vacancy announcement when a rescission notice is issued before the closing date. If CES letters conferring CTAP eligibility are issued prior to the closing date of the announcement, the employee will be considered as a CTAP eligible.
- (2) Once any notice conferring CTAP selection priority is issued to any employee covered in the same initiative, all RPP Notices for the specific initiative will be rescinded. Refer to Exhibit 6.330.1-13 Rescission of Reassignment Preference Memorandum.

- (3) If CES letters conferring CTAP eligibility are issued prior to the closing date of the announcement, the employee will be considered as a CTAP eligible.
- (4) Consistent with CTAP, RPP eligibility is rescinded when the RPP employee has been selected and accepts an offered position regardless of when the PAR is processed.

6.330.1.4.5
(12-31-2009)
**RPP Program
Responsibilities**

- (1) This section describes the roles and responsibilities of the business unit, and the servicing Employment Office.

6.330.1.4.5.1
(12-31-2009)
Business Units

- (1) The business unit will issue a Reassignment Preference Eligibility Notice (Refer to Exhibit 6.330.1-12.) to all identified directly impacted employees. The notice will outline their RPP eligibility, if selected for a lower graded position. In addition, the business unit is responsible for the following:
 - a. Working with the servicing Employment Office to identify and track their directly impacted employees in order to confirm RPP entitlements.
 - b. Rescinding RPP Notices when initiatives or positions are no longer directly impacted.
 - c. Approving non-selection of an RPP candidate or cancellation of an announced vacancy when RPP candidates are available. Refer to IRM 6.330.1.4.3.2, Selection/Non-Selection.
 - d. Providing approval documentation to support the non-selection or cancellation to the appropriate servicing Employment Office.
 - e. Each HCO, Employment Office will establish an RPP Coordinator with responsibilities to both management and affected employees.

6.330.1.5
(12-31-2009)
**Reemployment Priority
List**

- (1) Reemployment Priority List guidance:
 - a. 5 CFR Part 330, Subpart B
 - b. TN-11-008 Treasury Career Transition Assistance Plan Interim Policy, dated March 11, 2011
 - c. OPM Workforce Reshaping Operations Handbook
 - d. OPM Delegated Examining Operations Handbook

6.330.1.5.1
(12-31-2009)
Purpose and Coverage

- (1) The RPL is a positive placement program and agencies must give RPL registrants priority consideration over certain outside job applicants. HR Specialists recruiting externally must clear the RPL prior to making job offers to individuals outside the Department of Treasury.
- (2) The RPL is used in filling Treasury Bureau's external job vacancies.
- (3) The RPL establishes the policies necessary to maximize employment opportunities for current and former competitive service Treasury employees scheduled to be or separated by a RIF or fully recovered from a compensable injury after more than one year.

6.330.1.5.2
(12-31-2009)
**Program
Responsibilities**

- (1) Program oversight is the responsibility of the Treasury Human Capital Strategic Management Office.
- (2) The IRS HCO, P&A Office is responsible for issuing policy and monitoring the effectiveness of the program.

- (3) The Servicing Employment Office is responsible for establishing an RPL coordinator with responsibilities to ensure employees are registered in the RPL database and properly referred for appropriate vacancies.

6.330.1.5.3
(12-31-2009)

Eligibility Requirements

- (1) To be eligible for the RPL as a result of procedures in 5 CFR 351, individuals must meet all of the following conditions:
 - a. Serving (or served) under an appointment in the competitive service in tenure group I or II.
 - b. Have a rating of record of at least fully successful as the most recent rating of record..
 - c. Have a specific RIF separation or CES letter.
 - d. Be qualified for the position.
 - e. Have not declined an offer of a position with the same type of work schedule and with a representative rate at least as high as that of the position from which the employee was or will be separated.
- (2) Individuals eligible for the RPL due to compensable injury must be former competitive service tenure group I or II employees who separate (or accept a lower graded position in lieu of a separation) because of a compensable injury or disability, and who have fully recovered more than one year after compensation began.

6.330.1.5.4
(12-31-2009)

Duration of Eligibility

- (1) Tenure group I and tenure group II employees retain eligibility for two years from the date the employee is added to the RPL.
- (2) OPM may extend the registration period, when requested by the agency or registrant, when the registrant does not receive a full 2 years placement priority because of an administrative or procedural error.

6.330.1.5.5
(12-31-2009)

Termination of Eligibility

- (1) An individual may be removed from the RPL before the period of eligibility expires when the individual:
 - a. Requests removal.
 - b. Receives a Career, Career-Conditional, or Excepted appointment without time limit in any agency.
 - c. Declines an offer or fails to respond to an inquiry of availability about a specific position that is the same as or equivalent to the position from which separated. Refer to 5 CFR 330.309 for more information.

6.330.1.5.6
(12-31-2009)

Application Procedures

- (1) Individuals eligible for the RPL must complete and submit Form 13591, Treasury Reemployment List Employee Application, to the IRS RPL Coordinator and must notify the Program Coordinator of any significant changes in the information provided on the form. Other required paperwork includes a copy of the notice documenting eligibility. Employees are also encouraged to submit other work history information (e.g., resume).
- (2) Individuals receiving a RIF separation notice or CES letter will receive the RPL application form and submission instructions in their notice.
- (3) Impacted employees may apply as soon as a CES or specific RIF separation notice is issued. The application must be submitted by the employee directly to

the IRS RPP Coordinator on or before the RIF separation date. An individual who fails to submit a timely application prior to their RIF separation date is not entitled to be placed on the RPL.

