

## Justification for Temporary Limited Appointment

This form must be completed for all temporary limited appointments and extensions in the competitive service (except those under the civil service Summer Employment Program). When certification from the NIH temporary register is requested, a copy of this form must accompany Form NIH 2736-2, "Request for Certification of Eligibles for Temporary Limited Positions." Originals must be filed in temporary employees' Official Personnel Folders. See NIH Manual 2300-316-1, "Authorized Use of Temporary Appointments" for further instructions.

### Justification for Temporary Limited Appointment

Authorized to meet legitimate nonpermanent staffing needs, when the need for the employee is temporary. Other use is not authorized. (See 5 CFR 316, Subpart D.)

Check one:

- Position is not expected to last more than one year.
- Part-time or intermittent position not clearly of a continuing nature.
- Seasonal position (involving recurring work expected to last less than six months each year).
- Future funding for vacancy/position uncertain.
- Future workload level uncertain.
- Vacancy/position currently under study for possible contracting out.
- Permanent position being filled temporarily in order to save it for eventual incumbency by a permanent employee expected to be displaced from another activity or organization.
- Permanent/continuing position temporarily vacated for periods of less than one year (i.e., current incumbent on maternity leave or leave-without-pay because of on-the-job injury or other appropriate reason).
- Position or vacancy is research oriented and not expected to last or continue for more than one year.
- Other appropriate reason. (Describe. See inappropriate circumstances as follows.)

For position being filled, list title, series, grade, and organizational location

### Inappropriate Use of Temporary Limited Appointments

Inappropriate temporary appointment or extension denies employees civil service rights, benefits, and attainment of career status, and blurs distinctions between permanent and temporary employment. Examples include:

1. To circumvent ceiling restrictions.
2. To extend other temporary appointment.
3. To extend other non-permanent employment, including service fellowship and Special Expert appointments.
4. To use as a trial or unofficial probationary period prior to permanent appointment (except where specifically authorized for severely disabled or mentally restored employees).
5. To avoid the cost of permanent employee benefits.
6. To circumvent delays in the processing or approval of another appointment; or while certification or approval of a permanent appointment is pending; or because the individual cannot be appointed on a permanent basis (e.g., because the appropriate register is closed or the individual is not within reach).
7. To refill positions which, over the preceding four years, have been filled continuously on a temporary basis. Prohibitions include:
  - a. refilling positions with either the same or different temporary employee, even when there is a break in service between the first block of four years and any subsequent temporary refilling; and
  - b. creating successor temporary positions that replace and absorb the original positions. Successor positions include those that are upgraded, those transferred from one activity to another, and those with new titles or reporting relationships but no substantive change in duties.

Selecting Official's Signature

Date

Signature of Human Resource Officer (or designee)

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Date