

**Supplementary Reference: 412**

**Mandatory Reference: N/A**  
**File: 41252s1**

SAMPLE REEMPLOYMENT RIGHTS MEMORANDUM

MEMORANDUM FOR: Head of Agency or Designee

FROM: Director of Human Resources, USAID/DAA/M/HR

SUBJECT: Reemployment Rights of Employee Accepting a Limited Appointment in the Foreign Service

(Name of Employee) is currently an employee of (agency) serving as a (position title and series) at the (grade level and step) .

(Employee) has accepted the offer of a Limited Foreign Service appointment in USAID. The duration of this appointment will be (years, months--or from date to date).

Section 3597 of 5 U.S.C. and Section 310 of the Foreign Service Act of 1980 (22 U.S.C. 3950) authorize the granting of reemployment rights to Federal employees who accept Foreign Service appointments. The statutes entitle an employee to reemployment in the employee's former position at the employee's parent agency upon expiration of the Foreign Service appointment, provided that the head of the parent agency agrees to such rights prior to the employee's entry on duty with USAID. If the employee cannot be returned to the former position, then the employee is entitled to a corresponding position or higher (higher is subject to merit promotion). When reemployed, the employee is entitled to any within-grade increases which the employee would have received in the former position had the employee not served under the Foreign Service limited appointment.

At least 60 days prior to the expiration of the Foreign Service limited appointment, USAID will notify the parent agency's personnel office of the pending reemployment action.

(Employee) is responsible for applying to the parent agency in order to exercise reemployment rights. This should be done as soon as possible upon being notified of the pending termination, but no later than ( ) days after separation from USAID.

(Employee) is hereby granted reemployment rights with (agency) upon termination of a Limited Foreign Service appointment with USAID.

Concur:  
Name and title  
of signatory

Date:

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