- (4) An individual who is eligible for the RPL due to a compensable injury must request reemployment consideration within 30 days after the date compensation ceased; except that when an appeal for continuation of compensation is filed, the 30 calendar days begins after the resolution is reached. An individual who fails to submit a timely application (within 30 calendar days after compensation ceased) is not entitled to be placed on the RPL.
- (5) An eligible individual may be entered on the RPL only for the commuting area in which they separated and may not apply for the RPL in any other location except as provided in 5 CFR 330.207.
- (6) Upon receipt of RPL application forms, the IRS RPL Coordinator will review the application for date received, determine that all qualification requirements are met, and will add the names to Treasury's RPL database, etc.
- (7) Eligible individuals will receive notification that they have been registered for their current series and grade and will be provided the opportunity to request registration for additional series and grades. If the individual requests additional series and grades, the series and grades will be added to the database if the employee's servicing HCO, Employment Office determined that the employee meets the qualifications.

6.330.1.5.7
(12-31-2009)
**Qualification
Requirements**

- (1) An individual eligible for the RPL is qualified for a position if he or she:
 - a. Meets OPM qualification standards and requirements for the position, including any minimum qualification requirements and any selective placement factors.
 - b. Is physically qualified, with reasonable accommodation where appropriate, to perform the duties of the job.
 - c. Meets any other applicable requirements for appointment to the competitive service.
 - d. Is registered on the RPL for the same series as the position being filled.
- (2) Individuals must meet the OPM minimum qualification requirements, but do not have to be well-qualified (as defined under the CTAP/ICTAP regulations).
- (3) Exceptions to the OPM qualification requirements can be made under the conditions outlined in 5 CFR 330.212. The Chief Employment Operations (or equivalent) approves these exceptions.

6.330.1.5.8
(12-31-2009)
**Referral Guidance and
Procedures**

- (1) Individuals eligible for the RPL are given consideration as follows
 - a. For positions in the commuting area from which the RPL eligible was or will be separated and additional positions the RPL eligible requested and is qualified.
 - b. For positions that are at no higher grade (or equivalent) and have no greater promotion potential than the position from which the individual was or will be separated.
 - c. For positions that have the same type of work schedule from which the individual was or will be separated.

- (2) The RPL list must be cleared at the grade level at which a position is filled (regardless of the full performance level). Similarly, if a position is advertised at multiple grade levels, the RPL must be cleared only at the grade level at which the position is ultimately filled.
- (3) The series of the position being filled must be on the RPL for an individual before there is a match.
- (4) Individuals eligible for the RPL must be considered for non-permanent, as well as permanent positions, for which they have indicated an interest on their RPL applications according to 5 CFR 330.210.
- (5) When a qualified individual is available on the RPL, a commitment cannot be made to fill a competitive service permanent or temporary appointment with a non-RPL candidate unless it meets the exceptions in 5 CFR 330.211.

6.330.1.5.9
(12-31-2009)

**Selection Guidance and
Procedures**

- (1) Treasury has determined that selections are made in retention standing order according to 5 CFR 330.213 as follows:
 - a. Place qualified individuals in group and subgroup order in accordance with 5 CFR Part 351 (RIF regulations).
 - b. In making a selection, an agency may not pass over an individual in group I to select from group II.
 - c. Within a group, an agency may not pass over an individual in a higher subgroup (i.e., IIA) to select from a lower subgroup (i.e., IIB).
 - d. Within a subgroup, an agency may select an individual without regard to order of retention standing.
- (2) If several individuals eligible for the RPL have the same retention standing order (even if there is just one vacancy), they must all be referred for consideration.
- (3) After the RPL has been cleared and a final employment commitment is made to an individual, the later registration of another eligible individual on the RPL does not prevent the fulfillment of the original commitment, regardless of when the individual enters on duty.

6.330.1.5.10
(12-31-2009)

**Notifications to RPL
Registrants**

- (1) When a match is identified between a position and an individual who is eligible for the RPL, the following activities take place:
 - a. The servicing Employment Office will obtain the individual's RPL form and any application or other information submitted from the Treasury bureau point of contact.
 - b. The servicing Employment Office will confirm that the individual is qualified for the position.
 - c. If the individual is not qualified, the Treasury bureau contact should be notified and the vacancy announcement package documented accordingly; and
 - d. If the individual is qualified, he/she should be contacted, in writing, to schedule an interview or to inquire if they are available for the position. The written correspondence to the individual must clearly state that failure to respond will result in removal from the RPL. The letter should be sent by certified mail or mail with a read receipt and copies maintained in the vacancy announcement case management file. The

individual should be given up to 10 calendar days to respond. A sample letter is found in Exhibit 6.330.1-14.

