National Aeronautics and Space Administration

Statement of Understanding
Conditions of Term Employment
Non-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 / ☐ 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.

5. NASA has unique legislative flexibilities that allow many of its term employees to convert to permanent (career or career-conditional) appointment either non-competitively or through internal competitive promotion procedures. However, this opportunity is only open to term employees who have been selected from a competitive vacancy announcement stating that conversion is a possibility. *Because you have been non-competitively appointed to this position, you are **not** eligible for conversion to permanent appointment at NASA based on your term service.*

6. If you are later selected for a term position at NASA from a competitive announcement, and you have no break in service, the time you serve in your current position may be creditable toward meeting the conversion requirements.

7. 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 dates are incorrect, please bring this matter to the attention of a 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)*