

NLWJC- Kagan

Counsel - Box 005 - Folder 008

Career Transition Assistance
Executive Memorandum

Carol Besco / Judge Wilbra

8-30-95

Attached are: (a) a proposed Executive memorandum that would direct agencies to provide career transition assistance to federal employees; (b) agency comments to the memo; and (c) a revised memo based on the agency comments.

The NPR would like the President to sign the memo next Thursday Sept 7 in connection with other NPR initiatives that are being announced on NPR's anniversary.

We are meeting tomorrow, August 31 at 4:00 in room 476 to review the ^{memo} and you are invited to attend. I may be reached at 398-3563. Thank you. Mac Deed



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

August 10, 1995

GENERAL COUNSEL

MEMORANDUM FOR DESIGNATED AGENCY HEADS
(SEE ATTACHED DISTRIBUTION LIST)

FROM: Robert G. Damus **RGD**
General Counsel

SUBJECT: Proposed Executive Memorandum Entitled "Career
Transition Assistance for Federal Employees"

Attached is a proposed Executive Memorandum entitled "Career Transition Assistance for Federal Employees," which was prepared by the National Performance Review.

On behalf of the Director of the Office of Management and Budget, I would appreciate receiving any comments you may have concerning this proposal. If you have any comments or objections, they should be received no later than close of business August 18, 1995. Please be advised that agencies that do not respond by the August 18, 1995 deadline will be recorded as not objecting to the proposal.

Comments or inquiries may be submitted by telephone to Bess Weaver at 395-3556 or Faxed to 395-7294.

Thank you.

Attachments - Distribution List
Proposed Executive Memorandum

cc: Jack Lew
John Koskinen
Bob Litan
Gordon Adams
T.J. Glauthier
Joe Minarik
Ken Apfel
Nancy-Ann Min
Sally Katzen
Steve Keiman
Bill Halter
Chantale Wong

DISTRIBUTION LIST

Honorable Warren Christopher
Secretary
Department of State

Honorable Robert E. Rubin
Secretary
Department of the Treasury

Honorable Janet Reno
United States Attorney General
Department of Justice

Honorable William Perry
Secretary
Department of Defense

Honorable Daniel R. Glickman
Secretary
Department of Agriculture

Honorable Henry G. Cisneros
Secretary
Department of Housing and Urban Development

Honorable Federico Pena
Secretary
Department of Transportation

Honorable Bruce Babbitt
Secretary
Department of the Interior

Honorable Robert Reich
Secretary
Department of Labor

Honorable Ron Brown
Secretary
Department of Commerce

Honorable Richard W. Riley
Secretary
Department of Education

Honorable Donna E. Shalala
Secretary
Department of Health and Human Services

Honorable Hazel R. O'Leary
Secretary
Department of Energy

Honorable James B. King
Director
Office of Personnel Management

Honorable Philip Lader
Administrator
Small Business Administration

Honorable Jesse Brown
Secretary
Department of Veterans Affairs

Honorable Carol M. Browner
Administrator
Environmental Protection Agency

Honorable Daniel S. Goldin
Administrator
National Aeronautics and Space Administration

Honorable Roger W. Johnson
Administrator
General Services Administration

Honorable John Deutch
Director
Central Intelligence Agency

Honorable John Gibbons
Assistant to the President
for Science and Technology Policy

Honorable Anthony Lake
Assistant to the President
for National Security Affairs

Honorable Kathleen McGinty
Chairman
Council on Environmental Quality

Honorable Joseph E. Stiglitz
Chairman
Council on Economic Advisers

Honorable Jack Quinn
Chief of Staff to the Vice President

Honorable Bruce Reed
Deputy Assistant to the President
for Domestic Policy

Honorable Todd D. Stern
Assistant to the President
and Staff Secretary

Honorable Abner Mikva
Counsel to the President

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Career Transition Assistance for Federal Employees

Our highly trained and dedicated Federal work force is one of the Federal government's most valuable resources. In order to help Federal employees who have dedicated their careers to public service find new job opportunities as Federal organizations undergo downsizing and restructuring, the executive branch must implement programs that provide Federal employees with career transition assistance. I therefore adopt the Office of Personnel Management (OPM) Interagency Advisory Group's recommendation that appropriate career transition assistance services be provided to all Federal employees who either have been or are likely to be separated from Federal service due to a reduction in force. The goal of such services shall be to empower employees to take charge of their own careers by providing them with the support they need to find other job offers, either with government or in the private sector.

