



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

JUL 25 2025

MEMORANDUM FOR DIRECTOR OF ADMINISTRATION AND MANAGEMENT
ASSISTANT SECRETARIES OF THE MILITARY DEPARTMENTS
FOR MANPOWER AND RESERVE AFFAIRS

SUBJECT: Implementation of Executive Order 14284, "Strengthening Probationary Periods in the Federal Service"

- References: (a) Secretary of Defense Memorandum, "Guidance on Implementation of Executive Order, 'Strengthening Probationary Periods in the Federal Service,'" July 7, 2025
(b) Secretary of Defense Memorandum, "Implementation of New Probationary/Trial Period Certification Process," July 7, 2025

Reference (a) directs the implementation of Executive Order 14284 for all DoD civilians serving an initial probationary or trial period ending on or after July 23, 2025. It also delegates to heads of DoD Components and the Chairman of the Joint Chiefs of Staff authority to designate alternate certifying officials responsible for determining whether the continued employment of an individual serving an initial probationary or trial period advances the public interest. Reference (b) outlines the certification process for such individuals.

This memorandum transmits additional implementation instructions. Certifying officials (or their designated alternates) *must* conduct meetings with each individual serving a probationary or trial period no later than 60 calendar days prior to the end date of that period. Completion of this meeting, or a written justification for not meeting this requirement (e.g., individual was on leave without pay due to military orders), must be documented. These critical meetings are intended to discuss the criteria used to assess whether the individual's continued performance supports the public interest, and how those criteria specifically apply to the individual.

Additionally, certifying officials must submit quarterly reports on all certifications for continued employment and any notices of termination for individuals serving an initial probationary or trial period. This process is intended to ensure oversight and consistency in policy implementation across the Department. The first quarterly report is due to the Office of the Deputy Assistant Secretary of Defense for Civilian Personnel Policy by **November 30, 2025**, as specified in the attached implementing instructions.

DoD Components also must ensure compliance with applicable collective bargaining obligations.



Anthony J. Tata

Attachment
As stated

Attachment

EXECUTIVE ORDER 14284
IMPLEMENTING INSTRUCTIONS

1.0 IDENTIFICATION OF INDIVIDUALS SERVING A PROBATIONARY OR TRIAL PERIOD 2

2.0 NOTIFICATION OF CHANGES ASSOCIATED WITH E.O. 14284 2

3.0 DESIGNATION OF INDIVIDUALS RESPONSIBLE FOR CERTIFICATION RESPONSIBILITIES..... 3

4.0 CERTIFYING OFFICIAL RESPONSIBILITIES 4

5.0 IMPLEMENTATION OF CERTIFYING OFFICIALS’ 60-DAY MEETING REQUIREMENT..... 4

6.0 IMPLEMENTATION OF CERTIFYING OFFICIALS’ DECISION AND WRITTEN CERTIFICATION
REQUIREMENT 5

7.0 PETITIONS FOR REINSTATING INDIVIDUALS TERMINATED DUE TO ADMINISTRATIVE ERROR7

APPENDIX A: DOD SAMPLE TEMPLATES..... 8

APPENDIX B: WRITTEN CERTIFICATION REPORTING TEMPLATE16

1.0 IDENTIFICATION OF INDIVIDUALS SERVING A PROBATIONARY OR TRIAL PERIOD

1.1 DoD Requirements to Identify Individuals Serving an Initial Probationary or Trial Period

1.1.1 The Defense Civilian Personnel Advisory Service (DCPAS) compiled the Department's list of individuals serving an initial probationary or trial period ending July 23, 2025, or later, from the Defense Civilian Personnel Data System (DCPDS). The DCPAS distributed Component-specific lists of identified individuals serving a probationary or trial period for validation to the Components.

1.2 DoD Component Requirements to Identify Individuals Serving an Initial Probationary or Trial Period

1.2.1 DoD Components reviewed and validated the initial list compiled by DCPAS reflecting individuals currently serving a probationary or trial period ending July 23, 2025, or later. DoD Components validated and/or updated these initial lists and returned them to DCPAS.

1.2.2 Going forward, to ensure that the individual is serving under an initial probationary or trial period, DoD Components must establish procedures for evaluating or validating an individual's probationary or trial period within 90 calendar days of receipt of an individual's official personnel file. These procedures will ensure this assessment includes an analysis of the applicability of 5 U.S.C. § 7511(a)(1) and a determination of whether the designated certifying official must complete the actions required under E.O. 14284. If, through this evaluation, the individual serving the probationary or trial period is considered an "employee" pursuant to 5 U.S.C. § 7511(a)(1), the employee is entitled to the provisions set forth by 5 U.S.C. Chapter 75 or 5 U.S.C. Chapter 43 to address any conduct or performance issues that arise.