6.330.1.5.11
(12-31-2009)

Appeals

- (1) An individual has the right to appeal to the Merit Systems Protection Board when they believe that their reemployment priority rights have been violated. Detailed instructions and information concerning the appeal process are available at: <https://www.mspb.gov/appeals/appeals.htm>

6.330.1.6
(12-31-2009)

**Interagency Career
Transition Assistance
Plan**

- (1) Interagency Career Transition Assistance Plan guidance:
 - a. 5 CFR 330, Subpart G
 - b. OPM Workforce Reshaping Operations Handbook
 - c. OPM Delegated Examining Operations Handbook

6.330.1.6.1
(12-31-2009)

Purpose and Coverage

- (1) ICTAP is an interagency career transition assistance program for displaced Federal employees who are seeking employment in other Federal agencies.
- (2) ICTAP only applies when IRS is recruiting and selecting outside the agency's (Treasury) workforce under 5 CFR 330, Subpart G. The program does not prevent IRS from making selections within its own workforce (Treasury) under 5 CFR 330, Subpart F, CTAP.
- (3) Current and former Treasury employees with ICTAP eligibility to include IRS employees are excluded from coverage by the provisions of ICTAP when filling positions outside of Treasury, and will not receive selection priority under ICTAP for Treasury positions. For example, IRS employees and employees from other Treasury bureaus with ICTAP eligibility will not receive selection priority under ICTAP for positions in the IRS or in other Treasury bureaus when filling positions outside of Treasury. Refer to 5 CFR 330, Subpart G for more information.

6.330.1.6.2
(12-31-2009)

**Program
Responsibilities**

- (1) The HCO, Program Execution Office is responsible for the overall administration of the program; serves as Treasury liaison; and responds to complex technical questions regarding the administration of the program received from EOs and/or business unit HR offices.
- (2) The HCO, Policy & Audits Office is responsible for issuing policy updates.
- (3) The HCO, Talent Acquisition, Employment Operations is responsible for identifying program coordinators who will assist with the administration of ICTAP.

6.330.1.6.3
(12-31-2009)

Eligibility Requirements

- (1) An individual eligible for ICTAP is a displaced employee who meets the following conditions:
 - a. Has a current (or last) annual performance rating of at least fully successful or equivalent, except for individuals eligible due to compensable injury and disability retirement.
 - b. Applies for a vacancy at or below the grade/band level from which the employee may be or is being separated, that does not have greater promotion potential than the position from which the employee may be or is being separated.

- c. Applies for a specific vacancy within the established timeframe and provides proof of eligibility that entitles the individual to special placement priority.
 - d. Is determined to be well-qualified for the specific vacancy.
 - e. Occupies or was displaced from a position in the same local commuting area as the vacancy.
- (2) Eligibility for ICTAP special selection priority begins on the date the employee meets the definition of displaced in 5 CFR 330.708, including when:
 - a. Agency certification that it cannot place an employee under 5 CFR 330.708.
 - b. RIF separation notices are issued.
 - c. Formal notice of proposed removal is issued for declining a reassignment or transfer of function outside of the commuting area.
 - d. An employee under 5 CFR 330.708(f) has retired under 5 USC 8337(h) or 5 USC 8456.
- (3) ICTAP eligibility expires at various times depending upon the action that entitled the individual to receive special selection priority. Refer to 5 CFR 330.708(b) for expiration time periods.

6.330.1.6.4
(12-31-2009)
**Well-Qualified and
Referral Guidance**

- (1) Refer to section IRM 6.330.1.2.12, Well-Qualified, of this IRM, as the same requirements apply to both CTAP and ICTAP.

6.330.1.6.5
(12-31-2009)
Order of Selection

- (1) Individuals on the RPL have selection priority over ICTAP applicants.

6.330.1.6.6
(12-31-2009)
Exceptions

- (1) There are a variety of actions not subject to the ICTAP process. These exceptions can be found in 5 CFR 330.707.

6.330.1.7
(11-13-2023)
**Time After Competitive
Appointment**

- (1) Under the provisions of 5 CFR 330.501 an agency must wait at least 90 days after an employee's latest nontemporary competitive appointment before the agency may take the following actions:
 - a. Promote an employee.
 - b. Transfer, reinstate, reassign, or detail an employee to a different position.
 - c. Transfer, reinstate, reassign, or detail an employee to a different geographical area.
- (2) To ensure compliance with this provision, IRS employees requesting consideration for placement under internal merit promotion procedures must meet this 90-day restriction by the closing date of the announcement. If the decision is made to consider employees who will not have met the 90-day requirement by the closing date, the vacancy announcement must specify an alternative date by which applicants must meet this requirement.
- (3) Upon written request from an agency, OPM may waive the restriction against movement to a different geographical area when moving such an employee is consistent with open competition principles.

Exhibit 6.330.1-1 (12-31-2009)**Letter for Optional Grade/Band Retention**

Employee
Street Address
City, State, ZIP Code

Dear Employee:

Recently, you accepted a position at a lower grade/band and you were afforded optional grade/band retention. In compliance with Federal regulations, the Internal Revenue Service Priority Placement Program (IRSPPP) was established to provide counseling and placement assistance leading to priority placement referral consideration for employees who have been demoted without cause.

As your participation in this program is mandatory in order for you to continue receiving optional grade/band retention simultaneously with the effective date of your personnel action, you have been automatically enrolled in the IRSPPP at the grade/band and series from which you were downgraded. You will remain in the IRSPPP for a period of two years during the optional grade/band retention period. Upon completion of the optional grade/band retention period, your participation in the IRSPPP will be terminated. You will be referred for the positions for which you qualify by:

- Completing Part 1 of Form 6264, IRSPPP Employee Registration (copy enclosed) to indicate additional positions for which you may be qualified.
- Submitting a current application, as appropriate.

