

Fact Sheet

Hiring a Reinstatement Eligible

General Information

The reinstatement authority allows hiring managers to appoint a former Federal employee who held a permanent career or career-conditional appointment into the Federal service without competing with the public for vacant positions. Reinstatement eligibles may apply for jobs in the competitive Federal service open to current and former Federal employees with competitive status.

Note: A status candidate refers to those individuals who are current or former Federal civilian employees who hold or held permanent appointments in the competitive service, not the excepted service.

In certain instances a reinstatement eligible may be hired noncompetitively without having to apply to a specific vacancy announcement. A reinstatement eligible may be appointed noncompetitively to a position having promotion potential no greater than the potential of a position previously held on a permanent basis in the competitive service. Managers interested in hiring a reinstatement eligible should consult with their [servicing Human Resources Specialist](#) for advice on how to proceed.

Eligibility Requirements

In order to be eligible for reinstatement, an individual must have held a permanent career or career-conditional appointment at some point during their prior Federal employment. There is no time limit on the reinstatement eligibility period for those individuals who:

- have veterans' preference; or
- have completed the service requirement for career tenure, i.e., completed 3 years of substantially continuous creditable service under a permanent appointment.

Individuals who do not meet one of the requirements described above may be reinstated within 3 years following the date of separation from the last position in which the individual served under a career-conditional appointment. The period of reinstatement eligibility may be extended by certain types of intervening service. Examples of some of the more common types of intervening service include:

- Employment in Federal competitive service positions under temporary, term, or similar appointments.
- Federal employment in excepted, non-appropriated fund, or Senior Executive Service positions.
- Federal employment in the legislative and judicial branches.
- Active military duty terminated under honorable conditions.
- A substantially full-time training course in any educational institution of recognized standing when the organization determines that the individual acquired valuable training or experience applicable to the position being filled;

- Periods of overseas residence of a dependent who followed a Federal military or civilian employee to an overseas post of duty.

Appointment Options

Reinstatement eligibles can be hired to fill positions on a short- or long-term basis and can be appointed under temporary, term, or permanent appointments (described below) depending on the organization's need. The individual must meet the OPM established qualification requirements for the position to which appointed.

- **Career or Career-Conditional Appointment:** A permanent long-term appointment. Individuals are entitled to full benefits.
- **Term Appointment:** A limited appointment lasting in duration at least 13 months but not more than 4 years. Individuals are entitled to full benefits
- **Temporary Appointment:** A short-term appointment lasting up to 1-year with the possibility of extension up to a maximum of 2 years. Individuals may be eligible for health insurance depending on the length of the appointment and work schedule; however, they are ineligible for life insurance and retirement

Requirements for Considering Displaced/Surplus Employees

In those instances when a hiring manager is interested in **noncompetitively** reinstating an individual, the provisions of the Career Transition Assistance Plan (CTAP) and the Interagency Career Transition Assistance Plan (ICTAP) must be applied to ensure that displaced and surplus employees are given priority consideration when applicable. Specific requirements are as follows:

- **Appointments for 120 days or less:** CTAP/ICTAP provisions do not apply if the appointment is for a period of 120 days or less.
 - If a request is received to extend an appointment beyond the initial 120 day period, then the instructions below must be followed before the appointment can be extended.
- **Appointments for 121 days or more:** CTAP/ICTAP must be cleared if the appointment is for a period of 121 days or more. If the individual is a 10-point veteran, ICTAP provisions do not apply. This means:
 - **If the individual is not a 10-point veteran,** then a vacancy announcement must be issued and open to candidates eligible for CTAP/ICTAP in the local commuting area (LCA) of the position. There is no need for the individual to apply to the vacancy since they're being considered noncompetitively. As long as no qualified CTAP/ICTAP eligibles apply, then the individual may be reinstated.
 - **If the individual is a 10-point veteran,** ICTAP does not apply so only the CTAP rules must be followed. The CTAP Special Selection Priority list must be checked by the servicing Human Resources Specialist to see if there are any DOI employees in the LCA of the position being filled that must be given priority consideration. If there are none, then the individual may be reinstated. If there are

DOI employees in the local commuting area, a vacancy announcement must be issued as explained above.

When the circumstance requires that CTAP/ICTAP be cleared, this is accomplished by typically opening a vacancy announcement for a minimum of 5 days to allow any displaced or surplus employees to apply. Please contact your [servicing Human Resources Specialist](#) for more information on CTAP/ICTAP consideration.

Probationary/Trial Period Requirements

A probationary or trial period may be required depending on the individual's prior Federal service and the type of appointment. Please consult with your servicing Human Resources Specialist who will make this determination.