

## *NOAA Workforce Management Office*

### *Appointments*

November 2007

**Career-Conditional Appointment** is a status appointment in the competitive service. A career-conditional employee must serve a probationary period during the first year of initial permanent Federal service to determine fitness for continued employment. Management may terminate the services of an employee if the work performance or conduct fails to demonstrate fitness or qualifications for continued employment during the initial one-year probationary period. The process for termination of employees during the one-year probationary period requires advanced notification and coordination with the WFMO. In addition, a career-conditional employee must serve three years of continued service before becoming a full career employee.

**Career Appointment** is a status appointment in the competitive service. A career employee has successfully served a one (1) year probationary period and has completed three (3) years of continuous service.

**Temporary Appointment** is a non-status appointment to a competitive service position for a specific period of one (1) year or less. The appointment may be extended for up to one (1) additional year. A temporary appointment may be terminated at any time without use of adverse action or reduction-in-force procedures. The conditions of employment, though limiting for the employee, may provide cost savings to the organization.

**Term Appointment** is a non-status appointment to a position in the competitive service for a specific period of more than one (1) year but not more than four (4) years. Term employees do not obtain competitive status on the basis of their term appointment. During the appointment, an employee may be promoted, demoted, or reassigned only to other positions appropriate for term employment.

**Schedule A Appointment** is an appointment in the excepted service used for filling special jobs and situations for which it is impractical to use standard qualification requirements and to rate applicants using traditional competitive procedures. This type of appointment is also used for appointing persons with disabilities. In addition, employees under this appointment must serve a two (2) year trial period. After two (2) years of successful performance, an employee may be non-competitively converted to a permanent appointment in the competitive service.

Schedule A exceptions will enable management officials to fill any job under special circumstances. Examples include:

- When a critical hiring need exists to fill a short-term job or to fill a continuing job pending completion of examining, clearances, or other procedures.
- When a temporary or part-time job exists in a remote or isolated location.
- When non-citizens must be hired because no qualified citizen is available.
- When a temporary board or commission established by law or Executive Order, must be quickly staffed.

**Schedule B Appointment** is an appointment in the excepted service used to fill jobs and situations for which it is impractical to rate applicants using competitive procedures.

However, under Schedule B authorities applicants must meet the qualification standards for the job. Schedule B appointment includes the following:

- **Student Educational Employment Programs (SEEP)** are work study programs that allows students to receive monetary compensation while combining academic study with on-the-job experience.
- **Student Temporary Employment Program (STEP)** is a SEEP program which appoints students on a temporary basis to jobs that may or may not be related to their academic field of study.
- **Student Career Experience Program (SCEP)** is a SEEP program that allows students to attend an accredited school and work in a career-related position. Students who have met all the requirements of this program may be non-competitively converted to a career or career-conditional appointment in an occupation related to their academic training and work study experiences.

**Schedule C Appointment** is a hiring authority appointment granted by OPM on a case-by-case basis in situations for which political appointments are appropriate. Schedule C appointees have a confidential or policy-determining relationship with their supervisor and agency head. Generally, the authority to fill a Schedule C job is revoked when the incumbent leaves and agencies need specific approval from OPM to establish or reestablish the position.

**Veterans' Recruitment Appointment (VRA)** is a special authority by which agencies may, if they wish, appoint an eligible veteran without competition. The authority can be used to fill GS-11 or below positions. Veterans are hired under excepted appointments to positions that are otherwise in the competitive service. After satisfactorily completing a two (2) year trial period the veteran must be converted non-competitively to a career or career-conditional appointment.

**Thirty (30) Percent or More Disabled Veteran Appointment** is an appointment enabling hiring officials to appoint an eligible candidate to any position for which he or she is qualified, without competition. Unlike the VRA, there is no grade-level limitation. Initial appointments are time-limited, lasting more than sixty (60) days; however, you can non-competitively convert the individual to permanent status at any time during the time-limited appointment.

**Veteran Employment Opportunity Act Appointment (VEOA)** is a law that allows eligible veterans to compete under an agency's Merit Promotion procedures. A veteran selected from the best-qualified group will be given a career-conditional appointment in the competitive service.

**Intergovernmental Personnel Act (IPA) Assignment** is an assignment which involves temporary assignment of employees between Federal agencies and state, local, or Indian tribal governments; institutions of higher education; and other eligible organizations. An assignment must be implemented by a written agreement and can be terminated at any time.

For additional information: [WFMO Contact Lists](#)