



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

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PERSONNEL BULLETIN NO. 03-2 (302)

SUBJECT: Departmental Policy on Reemployment Lists in the Excepted Service

- 1 This bulletin establishes the Department of the Interior's policy on the establishment and use of reemployment lists when filling jobs in the Excepted Service.
2. Authorities. Title 5, Code of Federal Regulations (CFR), Section 302.303.
3. Policy.

## Priority Reemployment List (PRL)

(1) Only registrants who meet the requirements established in 5 CFR 302.303(b)(1)(2) and (3) will be entered on the PRL.

(2) PRL registrants will be considered for positions only in the local commuting area where they were separated (or last served, when eligibility is based on a compensable injury) unless a broader or different area of consideration is established by a Merit Systems Protection Board (MSPB) decision. Local commuting area has the meaning provided for in 5 CFR 351.203.

(3) The period of registration is limited to two years from the date entered on the PRL.

(4) Registrants who worked a full-time schedule when separated may be considered for other-than-full-time positions if they request, in writing, consideration for positions with other-than-full-time registrants on the appropriate PRL or Reemployment List (RL). Registrants who worked other-than-full-time schedules when separated may be considered for full-time positions if they request, in writing, consideration for positions with full-time schedules and there are no full-time registrants on the appropriate PRL or RL.

## b. Reemployment List (RL)

(1) Employees and former employees who meet all of the requirements for registration on the PRL established in 5 CFR 302.303(b)(1) and (2), except for veterans preference, will be registered on the RL.

(2) The provisions established above for the PRL, except for basic registration eligibility, also apply to the RL.

c. Registration

(1) Human Resources Management Offices (HRMO) will complete and submit employee registration requests to the Office of Personnel Policy (PPM) as provided on the worksheet attached to this bulletin. Eligibles must be registered for the last permanent position they encumbered immediately prior to separation. They may be registered for other series and grades (up to, but not higher than the last permanent grade held) for which they request consideration, in writing, and are determined to be qualified by the HRMO.

(2) Registrants requesting consideration for positions, other than the last permanent job held prior to separation, must submit a current resume with their registration to assist the HRMO in evaluating their qualifications for these positions.

(3) HRMOs will provide registrants with office contact information for use in updating their registration information. Registrants will be informed that failure to keep HRMOs informed of their current addresses and telephone number(s) may result in suspending their consideration for employment.

(4) HRMOs will forward registrations to PPM within 15 days following the employee's separation. Registrations will be posted on the PRL/RL within 30 days following the date of separation.

(5) Registrant information will be posted on the PRL or RL, as appropriate, on the Human Resources Management Internet web site at <http://www.doi.gov/hrm/>.

d. Order of Consideration

(1) The actual PRL and RL, from which a selection may be made, will be constructed by the HRMO using the registrant information posted on the aforementioned Internet web site. HRMOs will enter eligible applicants on the appropriate list (priority reemployment list, reemployment list, and regular employment list) in the order described in 5 CFR 302.303(d).

(2) All qualified candidates on the PRL must be considered before considering candidates from either the RL or regular employment list (REL).

(3) Exceptions to appointing a qualified candidate from the PRL must be made in accordance with 5 CFR 302.304(a).

(4) After considering qualified PRL registrants, bureaus will consider candidates in accordance with the rules established in 5 CFR 302.304(b).

e. Registrants will be removed from the PRL/RL at the end of the 2-year registration period, or earlier, when a registrant:

(1) Is reappointed to a permanent Excepted Service position;

(2) Declines a job offer or fails to respond to an inquiry for a job for which registered. This requires evidence to show that a written offer or inquiry was made. The written offer or inquiry must clearly state that failure to respond will result in a loss of consideration for that grade and below. The registrant is removed for all positions, at and below the level of the position declined, or for which he/she failed to respond to an inquiry;

(3) Declines an interview or fails to appear for a scheduled interview if notified in advance of this requirement and the subsequent consequences.

(4) Requests removal.

f. Consideration for all jobs is suspended for any individual who cannot be contacted by the agency. Submission of an updated registration can reinstate consideration, but the period of eligibility is not extended beyond the original period.

4. The Department point of contact on this policy is Sheila Halley, (202)208-6943, Mail Stop 5221-MIB, E-mail: [Sheila\\_Haley@os.doi.gov](mailto:Sheila_Haley@os.doi.gov).



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Attachment:

Departmental Excepted Service Reemployment List Application Worksheet