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| --- | --- | --- |
| **Selectee:**  | **Effective Date:**   | **NOAC/Nature of Action:**  |
| **Title, PP/Series/Grade:** | **LAC/Legal Authority:**  |
| **Organization:** |

**References:**  [5 CFR 310](https://www.law.cornell.edu/cfr/text/5/part-310), [5 CFR 316](https://www.law.cornell.edu/cfr/text/5/part-316), [5 CFR 330](https://www.law.cornell.edu/cfr/text/5/part-330), and [5 CFR 338](https://www.law.cornell.edu/cfr/text/5/part-338); and [Guide to Processing Personnel Actions](https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Processing-Personnel-Actions), [DEOH Chapter 2 Section A – Temporary Limited and Term Employment](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)

**Instructions:** This checklist is for temporary and term appointments in the competitive service. Please check the type of appointment reviewed and complete the respective section. The Recruitment, Selection, and Placement (General) section should be completed regardless of appointment type.

**\*Note: Delegated examining procedures must be used for appointments covered by this checklist except when direct hire or a noncompetitive appointing authority is authorized.**

[**Quick Link to "Case File Summary/Comments:"**](#_Case_File_Summary/Comments:)

|  |
| --- |
| **TEMPORARY-LIMITED APPOINTMENT** |
| **The position meets requirements for Temporary-Limited Employment. [**[**5 CFR 316 Subpart D**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D)**]** |
| **Y** | **N** | **Review Item**  | **Comments** |
|  |  | Requirement 1: [[5 CFR 316.401(a) and (c)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.401#p-316.401(a))]Appointment fills a position that is not expected to last longer than one year. Appointment is for a specified period not-to-exceed one year and may be extended up to a maximum of one additional year (24 months of total service). Exceptions to general time limits adhere to the provisions of [5 CFR 316.401(d)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.401#p-316.401(d)). |  |
|  |  | Requirement 2: [[5 CFR 316.401(c)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.401#p-316.401(c))]The same or a successor position has not been filled previously by temporary appointment(s) for an aggregate of two years or 24 months within the preceding three-year period. Appointment to a position involving the same basic duties and in the same major subdivision of the agency and same local commuting area is considered an extension of the original appointment. |  |
|  |  | Requirement 3: [[5 CFR 316.401(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.401#p-316.401(b))]The supervisor certifies that: (1) the employment need is truly temporary and (2) the regulatory time limits are met. The reasons for making the temporary limited appointment are stated on the form documenting the appointment. |  |
| **Nature of action and nature of action code (NOAC) and legal authority and legal authority code (LAC) are correct:** |
| **Y** | **N** | **Review Item** | Comments |
|  |  | NOAC/Nature of Action is115 Appt NTE (date) **or**515 Conv to Appt NTE (date) |  |
| *Action is under/based on:* |
|  |  | Delegated examiningLegal Authority: OPM del agr #; issuing installation; cert #LAC: BWA |  |
|  |  | Direct HireLegal Authority: [5 CFR 337 subpart B](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-337#p-337(b))LAC: See Guide to Processing Personnel Actions |  |
|  |  | Overseas service as a family member of the military or civilian Legal Authority: [E.O. 12721](https://www.federalregister.gov/documents/2011/07/28/2011-18971/noncompetitive-appointment-of-certain-former-overseas-employees)LAC: ZJK |  |
|  |  | Reinstatement eligibilityLegal Authority: [5 CFR 316.402(b)(1)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.402#p-316.402(b)(1))LAC: M6M |  |
|  |  | Eligibility for career or career-conditional appointment under [5 CFR 315.601](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.601), [5 CFR 315.604](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.604), [5 CFR 315.605](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.605), [5 CFR 315.606](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.606), [5 CFR 315.607](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.607), [5 CFR 315.608](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.608), [5 CFR 315.609](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.609), or [5 CFR 315.711](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-G/section-315.711)Legal Authority: [5 CFR 316.402 (b)(3)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.402#p-316.402(b)(3))LAC: M8M |  |
|  |  | Former temporary employee of the agency originally appointed under provisions of [5 CFR 333](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-333) and meets time limits for reappointment [[5 CFR 316.401](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.401)]Legal Authority: [5 CFR 316.402 (b)(7)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.402#p-316.402(b)(7))LAC: NAM |  |
|  |  | A veteran who meets VRA eligibility requirementsLegal Authority: 5 CFR 316.402(b)(2) LAC: NCM |  |
|  |  | A veteran with a service-connected disability of 30% or more documented by a notice of retirement or discharge from active-duty military service or by notice of compensable disability rating from the Dept. of Veterans AffairsLegal Authority: [5 CFR 316.402(b)(4)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.402#p-316.402(b)(4))LAC: NEM |  |
|  |  | Other non-competitive authority.*See* [*Guide to Processing Personnel Actions*](https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Personnel-Actions) |  |

