

• **Appointment Types:**

The type of “appointment” you have determines your status for various personnel actions including eligibility for transfer to other locations, reemployment and reduction in force standing.

Career and Career Conditional Appointments (Competitive Service)

A career conditional appointment is given to persons hired from competitive civil service registers based on a competitive examination or other competitive process. The examination may be a scored test or simply a review and scoring of your application. If you are a career-conditional employee, you must complete a one-year probationary or trial period. A career conditional appointment is converted to career after three years of federal service with no break in service of more than 30 days. If you have veteran’s preference and leave the federal service before being converted to a career appointment, you may be reinstated at any time by any federal activity without competing in another civil service examination. If you do not have veteran’s preference and leave federal service before being converted to career, you have reinstatement eligibility for three years after separation only. However, if you are a career employee and leave the federal service, you have reinstatement eligibility forever. You are considered a “status” employee. Upon transfer or rehire, you are again given a career appointment.

IMPORTANT NOTE: In the overseas area, individuals are not generally appointed using career or career conditional authorities unless the applicant is a current career or career-conditional employee or a former career or career-conditional employee with reinstatement eligibility.

Family Member Appointments (Excepted Service: Schedule A, 213.3106(b)(6))

This type of appointment is designed to remove certain competitive service restrictions in filling positions and is primarily used to provide job opportunities to family members of active duty military members and CONUS-hired US citizen Federal employees who are transferred to the overseas area. Family member for this purpose means the spouse or other family member (spouse or unmarried child under age 23) residing with the military member or civilian employee within the commuting area. Family members who are eligible for reinstatement are given career or career-conditional appointment rather than a family member appointment in the excepted service. If you have an excepted appointment you do not have regular civil service status, and are generally not eligible to transfer to other government agencies or locations. The exception is if you accompany your sponsor to another overseas location; in that case, you may request leave without pay to avoid a break in service. Your continued employment would, of course, be contingent upon selection for a vacancy at that location. See article on Executive Order (EO) 12721 for additional information on opportunities once you return to the United States.

Temporary Appointment

This appointment is used when it is expected that a job will last less than one year. Individuals on temporary appointments may be terminated at any time and are not eligible for promotion, reassignment, or re-hire without competition. Appointment may be extended up to a maximum of two years.

Term Appointment

Term appointments are temporary appointments to work on a specific project and may be more than one year but not more than four years. Term appointments can be terminated before the scheduled expiration date, but employees are entitled to advance notice of such termination.

Veteran's Recruitment Appointment (VRA)

For Air Force positions, the VRA authority is used only in cases where the position is considered hard to fill, which is determined by the CPF. The VRA is a noncompetitive appointment of a veteran in the excepted service. After satisfactory completion of a two-year trial periods, the VRA employee is converted to a career conditional or career status appointment. VRA employees with less than 15 years of formal schooling will be placed on a training and/or education plan that is developed by the supervisor. Agencies may use the VRA authority to fill jobs up through GS-11 and equivalent under other pay systems. Veterans must be "qualified" for the job, i.e., meet the essential functions of the position with or without reasonable accommodations for a disability, and given veteran's preference for hiring under this appointment, if eligible. The following veterans are eligible for a VRA appointment: 1) disabled veterans; 2) veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM) or Armed Forces Service Medal (AFSM); or 3) veterans who have separated from active service within the last three years. There are no time restrictions on appointment of the first two categories and no length of service requirements for all three categories.

Overseas Limited Appointment Authority

The overseas limited authority is used only in the overseas area and does not give the employee civil service status or reinstatement eligibility. The Air Force no longer uses this authority for new appointments to Air Force positions although it may still be used for DeCA.