**Department of the Interior**

**Departmental Manual**

**Effective Date**: 9/16/09

**Series**:Personnel Management

**Part 370**:Departmental Personnel Program

**Chapter 302**: Employment in the Excepted Service

**Subchapter 2**: Eligibility Standards

**Originating Office**: Office of Human Resources

**370 DM 302.2**

2.1 **Policy**. Except for the preference in employment conferred by law upon persons of Indian descent, positions in the excepted service will be filled on the basis of merit without regard to gender, age, sexual orientation, race, color, religion, national origin, or disability.

2.2 **Veteran Preference**. Rights and privileges accorded veterans by laws and regulations will be extended to employees in the excepted service in the Department. Bureaus and offices will follow the principle of veteran preference to the extent administratively and legally feasible.

2.3 **Members of Family**. A family member may not be employed in the same organizational unit where another family member would have supervision over the other or their employment would reflect adversely upon the Department. Exceptions may be made in emergency situations such as forest fires, floods, earthquakes, etc., or in a situation involving special scientific needs, or in the case of an immediate family at isolated field stations, or where there is a shortage of quarters. Exceptions in other emergencies may be made with the approval of the head of the Bureau or his/her designated representative.

2.4 **Excepted Qualification Standards**. The requirements for the establishment and application of excepted qualification standards in the Department are contained in 370 DM 338 and 339. Minimum age limits are prescribed for many excepted positions as a part of the qualification standard. Where minimum age limits have not been established by the Department for a particular position, the minimum age will be the same as that prescribed for similar positions. Local laws relating to the employment of minors and the Fair Labor Standards Act will be observed in filling excepted positions.

2.5 **Movement from Competitive Service to Excepted Position**. Competitive service employees may be appointed to excepted positions when the skills and knowledge of such employees will enable the Department to initiate and complete efficiently and expeditiously its programs and responsibilities. See 370 DM 301.1.