

CERTIFICATION OF SATISFACTORY COMPLETION OF MANAGERIAL OR SUPERVISORY PROBATIONARY PERIOD

Instructions

The Civil Service Reform Act of 1978 requires a probationary period for newly appointed managers and supervisors (i.e., upon initial appointment to a managerial or supervisory position). The U.S. Office of Personnel Management requires the satisfactory completion of the probationary period be documented in writing and filed on the permanent side of the employee's Official Personnel Folder (OPF) or scanned into e-OPF.

The Form CD-352 is used to document supervisory and managerial probationary or trial periods. Appropriately completed, signed, and filed, this form will be utilized as evidence to document that the specified individual has met the regulatory probationary period requirement.

If there is any problem concerning the performance of this manager/supervisor, please contact your servicing HR Specialist immediately as appropriate administrative action needs to be considered and may need to be taken prior to the anniversary date of the individual's probationary period.

For an individual successfully completing the probationary period, an appropriate higher level official must sign this form after the probationary period ends. The endorsed form is to be promptly returned to your Servicing Human Resources Office.

(Last Name, First Name, M.I.)

(Organization)

has been subject to a probationary period required for a newly appointed

☐ Manager

☐ Supervisor

under the Civil Service Reform Act of 1978 and implementing U.S. Office of Personnel Management regulations (Part 315, Subpart I).

It is my determination that this individual has successfully completed all requirements of this probationary period, to include all training requirements, effective _____

(Signature of appropriate higher level official)

(Date - must be after probationary period ending date)

(Title)

I have reviewed the above named employee's training history and certify that he/she has completed the training requirements toward his/her managerial/supervisory probationary period.

Bureau Training Officer

(Date)

ORIGINAL TO BE FILED AS PERMANENT RECORD IN OFFICIAL PERSONNEL FOLDER OR
SCANNED INTO E-OPF