

<p style="text-align: center;">Temporary Appointments (Regulatory Reference: 5 CFR 316 Subpart D)</p>	<p style="text-align: center;">Term Appointments (Regulatory Reference: 5 CFR 316 Subpart C)</p>
<p><u>Duration of Appointment</u></p> <ul style="list-style-type: none"> • Appointments are made for up to 1-year and may be extended for up to 1 additional year (24 months of total service). • Position cannot be filled for more than 24 months within the preceding 3-year period. • Cannot be filled with a successor position (i.e., a position that replaces and absorbs the original position that has the same basic duties). The selecting official must certify in writing to this condition prior to the position being staffed. • OPM can approve an extension beyond the 2-year period with appropriate justification but this occurs very rarely. <p><u>Other Information</u></p> <ul style="list-style-type: none"> • Does not confer competitive status, i.e., there is no authority to noncompetitively convert an individual to a permanent appointment. • Does not give an individual reinstatement rights. • Ineligible for transfer to other agencies. • May not be promoted or reassigned to another position. • Ineligible for within-grade increase (except for wage grade positions). 	<p><u>Duration of Appointment</u></p> <ul style="list-style-type: none"> • Appointments are made for a minimum of 13-months and can be extended up to 4 years total. • Only OPM can approve an extension of a term appointment beyond the 4-year limit. <p><u>Other Information</u></p> <ul style="list-style-type: none"> • Does not confer competitive status, i.e., there is no authority to noncompetitively convert an individual to a permanent appointment. • Ineligible for transfer to other agencies. • Does not give an individual reinstatement rights. • May be promoted, demoted, or reassigned to another position within the existing term project that has been authorized to fill by term appointment (the 4-year count does not start over). • Eligible for within-grade increases.
<p><u>Appropriate Uses</u></p> <ul style="list-style-type: none"> • Fill a short-term position that is not expected to last more than a year. • Meet an employment need that is scheduled to be terminated within 1 or 2 years for reasons such as reorganization, abolishment, or the completion of a specific project. • Workload peak. • Fill positions that involve intermittent or seasonal (recurring annually) work schedules. <p><u>Inappropriate Uses</u></p> <ul style="list-style-type: none"> • Hiring temporary employees to avoid the costs of employee benefits. • Using temporary employment as a “tryout” period. • Circumventing the competitive examining process by appointing an individual on a temporary basis because that individual is not within reach for permanent appointment. 	<p><u>Appropriate Uses</u></p> <ul style="list-style-type: none"> • Project work. • Extraordinary workload. • Scheduled abolishment of a position. • Reorganization. • Uncertainty of future funding. • Contracting out of the function. <p><u>Inappropriate Uses</u></p> <ul style="list-style-type: none"> • Using term employment as a “tryout” period prior to permanent appointment. • Circumventing the competitive examining process by appointing an individual on a term basis because that individual is not within reach for permanent appointment.

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<p><u>Competition Requirements</u> Temporary and term appointments are filled using competitive procedures, i.e., a vacancy announcement is posted on USAJOBS and individuals must apply in order to receive consideration. Veterans’ preference rules apply in the referral and selection process.</p> <p>Noncompetitive temporary and term appointments may be made when an individual meets the eligibility requirements of an appropriate appointing authority, e.g., reinstatement, Veterans Recruitment Appointment, 30% or more compensably disabled veteran, former ACTION volunteers, certain former oversees employees, certain military spouses, etc. In some situations, a vacancy announcement will still be required in order to ensure there are no displaced or surplus employees with special selection priority under the Career Transition Assistance Plan or the Interagency Career Transition Assistance Plan.</p>	
<p><u>Eligibility Requirements</u></p> <ul style="list-style-type: none"> • Must meet the OPM established qualification standards for the position. • Medical standards apply when required by the position being filled. • Suitability standards must be met. 	
<p><u>Trial Period</u> None.</p>	<p><u>Trial Period</u> Term appointees serve a 1-year trial period.</p>
<p><u>Tenure</u> Placed in tenure group 0 – individuals have no reduction-in-force rights; appointment may be terminated at any time.</p>	<p><u>Tenure</u> Placed in tenure group 3. Individuals may be separated for performance, conduct, and suitability issues during the first year and at the expiration of the appointment without adverse action procedures. If separating for lack of funds, lack of work, etc., reduction-in-force procedures apply and employees are afforded their appropriate rights.</p>
<p><u>Benefits</u></p> <ul style="list-style-type: none"> • Ineligible for life insurance and retirement but covered under social security (FICA). • Eligible for health benefits only after completing 1-year of current, continuous service that starts and ends with a full- or part-time work schedule; the employee pays the full premium with no contribution by the Federal government. • Earns annual and sick leave when working a full- or part-time work schedule and the appointment is for at least 90 days. 	<p><u>Benefits</u></p> <ul style="list-style-type: none"> • Eligible for health benefits and life insurance coverage if working a full- or part-time work schedule. • Eligible for retirement. • Earns annual and sick leave when working a full- or part-time work schedule.