DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

USNAINST 12316.2B
24/Employment
18 November 1985

USNA INSTRUCTION 12316.2B

From: Superintendent

Subj: TEMPORARY LIMITED APPOINTMENTS

Ref: (a) FPM Letter 316-21 dated 2 Jan 85 (NOTAL)

1. Purpose. To publish policies and procedures regarding the use of temporary limited appointments to positions in the competitive service. (R

2. Cancellation. USNA Instruction 12316.2A.

3. Purpose of Temporary Limited Appointments. To provide a cost efficient staffing vehicle to fill positions which are temporary in nature or for which a temporary need exists. (R

4. General (R

a. Temporary limited appointments may be made, and extended without prior approval from OPM, in increments of up to one year each for a total of up to four years service for the following situations or other situations which the agency determines to be appropriate:

(1) Filling any vacancies which occur in commercial activities being studied under Office of Management and Budget Circular A-76.

(2) Staffing continuing positions when future funding and workload levels are uncertain or when it is anticipated that funding levels will be reduced or that the activity will be reorganized. (A

(3) Filling permanent positions temporarily in order to save them for eventual incumbency by career or career-conditional employees expected to be displaced from other activities or organizations. (A

b. In situations which require a temporary employee's services beyond four years, agencies may request authority from the Office of Personnel Management (OPM) for further extensions in accordance with the conditions established in FPM Chapter 316-4-4a(2) and reference (a). (A

5. Authority for Temporary Limited Appointments

a. Temporary limited appointments from registers (lists of eligible applicants) furnished by the OPM. (R

b. Temporary limited appointments without using the OPM registers, called "outside the register."

(1) The OPM may authorize temporary limited appointments to fill vacancies in positions that will not last longer than one year when there are insufficient eligibles on a register appropriate for filling the vacancy and the public interest requires that the vacancy be filled before eligibles can be certified. (R

(2) Authority has been delegated to agencies to make temporary limited appointments outside the register for one year or less to all positions in the General Schedule (GS) at grades GS-12 and below, or at a rate not in excess of the entrance rate of GS-12 for similar positions not under the General Schedule, and to all positions in the Federal Wage System. Appointments under this

authority may be made under the following conditions:

A) (a) The state job service and OPM offices must be notified of vacancies.

(b) The appointee must meet the qualification standards for the position including any written test that may be required by the standard.

A) (c) The selectee must come within reach for selection through the agency's Applicant Supply File, which includes veteran's preference requirements.

(d) Appointments under this authority may not be used to extend other temporary appointments.

R) (3) Authority has been delegated to agencies to appoint for temporary limited employment, without regard to registers of eligibles, persons with eligibility for reinstatement. Where appropriate, temporary limited appointments based on reinstatement eligibility may be converted to reinstatements without time limitation. Agencies may extend, without the OPM approval, temporary appointments based on an employees' eligibility for reinstatement. Such extensions may extend more than one year beyond the original year of the temporary appointment as specified in paragraph 4.

6. Action. Requests for temporary limited appointment must be submitted as follows:

a. A position description that describes the duties of the temporary position will be submitted. The cover sheet will clearly indicate that the position is of a temporary nature and/or meets the criteria cited in 4a(1)-(3).

R) b. The Request for Personnel Action (SF-52) that accompanies the position description will indicate in block C, "appointment"; and block F, "establish temporary limited position not to exceed (NTE) (date)." All requests to fill temporary positions must include a statement in block I explaining why the position should be filled with a temporary appointment. The statement should be adequate to identify the position as meeting one of the criteria listed in paragraph 4.

R) c. All requests to extend a temporary appointment beyond four years must be accompanied by a statement covering the following points:

(1) The information available at the time of the original appointment indicated that the position truly justified a temporary appointment.

(2) The extension is required to complete the work in which the temporary appointee is engaged.

(3) The extension is not so long that a career or career-conditional appointment would be preferable.

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