

|  | <b>TEMPORARY APPOINTMENTS</b>   | <b>TERM APPOINTMENTS</b>   |
|--|---|--|
| <b>Purpose</b>                         | <ul style="list-style-type: none"> <li>• Fill short term position that is not expected to last more than one year</li> <li>• Meet an employment need that is scheduled to be terminated within one or two years for reasons such as reorganizations, abolishment, or the completion of a specific project or peak workload</li> <li>• Fill positions that involve intermittent (irregular) or seasonal (recurring annually) work schedules</li> </ul> | <ul style="list-style-type: none"> <li>• Term appointments are appointments made for more than one year but not more than four years to positions where the need for an employee's service is not permanent; such as project work, extraordinary workload, uncertainty of future funding</li> </ul>  |
| <b>Appointment Authority</b>           | <ul style="list-style-type: none"> <li>• 5 CFR 316, Subpart D</li> </ul>  | <ul style="list-style-type: none"> <li>• 5 CFR 316, Subpart D</li> </ul>   |
| <b>Recruitment Sources</b>             | <ul style="list-style-type: none"> <li>• Competitive Procedures: i.e Agency Job Announcement (outside the register)</li> <li>• Various noncompetitive appointment authorities i.e. individuals eligible for reinstatement, Veterans Readjustment Appointments (VRA), 30% compensable veterans appointments, reappointment on the basis of not having served the maximum time allowed under a former temporary appointment</li> </ul>                  | <ul style="list-style-type: none"> <li>• Competitive Procedures: i.e. Delegated Examining Unit (DEU) Announcement or Office of Personnel Management (OPM) Certificate</li> <li>• Various noncompetitive appointment authorities i.e. individuals eligible for reinstatement, veterans readjustment appointments (VRA), 30% compensable veterans appointments, reappointment on the basis of not having served the maximum time allowed under a former temporary appointment</li> </ul> |
| <b>Appointment Notables</b>            | <ul style="list-style-type: none"> <li>• Employees do not serve a trial or probationary period</li> <li>• They are not competing employees under a reduction in force</li> <li>• May be terminated at any time upon written notice from management and with coordination with HRO</li> </ul>  | <ul style="list-style-type: none"> <li>• Must serve one year trial period</li> <li>• Covered by RIF procedures as tenure group III</li> <li>• RIF procedures do not apply when term employees are separated on their appointment expiration dates</li> </ul>   |
| <b>Employment Restriction Programs</b> | Position is subject to the employment restrictions of: <ul style="list-style-type: none"> <li>• Reemployment Priority List Program</li> <li>• Interagency Assistance Program</li> <li>• DOD Priority Placement Program (rehires one day clearance)</li> </ul>   | Position is subject to the employment restrictions of: <ul style="list-style-type: none"> <li>• Reemployment Priority List Program</li> <li>• Interagency Assistance Program</li> <li>• DOD Priority Placement Program</li> </ul>  |
| <b>Eligibility</b>                     | <ul style="list-style-type: none"> <li>• Based on OPM qualifications, grade and series of position</li> </ul>   | <ul style="list-style-type: none"> <li>• Based on OPM qualifications, grade and series of position</li> </ul>  |
| <b>Pay Level</b>                       | <ul style="list-style-type: none"> <li>• General Schedule</li> <li>• Wage Grade</li> </ul>  | <ul style="list-style-type: none"> <li>• General Schedule</li> <li>• Wage Grade</li> </ul>   |
| <b>Appointment Duration</b>            | <ul style="list-style-type: none"> <li>• NTE one year (which may be extended up to a maximum of one additional year)</li> <li>• Intermittent or seasonal work may be extended indefinitely if extensions are made in increments of one year or less and the employment totals less than six months (1,040 hours) in a service year</li> </ul>   | <ul style="list-style-type: none"> <li>• Term appointments may be made as long as the appointment is for more than one year (13 months) and no more than four years.</li> <li>• OPM may authorize extending an employee in a term appointment beyond four years when the extension is clearly justified. In some cases a permanent appointment may be more appropriate</li> </ul>  |
| <b>Work Schedule</b>                   | <ul style="list-style-type: none"> <li>• Full-time or Part-time</li> </ul>  | <ul style="list-style-type: none"> <li>• Full-time or Part-time</li> </ul>   |
| <b>Benefits</b>                        | <ul style="list-style-type: none"> <li>• Annual and sick leave</li> <li>• WG employees only eligible for Within Grade Increases</li> </ul>  | <ul style="list-style-type: none"> <li>• Annual and sick leave</li> <li>• GS and WG employees are eligible for within grade increases</li> <li>• Health Benefits</li> <li>• Life Insurance</li> <li>• Retirement</li> </ul>  |

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| <b>Conversion Eligibility</b>   | <ul style="list-style-type: none"> <li>• None</li> <li>• Must compete from a competitive OPM or DEU Register</li> <li>• Noncompetitive conversions may be made for employees eligible under such authorities such as:<br/>VRA, 30% or more compensable veteran, reinstatement eligibles</li> </ul>  | <ul style="list-style-type: none"> <li>• None</li> <li>• Must compete from a competitive OPM or DEU Register</li> <li>• Noncompetitive conversions may be made for employees eligible under such authorities such as:<br/>VRA, 30% or more compensable veteran, reinstatement eligibles</li> </ul>  |
| <b>Application Requirements</b> | <ul style="list-style-type: none"> <li>• Optional Application for Federal Employment (OF 612); resume, or other written application format</li> <li>• OF 306, Declaration for Federal Employment<br/><u>If applicable:</u></li> <li>• Copy of College Transcripts</li> <li>• Copy of DD 214, Military Discharge Papers</li> <li>• Copy of SF-50<br/>“Notification of Personnel Action”</li> </ul> | <ul style="list-style-type: none"> <li>• Optional Application for Federal Employment (OF 612); resume, or other written application format</li> <li>• OF 306, Declaration for Federal Employment<br/><u>If applicable:</u></li> <li>• Copy of College Transcripts</li> <li>• Copy of DD 214, Military Discharge Papers</li> <li>• Copy of SF-50<br/>“Notification of Personnel Action”</li> </ul> |