2.0 NOTIFICATION OF CHANGES ASSOCIATED WITH E.O. 14284

2.1 DoD Notification Requirements

2.1.1 The Secretary of Defense (SecDef) issued, "Implementation of New Probationary/Trial Period Certification Process," addressed to all DoD employees on July 7, 2025. This memorandum explains the updated rules and policies for managing probationary and trial periods across both the competitive and excepted services, including certification requirements, timelines, and prerequisites for conversion to permanent status.

2.2 DoD Component Notification Requirements

2.2.1 DoD Components are responsible for ensuring the July 7, 2025, SecDef memorandum identified above is delivered to all DoD employees.

2.2.2 DoD Components are responsible for providing separate notifications to individuals who are currently serving a probationary or trial period ending July 23, 2025, or later. A sample template of such notification is provided in Appendix A. DoD Components

should utilize the validated lists discussed in paragraph 1.0 to assist in the identification of such individuals.

- 2.2.3 DoD Components are responsible for notifying job applicants of the requirements associated with completing a probationary or trial period. This may be accomplished through job announcements and onboarding documentation.

3.0 DESIGNATION OF INDIVIDUALS RESPONSIBLE FOR CERTIFICATION RESPONSIBILITIES

3.1 DoD Designation Requirements

- 3.1.1 E.O. 14284 directs the heads of Federal agencies to identify individuals responsible for evaluating the continued employment of individuals serving an initial probationary or trial period that ends July 23, 2025, or later. In the memorandum “Guidance on Implementation of Executive Order 14284, ‘Strengthening Probationary Periods in the Federal Service,’” dated July 7, 2025, the SecDef delegated the authority to designate certifying officials responsible for determining whether the continued employment of an individual serving an initial probationary or trial period advances the public interest and benefits the Federal service to the Secretaries of the Military Departments, the Chairman of the Joint Chiefs of Staff, and all other DoD Component heads. This delegation memorandum identifies that, unless otherwise directed by the DoD Component head, a certifying official is the first Senior Executive Service (SES) or General Officer (GO)/Flag Officer, or equivalent, within the individual’s chain of supervision. This senior official serves as the certifying official unless and until otherwise directed by the DoD Component head that an alternate certifying official, no lower than the individual’s second-level supervisor, would be better positioned to make a certification determination.

3.2 DoD Component Designation Requirements

- 3.2.1 DoD Components must determine if an alternate certifying official would be better positioned to make certification determinations for individuals serving an initial probationary or trial period. DoD Component heads may consider matters such as the nature of the individual’s work or organizational structure when determining if the identification of an alternate certifying official is appropriate. DoD Components should be mindful of situations that would require contingencies when deciding to identify alternate certifying officials and who those individuals are. Initial designations of alternate certifying officials by Component heads must be made no later than August 14, 2025.
- 3.2.2 DoD Components will develop procedures to ensure designated certifying officials can be easily identified for any future data call(s) or reporting requirement(s). DoD Components will provide a copy of the DoD Component head’s letter designating any alternate certifying officials, including copies of any further designations of the authority to designate alternate certifying officials if further delegated, to the DCPAS Labor and Employee Relations (LER) office at: dodhra.mc-alex.dcpas.mbx.hrops-lerd-employee-relations@mail.mil. Letters are due by August 28, 2025.

All future DoD Component head letters making additional delegations or changing existing delegations must be provided to the DCPAS LER office at: dodhra.mc-alex.dcpas.mbx.hrops-lerd-employee-relations@mail.mil no later than 14 calendar days after the date of the letter making or changing such designations.

4.0 CERTIFYING OFFICIAL RESPONSIBILITIES

Individuals responsible for evaluating the continued employment of individuals serving an initial probationary or trial period are responsible for the following matters.

