

Instructions

Completion of this application and submission to your placement administrator within 30 days following your reduction-in-force (RIF) effective date (including the 30-day extension in a non-duty/non-pay status), indicates your interest in being given consideration for reinstatement with the U.S. Postal Service.

You must meet all of the eligibility requirements below to be placed on the Reinstatement List (RL) in your competitive area:

1. You are a career nonbargaining unit employee who was separated due to a reduction-in-force on your RIF effective date (Note: Employees who retire on or after their RIF effective date continue to be eligible to participate on the RL.);
2. Your last merit performance rating of record was above *Unacceptable*;
3. Your application is received by your placement administrator within 30 days following your RIF effective date; and
4. You are found minimally qualified for the positions identified on your application.

You must identify in the *Position Information* section of the application, those positions you are qualified for and interested in obtaining. You will be considered for authorized positions at the **same or lower grade** (or representative rate for PCES employees) as the position you held prior to your separation. Your placement administrator will assist you in identifying positions and determining whether you meet the minimum

qualifications. Your placement administrator can also provide the position titles, grades, and occupation codes for those positions that you wish to be considered for on your application.

Consideration for reinstatement includes your competitive area from which you were separated and those competitive areas within commuting distance that are not undergoing a RIF.

If you meet the eligibility requirements for placement on the Reinstatement List, you will remain on the list for two years from the date the list was established or until you are disqualified, whichever is earlier. You can be disqualified from continuing on the list for the following reasons:

1. You request, in writing, removal of your name from the list;
2. You receive a career appointment with the U.S. Postal Service or another federal agency;
3. You decline or fail to reply to an inquiry concerning a specific position you identified on your RL application within 10 calendar days of receipt;
4. You decline an interview or fail to appear for a scheduled interview, provided you are notified in advance of the interview and you did not take any action to reschedule your interview;
5. You fail to provide your placement administrator with any changes in your address or telephone number that prevents reasonable contact with you concerning potential employment opportunities.

You must attach to your application, pages 1 and 2 of Form 991, Application for Promotion or Assignment.

PRIVACY ACT STATEMENT: The collection of this information is authorized by Public Law 92-261, 39 USC 401 and 1001. This information may be used to provide Postal Service (USPS) selecting officials and appointing official with decision-making information to consider former employees separated due to a reduction-in-force for reinstatement. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; and to a labor organization as required by the National Labor Relations Act (this routine use does not apply to Postmaster Selection Program Records). Completion of this form is voluntary; however, if this information is not provided, you will not be eligible for placement on your competitive area's Reinstatement List.

COMPUTER MATCHING: Limited information may be disclosed to a Federal, state, or local government administering benefits or other programs pursuant to statute for the purpose of conducting computer matching programs under the Act. These programs include, but are not limited to, matches performed to verify an individual's initial or continuing eligibility for, indebtedness to, or compliance with requirements of a benefit program.

WARNING: ANY PERSON WHO KNOWINGLY SUBMITS A FALSE STATEMENT TO THE POSTAL SERVICE MAY BE SUBJECT TO CRIMINAL AND/OR CIVIL PENALTIES.