Completed forms are to be returned to your IRSPPP Coordinator within **10 workdays** from the date of this letter.

As an IRSPPP participant, you will receive priority placement referral for vacancies within the established area of consideration (commuting area) for which you are qualified and which are at the same or an intervening grade/band or rate of pay as the position held prior to demotion. However, if you accept a lower-graded position that has non-competitive promotion potential back to your retained grade, you will not be referred for positions and will be removed from the program.

Your entitlement to optional grade/band retention and enrollment in the IRSPPP will terminate if any of the following occurs:

- A break in service of 1 workday or more.
- Demotion for cause.
- Demotion at your request.
- Declination of a reasonable offer to a position with a grade/band equal to or higher than your retained grade/band.
- Placement at or above your retained grade/band.
- A written notice from you advising that you wish to terminate the benefits of grade/band retention.
- A written notice from you advising that you do not wish to be enrolled in the IRSPPP.

Should you have any questions, please contact your immediate supervisor or your IRSPPP Coordinator, *(insert IRSPPP Coordinator's name and telephone number)*.

Exhibit 6.330.1-1 (Cont. 1) (12-31-2009)
Letter for Optional Grade/Band Retention

Sincerely,

Chief, Employment Operations

Enclosure

Exhibit 6.330.1-2 (12-31-2009)**Letter for Mandatory Grade/Band Retention as a Result of Reduction in Force**

Employee
Street Address
City, State, ZIP Code

Dear Employee:

Recently, you accepted a position at a lower grade/band as a result of reduction in force, which entitled you to mandatory grade/band retention based on Federal regulations provided under 5 CFR 536.201, Mandatory Grade Retention. In compliance with these Federal regulations, the Internal Revenue Service Priority Placement Program (IRSPPP) was established to provide counseling and placement assistance leading to priority placement referral consideration for employees who have been demoted without cause.

Simultaneously with the effective date of your personnel action, you have been automatically enrolled in the IRSPPP at the grade/band and series from which you were downgraded. You will remain in the IRSPPP for a period of two years during the mandatory grade/band retention period. Upon completion of the mandatory grade/band retention period, if your retained rate cannot be met, you will be placed on pay retention and will remain enrolled in the IRSPPP until your retained rate is met. You will be referred for the positions for which you qualify by:

- Completing Part 1 of Form 6264, IRSPPP Employee Registration (copy enclosed) to indicate additional positions for which you may be qualified.
- Submitting a current application, as appropriate.

Completed forms are to be returned to your IRSPPP Coordinator within **10 workdays** from the date of this letter.

As an IRSPPP participant, you will receive priority placement referral for vacancies within the established area of consideration (commuting area) for which you are qualified and which are at the same or an intervening grade/band or rate of pay as the position you held prior to demotion. However, if you accept a lower-graded position that has non-competitive promotion potential back to your retained grade, you will not be referred for positions and will be removed from the program.

Your entitlement to mandatory grade/band retention and enrollment in the IRSPPP will terminate if any of the following occurs:

- A break in service of 1 workday or more.
- Demotion for cause.
- Demotion at your request.
- Declination of a reasonable offer to a position with a grade/band equal to or higher than your retained grade/band.
- Placement at or above your retained grade/band.
- A written notice from you advising that you wish to terminate the benefits of grade/band retention.

Should you have any questions, please contact your immediate supervisor or your IRSPPP Coordinator, *(insert IRSPPP Coordinator's name and telephone number)*.

Exhibit 6.330.1-2 (Cont. 1) (12-31-2009)

Letter for Mandatory Grade/Band Retention as a Result of Reduction in Force

Sincerely,

Chief, Employment Operations

Enclosure

Exhibit 6.330.1-3 (12-31-2009)**Letter for Mandatory Grade/Band Retention as a Result of Reclassification**

Employee
Street Address
City, State, ZIP Code

Dear Employee:

Recently, you accepted a position at a lower grade/band as a result of reclassification, which entitled you to mandatory grade/band retention based on Federal regulations provided under 5 CFR 536.201, Mandatory Grade Retention. In compliance with these Federal regulations, the Internal Revenue Service Priority Placement Program (IRSPPP) was established to provide counseling and placement assistance leading to priority placement referral consideration for employees who have been demoted without cause.

Simultaneously with the effective date of your personnel action, you have been automatically enrolled in the IRSPPP at the grade/band and series from which you were downgraded. You will remain in the IRSPPP for a period of two years during the mandatory grade/band retention period. Upon completion of the mandatory grade/band retention period, if your salary cannot be met, you will be placed on pay retention and will remain enrolled in the IRSPPP until your salary is met. You will be referred for the positions for which you qualify by:

- Completing Part 1 of Form 6264, IRSPPP Employee Registration (copy enclosed) to indicate additional positions for which you may be qualified.
- Submitting a current application, as appropriate.

Completed forms are to be returned to your IRSPPP Coordinator within **10 workdays** from the date of this letter.

As an IRSPPP participant, you will receive priority placement referral for vacancies within the established area of consideration (commuting area) for which you are qualified and which are at the same or an intervening grade/band or rate of pay as the position you held prior to demotion. However, if you accept a lower-graded position that has non-competitive promotion potential back to your retained grade, you will not be referred for positions.

