

CONVERSION FROM PERMANENT TO TEMPORARY APPOINTMENT

You have voluntarily accepted an offer of a temporary appointment. Below is important information concerning the conditions of your employment upon conversion from a permanent appointment to a temporary appointment, which has a Not-To-Exceed (NTE) date.

1. Unless you have more than a three-day break in service when converting from a permanent appointment to a temporary appointment, you are entitled to:
 - a. Retain your retirement coverage and continue contributions, both Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS).
 - b. Continue to be eligible to contribute to the Thrift Savings Plan (TSP).
 - c. Continue your Federal Employees Health Benefits (FEHB) coverage.
 - d. continue your Federal Employees Group Life Insurance (FGLI) coverage.
 - e. Carry your sick and annual leave balances into your temporary appointment and continue to accrue annual and sick leave at the same rate.
2. When your temporary appointment terminates, your health and life insurance benefits will be terminated, and you will no longer be eligible to contribute to the TSP. At that time, you will be provided the options available for the continuation of health and life insurance coverage and for the withdrawal of your TSP account.
3. When converting from a permanent appointment to a temporary appointment you are no longer entitled to the 120 hours of military leave that you were entitled to as permanent employee. Any military leave that you do not use prior to the date of your conversion appointment you are no longer entitled to. If your temporary appointment exceeds a year, you may be entitled to military leave.
4. If you are employed as a General Schedule (GS) employee, you will no longer be eligible for Within-Grade-Increases (WGIs) upon conversion to the temporary appointment. If you are employed as a Federal Wage System (FWS) employee, you will continue to be eligible for and receive WGIs during the duration of the temporary appointment.
5. While this temporary position has a NTE date of one year or less, there is no guarantee that the need for the position will last the whole period of time. Authority also exists to extend temporary appointments up to a maximum of 24 months, but there is no guarantee that this appointment will be extended.
6. After you convert to the temporary appointment, you may be eligible to apply for vacant positions under merit promotion procedures using the personal competitive status that you obtained on a previous career or career-conditional appointment. You may also apply to announcements that are open to the public, such as Delegated Examining Unit (DEU) announcements.

Printed Name

Signature

Date