- 4.1 Meeting with each individual at least 60 calendar days prior to the end of each individual's initial probationary or trial period, unless an acceptable justification, as discussed in paragraph 5.0 below, exists, to discuss:
 - 4.1.1 the individual's performance and conduct (based, in part, on input from the individual's supervisor);
 - 4.1.2 the needs of the agency, and whether the individual's continued employment would advance the public interest;
 - 4.1.3 the organizational goals of the agency; and
 - 4.1.4 the efficiency of the service.
- 4.2 Determining whether to finalize the individual's appointment to the Federal service, or whether to terminate their service within the 30 calendar days prior to the end of each individual's probationary or trial period.
- 4.3 Certifying in writing that such individual's continued employment will advance the public interest before finalizing an individual's appointment to the Federal service at the conclusion of the probationary or trial period.

5.0 IMPLEMENTATION OF CERTIFYING OFFICIALS' 60-DAY MEETING REQUIREMENT

- 5.1 **DoD Component Responsibilities on Certifying Official's 60-day Meeting**
 - 5.1.1 DoD Components are responsible for developing procedures that ensure certifying officials meet with individuals at least 60 calendar days prior to the end of the probationary or trial period, unless an acceptable justification, as discussed below, exists. These procedures are required to incorporate a methodology for the certifying official to obtain input from the individual's supervisor about their performance and conduct. Input can be received through any available means (e.g., email, SharePoint, Database, etc.) and be given to the designated certifying official prior to the 60-day meeting. The certifying official may request additional input from the individual's supervisor after the 60-day meeting, if necessary. Obtaining input from the individual's supervisor is critical to ensuring the 60-day meeting is conducted in accordance with E.O. 14284.
 - 5.1.2 DoD Components will develop procedures to ensure they are able to document, track, and report that designated certifying officials are fulfilling the requirement to meet with individuals at least 60 calendar days prior to the end of their initial probationary or trial

period pursuant to E.O. 14284. These procedures must include a section to capture the justification, if any, related to why a certifying official failed or was unable to complete the 60-day meeting requirement established by E.O. 14284. Examples of acceptable justifications may include, but are not limited to, matters such as an individual being absent for military leave, certain provisions of E.O. 14284 not being in effect prior to the end of an individual's probationary or trial period, or an individual being on extended administrative leave due to participation in a Deferred Resignation Program (DRP).

Additionally, Components will need to designate the office(s) and/or position(s) responsible for maintaining documentation associated with completing this responsibility. A sample template to document the completion of or justification for not completing this responsibility is contained in Appendix A.

6.0 IMPLEMENTATION OF CERTIFYING OFFICIALS' DECISION AND WRITTEN CERTIFICATION REQUIREMENT

6.1 DoD Requirements for Written Certification

- 6.1.1 The DCPAS is the designated office to receive reports associated with the written certification requirements from designated DoD Component headquarter organizations.
- 6.1.2 The DCPAS will prepare and submit a package containing a consolidated report of DoD Component submissions to the Office of the Deputy Assistant Secretary of Defense for Civilian Personnel Policy (ODASD(CPP)) no later than the end of the second month following the end of the previous quarter (e.g., for the fiscal quarter running July 1, 2025 through September 30, 2025, the package must be submitted to the ODASD(CPP) no later than November 30, 2025).

6.2 DoD Component Requirements for Written Certification

- 6.2.1 DoD Components are responsible for developing procedures that ensure certifying officials make a determination, within the last 30 calendar days of a probationary or trial period, that the individual's continued employment either does or does not advance the public interest and capture such determinations in writing. A sample template for certifying officials to document such determinations is provided in Appendix A. Component procedures will also address scenarios where certification is not required (e.g., an individual who is serving a probationary or trial period who is also being carried in an administrative leave status associated with either the OPM or DoD DRPs).
- 6.2.2 DoD Components will develop procedures to ensure that an individual is notified of the certifying official's determination, which can include notice that continued employment advances the public interest and will continue, or notification of termination, to include the effective date of the termination. Sample templates for these notices are included in Appendix A.
- 6.2.3 DoD Components will develop procedures to ensure that, if a certifying official, whether intentionally or inadvertently, does not complete the written certification requirement, the individual is terminated prior to the end of the scheduled tour of duty on the last duty day of the probationary or trial period. These procedures must include matters such as:

