



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
Office of the Director
Reston, VA 20192

In Reply Refer To:
Mail Stop 157
GSS1500022

JAN 29 2015

Memorandum

To: Executive Leadership Team

From: Suzette M. Kimball *Suzette M Kimball*
Acting Director

Subject: Part-Time Reemployment of Civilian Retirees

The authority for the National Defense Authorization Act (NDAA) has been extended to December 31, 2019. The Department of the Interior (DOI) has established an interim policy on the employment of civilian retirees on a limited basis in accordance with the authority for the NDAA. The policy establishes the conditions for rehiring annuitants on a part-time basis without reduction to their annuity. The conditions for its use and criteria are detailed in DOI Personnel Bulletin (Amended) No. 10-01 (dated January 15, 2015). Highlights of that policy and criteria include:

Policy. The DOI establishes policy for reemploying annuitants on a part-time basis under certain specified conditions. These conditions are as follows:

- Appointments are temporary and must comply with 5 CFR 316.401(c).
- Hours worked by any annuitant reemployed under these provisions are limited to 520 hours during the first 6 months of the individual's annuity commencement with a maximum of 1,040 hours during the first year after retirement, 1,040 hours during any 12-month period, or 3,120 total hours worked under this authority per annuitant. Bureaus and equivalent offices are responsible for ensuring that each annuitant's hours do not exceed these amounts.
- Any hours of training or mentoring of employees by a reemployed annuitant shall not be included in the hours of service performed as described above (unless that was the primary purpose of the appointment). However, those hours of training or mentoring may not exceed 520 hours per year. Thus, an annuitant could possibly work 1,560 hours total during a 12-month period. Bureaus and equivalent offices using this flexibility must ensure that hours spent training and mentoring are clearly documented.

Criteria. This authority may be used by bureaus or equivalent offices as necessary to:

1. Fulfill functions critical to the mission of the bureau or equivalent office;
2. Assist in the implementation or oversight of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5) or Troubled Asset Relief Program under Title 1 of the Emergency Economic Stabilization Act of 2008 (12 U.S.C. 5201 et seq.);
3. Assist in the development, management, or oversight of agency procurement actions;
4. Assist the Inspector General for the agency in the performance of the mission of that Inspector General;
5. Promote appropriate training or mentoring of employees;
6. Assist in the recruitment or retention of employees; or
7. Respond to an emergency involving a direct threat to life or property or other unusual circumstance.

A team consisting of representatives from the Mission and Geographic Areas will be established to review the reemployment proposals and to make recommendations for approval under this hiring authority. The authority to approve appointments under the NDAA for the U.S. Geological Survey (USGS) will be retained at the Deputy Director level.

In accordance with the NDAA, the DOI has allocated to each bureau a specific number of reemployed annuitant slots. The USGS received an allotment of 62 slots. We are not permitted to have more than 62 slots filled at any given time during the year.

Annual reports on the use of the NDAA must be provided to the DOI; DOI then provides the information to the Office of Personnel Management. At a minimum, the reports must include the number of reemployed annuitants hired, as well as, for each annuitant, the name, job series, grade level, position title, geographic location, length and other terms of employment, and criteria under which the annuitant was rehired.

Attached to this memorandum is the template for the documentation to be submitted with each proposal. Proposals are to be submitted to the USGS Human Resources Officer, who will convene the proposal review team. Prior to submitting the proposals to the USGS Human Resources Officer, please work with your servicing Human Resources Office to prepare the position description and to determine the appropriate grade level.

Questions concerning this guidance should be directed to your servicing Human Resources Office.

Attachment

cc: Director's Chron—MS 114
Director's Read – MS 114
AD, Admin/HC Read – MS 200
DAD/HC Read – MS 600
Official File

USGS:HC/HR:Amy Bradley:703-648-7457:1/16/2015:Part-time Reemployment of Civilian
Retirees:DTS:GSS1500022

TEMPLATE

Memorandum

To: *(Insert Name)*
Deputy Director

Through: *(Insert Name of Executive Leadership Team Member and Title)*

Through: Julie V. Wozniak
Deputy Associate Director for Human Capital

From: *(Insert Name and Management Official Title)*

Subject: Request for Hiring under NDAA

Name, Position Title, Series, Grade, Annual Salary, Work Schedule:

Start Date: _____ **End Date:** _____

Total Hours Proposed:
Training/Mentoring Hours (Criteria 5): _____
Non-Training/ Non-Mentoring Hours (List Appropriate criteria): _____

Justification:

Supervisor Name, Phone Number, Email Address:

3 Attachments

Documentation: (must be submitted with each proposal as attachment)

- Annuitant's current resume
- Copy of the annuitant's SF-50 for the retirement action
- Copy of the position description (initialed by the servicing Human Resources Officer)

Approve: _____
(Insert Name, Deputy Director)

Date: _____

Disapprove: _____
(Insert Name, Deputy Director)

Date: _____