Your entitlement to mandatory grade/band retention and enrollment in the IRSPPP will terminate if any of the following occurs:

- A break in service of 1 workday or more.
- Demotion for cause.
- Demotion at your request.
- Declination of a reasonable offer to a position with a grade/band equal to or higher than your retained grade/band.
- Placement at or above your retained grade/band.
- A written notice from you advising that you wish to terminate the benefits of grade/band retention.

Should you have any questions, please contact your immediate supervisor or your IRSPPP Coordinator, *(insert IRSPPP Coordinator's name and telephone number)*.

Exhibit 6.330.1-3 (Cont. 1) (12-31-2009)

Letter for Mandatory Grade/Band Retention as a Result of Reclassification

Sincerely,

Chief, Employment Operations

Enclosure

Exhibit 6.330.1-4 (12-31-2009)**Letter for Mandatory Pay Retention as a Result of Reduction in Force**

Employee
Street Address
City, State, ZIP Code

Dear Employee:

Recently, you accepted a position at a lower grade/band as a result of reduction in force, which entitled you to mandatory pay retention based on Federal regulations provided under 5 CFR 536.301, Mandatory Pay Retention. In compliance with these Federal regulations, the Internal Revenue Service Priority Placement Program (IRSPPP) was established to provide counseling and placement assistance leading to priority placement referral consideration for employees who have been demoted without cause.

Simultaneously with the effective date of your personnel action, you have been automatically enrolled in the IRSPPP at the grade/band and series from which you were downgraded. You will remain enrolled in the IRSPPP during the period of mandatory pay retention until your salary can be met. You will be referred for the positions for which you qualify by:

- Completing Part 1 of Form 6264, IRSPPP Employee Registration (copy enclosed) to indicate additional positions for which you may be qualified.
- Submitting a current application, as appropriate.

Completed forms are to be returned to your IRSPPP Coordinator within **10 workdays** from the date of this letter.

As an IRSPPP participant, you will receive priority placement referral for vacancies within the established area of consideration (commuting area) for which you are qualified and which are at the same or an intervening grade/band or rate of pay as the position held prior to demotion. However, if you accept a lower-graded position that has non-competitive promotion potential back to your retained grade, you will not be referred for positions.

Your entitlement to mandatory pay retention and enrollment in the IRSPPP will terminate if any of the following occurs:

- A break in service of 1 workday or more.
- Demotion for cause.
- Demotion at your request.
- Declination of a reasonable offer to a position with a rate of basic pay equal to or higher than your retained rate.
- Placement at or above your retained pay.
- A written notice from you advising that you wish to terminate the benefits of pay retention.

Should you have any questions, please contact your immediate supervisor or your IRSPPP Coordinator, *(insert IRSPPP Coordinator's name and telephone number)*.

Exhibit 6.330.1-4 (Cont. 1) (12-31-2009)

Letter for Mandatory Pay Retention as a Result of Reduction in Force

Sincerely,

Chief, Employment Operations

Enclosure

Exhibit 6.330.1-5 (12-31-2009)**Letter for Mandatory Pay Retention as a Result of Reclassification**

Employee
Street Address
City, State, ZIP Code

Dear Employee:

Recently, you accepted a position at a lower grade/band as a result of reclassification, which entitled you to mandatory pay retention based on Federal regulations provided under 5 CFR 536.301, Mandatory Pay Retention. In compliance with these Federal regulations, the Internal Revenue Service Priority Placement Program (IRSPPP) was established to provide counseling and placement assistance leading to priority placement referral consideration for employees who have been demoted without cause.

Simultaneously with the effective date of your personnel action, you have been automatically enrolled in the IRSPPP at the grade/band and series from which you were downgraded. You will remain enrolled in the IRSPPP during the period of mandatory pay retention until your salary can be met. You will be referred for the positions for which you qualify by:

- Completing Part 1 of Form 6264, IRSPPP Employee Registration (copy enclosed) and indicating additional positions for which you may be qualified; and
- Submitting a current application, as appropriate.

Completed forms are to be returned to your IRSPPP Coordinator within **10 workdays** from the date of this letter.

As an IRSPPP participant, you will receive priority placement referral for vacancies within the established area of consideration (commuting area) for which you are qualified and which are at the same or an intervening grade/band or rate of pay as the position held prior to demotion. However, if you accept a lower-graded position that has non-competitive promotion potential back to your retained grade, you will not be referred for positions.

Your entitlement to mandatory pay retention and enrollment in the IRSPPP will terminate if any of the following occurs:

- A break in service of 1 workday or more.
- Demotion for cause.
- Demotion at your request.
- Declination of a reasonable offer to a position with a rate of basic pay equal to or higher than your retained rate.
- Placement at or above your retained pay.
- A written notice from you advising that you wish to terminate the benefits of pay retention.

Should you have any questions, please contact your immediate supervisor or your IRSPPP Coordinator, *(insert IRSPPP Coordinator's name and telephone number)*.

