

**NATIONAL SUPPLEMENT**  
**BETWEEN**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**AND**  
**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**  
**NATIONAL COUNCIL OF HUD LOCALS 222**

SUBJECT: Career Transition Programs Policy

SCOPE: The scope of this Supplement encompasses the impact and implementation of the HUD Career Transition Programs Policy, draft dated May 2014, on bargaining-unit employees.

1. Definition of Vacancy: For the Career Transition Programs Policy, a vacancy shall be defined as in Office Personnel Management (OPM) regulations at 5 CFR § 330.602 a “vacant competitive service position at grade GS-15 (or equivalent) or below to be filled for a total of 121 days or more, including extension, regardless of whether the agency issues a specific vacancy announcement.”
2. Location of Programs Information: The Career Transition Programs Policy, along with all other transition assistance documentation and information, will be available to current and former employees on [www.hud.gov](http://www.hud.gov) and permanently posted on the HUD intranet web site [hud@work](mailto:hud@work) or its successor intranet site.
3. Minimizing Adverse Impact: The Department agrees to use all resources at its disposal, as funding permits, including: early retirement; separation incentives (buyouts); and attrition to reduce staffing levels without adversely affecting employees. The Department is also committed to providing outplacement and training opportunities in an effort to ensure that employees are given every resource available to meet their employment needs.
4. Roles and Responsibilities: Employees are encouraged to regularly review their personnel records for accuracy especially during a time of transition and/or transformation. At the time an employee becomes aware that he/she may potentially become a displaced or surplus employee the employee/former employee should:
  - (a) Review all pertinent Human Resources documents, such as Standard Form 50, to ensure they are accurate, up-to-date, and reflect all Federal service;
  - (b) Ensure résumés are current and reflect all job experience, both Federal and private sector; and

(c) Take advantage of the HUD career transition services and other outplacement programs that are available.

5. Eligibility and Definition: The Department will afford a selection priority to CTAP eligible employees who apply for Department positions and are determined to be well qualified for the specific vacancy. Well qualified is defined as meeting a score of 84 or above in an electronic recruitment system or 45% of total available points using a manual method, in addition to meeting requirements of 5 CFR 330.606 (a)(b) and (1) through (4).
6. Filling Vacancies from Selection of Priority Candidates: In accordance with 5 CFR § 330.210(b) and (c), the Department must not effect a permanent or time-limited competitive service appointment of another individual if there is an Reemployment Priority List (RPL) placement priority candidate registered for the vacancy, unless the action is listed as an exception in 5 CFR § 330.211. The Department must document that there are no RPL placement priority candidates for the vacancy when requesting a competitive certificate of eligibles under 5 CFR Part 332. The Department must offer the vacancy to any RPL placement priority candidate(s) before effecting an appointment under a noncompetitive appointing authority, such as under 5 CFR Part 315.

The Department must not place any other candidate from within or outside the agency into a vacancy if there is an available Career Transition Assistance Plan (CTAP) selection priority candidate, unless the personnel action to be effected is an exception under 5 CFR § 330.609.

7. Marketing: When an employee becomes a displaced or surplus employee, Management will provide the employee the appropriate eligibility documentation; provide the employee in writing of the services available from the department under its Career Transition Programs Policy and how to obtain them; and general information about the Interagency Career Transition Assistance Plan (ICTAP).
8. No Temporary Help Services while CTAP Eligible: In accordance with 5 CFR § 330.607(b), the Department may not procure temporary help services until a determination is made that no CTAP eligible bargaining-unit employees are available.
9. Reasonable Amount of Administrative Leave: Employees will be granted a reasonable amount of administrative leave, approved by the supervisor, to obtain and use HUD-provided and other non-HUD sponsored (such as job fairs, OPM workshops, etc.) career transition services. Employees may use their Department-issued computer and appropriate access to the internet to conduct job searches from government and other computer-based job information services to complete or obtain information concerning career transition information and material.

Employees who meet the definition of eligible for any of the programs covered under this policy will be granted administrative leave to participate in job interviews and job fairs

within the Department, other Federal agencies, and/or private sector companies. This leave must be requested in advance, in the automated time and attendance system, and approved by the first line supervisor.

10. Future Changes: Management will comply with applicable statutory, regulatory and contractual labor relations requirements with respect to any future changes to this supplement and/or policy. If Management makes any changes to the Career Transition Programs Policy, draft dated May 2014, not consistent with this supplement, the Council will receive an Article 5 notice of change in personnel policies.

This Supplement shall become effective 14 days from the date it is signed:

FOR MANAGEMENT

FOR THE UNION

Mervue Upton 6/12/2014  
 Marcie Upton, Chief Negotiator

Ricardo Ulliendo 6/12/14  
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