- Deadlines for certifying officials to complete the written certification and subsequently send to the servicing Human Resources Office (HRO), thereby allowing for sufficient time to manually process any personnel actions and notify the individual of that action before the individual completes their probationary or trial period.
 - Designation of the office(s) responsible for notifying individuals they are being terminated, in the absence of a written certification by the Component's established deadline.
 - Contingencies for situations that would not require a certifying official to complete the certification requirement (e.g., an individual who is serving a probationary or trial period who is also being carried in an administrative leave status associated with either the OPM or DoD DRPs).
- 6.2.4 Any procedures developed by DoD Components **must require** a termination be manually processed in the personnel system of record prior to the end of the scheduled tour of duty on the last duty day of the probationary or trial period, if the certifying official did not certify in writing the individual's continued employment advanced the public interest (whether due to a negative determination or failure to complete the written certification). Further, procedures will not allow for termination actions to be processed automatically via the personnel system of record.
- 6.2.5 DoD Components will develop procedures to ensure they are able to document, track, and report that designated certifying officials are fulfilling the written certification requirement pursuant to E.O. 14284. Additionally, Components will need to designate the offices responsible for maintaining documentation associated with completing this responsibility.
- 6.2.6 DoD Components will inform the DCPAS LER office at dodhra.mc-alex.dcpas.mbx.hrops-lerd-employee-relations@mail.mil of the Component headquarters organization responsible for submissions of petitions within 14 calendar days of designation or changes to existing designations.
- 6.2.7 DoD Components will develop procedures for submitting quarterly reports associated with the written certification requirements through the Component head, or designated Component headquarters organization, to the DCPAS.
- 6.2.7.1 DoD Components will submit reports on the written certification requirements, using the report template found at Appendix B, on a quarterly basis. The report template should not be modified.
- 6.2.7.2 DoD Components must submit reports no later than the end of the month following the end of the previous quarter (e.g., for the fiscal quarter running July 1, 2025 through September 30, 2025, reports are due to the DCPAS LER office no later than October 31, 2025).
- 6.2.7.3 DoD Components will save their file for upload using the following naming convention: "DD##_Q# FY 202##_Probationary-Trial Period Certifications" (e.g., DD48_Q4 FY 2025_Probationary-Trial Period Certifications")
- 6.2.7.4 DoD Components will submit reports to the SharePoint site: [EO 14284 Quarterly Reports](#). Reports will be encrypted if necessary and include

appropriate markings (i.e., the appropriate classification and distribution markings).

- 6.2.7.5 Report details will include all requested information for any individual whose probationary or trial period ends within the timeframe of the quarter covered by the submitted report. If a DoD Component has no information to report for a particular quarter, it will notify the DCPAS LER office of this status at dodhra.mc-alex.dcpas.mbx.hrops-lerd-employee-relations@mail.mil.

7.0 PETITIONS FOR REINSTATING INDIVIDUALS TERMINATED DUE TO ADMINISTRATIVE ERROR

7.1 **DoD Requirements for Petitions to Reinstate Individuals Terminated due to Administrative Error**

- 7.1.1 The DCPAS LER office is the designated office for DoD Components to submit requests for the SecDef to petition the OPM for reinstatement of an individual terminated due to administrative error.
- 7.1.2 Requests will be reviewed by the DCPAS LER office for inclusion of appropriate information. The DCPAS LER office will prepare a package for the SecDef to submit the petition to the OPM.

7.2 **DoD Component Requirements for Petitions to Reinstate Individuals Terminated due to Administrative Error**

- 7.2.1 DoD Components will develop procedures for submitting requests for reinstatements through the Component head, or designated Component headquarters organization, to the DCPAS.
- 7.2.1.1 DoD Components will inform the DCPAS LER office at dodhra.mc-alex.dcpas.mbx.hrops-lerd-employee-relations@mail.mil of the Component headquarters organization responsible for submissions of petitions within 14 calendar days of designation.
- 7.2.2 DoD Components will submit requests, ensuring for appropriate encryption, classification markings, and distribution information, to the DCPAS LER office at dodhra.mc-alex.dcpas.mbx.hrops-lerd-employee-relations@mail.mil no later than 10 calendar days from the effective date of the termination. Requests must include the following information to be considered a complete submission:
- Individual's Name
 - Employing Organization
 - Position Title, Pay Plan-Occupational Series-Grade
 - Employee Identifying Number (do **not** use Social Security Numbers)
 - Mailing Address
 - Date of Termination
 - Copy of the Termination Standard Form 50 (SF-50)
 - Copy of the certification that the individual's employment advances the public interest
 - Details explaining the administrative error resulting in the termination

APPENDIX A: DOD SAMPLE TEMPLATES

Notification of Changes to Current Probationary or Trial Period Individuals

MEMORANDUM FOR < **Insert Individual's Full Name and email address/ mailing address** >

FROM: <**Insert Official's Name and Title**>

SUBJECT: Notification of Changes to Probationary and Trial Periods

This memorandum is to notify you of the impact which Executive Order (E.O.) 14284, Strengthening Probationary Periods in the Federal Service, has on probationary and trial periods for individuals currently serving such periods pursuant to Title 5, Code of Federal Regulations (CFR). These changes are applicable to you as you are currently serving such a period.

