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MANUAL TRANSMITTAL SHEET

Subject: **1400-302 – TEMPORARY SEASONAL EMPLOYMENT**

1. Explanation of Material Transmitted: This release transmits the revised and updated Manual Section covering Temporary Seasonal Employment.
2. Reports Required: None.
3. Material Superseded: Manual pages superseded by this release are listed under "REMOVE" below. No other directives are superseded.
4. Filing Instructions: File as directed below.

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/s/ Carole Carter-Pfisterer
Assistant Director
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.01 Purpose. This manual provides the Bureau of Land Management (BLM) officials and employees with instructions and guidance concerning temporary seasonal appointments and benefits. It describes the policies, procedures, and systems used for the BLM's Temporary Seasonal Employment Program and provides instructions and guidance for making initial appointments and noncompetitive rehires. For purposes of this manual, **temporary seasonal employment is employment in a position performing annually recurring work that lasts less than six months each year (1,039 hours)**. The information found in this manual applies to the use of the following appointing authorities.

- A. Schedule A, 213.3112 (a) (4) Non-fire - Temporary, intermittent, or seasonal field assistants at the GS-7 level, or its equivalent and below, in such areas as forestry, range management, soils, engineering, fishery and wildlife management, and with surveying parties. Employment under this authority may not exceed 1,039 hours per service year.
- B. Schedule A, 213.3112 (a) (5) Fire - Temporary positions established in the field service of the Department of the Interior (DOI) for emergency forest and range fire prevention or suppression and blister rust control. These positions are traditionally filled at the GS-7 grade level and below, but there is no regulatory grade level limitation. Employment under this authority may not exceed 1,039 hours per service year. With the Office of Personnel Management's (OPM) approval, these appointments may be extended when the extension of employment is required to cope with extended fire seasons or sudden emergencies such as fire, flood, storm, or other unforeseen situations involving potential loss of life or property. Requests for extensions must be sent through the Assistant Director, Human Capital Management (AD, HCM) and the DOI, Office of Human Resources (HR) for concurrence prior to being sent to the OPM.
- C. 5 Code of Federal Regulations 316.401 (d) (ii)

.02 Objectives. To provide equitable means of referral and selection for temporary seasonal positions.

.03 Responsibility.

- A. The Director and Deputy Director have overall responsibility for the Temporary Seasonal Employment Program. This responsibility is exercised through the AD, HCM.
- B. The AD, HCM, provides policy guidance for the development and operation of this program and its integration with other HR systems.

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- C. The Director, National Operations Center (NOC), is responsible for planning, developing, and issuing recruitment vacancy announcements for excepted service non-fire temporary seasonal positions.
- D. The AD, Fire and Aviation, is responsible for planning, developing, and issuing recruitment vacancy announcements for all fire temporary seasonal positions.
- E. State Directors are responsible for operating the program in their respective jurisdictions and making recommendations for improvements or modifications.
- F. HR Offices (HROs) are responsible for assuring that the program is operated in accordance with established regulations, policies, and procedures.
- G. The Office of Civil Rights is responsible for assisting managers, supervisors, and HROs in recruitment and outreach efforts.
- H. Managers and Supervisors are responsible for:
 - 1. Recruiting to attract a pool of qualified applicants that reflects gender and cultural diversity.
 - 2. Preparing a strategic recruitment plan describing the projected numbers, types, locations, and dates of positions to be filled.
 - 3. Developing a job analysis for positions being filled under competitive service procedures.
 - 4. Following established procedures for submitting requests for referral for vacancies.
 - 5. Making selections in compliance with established policies, procedures, and regulations.
 - 6. Reporting on selections and non-selections made.
 - 7. Assuring employees are fully and properly utilized in accordance with the position and grade level they are assigned.
 - 8. Advising employees of the rules and regulations governing their employment, including those regarding conduct, responsibility, and safety.

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.04 References and Related Programs.