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| **Term Appointments** |
| **Y** | **N** | Review Items | Comments |
|  |  | The position meets the requirements for term employment. The appointment is for a period of more than one year but not more than four years to a position where the need for the employees’ services is not permanent. **\*Note: OPM may authorize exceptions beyond the four-year time limit. [**[**5 CFR 316.301(b)**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.301#p-316.301(b))**]** |  |
|  |  | Reasons for the term appointment include, but are not limited to: [[5 CFR 316.301(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.301#p-316.301(a))]* Project work
* Extraordinary workload
* Scheduled abolishment of the position
* Reorganization
* Contracting out of the function
* Uncertainty of future funding
 |  |
| **Nature of action and nature of action code (NOAC) and legal authority and legal authority code (LAC) are correct:** |
| **Y** | **N** | **Review Item** | Comments |
|  |  | NOAC/NOA:* 108 Term Appt NTE (date)
* 508 Conv to Term Appt NTE (date)
 |  |
| *If Noncompetitive Category is:* |
|  |  | Eligible for reinstatementLegal Authority: [5 CFR316.302(b)(1)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.302#p-316.302(b)(1)) LAC: MEM |  |
|  |  | A veteran who meets VRA eligibility requirementsLegal Authority:[5 CFR 316.302(b)(2)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.302#p-316.302(b)(2))LAC: MGM |  |
|  |  | Eligible for career or career-conditional appointment under [5 CFR 315.601](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.601), [5 CFR 315.604](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.604), [5 CFR 315.605](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.605), [5 CFR 315.606](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.606), [5 CFR 315.607](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.607), [5 CFR 315.608](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.608), [5 CFR 315.609](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-F/section-315.609), or [5 CFR 315.711](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-G/section-315.711)Legal Authority:[5 CFR316.302(b)(3)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.302#p-316.302(b)(3))LAC: MJM |  |
|  |  | Documentation of a service-connected disability of 30% or more by a notice of retirement of discharge from active-duty military service or by notice of compensable disability rating from Dept. of Veterans AffairsLegal Authority:[5 CFR316.302(b)(4)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.302#p-316.302(b)(4))LAC: MMM |  |
|  |  | Reappointment on the basis of having left a term appointment prior to serving the four-year maximum amount of time allowed under the appointment.Legal Authority: [5 CFR 316.302(b)(7)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.302#p-316.302(b)(7))LAC: MLM |  |
| **Recruitment, Selection, and Placement**  |
| **Y** | **N** | Review Item | Comments |
|  |  | Vacancies filled for more than 120 days from sources outside the agency are announced on OPM’s USAJOBS website. [[5 CFR 330.102(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-A/section-330.102#p-330.102(b))] **\*Note: For term positions, the announcement should state that the agency has the option of extending a term appointment up to the four-year limit. [**[5 CFR 316.301(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.301#p-316.301(a))**]** |  |
|  |  | Prior to selecting from outside the agency’s workforce, ICTAP is cleared for positions lasting 121 days or more.[[5 CFR 330.705](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-G/section-330.705)] |  |
|  |  | Appropriate selection priority is given to current or former agency employees under the agency's RPL prior to filling the position from outside the agency’s workforce. [[5 CFR 330.705(a)(1)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-G/section-330.705#p-330.705(a)(1))] |  |
|  |  | [5 CFR 332](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-332) employment procedures (delegated examining) apply to time-limited appointments in the competitive service unless a noncompetitive exception is permitted. Noncompetitive procedures may be used if the selectee meets one of the non-competitive categories found in [5 CFR 316.402(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.402#p-316.402(b)) **or** [5 CFR 316.302(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.302#p-316.302(b)) listed in the [Guide to Processing Personnel Actions, Chapter 10, Table B](https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/#url=Personnel-Actions). |  |
|  |  | The selectee meets OPM qualification standards including passing a written test, if required. [[5 CFR 338.301](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-338/subpart-C/section-338.301)] |  |
|  |  | The selectee is not a relative of any individual with vested or delegated appointing authority or the authority to recommend individuals for appointment. [[5 U.S.C. 3110](https://uscode.house.gov/view.xhtml?req=(title:5%20section:3110%20edition:prelim))] |  |
|  |  | All applicable remarks are entered on SF 50, e.g.,:* M01 Appointment affidavit executed (date)
* M39 Creditable Military Service (if applicable)
* M06 Reason for temporary appointment (state reason)
* A21 Temporary employees serve under appointments limited to one year or less and are subject to termination at any time without use of adverse action or RIF procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be non-competitively converted to career-conditional appointment
 |  |
|  |  | Health benefits eligibility/coverage is provided [[5 CFR 890.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-890/subpart-A/section-890.102)] |  |
|  |  | Retirement code/coverage is provided [[5 CFR 831.201](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-831/subpart-B/section-831.201)] |  |
|  |  | Life insurance eligibility/coverage is provided [[5 CFR 870.302](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-870/subpart-C/section-870.302)] |  |
| *Forms filed on right (long-term) side of OPF:* |
|  |  | Application for Federal employment e.g., OF 612, resume, etc. (only those used for appointments) |  |
|  |  | SF 61 (Appointment Affidavit), unless action is a conversion |  |
|  |  | OF 306 (Declaration of Federal Employment) |  |
|  |  | Copy of SF 50 (Notification of Personnel Action) |  |
| *When applicable:* |
|  |  | SF 144 (Statement of Prior Federal Service) |  |
|  |  | DD 214 (Certificate of Release or Discharge from Active Duty) |  |
|  |  | SF 15 (Application for 10-Point Veteran Preference) |  |
|  |  | VA letter or active service retirement orders certifying service connected disability |  |
|  |  | Certification of Investigation Notice Selective service certification (males born after 12-31-59) |  |
| Case File Summary/Comments: |

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| **Reviewer/Title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |