

**What appointments require a performance appraisal?**

APPOINTMENT TYPES	Appointment	Appointment Definition	Performance Plan /Appraisal Required? Yes or No	Requirement
	Career	Permanent appointment in the competitive service. Career status is achieved by completing three years of substantially continuous service as a career-conditional employee.	Yes	Career & Career Conditional Employees require an established performance plan, documented mid-year progress review, and a performance appraisal. Rating officials must provide employees with a written performance plan within 30 days of the beginning of the rating cycle, start of a new appointment, reassignment, transfer, or change in position. <b>Reference DR 4040-430</b>
	Career-Conditional	Permanent appointment in the competitive service that leads to career tenure after completion of three years of substantially continuous service. May be required to serve a probationary period.	Yes	See reason for "Career" appointment
	Collaborator	A Special Government Employee who works without compensation and who confers or engages in discussions, special projects, problem areas, and other areas of mutual concern and interest to ARS. Collaborators may work no more than 130 days during a period of 365 days.	No	Employees serving in temporary appointments for less than one year, who agree to serve without a performance evaluation, and who will not be considered for reappointment or pay increases based, in whole or in part, on performance do not fall into the category to receive a performance appraisal. <b>Reference DR 4040-430.</b>
	Excepted Service Appointments (Schedule A or C) 1 year or More	<b>Schedule A</b> hiring authority allows you to hire applicants with disabilities. Individuals must meet eligibility requirements. <b>Schedule C</b> hiring authority is used on a case-by-case basis in situations for which political appointments are appropriate. Schedule C appointees keep a confidential or policy-determining relationship to their supervisor and agency head. Generally, the authority to fill a Schedule C job is revoked when the incumbent leaves and agencies need specific approval from OPM to establish or reestablish the position.	Yes	Schedule A and C appointments for 1 year or more require an established performance plan, documented mid-year progress review, and a performance appraisal. Rating officials must provide employees with a written performance plan within 30 days of the beginning of the rating cycle, start of a new appointment, reassignment, transfer, or change in position. Reference DR 4040-430. Schedule C employees appointed under 5 CFR, Section 213.3301, Positions of a Confidential or Policy-determining Nature, are subject to the provisions of this directive except for coverage by the rights in 5 U.S.C., Section 4303, Actions Based on Unacceptable Performance.



# (PAS) Performance Management Tool

This document was prepared by:  
ARS/AFM/HRD/HCPDS/PAS  
301-504-1438 For More Information

## What appointments require a performance appraisal?

Appointment	Appointment Definition	Performance Plan /Appraisal Required? Yes or No	Requirement
Letter of Authorization Appointment (L/A)	This appointment is an Excepted Appointment that has been limited to the Agricultural Research Service (ARS). Individuals are hired on a temporary, intermittent, or seasonal basis to serve no more than 180 working days.	No	L/A appointments do not require a performance appraisal.
Temporary (One Year or Less) Appointment	Appointment in the competitive service used to fill a short-term employment need. Appointments are made for a specific period, not to exceed one year and may be extended up to a maximum of one additional year (24 months of total service).	No	Temporary Appointments serving less than 1 year, who agree to serve without a performance evaluation, and who will not be considered for reappointments or pay increases based, in whole or in part, on performance are not eligible to receive a performance appraisal. <b>Reference DR 4040-430.</b>
Term Appointment	This is an appointment in the competitive service where there is a need for the position for more than 1 year, but not more than 4 years. Reasons for making a term appointment include: project work, extraordinary workload, possibility of contracting out certain functions.	Yes	Term Appointment 13 months or more employees require an established performance plan, documented mid-year progress review, and a performance appraisal. Rating officials must provide employees with a written performance plan within 30 days of the beginning of the rating cycle, start of a new appointment, reassignment, transfer, or change in position. <b>Reference DR 4040-430</b>
Pathways	An individual who has been accepted for enrollment or who is enrolled and seeking a degree (diploma, certificate, etc.) from a qualifying educational institution as defined in 5 CFR 362.102, on a full or half-time basis (as defined by the institution in which the student is enrolled) is eligible for the USDA Internship Program.	Yes	Pathways appointments to include (Intern Program, Recent Graduate, or Presidential Management Fellows) require an established performance plan, documented mid-year progress review, and a performance appraisal. Rating officials must provide employees with a written performance plan within 30 days of the beginning of the rating cycle, start of a new appointment, reassignment, transfer, or change in position. <b>Reference DR 4040-430 and Pathways Handbook</b>
Postdoctoral Research Associate	Temporary position that cannot exceed a total of 4 years. These temporary appointments are used to further ARS' research while also supplementing a scientist's education and providing expertise. A Ph.D is required prior to entrance on duty.	Yes	Postdoctoral Research Associate appointments 1 year or more require an established performance plan, documented mid-year progress review, and a performance appraisal. Rating officials must provide employees with a written performance plan within 30 days of the beginning of the rating cycle, start of a new appointment, reassignment, transfer, or change in position. <b>Reference DR 4040-430</b>
Veteran Recruitment Appointment (VRA)	VRA is the appointment of eligible Veterans up to the GS-11 or equivalent grade level. Veterans are hired under excepted appointments to positions that are otherwise in the competitive service. After the individual satisfactorily completes 2 years of service, the Veteran must be converted noncompetitively to a career or career-conditional appointment.	Yes	VRA appointments require an established performance plan, documented mid-year progress review, and a performance appraisal. Rating officials must provide employees with a written performance plan within 30 days of the beginning of the rating cycle, start of a new appointment, reassignment, transfer, or change in position. <b>Reference DR 4040-430.</b>