

# ***FAS* Staffing Advisory Section**

## **Extension Procedures for Temporary and Term Appointments**

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July 2007

For Additional Information: 703-696-6301, Team 4; Staffing Advisory 3, DSN 426-6301

- It is DoD policy that all extension requests for competitive service temporary and term appointments and excepted service temporary appointments are submitted through a Component or Agency's chain of command to FAS for review and coordination before going to OPM for approval. This fact sheet provides guidance for the preparation of request packages.
- The standard submission time is 60-90 days before the expiration of the temporary or term appointment.
  - Packages submitted with less than 60 days processing time will be returned without action. Likewise, requests submitted more than 90 days in advance are outside the submission timeframe and will be returned without action.
  - Exceptions to the time limits will be considered on a case-by-case basis when extenuating circumstances exist and the position is critical to mission requirements.
  - Incomplete packages (i.e., missing any of the below listed items) will be returned without action. The requestor may resubmit the package once all the documents are available.
- Extensions can be requested for an additional 2 years beyond the expiration date. However, OPM will only consider an extension in 1-year increments. Please note that a request for a subsequent 1-year extension must be fully justified and include all applicable documentation.
- Extension Request Packages must contain:
  - Component or agency endorsements addressed to the Deputy Director, Workforce Staffing, Compensation and Benefits, Field Advisory Services.
  - Name, social security number, title, series, grade, date of original appointment, and information on previous extensions, if applicable.
  - Copies of applicable SFs-50, "Notification of Personnel Action"

- A matrix of employees with the required information listed above when the extension request covers multiple employees.
- Justification for extension.
  - Appointments made under 5 CFR 316.301 or 316.401, respectively, must meet the intent of 316.301(b) or 316.401(c)(2).
  - “9-11” appointments made under 5 CFR 213.104(a) or 316.401(a) must continue to meet the intent of the emergency appointment authority utilized (i.e., the position responds to the state of national emergency declared by the President, directly supports actions in Iraq or associated with the attacks on the World Trade Center and the Pentagon, or performs mission critical functions from which the original incumbent was called to active duty); that a severe recruiting difficulty continues to exist; and that no other reasonable staffing options exist.
- Electronic submissions are preferred and can be submitted to [staffing@cpms.osd.mil](mailto:staffing@cpms.osd.mil). Support documentation should be attached separately and identified for package preparation. Packages may also be faxed to (703) 696-3459.

## **NSPS**

- There are no provisions under NSPS to request extensions of temporary and term appointments beyond the time limits prescribed in the Staffing and Employment Implementing Issuances (SC1950).
- A term appointment may be used to fill positions for an initial period of more than 1 year, but not to exceed five years. An authorized management official may extend the appointment for 1 additional year for a maximum of six years. (SC1950.6.5.2.1.1.)
- A temporary appointment may be used to fill positions for an initial period not to exceed one year. An authorized management official may extend the appointment for two additional years, in 1-year increments, for a maximum of 3 years. (SC1950.6.5.2.2.1.)
- For more information on time limited appointments, please visit the NSPS web page at <http://www.cpms.osd.mil/nsps>.