Exhibit 6.330.1-5 (Cont. 1) (12-31-2009)

Letter for Mandatory Pay Retention as a Result of Reclassification

Sincerely,

Chief, Employment Operations

Enclosure

Exhibit 6.330.1-6 (12-31-2009)**Employee Notice: Termination of Optional Grade/Band Retention Due to Ending of Two-Year Grade/Band Retention Period**

Date: _____

Employee

Street Address

City, State, ZIP Code

Dear Employee:

Subject: Termination of Optional Grade/Band Retention and Removal from IRS Priority Placement Program (IRSPPP)

In correspondence previously sent to you on (*date of IRSPPP memo*), you were advised of your enrollment in the IRSPPP for a period of two (2) years. On (*date*), your two year optional grade/band retention period ended and your participation in the IRSPPP was terminated.

You will soon be receiving a copy of the SF-50, Notification of Personnel Action, which reflects this termination of grade/band retention.

If you have any questions regarding this information, you may contact (*Human Resources Specialist*) at (*phone number*).

Sincerely,

Chief, Employment Operations

Exhibit 6.330.1-7 (12-31-2009)**Employee Notice: Termination of Mandatory Grade/Band Retention Letter Due to Expiration of Two-Year Grade/Band Retention Period**

Date: _____

Employee

Street Address

City, State, ZIP Code

Dear Employee:

Subject: Termination of Mandatory Grade/Band Retention

In correspondence previously sent to you on (*date of IRSPPP memo*), you were advised of your enrollment in the IRSPPP. On (*date*), your two year mandatory grade/band retention period ended.

However, upon completion of the mandatory grade/band retention period, if your salary exceeds step 10 of your new grade, you will be placed on mandatory pay retention and will remain enrolled in the IRSPPP until your salary can be met.

Your entitlement to mandatory pay retention and enrollment in the IRSPPP will terminate if any of the following occurs and your salary will be placed at step 10 of your new grade:

- A break in service of 1 workday or more.
- Demotion for cause.
- Demotion at your request.
- Declination of a reasonable offer to a position with a rate of basic pay equal to or higher than your retained rate.
- Placement at or above your retained pay.
- A written notice from you advising that you wish to terminate the benefits of pay retention.

You will soon be receiving a copy of the SF-50, Notification of Personnel Action, which reflects this termination of mandatory grade/band retention.

If you have any questions regarding this information, you may contact (*Human Resources Specialist*) at (*phone number*).

Sincerely,

Chief, Employment Operations

Exhibit 6.330.1-8 (12-31-2009)**IRS Priority Placement Program (IRSPPP) Employee Selection Memorandum**

(To be prepared by Selecting Official and issued to selectee with a copy provided to servicing Employment Office along with selection certificate.)

Date:

MEMORANDUM FOR:

Name of Selectee

FROM:

Name and Title of Selecting Official

SUBJECT:

Selection of IRS Priority Placement Program (IRSPPP)
Referral
Vacancy Announcement Number _____

I have selected you for the position of:

Title/Series/Grade:

Full Working Level:

Post of Duty:

Tour of Duty:

Work Schedule:

Business Operating Division, Section:

The position referenced above is considered a reasonable offer as outlined in the IRSPPP and 5 CFR 536.104. Declination of a reasonable offer will terminate your entitlement to grade/band or pay retention as well as remove you from IRSPPP.

Note: *Insert the appropriate paragraph below:*

As a non-bargaining unit employee, termination of benefits due to a declination of a reasonable offer entitles you to submit a written appeal to the Office of Personnel Management no later than 20 days from the date you receive this notice as provided in 5 CFR 536.402. The appeal must state the reasons why you believe that the offer of the above-referenced position was not a reasonable offer.

-or-

As a bargaining unit employee, termination of benefits due to a declination of a reasonable offer entitles you to file a grievance in accordance with the negotiated agreement between NTEU and IRS.

Please indicate below whether you accept or decline this position. You must return this form within five (5) workdays from the date of this notice. Please contact me at xxx-xxx-xxxx if you have any questions.

Selecting Official

Attachment: PD # _____

Exhibit 6.330.1-8 (Cont. 1) (12-31-2009)

IRS Priority Placement Program (IRSPPP) Employee Selection Memorandum

() I accept the above position.

() I decline the above position and understand that this action may terminate my entitlement to grade/
band or pay retention as well as remove me from the IRSPPP.

Employee Signature

Date

Exhibit 6.330.1-9 (12-31-2009)**IRS Priority Placement Program (IRSPPP) Employee Non-Selection Memorandum**

Date:

MEMORANDUM FOR:

THRU:

Employment Operations

FROM:

Selecting Official and Title
Business Unit

SUBJECT:

Non-Selection of IRS Priority Placement Program
(IRSPPP) Referral
Vacancy Announcement Number

Recently, you were referred for consideration for the position of:

Title/Series/Grade:

Full Working Level:

Post of Duty:

Tour of Duty:

Work Schedule:

Business Operating Division, Section:

You were considered for this position, but you were not selected because:

() Another IRSPPP referral was selected.

() After careful consideration, I have determined that you would be unable to satisfactorily perform the duties of this position within a reasonable period of orientation. Specific reasons:

Selecting Official

Date

Concur:

Chief, Employment Operations

Date

Exhibit 6.330.1-10 (12-31-2009)**Employee Notice: Termination of Grade/Band or Pay Retention Memo Due to IRS Priority Placement Program (IRSPPP) Selection**

Date:

MEMORANDUM FOR: (Employee)

FROM: Chief, Employment Operations
(Operations Area XXX)

SUBJECT: Termination of Grade/Band or Pay Retention and Removal
from IRS Priority Placement Program Due to IRSPPP
Selection

On (*date*), your name was referred on an IRSPPP Certificate for the position of (*title, series, grade, location*). You were subsequently selected for this position and you accepted this position with an effective date of (*date*).

