CERTIFICATION OF APPROPRIATE USE OF TERM APPOINTMENT

5 CFR 316.301, Purpose and Duration of Term Appointment:

(a) An agency may make a term appointment for a period of more than 1 year but not more than 4 years to positions where the need for an employee's services is not permanent. Reasons for making a term appointment include, but are not limited to: project work, extraordinary workload, scheduled abolishment, reorganization, contracting out of the function, uncertainty of future funding, or the need to maintain permanent positions for placement of employees who would otherwise be displaced from other parts of the organization. Agencies may extend appointments made for more than 1 year but less than 4 years up to the 4-year limit in increments determined by the agency. The vacancy announcement should state that the agency has the option of extending a term appointment up to the 4-year limit.

A term appointment is being made for the following reason:

(Completed by hiring manager)

Duration of Term Appointment:

It is expected that this work will continue for the full 4-year period but because of uncertainty surrounding future funding, the initial appointment will be for a period of 13-months. The appointment will be extended incrementally provided there is a continuing need for the work and funding is available.

I have read the rules in 5 CFR 316 relating to term appointments and certify that the proposed appointment meets the regulatory requirements.

________________________________________   _____________________
Supervisor’s Signature    Date