E.O. 14284 supersedes and renders as inoperative the provisions of Subpart H of Part 315 of Title 5, CFR. In doing so, there is no longer a requirement to provide the agency's conclusions as to the inadequacies of an individual's conduct or performance when terminating a probationary or trial period individual. Additionally, the notification requirements set forth when a probationary termination is based upon pre-appointment conditions and previously contained in 5 CFR §315.805 are no longer required. Lastly, the opportunity to appeal matters to the Merit System Protection Board, as previously contained in 5 CFR §315.806, are no longer available to individuals terminated during a Title 5 probationary or trial period.

Beginning July 23, 2025, a designated management official is required to perform the below actions with respect to individuals whose Title 5 probationary or trial period concludes on or after July 23, 2025. As of the date of this notification, your certifying official has been identified as <**Insert Name of Certifying Official**> and the end of your <**probationary/trial**> period has been identified as <**insert date probationary/trial period ends**>.

- At least 60 calendar days prior to the end of the initial probationary or trial period, meet with individuals serving an initial probationary or trial period to discuss:
 - the individual's performance and conduct (based, in part, on input from the individual's supervisor);
 - the needs of the agency, and whether the individual's continued employment would advance the public interest;
 - the organizational goals of the agency; and
 - the efficiency of the service.
- Within the 30 calendar days prior to the end of each individual's probationary or trial period, determine whether to finalize the individual's appointment to the Federal service, or whether to terminate their service.

- Before finalizing an individual’s appointment to the Federal service at the conclusion of the probationary or trial period, certify in writing that such individual’s continued employment will advance the public interest.

Management Official

Date

I acknowledge receipt of the notice.

Individual

Date

Certification of 60-Day Meeting Occurrence

MEMORANDUM FOR <Insert Servicing Human Resources Office>

FROM: <Insert Official's Name and Title>

SUBJECT: Certification Regarding Completion of Meeting Requirement Pursuant to Executive Order 14284, Section 5(b)

[If Meeting Occurred]

This memorandum hereby certifies that the meeting with **[Insert Individual's Name]** required pursuant to Section 5(b) of Executive Order 14284, Strengthening Probationary Periods in the Federal Service, occurred on <Insert Date of Meeting>, which is at least 60 calendar days prior to the end of the <probationary/trial> period.

During this meeting, the following matters were discussed:

- The performance and conduct of <Insert Individual's Name>;
- Mission, goals, and needs of <Insert Organization Name>;
- If the continued employment of <Insert Individual's Name> would advance the public interest; and
- The efficiency of the service.

[If Meeting Did Not Occur]

This memorandum hereby certifies that the meeting with **[Insert Individual's Name]** required pursuant to Section 5(b) of Executive Order 14284, Strengthening Probationary Periods in the Federal Service, did not occur 60 calendar days prior to the end of the <probationary/trial> period.

This meeting did not occur due to **[Insert Justification]**. Therefore, it was not practicable to complete this meeting at least 60 calendar days prior to the end of the <probationary/trial> period.

Certifying Official

Date

Certification that Individual’s Continued Employment Advances Public Interest

MEMORANDUM FOR <Insert Servicing Human Resources Office>

FROM: <Insert Official’s Name and Title>

SUBJECT: Certification for Continued Employment Pursuant to Civil Service Rule 11.5

This memorandum hereby certifies that finalizing the appointment of [Insert Individual’s Name] to the position of [Official Position Title] <advances/does not advance> the public interest.

In making this determination I considered the performance and conduct of [Insert Individual’s Name]; mission, goals, and needs of <Insert Organization Name>; public interest; and efficiency of the service.

Certifying Official

Date

Notification to Individual of Certification of Continued Employment

MEMORANDUM FOR: <Insert Individual’s Full Name and email address/ mailing address>

FROM: <Insert Official’s Name and Title>

SUBJECT: Notification of Certification for Continued Employment Pursuant to Civil Service Rule 11.5

This memorandum is to notify you that I have certified that finalizing your appointment to the position of **[Official Position Title]** advances the public interest and your employment with **<Insert Organization Name>** will continue beyond the end of your **<probationary/trial>** period.