In correspondence previously sent to you on (date of IRSPPP memo, date of selection memo) you were advised of the conditions under which you would lose grade/band or pay retention benefits and consideration under the IRSPPP. One of these conditions included the acceptance of a reasonable offer of a position at, or above, your retained grade/band or pay. Due to your acceptance of this position, and subsequent re-promotion to your retained grade/band or pay level effective as indicated above, you are no longer eligible to participate in the IRSPPP and all entitlements to grade/band or pay retention are terminated.

If you have any questions regarding this information, you may contact (Human Resources Specialist name, at phone number XXX-XXX-XXXX.)

Chief, Employment Operations

Exhibit 6.330.1-11 (12-31-2009)**Employee Notice: Termination of Grade/Band or Pay Retention Memo Due to IRS Priority Placement Program (IRSPPP) Declination of a Reasonable Offer**

Date:

MEMORANDUM FOR: (Employee)

FROM: Chief, Employment Operations
(Operations Area XXX)

SUBJECT: Termination of Grade/Band or Pay Retention and Removal
from IRS Priority Placement Program (IRSPPP) Due to
Declination of a Reasonable Offer

On (date), you were selected for and offered the position of (title, series, grade, location). On (date of declination), you subsequently declined this position.

In correspondence previously sent to you on (date of IRSPPP memo, date of selection memo), you were advised of the conditions under which you would lose grade/band or pay retention benefits and consideration under the IRSPPP. One of these conditions included the declination of a reasonable offer of a position at, or above, your retained grade/band or pay in your commuting area. The position referenced above was considered to be a reasonable offer under the criteria outlined in the IRSPPP and 5 CFR 536.104. Due to your declination of this offer of a position, effective (date), you are no longer eligible to participate in the IRSPPP and all entitlements to grade/band or pay retention are terminated.

Note: Insert the appropriate paragraph below:

As a non-bargaining unit employee, termination of benefits due to a declination of a reasonable offer entitles you to submit a written appeal to the Office of Personnel Management no later than 20 calendar days from the date you receive this notice as provided in 5 CFR 536.402. The appeal must state the reasons why you believe that the offer of the above-referenced position was not a reasonable offer. More information can be found on the OPM website at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/appeal-decisions/#url=Filing-Instructions>

- or -

As a bargaining unit employee, termination of benefits due to a declination of a reasonable offer entitles you to file a grievance in accordance with the negotiated agreement between NTEU and IRS.

If you have any questions regarding this information, you may contact (Human Resources Specialist) at (phone number).

Exhibit 6.330.1-12 (12-31-2009)**Reassignment Preference Eligibility Notice**

MEMORANDUM FOR: *(Employee's Name)*

FROM: *(No lower than official with delegated authority to approve reassignments/CLG – recommend an executive having jurisdiction over the impacted employees)*

SUBJECT: Reassignment Preference Eligibility Notification

The Service has established a Reassignment Preference process for granting selection priority to employees directly impacted by an approved realignment, reorganization, competitive sourcing initiative or in rare circumstances, those subject to a directed reassignment outside the commuting area. This Reassignment Preference process provides directly impacted employees with preferential consideration for IRS permanent vacancies which are at or below the grade/band of the directly impacted employee's current permanent position of record in an effort to mitigate the adverse impact of the realignment, reorganization, directed reassignment outside the commuting area, or competitive sourcing initiative. Your position has been identified as directly impacted; therefore, you are authorized Reassignment Preference in order to maximize your placement opportunities.

This process allows you to apply for announced vacancies at the same or lower grade/band as your current position both within and outside the commuting area. The same or lower grade/band position is defined as a position having no greater promotion potential than what you currently hold on a permanent basis. As a Reassignment Preference candidate, you will be considered for announced vacancies, prior to non-Reassignment Preference applicants.

Vacancy announcements must indicate whether moving expenses will be authorized. Moving expenses will only be paid when indicated in the vacancy announcement.

To receive this preference, you must meet all of the following requirements:

- apply for announced permanent vacancies which are at the same or lower grade as your current permanent position of record within or outside your commuting area;
- meet all the qualification requirements for the announced vacancy;
- have a fully successful or higher overall rating on your last annual appraisal;
- attach a copy of the Reassignment Preference letter with each application; and
- accept or decline an offer within your commuting area at the same or lower grade/band within five workdays of the selection date; or
- accept or decline an offer outside your commuting area at the same or lower grade within seven workdays of the selection date.

If you voluntarily accept a change to lower grade/band no lower than three grades or intervals than your current position, you will be granted optional grade retention for a period of two years, providing you meet regulatory and policy criteria. Additional guidance on optional grade retention and the Priority Placement Program will be provided to you upon selection and before you accept a position at a lower grade/band level. If you do not meet regulatory criteria for optional grade retention, you will be granted optional pay retention.

