



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

April 13, 1999

PERSONNEL BULLETIN 99 - 8 (351)

Subject: Issuance of Certification of Expected Separation (CES)

5 CFR 351.807 authorizes agencies to issue a Certificate of Expected Separation (CES) to employees who the agency believes, with a reasonable degree of certainty, will be separated from Federal employment by reduction in force procedures. While the use of a CES is primarily to enable otherwise eligible employees to be considered for dislocated worker programs under the Job Training Partnership Act, administered by the Department of Labor, it also entitles the employee to Special Selection Priority (SSP) consideration and registration on the Department's Reemployment Priority List (RPL).

Because the decision by a bureau to issue CES's to employees being impacted by RIF affects the ability of other Bureaus to fill their positions (RPL implications), bureaus are cautioned to ensure CES's are only issued when all four conditions found in 5 CFR 351.807(b) are fully met. In addition, once specific notices of Reduction in Force (RIF) are issued, CES's issued to employees who will not be separated by RIF must be retracted. Bureau Personnel Offices must keep this office apprised of the status of CES's to ensure proper maintenance of the Department's RPL.

-signed by-

Carolyn Cohen
Director, Office of Personnel Policy