

**MEMORANDUM OF UNDERSTANDING - TEMPORARY APPOINTMENT**

(Revised 15 December 2014)

I, the undersigned, understand that ***(please initial next to each item below)***:

1. This appointment is subject to termination at any time without the use of adverse action or reduction-in-force procedures. Notice will be provided by Standard Form 50 (Notification of Personnel Action). Initial

2. A temporary limited employee:

a. Does not acquire permanent status under a temporary limited appointment or eligibility to be noncompetitively converted to a permanent appointment. Initial

b. Does not serve a probationary or trial period. Initial

c. Is not eligible for coverage under the Civil Service Retirement System (CSRS), the Federal Employees Retirement System (FERS), or the Federal Employees Group Life Insurance (FEGLI) Program--unless the temporary employment follows, without a break in service in excess of three days, employment in a covered position. In addition, temporary service performed on or after 1 January 1989 is not creditable under FERS even if the employee later becomes covered by FERS. Since I am not currently eligible for a federal retirement program, I may be eligible to enroll in a "myRA" (myRetirement Account) savings account with the U.S. Treasury Department (<https://myra.treasury.gov/>). Initial

d. Is eligible for coverage under the Federal Employees Health Benefits (FEHB) Program when the temporary appointment is expected to be for 90 consecutive days or more in a continuous appointment. Employees may also carry over FEHB coverage when they move from a covered position to a temporary appointment without a break in service in excess of three days. Initial

(1) If your initial appointment is less than 90 consecutive days, you will be considered to be in a 90-day waiting period before you will be eligible to enroll. If your appointment is extended without a break in service to 90 or more consecutive days, you will be notified, and information regarding your FEHB eligibility will be provided to you. Initial

(2) Upon eligibility for FEHB, a dual status technician becomes ineligible for TRICARE Reserve Select (TRS) and must contact TRICARE to disenroll in TRS whether or not he/she enrolls in the FEHB. Initial

e. Is not eligible for coverage under the Federal Dental and Vision Program (FEDVIP). However, is eligible to enroll in the Flexible Spending Account (FSA) and the Long Term Care Insurance (FLTCIP) programs. Initial

f. Is not eligible for within-grade increases (WIGI) when serving in a General Schedule (GS) position, even when that temporary limited appointment has been extended beyond one year. An employee serving under a temporary limited appointment in a Federal Wage System (WG/WL/WS) position is eligible for a WIGI when the required waiting periods are met and job performance is fully acceptable or higher. Initial

g. Is eligible to work on a part-time, intermittent, or full-time basis if the agency authorizes such an appointment. Initial

h. Earns leave when appointed to a position with a regularly scheduled tour of duty, either part-time or full-time. All regularly scheduled temporary employees earn sick leave, and those whose temporary appointments are made for 90 consecutive days or more also earn annual leave. Temporary employees serving on temporary limited appointments not to exceed one year are not eligible for military leave. Extensions of or continuous consecutive temporary appointments, which result in more than one year of consecutive service are also not eligible for military leave since each extension or conversion action is considered a new appointment for military leave purposes. Initial

i. Is not covered by adverse action procedures under 5 USC 4303 and 5 USC 7511 even when converted to a new temporary limited appointment with total service extending beyond one year because each temporary appointment is always limited to one year or less. Initial

j. Does not have the protection of reduction-in-force procedures. Initial

3. The regulations that govern the employment of National Guard technicians require membership in an appropriate National Guard unit as a condition of employment. This requirement is derived from Section 709(f)(1), Title 32, United States Code. I certify that I understand that my full-time technician position with the Hawaii Air/Army National Guard is contingent upon my maintaining membership with the Hawaii Air/Army National Guard. Should I lose my membership for any reason, I will be terminated from my full-time technician position. Initial

4. Dual-Status military technicians are required to wear the uniform appropriate for the member's grade and component of the armed services while performing duties. The uniform will be worn in compliance with the regulations issued by the applicable military component. Initial

Please sign and date below to acknowledge receipt of this information. A signed copy of this document will be filed in your Electronic Official Personnel Folder (eOPF).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date