Human Resources Service Center East Code 52 Norfolk Naval Shipyard, Building 17 Portsmouth, VA 23709-5000	**STATEMENT OF UNDERSTANDING REGARDING CONDITIONS OF TERM APPOINTMENT**

PRIVACY ACT

Information contained on this form is maintained under the Systems of Records Notice OPM/GOVT-1 (General Personnel Records) published June 19, 2006, 71 FR 35342. **AUTHORITY:** 5 U.S.C. 1302 and E.O. 9397 (SSN), this form is for Official Use Only. **PRINCIPLE**: Current and former Federal employees as defined in 5 U.S.C. 2105 (Volunteers, grantees, and contract employees on whom the agency maintains records may also be covered by this system). **PURPOSE:** Provide the basic source of factual data about a person's Federal employment while in the service and after his or her separation. Records in this system have various uses by agency personnel offices, including screening qualifications of employees; determining status, eligibility, and employee's rights and benefits under pertinent laws and regulations governing Federal employment; computing length of service; and other information needed to provide personnel services. **ROUTINE USES:** To disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested), when necessary to obtain information relevant to an agency decision to hire or retain an employee, issue a security clearance, conduct a security or suitability investigation of an individual, classify jobs, let a contract, or issue a license, grant, or other benefits. **DISCLOSURE**: MANDATORY failure to provide may delay application process.

NAME:_____ SSN:_____

POSITION, TITLE, SERIES, GRADE: _____

I understand that I am accepting a term appointment and am subject to the following conditions:

* As a term employee, I am eligible for within-grade increases, continued coverage under my current retirement system, continued coverage under my Thrift Savings Plan, paid holidays, health insurance, life insurance, sick and annual leave.

* This appointment does not grant competitive civil service status. I may only apply for vacancies open to the receipt of applications from any U.S. citizen unless I have eligibility based on another authority.

* Term appointments may be made for a maximum of 4 years. If my appointment was made for less than 4 years, it may be extended if circumstances warrant, at the discretion of management; however, it may not be extended beyond 4 years.

* I must serve a 1-year trial period and may be terminated at any time during the trial period.

I understand and agree to the terms and conditions stated above.

EMPLOYEE'S SIGNATURE:_____ DATE:_____