A. References.

1. 5 CFR 211, Veterans' Preference
2. 5 CFR 213, Excepted Service
3. 5 CFR 302, Employment in the Excepted Service
4. 5 CFR 310, Employment of Relatives
5. 5 CFR 316, Temporary and Term Employment
6. 5 CFR 339, Medical Qualifications Determinations
7. 5 CFR 810, Injury Compensation
8. 370 DM 213, Excepted Service
9. 370 DM 302, Employment in the Excepted Service
10. 370 DM 310, Employment of Relatives
11. 370 DM 339 Qualification Requirements (Medical)
12. OPM Guide to Processing Personnel Actions
13. OPM Operating Manual: Qualifications Standards for General Schedule (GS) Positions
14. OPM Job Qualification System for Trades and Labor Positions

.05 Policy. The policy of the BLM is to ensure that the temporary seasonal employment program is implemented in accordance with all governing regulations. Managers must ensure that there is no discrimination in selection due to race, color, sex, age, national origin, religion, disability, marital status, political affiliation, or sexual orientation. Appointing officials must inform candidates of general living conditions in the area and, if applicable, the availability, condition, physical arrangement, and rental rate of the government housing to which they are assigned. Care must be taken to ensure that all candidates for a particular position are apprised of those conditions and that, after being hired, employees (male and female) are provided substantially equal facilities and rental subsistence in government housing.

.06 Files and Records Maintenance. All files and records will be maintained in accordance with the BLM Manual 1220 - Records and Information Management. This includes all applications, referral lists, and selection documentation.

.07 Definitions.

- A. Seasonal Positions. For purposes of this manual, annually recurring periods of employment lasting less than six months each year (1,039 hours).

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- B. Service limitations – The service limits and restrictions on re-filling temporary positions do not apply when the positions being filled involve intermittent or seasonal work, AND employment in the same or a successor position under one or more appointing authorities totals less than six months (1,039 hours), excluding overtime, in a service year. Managers, in conjunction with their servicing HRO, must ensure that employees appointed to temporary seasonal positions work less than six months each service year. Examples of service limit calculations are provided in Appendix 1.
 - C. Service year. The service year is the 12-month period that begins on the date of the employee's initial appointment with the DOI.
 - D. Training. Individuals, hired for non-fire positions, may be in a training status for up to 120 days following initial appointment and up to 2 weeks a year thereafter following reappointment without regard to the service year limitation. Training is tracked using Federal Personnel Payroll System hours code TRN.
 - E. Intermittent positions. Intermittent positions are positions in which work recurs at sporadic or irregular intervals so that an employee's tour of duty cannot be scheduled in advance of the administrative workweek. To be eligible for rehire, an intermittent employee is restricted to 1,039 hours of work, excluding overtime and training, during a service year.
- .1 Positions Covered. All competitive service positions filled under the authority of 316.401. The excepted service Temporary Seasonal Employment Program covers aid and technician positions, typically GS-2 through GS-7, and wage positions, normally Wage Grade (WG) 7 and below. Fire positions, while historically filled at grades GS-7 and below, are not limited as to grade level. To determine the maximum WG level allowed for excepted service non-fire positions, compare the representative rate for the GS (step 4) with the local WG representative rate (step 2).
- .11 GS Position Title and Series. The following is a listing of the GS temporary seasonal positions by title and series.
- A. Archaeology Aid/Technician, GS-0102
 - B. Biological Aid/Technician, GS-0404 (in the following specialties: Wildlife, Plants, Fisheries, Soils, Fire Effects)
 - C. Cartographic Aid/Technician, GS-1371
 - D. Engineering Aid/Technician, GS-0802
 - E. Pilot, GS-2101
 - F. Range Aid/Technician, GS-0455 (Non-Fire and Fire)
 - G. Realty Aid/Technician, GS-1101
 - H. Recreation Aid/Technician, GS-0189
 - I. Surveying Aid/Technician, GS-0817
 - J. Park Ranger, GS-0025

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- K. Forestry Technician, GS-0462
- L. Physical Science Aid/Technician, GS-1311
- M. Hydrological Aid/Technician, GS-1316

.12 WG Position Series. The following is a listing of the WG temporary seasonal positions by series.

