National Aeronautics and Space Administration

Statement of Understanding
Conditions of Term Employment
Competitive Appointment

1. The job you are accepting is a term position, which is currently scheduled to expire on _____ *(Date)*. If the expiration date is less than six years from the date of your appointment, you may be extended later for a period not to exceed a total of six years. Upon the expiration of your appointment you will be separated from employment with NASA.

2. All new term employees are required to serve a trial period of one year, unless they have previous service creditable for this purpose. Based on a review of the information we currently have available, we have made a determination of your status. As a result of information you subsequently provide, or information we receive later, we may adjust your trial period requirement.

   ☐ You must serve a full one-year trial period, which will be completed on _____ *(Date)*. During this period you may be terminated at any time for conduct or performance reasons. If this situation arises, you are entitled to receive written notice of the effective date and the reasons for which the termination is being effected.

   ☐ You have previous service that partially completes your requirement to serve a one-year trial period. Based on this service, you will complete your trial period on _____ *(Date)*. Until that date, you may be terminated at any time for conduct or performance reasons. If this situation arises, you are entitled to receive written notice of the effective date and the reasons for which the termination is being effected.

   ☐ You will not have to serve a trial period because you have previous Federal service that fulfills this requirement.

3. You are eligible for annual and sick leave, within-grade increases, coverage under the ☐ Federal Employees Retirement System / ☐ Federal Employees Civil Service Retirement Off-Set *(check one)*, coverage under the Federal Employees Health Benefits Program, and coverage under the Federal Employees Group Life Insurance Program.

4. You will be covered by reduction-in-force (RIF) procedures and will be placed in tenure group 3 in the event a RIF occurs during your employment.

NASA has unique flexibilities that provide us the opportunity to offer you additional benefits. The following information pertains to your service as a NASA employee. These provisions are not applicable to term employment at other Federal agencies.

1. The vacancy announcement from which you were selected provided you with the opportunity for conversion to a permanent (career or career-conditional) appointment within NASA. *Conversion is NOT an entitlement,* but if you meet all of the requirements, you will have greatly expanded career opportunities within the agency. In order to be eligible, you must:

   a. Continue in an appointment made from a competitive announcement. You may change positions, so long as the basis of your appointment continues to be a competitive announcement that offered a conversion opportunity.

   b. Have two years of continuous service under a term appointment in the competitive service. Service performed at other Federal agencies may also be creditable toward meeting the two-year requirement, subject to review by the Human Resources Office. If, however, you have more than a two-day break in employment, you must start a new two-year service period.

   c. Demonstrate at least fully successful performance for the entire two-year service period. If any portion of your two-year service was performed at an agency other than NASA, you may be asked to provide evidence of your level of performance.

2. Based on a review of the information currently available to us, you will meet the requirement for two years of continuous competitive term service on _____ *(Date)*. However, since we may not have all of your records at this time, that date will be subject to further verification.

3. When you meet the eligibility requirements for conversion to a permanent appointment, you may apply to any vacancy within NASA for which you believe you are qualified, even those that are only open to permanent NASA employees. You have no entitlement to selection, but will be considered equally with other NASA employees for competitive placement opportunities.

4. At management discretion, you may be non-competitively converted to a permanent appointment under certain conditions. You may be non-competitively converted only if the position is in the same geographic location, in the same occupational series, and has no greater promotion potential than the term position for which you competed. If all of these requirements are not met, you must compete for conversion. Even if you do meet all of the requirements, management has no obligation to non-competitively convert you, and may still require competition.

5. Additional terms and conditions, if any:

Please read the information in this document carefully, and ask for an explanation of anything you do not understand. If you believe your trial period or service dates are incorrect, please bring this matter to the attention of your human resources office representative. Signing this document confirms that you have read and understand the information about the conditions of your NASA term employment.

Welcome to NASA!

I have read and understand the information in this statement, and have been offered an opportunity to ask questions about any sections about which I was unclear.

_____
(Typed or Printed Name of Employee)

_____ _____
(Signature of Employee) *(Date)*

_____
(Typed or Printed Name of Human Resources Office Representative)

_____ _____
(Signature of Human Resources Office Representative) *(Date)*