Exhibit 6.330.1-12 (Cont. 1) (12-31-2009)
Reassignment Preference Eligibility Notice

The preference received under this authority will terminate upon the effective date when you:

- are determined not to be directly impacted by the realignment, reorganization, directed reassignment outside the commuting area, or competitive sourcing initiative;
- are placed into a permanent position at the same grade/band within or outside your commuting area;
- accept a permanent position at the same or a lower grade/band within or outside your commuting area;
- accept employment in a continuing position outside the competitive areas subject to RIF or competitive sourcing initiative; or
- decline up to two offers from outside the commuting area that would require a move and decline one offer from within the commuting area. Any declination after that will result in rescission of the Reassignment Preference letter.

In addition, once any letter conferring Career Transition Assistance Plan (CTAP) selection priority is issued to any employee covered under your same initiative, all RPP letters for the specific initiative will be rescinded whether or not you receive a CTAP, Certificate Expected Separation (CES), or Reduction in Force (RIF) separation notice.

Your RPP consideration is based on your status as of the closing date of the vacancy announcement. If you are issued a RPP rescission notice after the closing date of a vacancy announcement for which you applied you will retain reassignment preference for the life of the announcement. Your RPP consideration will terminate for a specific vacancy announcement when you are issued a rescission notice before the closing date.

Should you have questions regarding this matter, please contact (M._____) (*Business Operating Division Representative/Manager*) at (*phone number*). We sincerely value the contributions you have made to the IRS. We wish to retain your knowledge and expertise with the IRS, and strongly encourage you to exercise this opportunity for reassignment or voluntary change to lower grade and to continue these contributions with us in the future.

Employee Signature

Date

Exhibit 6.330.1-13 (12-31-2009)**Rescission of Reassignment Preference Memorandum**

Date:

MEMORANDUM FOR: *(Name of Impacted Employee)*

FROM:

SUBJECT: Rescission of Reassignment Preference Memorandum

The purpose of this notice is to inform you that the Reassignment Preference Eligibility Notification Memorandum, which you received, dated _____, is officially rescinded for the reason(s) indicated below:

- _____ You did not respond to an offer within your commuting area at the same or lower grade/band within five workdays of the selection date.
- _____ You did not respond to an offer outside your commuting area at the same or lower grade/band within seven workdays of the selection date.
- _____ You declined more than two offers to positions at the same or lower grade/band from outside the commuting area that require a move and declined more than one offer to a position at the same or lower grade/band from within your commuting area.
- _____ Your position is no longer identified as directly impacted by the *(name of realignment, reorganization or competitive sourcing initiative)*.
- _____ You have been placed into a permanent position at the same grade/band as your impacted position, within or outside your commuting area.
- _____ You accepted a permanent position at the same or a lower grade/band within or outside your commuting area.
- _____ An official notice that gives special selection priority, such as Career Transition Assistance Plan (CTAP), Certificate of Expected Separation (CES), or Reduction in Force (RIF) separation notice has been issued for the *(name of realignment, reorganization or competitive sourcing initiative)*.
- _____ You do not have a fully successful or higher overall rating on your last annual appraisal.
- _____ You have accepted employment in a continuing position outside the competitive areas subject to RIF or competitive sourcing initiative.

Your Reassignment Preference Program (RPP) consideration is based on your status as of the closing date of the vacancy announcement. If you are issued a RPP rescission notice after the closing date of a vacancy announcement for which you applied, you will retain reassignment preference for the life of the announcement. Your RPP consideration will not be valid for any announcements closing after issuance of a rescission notice.

If you have any questions about this form you may contact _____ on _____.

Exhibit 6.330.1-14 (12-31-2009)**Sample Reemployment Priority List (RPL) Notification Letter**

Date

RPL Individual's Name

Street Address

City, State, ZIP

Dear *(Insert RPL Registrant's Name)*,

This letter is in reference to the Department of the Treasury Reemployment Priority List (RPL). We are contacting you regarding a vacancy at the Internal Revenue Service for *Insert vacancy information including commuting area*).

Insert the appropriate paragraph(s):

Availability: Please contact me by *(Insert Date 10 calendar days from the letter's date stamp)* to discuss your availability for this position. *(Insert any other information regarding when the position might start, as appropriate)*.

Interview: You are scheduled for a job interview for this position on *(Insert Time, Date, Location)* with *(Insert Interviewer's Name and (Include any additional information – parking restrictions, security procedures to be followed, etc.))*. If the scheduled time is not convenient, please contact me immediately to reschedule the interview.

Job Offer: You are being offered this position with an effective date of *(Insert Effective Date)*. *(Include any other reporting instructions .)* Please contact me by *(Insert Date 10 calendar days from the letter's date stamp)* to confirm your acceptance and availability for this position.

Please note that failure to respond concerning your availability, a scheduled interview, or a job offer by *(Insert Date 10 calendar days from the letter's date stamp)* will result in your name being removed from the RPL. If your name is removed from the RPL, you will no longer receive consideration for vacancies through the RPL process.

Your immediate response to this letter is appreciated.

If you have any questions, you may contact *(Insert HR contact name and telephone number)* Monday through Friday between the hours of *(Insert office hours)*.

Sincerely,

Chief, Employment OperationsHuman Capital Office
Office of HR Operations

Exhibit 6.330.1-14 (Cont. 1) (12-31-2009)**Sample Reemployment Priority List (RPL) Notification Letter**

Note: Before using any of the above sample paragraphs, confirm that the position offered the individual meets the criteria for removal from the RPL. For individuals impacted by RIF, declination of non-permanent employment has no effect of RPL eligibility or continuation of RPL consideration per 5 CFR 330.209(d).