The head of each executive department or agency (hereafter collectively "agency" or "agencies") is hereby directed to establish a program to provide career transition assistance to all of the agency's surplus and displaced employees. Such a program shall be developed in partnership with labor and management and shall include:

- (1) collaborating with state, local, and other Federal employers, as appropriate, to make career transition services available to all of the agency's surplus or displaced employees;
- (2) establishing policies for retraining displaced employees, as appropriate, for new career opportunities, either in government or with the private sector;
- (3) selecting a well-qualified surplus or displaced internal agency employee who applies for a vacant position before selecting any other candidate from either within or outside the agency; and

- (4) selecting a well-qualified displaced employee from another agency who applies for a vacant position before selecting any other candidate from outside the agency.

I direct the Director of the OPM to work with the Interagency Advisory Group to take all necessary steps to prescribe minimum criteria for and monitor the effectiveness of agency career transition programs. The OPM shall work with the Interagency Advisory Group to facilitate interagency cooperation in providing career transition services. The OPM also shall work in concert with agencies to maximize the use of existing automated job information and skills-based recruiting systems and develop new systems, as necessary.

Independent agencies are requested to adhere to this directive to the extent permitted by law.

This directive is for the internal management of the executive branch and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable by a party against the United States, its agencies or instrumentalities, its officers or employees, or any other person.

The Director of the OPM is authorized and directed to publish this directive in the Federal Register.

WILLIAM J. CLINTON



DEPARTMENT OF VETERANS AFFAIRS
Office of the General Counsel
Washington DC 20420

FAX



OFFICE OF THE
GENERAL COUNSEL
PROFESSIONAL STAFF GROUP III

TO: Bess Weaver FROM: JEFFREY A. GREEN
FAX NUMBER: 395-7294 General Attorney (023H)
SUBJECT: Exec. Memorandum re: Career Transition Assistance for Employees
DATE: 8-18-95
NUMBER OF PAGES INCLUDING THIS SHEET: 5
PHONE NUMBER OF SENDER: (202) 273-6340/(fax: 202-273-6403,
ADDITIONAL INFORMATION: As we discussed, Find Department
COMMENTS Attached

This transmission is intended only for the use of the person or office to whom it is addressed and may contain information that is privileged, confidential or protected by law. All others are hereby notified that the receipt of this transmission does not waive any applicable privilege or exemption from disclosure and that any dissemination, distribution or copying of this transmission is prohibited. If you have received this transmission in error, please notify the sender immediately at the above telephone number and return the original transmission to the sender at the above address via U.S. mail.

**Department of
Veterans Affairs****Memorandum**

Date: **AUG 17 1995**

From: Deputy Assistant Secretary for Human Resources Management (05)

Subj: Career Transition Assistance for Federal Employees

To: The General Counsel (023)

1. Thank you for the opportunity to review and comment on the proposed memorandum cited above.

2. I heartily support the President's efforts to assist workers who lose their positions due to streamlining of the Federal Government. However, such an effort as described above and its resultant regulations and bureaucracies could impose burdens on agencies that might exacerbate already tenuous conditions.

3. I suggest the thrust of the President's memorandum and subsequent Office of Personnel Management issuances be less prescriptive in nature and provide more guidance rather than requirements for agencies to develop programs that meet their needs. The present memorandum prescribes a very rigid Federal job placement system from enrollment to referral and selection that severely limits management's discretion.