- A. Electronics Mechanic, WG-2604
- B. Laborer, WG-3502
- C. Maintenance Mechanic, WG-4749
- D. Protective & Safety Equipment Fabricating & Repairing, WG-4816
- E. Tool & Equipment Repairing WG-4840
- F. Livestock Ranching/Wrangling, WG-5035
- G. Animal Caretaking, WG-5048
- H. Fuel Distribution System Operating, WG-5413
- I. Motor Vehicle Operating, WG-5703
- J. Automotive Mechanic, WG-5823
- K. Materials Handling, WG-6907
- L. Cooking, WG-7404
- M. Food Service Working, WG-7408
- N. Aircraft Attendant, WG-8862
- O. Engineering Equipment Helper, WG-5716

.13 Position Descriptions (PD).

A. GS:

- A. All temporary/seasonal appointees must be assigned to a classified PD. The standardized temporary/seasonal PDs, available from the NOC, should be used for GS positions filled using the non-fire appointing authority. An amendment may be used, if necessary, to reflect the functioning of the program in that location. Other applicable local PDs may also be used. However, every effort must be made to use the standardized PDs.
- B. For fire positions, the standardized DOI PDs, which can be found at http://flert.nifc.gov/DOL_std_pds.htm should be used. Other applicable PDs, such as the BLM and/or locally classified approved PDs for primary and secondary coverage for firefighters may also be used. However, every effort must be made to use the standardized PDs. All BLM standardized PDs for fire positions can be found at http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources/ffleo/function.html.

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.2 Eligibility and Qualification Requirements.

.21 Eligibility Requirements. Employees must meet the following eligibility requirements:

- A. Citizenship. In accordance with DOI guidance, U.S. citizenship is required.
- B. Suitability. Suitability determinations must be made on temporary seasonal employees. National Agency Check and Inquiries (NACIs) are required if the person is appointed for (or extended to) 180 days or more, or reappointed the following year OR if the employee requires uncontrolled access to BLM information technology systems or facilities.
- C. Age Requirements. Employees assigned to firefighting, hazardous, or other extremely arduous positions or to positions that require the operation of a motor vehicle must be at least 18 years of age. In addition, HROs must also comply with applicable Federal and State labor laws.
- D. Selective Service Registration. In accordance with 5 CFR 300.701, HROs must verify that male applicants, born after December 31, 1959, are currently registered with the Selective Service, if applicable, before they are appointed to a position.

.22 Qualification Standards for Appointments Under Schedule A.

- A. The OPM Operating Manual: Qualifications Standards for General Schedule Positions must be used for all GS temporary seasonal positions. The current GS qualification standards can be found on the OPM's website at <http://main.opm.gov/qualifications/standards/index-Standards.asp>.
- B. HROs must use the OPM's Job Qualification System for Trades and Labor Positions when evaluating applicants for WG, or the equivalent positions. These qualification standards can be found at <http://www.opm.gov/qualifications/x-118c/>.
- C. A selective factor is a "screen-out;" if an applicant does not meet a selective factor they are ineligible for further consideration. Selective factors are in addition to minimum qualifications; therefore, they must be job-related; and defined in the job analysis and vacancy announcement.

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- A. The basic medical requirements for all seasonal positions are that qualified applicants must be physically able to perform the duties of the position and not be a hazard to themselves or others. The arduous/hazardous fire positions - smokejumpers and firefighters - have more stringent medical requirements. All selectees for arduous/hazardous fire positions are required to complete a pre-employment medical examination/screening prior to taking the work capacity test.
- B. Pilots must also meet more stringent medical requirements. These are outlined in the OPM's Operating Manual: Qualification Standards for General Schedule Positions.
- C. The DOI requires its Bureaus to pay for pre-employment physicals of applicants hired under excepted service authorities. This ensures that all applicants, regardless of their current financial situation, will be considered for employment.

