



# United States Department of the Interior

OFFICE OF THE SECRETARY  
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## Personnel Bulletin No. 14-06

**Subject:** Department Policy on Requests for Extension of Term Appointments Beyond the Four-Year Limit

- 1. Purpose:** This Personnel Bulletin provides Departmental policy for the Requests for Extension of Term Appointments Beyond the Four-Year Limit Program within the Department of the Interior (DOI).
- 2. Scope:** This policy applies to all bureaus and offices within the DOI.
- 3. Authority:** The Code of Federal Regulations, 5 CFR §316.301- 316.304 Subpart C
- 4. Policy:** Term appointments do not confer competitive status and may not be converted to permanent appointments unless made through appropriate competitive procedures. Term employees are only given permanent appointments when they are selected from a competitive certificate of eligibles or are individually eligible for noncompetitive appointment.

Bureau and equivalent offices may make a term appointment for a period of more than 1 year but not more than 4 years to positions where the need for an employee's services is not permanent. Extension of term appointments may be requested for completion of project work, extraordinary workload, scheduled abolishment, reorganization, competitive sourcing of the function, uncertainty of future funding, or to prevent undue interruption in the mission, the need to maintain positions for placement of permanent employees who would otherwise be displaced from other parts of the organization. Agencies have the authority to extend appointments which are longer than 1 year, but less than 4 years up to the 4-year limit. In order to apply that option the vacancy announcement should state that the agency has the option of extending a term appointment up to the 4-year limit.

All requests for extension of term appointments must be submitted to the Policy, Management and Budget, Office of Human Resources (PMB/OHR), Talent Management Division **no later than 60 (sixty) calendar days from the expiration date of the appointment** to allow sufficient time to review, process and submit packages to the Office of Personnel Management (OPM). The Bureau Office of Human Resources will staff the requests to the PMB/OHR, who will in turn, and after thorough review, forward the requests to the OPM Hiring Policy Office.

The following information should be included with each request for term appointment extensions:

- Detailed explanation of the reason the position was better suited to be filled as a term appointment, rather than permanent employment
- Detailed description of the specialized nature of the project/duties and the impact its completion would have on the mission
- Detailed explanation of how the skills of this person are essential in the completion of the project/duty
- Detailed explanation as to why the work was not completed during the initial four years; what factors prevented completion, and certification that the project will be completed within the extended time
- Not to Exceed (NTE) of the extension is the "day before the NTE date of the 4 year term appointment (example: 4<sup>th</sup> year NTE date is 8 February 2014; 5<sup>th</sup> year NTE date is 7 February 2015)
- Copies of SF-50s for the initial term appointment and all subsequent extensions leading up to the 4-year NTE date; ensure that the SF-50s support the memorandum of request
- Original Job Opportunity Announcement issued that clearly identifies time-limited nature of term employment and explains that the initial appointment may be extended up to the 4-year limit; and Position Description for the position
- Resume' (Credentials)

It is inappropriate to use the term appointing authority when it is known that the same or similar work will continue to be performed indefinitely. Once a position has been filled by term appointment for a period of 4 years, and it appears that the same work will continue, management should utilize a permanent appointment or other nontemporary means to accomplish the continuing work unless conditions are present that warrant use of the term appointing authority. To do otherwise, would violate the spirit and intent of the appointing authority.



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