4. We also offer the following for consideration:

o A key element in the National Performance Review was to streamline the Federal hiring system, remove cumbersome regulations and limitations, and enable managers to fill positions in a timely manner. By establishing a rigid announcement and referral procedure, and restricting management's ability to select the best-qualified candidate, it appears this concept may be an impediment to this goal.

o Selection requirements outside the commuting area would require payment of significant (over \$50,000 per employee) relocation expenses under current GSA regulations. This cost should be considered before establishing mandatory placements outside the local community area.

o Requiring each agency to establish a fully functioning career transition center will prove to be a costly venture.

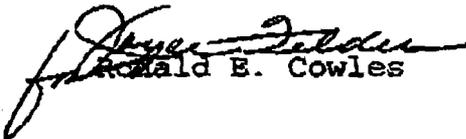
Page 2

Career Transition Assistance for Federal Employees

Staffing reductions in some agencies may be minimal and establishment of a transition center may not be economical. In some locations a transition center funded by an interagency consortia may be more cost effective.

o. The guidelines issued by OPM should make it clear that the decision to train or retrain surplus or displaced employees is left to the discretion of the agency and the affected employees.

5. If you have any questions, please contact Richard Norman, Director, Employment and Training Service, or Dennis Curley, Chief, Title 5 Staffing Division. Dick can be reached at 565-8804 and Dennis at 565-8847.


Ronald E. Cowles

**Department of
Veterans Affairs****Memorandum**

Date: AUG 1 1995
From: Director, Management Support Office (163)
Subj: Career Transition Assistance For Federal Employees
To: Legislative Programs Office (101A)

1. The purpose of this memorandum is to provide comments concerning a program to provide career transition assistance to employees displaced by general government downsizing.
2. The objectives of the program are laudable, and VHA agrees that the Federal government as an employer should make efforts to minimize adverse impact on employees who are displaced by downsizing. However, the language of the proposal is extremely broad, and it is not clear what resources would be required to support these initiatives, or from whom the resources would come. *
3. For example, VA would be required to collaborate with state, local or other Federal employees to make career transition services available to all the agency's surplus employees. Would this responsibility be discharged at the Department level? What would VA be required to do if these other entities did not have transition services? Would it have to develop these programs?
4. The policy also would require VA to establish policies to retrain displaced employees for new career opportunities. VA does not presently have adequate resources to provide minimal amounts of training for its current employees. It would not have the resources to initiate this type of training. If it reallocated current training resources, it would have a major adverse impact on an already inadequate training budget. It is also not clear where the expertise to train employees for new job opportunities would be located.
5. The provisions that would require the agency to consider well-qualified surplus employees from within the Department or from another Federal agency are similarly praiseworthy in their intent, but would present many difficult problems in interpretation and application. Who would determine if an employee were in fact, "well-qualified?" How would that be defined? Would the Department have the opportunity to select a better qualified candidate even if a well-qualified surplus candidate were available? As written, this would severely limit management's right to select employees to accomplish its mission, and would give rise to numerous grievances, and complaints.

6. The program should be recast so that it could come as a series of recommended actions for Departments and Agencies to consider, to the extent appropriate to their mission.

7. Thank you for the opportunity to comment.



T. J. Hogan



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE GENERAL COUNSEL

Division of Legislative Counsel
(Telephone # - 401-8313)

Telefax Transmittal Sheet
(Telefax # - 401-5391)

TO: Bess Weaver

FROM: Nancy Heindel

DATE/TIME: 8/18/95 ; 2:30

PAGES SENT (including transmittal) 1

COMMENTS:

SUBJECT: Proposed Executive Memorandum Entitled
"Career Transition Assistance for Federal
Employees"

The Department of Education has no objections.

