

MPMC LABORATORY PERSONNEL MANAGEMENT DEMONSTRATION PROJECT

CONTINGENT APPOINTMENTS/EXTENSIONS (TERM)

PURPOSE AND SCOPE

To establish procedures to fill positions for a period of more than one year but not more than six years when the need for services are not permanent. This policy covers all employees covered under the PDP selected for Contingent Employment.

RESPONSIBILITIES

1. Management consults with the Civilian Personnel Advisory Center (CPAC) Specialist to determine validity of a contingent appointment and follows up by submission of appropriate recruit action.
2. The CPAC is responsible for the recruitment process for contingent appointments.

PROCEDURES

1. Selection of term employees will be made competitively in accordance with 5 CFR 316.302.
2. Employees serving on regular term appointments at the time of conversion to the demonstration project were converted to the new modified contingent appointment provided they had been hired for their current position under competitive procedures.
3. Employees who were serving under regular term appointments at the time of conversion to the demonstration project were converted to a new modified contingent appointment, provided they were hired under competitive procedures. Those employees are eligible for conversion to career conditional appointment if they have a performance rating of "B" or better and were selected under merit promotion procedures for the permanent position after having completed two years of continuous service, either prior to the demo conversion or in conjunction with prior term experience plus additional time in the new contingent appointment to meet the 2-year requirement.

4. Contingent employees appointed under the demonstration project are eligible for conversion to career conditional appointments provided they have been selected under competitive procedures where the announcement specifically stated that they may be eligible for conversion at a later date; served two years of continuous service in a term/contingent position; and are selected under merit promotion procedures for a permanent position; and have a current rating of "B" or better.
5. Reasons for terminating a contingent appointment sooner than the NTE date, could include but are not limited to early completion of project work, scheduled abolishment, reorganization, contracting out of the function, etc.

EXCEPTION

The Commanding General, USAMRMC has the authority to extend a contingent appointment, beyond the original appointment, up to a total of 6 years.

APPENDIX

Appendix A contains a checklist and procedures to follow in requesting contingent appointment extensions.

POC: MRMC PDP Manager

APPENDIX A
CHECKLIST FOR REQUESTING AN EXTENSION
OF CONTINGENT APPOINTMENT

- _____ 1. Provide written Justification for Appointment Extension, in memo format, that addresses the appropriate uses of contingent employees. Appropriate uses include:
- (a) Carrying out special project work
 - (b) Staffing new or existing programs of limited duration
 - (c) Filling positions in activities undergoing a commercial activity review or which are in the process of being closed
 - (d) Replacing permanent employees who have been temporarily assigned to another position, are on extended leave, or who have entered military service.
- _____ 2. Provide the number of years to be extended.
(Total number of years for contingent appointment may not exceed 6 years).
- _____ 3. Submit memorandum to the Commanding General, USAMRMC, through the MRMC PDP Manager over Commander/Director's signature.

- NOTES:**
- (1) This extension request should be submitted at least 45 days prior to appointment end date to ensure the Request for Personnel Action (RPA) can be processed on a timely basis, upon approvals.
 - (2) The RPA action requested should be EXTENSION. In the notes section, identify number of years.
 - (3) The RPA should NOT be submitted to the CPAC prior to obtaining all required approvals (to include Commanding General, USAMRMC).