



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

JUN 28 2012

PERSONNEL BULLETIN NO. 12-05

SUBJECT: Implementing Section 1308 of the Alaska National Interest Lands Conservation Act

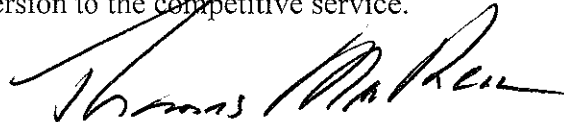
- 1. Purpose.** This replaces Personnel Bulletin 12-03 and 12-04. This Personnel Bulletin implements Section 1308 of the Alaska National Interest Lands Conservation Act (ANILCA) of 1980 as an excepted appointing authority within the Department of the Interior. Although this authority allows for greater flexibility in hiring under the excepted service, bureaus must still ensure compliance with existing human resources law and regulation not excluded by this law. This Bulletin will prescribe as well as clarify issues related to using the ANILCA hiring authority in recruitment within the State of Alaska.
- 2. Authority.** Alaska National Interest Lands Conservation Act of 1980; Consolidated Appropriations Act, 2012, Division E – Department of the Interior, Environment, and Related Agencies, Title I, Section 121(b)); 16 U.S.C. 3198; 5 CFR 302, 5 U.S.C. 2302, 5 CFR 213 Subpart C – Excepted Service
- 3. Policy.** After consultation with the United States Office of Personnel Management, the Secretary of the Interior, through the Department's Assistant Secretary – Policy, Management and Budget/ Office of Human Resources, shall establish an excepted service appointing authority under which any individual who, by reason of having lived or worked in or near Alaska public lands, has a special knowledge or expertise concerning the natural or cultural resources of public lands and the management thereof, shall be considered for appointment for any position within public lands (e.g., a national park or wildlife refuge) under this authority. The conditions for hiring under this authority will be as follows:

 - (a) Selections under this authority shall be for any position within public lands in Alaska without regard to any provision of the civil service laws or regulations which require minimum periods of formal training or (specialized) experience which may be stipulated by the U.S. Office of Personnel Management Qualification Standards.
 - (b) Bureaus and equivalent offices are authorized to use this authority for appointments into Federal service. Selectees may be appointed to any position meeting requirements set forth in this Personnel Bulletin. Appointments made under this authority will be in the excepted service if they are temporary, time-limited; or until the appointee is converted into the competitive service. Position descriptions must reflect the special knowledge or expertise in natural or cultural resources.
 - (c) Any individual who is eligible to be selected for a position and is a preference eligible, as defined in 5 U.S.C. 2108, shall be given an employment preference consistent with that in the excepted service as defined in section 2103 of such title. Upon the request of a qualified preference eligible individual, bureaus and equivalent offices shall furnish him/her with the reason(s) for their non-selection. In the exercise of this authority, veterans preference appointing authorities and selection processes shall be adhered to consistent with that of merit system principles.

- (d) At a minimum, job postings under this hiring authority shall be posted locally within the commuting area. All qualifying individuals who have lived or worked in or near Alaska public lands and have a special knowledge or expertise of natural or cultural resources are eligible for consideration.
- (e) All appointees selected for permanent positions under this authority will be placed on an individual development plan and appropriate training will be provided so that appointees are able to meet the requirements for conversion to the competitive service.

4. Conversion to Competitive Service. Appointees who satisfactorily complete two years of continuous service in a permanent position under this authority and who meet satisfactory performance and competitive service qualification requirements, which may include positive education, shall have their appointment converted to competitive service as a career-conditional or career employment, as appropriate. (This paragraph applies to individuals appointed on or after March 30, 2009.) An employee who does not meet competitive service qualification requirements after two years of continuous service will remain in the excepted service until qualification requirements are met. There is no provision for conversion to competitive service when appointments are temporary or time-limited.

5. Oversight and Review Requirements. Each bureau or office using this authority must establish written oversight procedures to ensure its proper use. This should include as to who shall approve the hires and the method of reviewing the appointments. The Department as well as the Office of Personnel Management may review the use of this authority under its accountability programs. Human resources offices must maintain appropriate case files of any individual hired under this authority. The case files must include: the job posting, the selectee's resume, a classified position description, and sustainable evidence that the individual hired possesses special knowledge or expertise of natural or cultural resources within Alaska public lands. Case files will be maintained for three years after initial appointment or for one year after conversion to the competitive service.



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