



U.S. Department of Justice

Justice Management Division

*Human Resources*

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Washington, D.C. 20530

NOV 20 2009

MEMORANDUM FOR COMPONENT HUMAN RESOURCES OFFICERS

FROM:

Rod Markham  
Director, Human Resources

A handwritten signature in black ink, appearing to read "Rod Markham", written over the printed name and title.

SUBJECT:

Change in Department of Justice's (DOJ) Career Transition  
Assistance Plan (CTAP)

In accordance with 5 CFR 330.606, DOJ Components are required to consider surplus and displaced DOJ employees for competitive service vacancies before screening the applications of other candidates for positions within the Department of Justice.

To expedite the DOJ's CTAP clearance process, DOJ Components may clear the Department's CTAP list for surplus and displaced DOJ employees by contacting designated DOJ CTAP Coordinators (list attached). This guidance supersedes previous Departmental guidance and Justice Management Division Human Resources is incorporating this change in future updated Departmental CTAP policy.

DOJ Components may now choose to either post vacancy announcements open only to surplus and displaced employees with a minimum open period of five working days, per DOJ's CTAP guidance dated July 3, 2001, or they may contact each of the Department's designated CTAP Coordinators and provide documentation of reply in the case file. Vacancy announcements must contain information on how eligible employees can apply, what proof of eligibility is required, and the criteria for meeting the definition of well-qualified.

If you need additional information, my point of contact is Kristen Klein. She may be reached at (202) 305-3134, or by electronic mail at [Kristen.Klein@usdoj.gov](mailto:Kristen.Klein@usdoj.gov).

Attachment

<b>DOJ Component</b>	<b>CTAP Coordinator</b>
Antitrust	Veronica Southall/ Terricita Scott
ATF	Vanessa Evans
BOP	Lisa Abril
Civil Division	Victoria Jones
Civil Rights Division	Betsy Allen
Criminal Division	Andrew KeFauver
DEA	Cindy Lowell
ENRD	Cynthia Barnes
EOIR	Bridgette Hill
EOUSA	Diedra Yates
EOUST	Velicia Jacobs
FBI	None (all positions are excepted service)
JMD-OBDO	LaTonya Gamble
NDIC	None (all positions are excepted service)
OIG	Kimberly Broden
OJP	Mary Michael
TAX	Rosalind Epps
USMS	Beverly Meder/ Amber Williams