Certifying Official

Date

I acknowledge receipt of the notice.

Individual

Date

Notice of Probationary or Trial Period Termination

MEMORANDUM FOR: <Insert Individual’s Full Name and email address/ mailing address>

FROM: <Insert Official’s Name and Title>

SUBJECT: Notification of Termination during <Probationary/Trial> Period

This document serves as notice that your employment with <Insert Agency Name> will be terminated prior to the end of the <probationary/trial> period which you are serving. The termination of your employment will be effective <Insert Date; Time, if necessary>. A copy of this letter will be placed in your electronic official personnel file.

[Insert additional information regarding out-processing/return of equipment/etc.]

Management Official

Date

I acknowledge receipt of the notice.

Individual

Date

Notification to Certifying Official of E.O. 14284 Requirement

MEMORANDUM FOR: < **Insert Official's Name and Title** >

FROM: <**Office Designated to Provide Reminders to Certifying Officials**>

SUBJECT: Forthcoming Certifying Official Requirements Associated with the End of an Individual's
<**Probationary/Trial**> Period

[For 120 and 90 day reminders]

This notification is to remind you of your responsibilities as a certifying official for <**Insert Individual's Name**>, due to the end of their <**Probationary/Trial**> period which is scheduled to end on <**Insert Probation/Trial Period End Date**>. As the certifying official, you are responsible for holding a meeting with <**Insert Individual's Name**> to discuss the following items at least 60 days prior to the end of the <**Probationary/Trial**> period:

- the individual's performance and conduct (based, in part, on input from the individual's supervisor);
- the needs of the agency, and whether the individual's continued employment would advance the public interest;
- the organizational goals of the agency; and
- the efficiency of the service.

Upon completion of this meeting, please certify to our office that this meeting has occurred. If this meeting does not occur at least 60 days prior to the <**Probationary/Trial**> period, please notify our office as to the reason for why it did not occur. A sample has been provided to assist you with documenting whether the meeting occurred or not. <**Attach Sample 60-day Certification**>

[For 60 day reminders]

This notification is to remind you of your responsibilities as a certifying official for <**Insert Individual's Name**>, due to the end of their <**Probationary/Trial**> period which is scheduled to end on <**Insert Probation/Trial Period End Date**>. As the certifying official, you are responsible for holding a meeting with <**Insert Individual's Name**> to discuss the following items at least 60 days prior to the end of the <**Probationary/Trial**> period:

- the individual's performance and conduct (based, in part, on input from the individual's supervisor);
- the needs of the agency, and whether the individual's continued employment would advance the public interest;
- the organizational goals of the agency; and
- the efficiency of the service.

Upon completion of this meeting, please certify to our office that this meeting has occurred. If this meeting does not occur at least 60 days prior to the <**Probationary/Trial**> period, please notify our office as to the reason for why it did not occur. A sample has been provided to assist you with documenting whether the meeting occurred or not. <**Attach Sample 60-day Certification**>

Additionally, within the final 30 days of the <**Probationary/Trial**> period, you are required to determine whether or not to finalize the appointment of <**Insert Individual's Name**>. For this to you must certify that their appointment advances the public interest.

[For 30 day reminders]

This notification is to remind you of your responsibilities as a certifying official for <**Insert Individual's Name**>, due to the end of their <**Probationary/Trial**> Period approaching. This individual is now in the final 30 days of their <**Probationary/Trial**>. As such, you must determine if finalizing their appointment advances the public interest.

A sample certification has been attached for your use in certifying that finalizing their appointment advances the public interest. <**Attach Sample Certification**>

If your determination is that finalizing the appointment would not advance the public interest, <**Insert Individual's Name**> will need to be terminated from federal service. This requires that <**Insert Individual's Name**> be notified in advance of the effective date of this termination. Please contact your servicing human resources office for assistance.

APPENDIX B: WRITTEN CERTIFICATION REPORTING TEMPLATE

Name of Individual Serving an Initial Probationary or Trial Period	PP-OCC-GR of Individual Serving an Initial Probationary or Trial Period	Appointment Type (Competitive or Excepted Service)	Component/Organization to which the Individual is Assigned	Name of Certifying Official	PP-OCC-GR of Certifying Official	Probationary or Trial Period End Date	Length of Probationary or Trial Period	Date of Certification	Result of Certification (Continued Employment or Termination)