400 MARYLAND AVE., S.W. WASHINGTON, D.C. 20202-2110

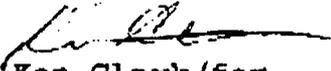
Our mission is to ensure equal access to education and to promote educational excellence throughout the Nation



UNITED STATES DEPARTMENT OF COMMERCE
Office of the General Counsel
Washington, D.C. 20230

August 18, 1995

MEMORANDUM FOR BESS WEAVER
OMB

FROM MIKE LEVITT  (Ken Clark/for ...)
DOC 482-3151

SUBJECT: Proposed Executive Memorandum, "Career
Transition Assistance for Federal Employees"

This Department believes that the proposed Executive Memorandum is a positive step toward ameliorating the potential impact of work force reductions. However, we do not favor specific minimum program features being mandated for every agency, such as paragraph (3) limiting agency discretion in how it fills vacant positions. Because of differences in each department's circumstances and available resources for extending career transition assistance, we would prefer to see language permitting wider discretion in the implementation of programs and services appropriate to needs and available resources.

Transmitted by FAX to 395-7294



DEPARTMENT OF THE TREASURY
WASHINGTON

OFFICE OF THE ASSOCIATE GENERAL COUNSEL
(LEGISLATION, LITIGATION & REGULATION)

1500 PENNSYLVANIA AVENUE, N.W.
ROOM 1417
WASHINGTON, D.C. 20220

FAX: (202) 622-1188

VOICE: (202) 622-0650

DATE: August 18, 1995

PAGES TO FOLLOW: 1

TO: Bess Weaver

FAX: 395-7289

TO: _____

FAX: _____

TO: _____

FAX: _____

TO: _____

FAX: _____

FROM: Karen Dorsey

SUBJECT: Proposed Executive Memorandum entitled

"Career Transition Assistance for Federal Employees"

COMMENTS/SPECIAL INSTRUCTIONS

One page of comments attached.

TREASURY COMMENTS RE PROPOSED PRESIDENTIAL MEMORANDUM ENTITLED
"CAREER TRANSITION ASSISTANCE FOR FEDERAL EMPLOYEES"

Comments from the Office of the Assistant Secretary (Management):

With reference to items (3) and (4), we suggest that the following phrase be added to the beginning of the statements: "Establishing policies that strongly promote the selection of..." We also suggest that the following phrase be added to the end of items (3) and (4): "This might be achieved by outside placements who would be approved by the agency head or agency head designee."

}
?



DEPARTMENT OF DEFENSE
LEGISLATIVE REFERENCE SERVICE
ROOM 3D286
THE PENTAGON
WASHINGTON, D.C. 20301-1600

TELEFAX FROM THE LEGISLATIVE REFERENCE SERVICE

TO: Ms Bess Weaver, OGC, OMB ³⁹⁵⁻³⁵⁵⁶ Fax: 395-7294

FROM: WTC Tim Raezel

DATE AND TIME: Aug 21, 1995

NUMBER OF PAGES TO FOLLOW: 1

NOTE: DoD response to Mr. Robert Damus's
memo dtd Aug 10, 95 on proposed
Exec Memo entitled "Career ^{Transition} Assistance
for Federal Employees"

VERIFICATION NUMBER (703) 697-1305
FAX NUMBER (703) 614-8391

August 21, 1995

MEMORANDUM FOR: Ms. Bess Weaver, Office of General Counsel, OMB

FROM: LTC Tim Raezer, Legislative Reference Service, DoD

SUBJECT: Proposed Executive Memorandum Entitled "Career Transition Assistance for Federal Employees"

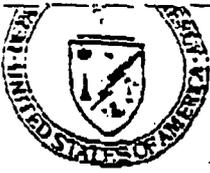
The Department of Defense (DoD) has reviewed the subject proposed Executive Memorandum and has the following comments:

The DoD Priority Placement Program is a 30 year old program which is recognized as a leader in agency placement programs. The program has been the model for a number of legislative proposals which would require civilian agencies to develop similar placement programs. To ensure that the DoD Priority Placement Program continues at its current level of efficiency and high placement rates, we recommend that the following language be inserted into the Executive Memorandum:

On page 2, following the paragraph numbered (4), insert the following new paragraph:

"Nothing in this memorandum shall affect the Priority Placement Program operated by the Department of Defense."

} What is this?



OFFICE OF THE ASSISTANT GENERAL COUNSEL FOR
GENERAL LAW

FACSIMILE TRANSMITTAL SHEET

FAX NO. 202-586-8685

Date: 8/18/93

TO: Bess Weaver
OMB

FAX NO: 395-7294

VERIFY NO. 395-3556

FROM: S. Beard

PHONE NO. 586-1522

PAGES 3
(Including Cover Sheet)

VERIFICATION: 202-586-8618

REMARKS:

01/17 '00 22:57

ID:SPF-301 Series

FAX:

PAGE 2

**Department of Energy**

Washington, DC 20585

AUG 17 1995

MEMORANDUM FOR SUSAN BEARD
ACTING DEPUTY ASSISTANT GENERAL
COUNSEL FOR LEGAL COUNSEL

FROM: TIMOTHY N. DIRKS
DEPUTY ASSISTANT SECRETARY
FOR HUMAN RESOURCES

A handwritten signature in dark ink, appearing to read "Tim D.", written over the typed name of Timothy N. Dirks.

SUBJECT: PROPOSED EXECUTIVE MEMORANDUM--"CAREER TRANSITION ASSISTANCE
FOR FEDERAL EMPLOYEES"

Attached are comments on the subject proposal. We endorse the concept of providing career transition assistance to federal surplus and displaced employees, as it is consistent with our employee transition plans. However, a few issues need to be clarified in either the memorandum or in the criteria the Office of Personnel Management is directed to prescribe in collaboration with the Interagency Advisory Group.

We appreciate the opportunity to comment on this proposal and would like a copy of the response to the Office of Management and Budget. Please call Girtha Burks on (202) 586-8517 if you have any questions.

Attachment



COMMENTS ON PRESIDENTIAL DIRECTIVE**CAREER TRANSITION ASSISTANCE FOR FEDERAL EMPLOYEES**

- o The following terms should be defined, "well-qualified, and surplus and displaced employees."
 - o Priority consideration of excepted service employees for positions in the competitive service should be restricted to surplus and displaced employees in the excepted service with competitive status. }
 - o Parameters should be established to ensure that priority consideration would not be required when it would result in a promotion. }
 - o Clarification is needed regarding how priority consideration under the Reemployment Priority List will be administered in conjunction with this proposal. For example, item 3 prescribes selection of a well-qualified surplus or displaced internal agency employee who applies for a vacant position before selecting any other candidate from either within or outside the agency. This appears to completely exclude employees from priority consideration once they are separated under reduction in force. On the other hand, the proposal mandates the selection of a well-qualified displaced employee (who applies) from another Federal agency before selecting any other candidate from outside the agency if a qualified internal agency employee is not available. Thus, this requirement appears to unjustly preclude the selection of an agency's former employee who is separated under reduction in force. Presently, the reemployment priority list provides equal consideration of employees who receive a Certificate of Expected Separation and employees who are separated under reduction in force.
- It should be noted that item 3 does not provide for priority consideration of employees following full recovery from a compensable injury after more than 1 year--these individuals currently receive the same placement consideration as employees who will be or have been separated under reduction-in-force procedures.
- o Agencies should continue to reserve the right to restrict the area of consideration when filling vacancies. This flexibility is essential when funding and FTEs are limited, e.g., selection via merit promotion procedures for promotion to GS-14 team leader position when there are several qualified GS-13 employees in an organization but no vacancy actually exists.

DRAFT

8-30-95

11:30 a.m.

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Career Transition Assistance for Federal Employees

Our highly trained and dedicated Federal work force is one of the Federal government's most valuable resources. In order to help Federal employees who have dedicated their careers to public service find new job opportunities as Federal organizations undergo downsizing and restructuring, the executive branch must implement programs that provide Federal employees with career transition assistance. I therefore adopt the Office of Personnel Management (OPM) Interagency Advisory Group's recommendation that appropriate career transition assistance services be provided to all Federal employees who either have been or are likely to be separated from Federal service due to a reduction in force. The goal of such services shall be to assist employees in taking charge of their own careers by providing them with the support they need to find other job offers, either with government or in the private sector.

The head of each executive department or agency (hereafter collectively "agency" or "agencies") is hereby directed, to the extent practicable, to establish a program to provide career transition assistance to the agency's surplus and displaced employees. Such a program shall be developed in partnership with labor and management and shall include:

- (1) collaborating with state, local, and other Federal employers, as appropriate, to make career transition services available to ~~all of~~ the agency's surplus or displaced employees;
- (2) establishing policies for retraining displaced employees, as appropriate, for new career opportunities, either in government or with the private sector;
- (3) establishing policies that require the selection of a well-qualified surplus or displaced internal agency employee who applies for a vacant position in the commuting area, before selecting any other candidate from either within or outside the agency; and
- (4) establishing policies that require the selection of a well-qualified displaced employee from another agency who applies for a vacant position in the commuting area before selecting any other candidate from outside the agency.

greatest
what does this mean?

and in accordance with the OPM guidance ^{and} to be provided ~~to be~~ ^{in this} Memorandum, ^{see my} ^{to be}
each of its own?

actually have to do retraining? at least provide FW? A policy might be "just a little" if another is better qualified? what does this term mean?

ditto

I direct the Director of the OPM, ^{and any necessary regulation} ~~to work~~ ^{in consultation} with the Interagency Advisory Group, to: (a) prescribe minimum criteria for and monitor the effectiveness of agency career transition programs and (b) provide guidance to the agencies on the implementation of this memorandum. The OPM shall work with the Interagency Advisory Group to facilitate interagency cooperation in providing career transition services. The OPM shall work with agencies to maximize the use of existing automated job information and skills-based recruiting systems and develop new systems, as necessary.

Nothing in this memorandum shall ^{a/} effect the Priority Placement Program operated by the Department of Defense.

Independent agencies are requested to adhere to this memorandum to the extent permitted by law.

This memorandum is for the internal management of the executive branch and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable by a party against the United State, its agencies or instrumentalities, its officers or employees, or any other person.

The Director of the OPM is authorized and directed to publish this directive in the Federal Register.

THE WHITE HOUSE,

DRAFT

8-30-95

11:30 a.m.

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Career Transition Assistance for Federal Employees

Our highly trained and dedicated Federal work force is one of the Federal government's most valuable resources. In order to help Federal employees who have dedicated their careers to public service find new job opportunities as Federal organizations undergo downsizing and restructuring, the executive branch must implement programs that provide Federal employees with career transition assistance. I therefore adopt the Office of Personnel Management (OPM) Interagency Advisory Group's recommendation that appropriate career transition assistance services be provided to ~~all~~ Federal employees who either have been or are likely to be separated from Federal service due to a reduction in force. The goal of such services shall be to assist employees in taking charge of their own careers by providing them with the support they need to find other job offers, either with government or in the private sector. ✓

and in accordance with the guidance and any necessary regulations to be provided by OPM pursuant to this memorandum,

The head of each executive department or agency (hereafter collectively "agency" or "agencies") is hereby directed, to the ^{greatest} extent practicable, to establish a program to provide career transition assistance to the agency's surplus and displaced employees. Such a program shall be developed in partnership with labor and management and shall include: ✓

- (1) collaborating with state, local, and other Federal employers, as appropriate, to make career transition services available to all of the agency's surplus or displaced employees;
- (2) establishing policies for retraining displaced employees, as appropriate, for new career opportunities, either in government or with the private sector;
- (3) establishing policies that require the selection of a well-qualified surplus or displaced internal agency employee who applies for a vacant position in the commuting area, before selecting any other candidate from either within or outside the agency; and
- (4) establishing policies that require the selection of a well-qualified displaced employee from another agency who applies for a vacant position in the commuting area before selecting any other candidate from outside the agency.

I direct the Director of the OPM, ^{and any necessary regulations for} ~~to work~~ with the Interagency Advisory Group, to: (a) prescribe minimum criteria for and monitor the effectiveness of agency career transition programs and (b) provide guidance ~~to~~ the agencies on the implementation of this memorandum. The OPM shall work with the Interagency Advisory Group to facilitate interagency cooperation in providing career transition services. The OPM shall work with agencies to maximize the use of existing automated job information and skills-based recruiting systems and develop new systems, as necessary.

Nothing in this memorandum shall ^a effect the Priority Placement Program operated by the Department of Defense.

Independent agencies are requested to adhere to this memorandum to the extent permitted by law.

This memorandum is for the internal management of the executive branch and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable by a party against the United State, its agencies or instrumentalities, its officers or employees, or any other person.

~~The Director of the OPM is authorized and directed to publish this directive in the Federal Register.~~

THE WHITE HOUSE,

Copy of
Mac Reed

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Career Transition Assistance for Federal Employees

Our highly trained and dedicated Federal work force is one of the Federal Government's most valuable resources. In order to help Federal employees who have dedicated their careers to public service find new job opportunities as Federal organizations undergo downsizing and restructuring, the executive branch must implement programs that provide Federal employees with career transition assistance. ~~I therefore adopt the~~ Office of Personnel Management (OPM) Interagency Advisory Group's ~~recommendation~~ that appropriate career transition assistance services be provided to Federal employees who either have been or are likely to be separated from Federal service due to a reduction in force. The goal of such services ~~shall be~~ to assist employees in taking charge of their own careers by providing them with the support they need to find other job offers, either with government or in the private sector.

✓
?
(approve?)
As L
Mac
Reed.

~~There fore,~~
The head of each executive department or agency (hereafter collectively "agency" or "agencies") is hereby directed, to the greatest extent practicable and in accordance with the guidance and any necessary regulations to be provided by OPM pursuant to this memorandum, to establish a program to provide career transition assistance to the agency's surplus and displaced employees. Such a program shall be developed in partnership with labor and management and shall include:

- (1) collaborating with State, local, and other Federal employers, as appropriate, to make career transition services available to all of the agency's surplus or displaced employees;
- (2) establishing policies for retraining displaced employees, as appropriate, for new career opportunities, either in government or with the private sector;
- (3) establishing policies that require the selection of a well-qualified surplus or displaced internal agency employee who applies for a vacant position in the commuting area, before selecting any other candidate from either within or outside the agency; and

Blank's
edits
9-6-95

- (4) establishing policies that require the selection of a well-qualified displaced employee from another agency who applies for a vacant position in the commuting area before selecting any other candidate from outside the agency.

I direct the Director of the OPM, in consultation with the Interagency Advisory Group, to: (a) prescribe minimum criteria for and monitor the effectiveness of agency career transition programs and (b) provide guidance and any necessary regulations for the agencies on the implementation of this memorandum. The OPM shall work with the Interagency Advisory Group to facilitate interagency cooperation in providing career transition services. The OPM shall work with agencies to maximize the use of existing automated job information and skills-based recruiting systems and develop new systems, as necessary.

Nothing in this memorandum shall affect the Priority Placement Program operated by the Department of Defense.

Independent agencies are requested to adhere to this memorandum to the extent permitted by law.

This memorandum is for the internal management of the executive branch and is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable by a party against the United States, its agencies or instrumentalities, its officers or employees, or any other person.


THE WHITE HOUSE,