.24 Drug Testing. Applicants selected for testing-designated positions (TDP) are required to successfully pass a urinalysis for drug screening before a firm offer of employment is extended. In addition, employees who occupy TDPs may be required to submit to a drug test under the DOI's Random Drug Testing Procedures.

.3 Hiring Procedures. The BLM utilizes two centralized procedures for hiring excepted service temporary seasonal employees. Use of these procedures ensures that all referred applicants meet the appropriate qualification standard, that veterans' preference is properly considered, and that selectees are eligible for rehire. States must use these processes to certify applicants.

.31 Vacancy Announcement Procedures. The NOC issues all vacancy announcements for excepted service temporary seasonal non-fire positions. NIFC is responsible for posting vacancy announcements for all temporary seasonal fire positions. Use of the centralized vacancy announcement process is mandatory when filling positions under the excepted service hiring authorities. All other competitive service vacancy announcements must be issued by the responsible State HRO.

.32 Vacancy Announcement and Application Procedures.

- A. States will be contacted annually to identify potential temporary seasonal vacancies for the following year. The NOC and NIFC will utilize this information to prepare the vacancy announcements.
- B. Vacancy announcements will open with published cut-off dates and closing dates, as required.

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- C. Application is made through the Federal Government’s vacancy announcement system, USAJOBS. HROs will provide information on application procedures to any candidate who contacts them for assistance.
- D. HROs will work closely with the NOC or NIFC and selecting officials to ensure candidates are properly referred and considered.

.33 Veterans.

- A. Adjudication of Veterans’ Preference. Preference eligibles must submit the appropriate documentation in order to receive veterans’ preference. Veterans who do not submit the appropriate documentation will not be granted preference.
- B. For non-fire positions, the HROs must adjudicate veterans’ preference prior to issuing the certificate of eligibles.
- C. For fire positions, the NIFC, DOI FIRES Program Office will adjudicate veterans’ preference prior to issuing the certificate of eligibles.
- D. Not all veterans are eligible for veterans’ preference. Therefore, HROs and the DOI FIRES Program Office must ensure that veterans’ preference is properly adjudicated.

.34 Order of Referral – Excepted Services Positions. All qualified applicants must be referred in accordance with procedures outlined in 5 CFR 302.304 (b) (5). The order of referral is outlined below.

- A. Preference eligibles with a compensable service-connected disability of 10 percent or more must be referred first.
- B. Other 10-point preference eligibles are referred second.
- C. Five point preference eligibles are referred third.
- D. Non preference eligibles are referred last.

.35 Passing Over Veterans. When a selecting official proposes to select a non-veteran ahead of a veteran the reasons for passing over the preference eligible must be documented in writing and processed under the procedures outlined in the OPM’s Delegated Examining Operations Handbook (DEOH).

- 1. All requests to passover veterans with a 30 percent or more disability rating must be approved by the OPM. These requests must be submitted to the AD, HCM. The AD, HCM is responsible for routing the request through the DOI to the OPM. HROs should follow the procedures outlined in the OPM’s DEOH when processing pass over requests for 30 percent or more disabled veterans.

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2. HROs and the DOI FIRES Program Office have the authority to approve passovers of all other veterans.

.4 Rehire Authority.

- .41 Rehire Eligibility. To be eligible for rehire, the individual must have: worked a minimum of 60 calendar days in the previous year (season), had at least satisfactory performance (or results achieved), exhibited acceptable conduct, and been hired by the BLM under the Schedule A authority for non-fire and/or fire positions.

If these conditions have been met, an individual has rehire eligibility and does not need to reapply to another recruitment notice. However, re-employment is not guaranteed each year. Noncompetitive rehire is one of a number of options BLM management can use to fill temporary seasonal vacancies.

.42 Location, Grade and Series Limitations.

- A. All former temporary seasonal employees must compete through USAJOBS, and be within reach, in order to be hired/rehired at a higher grade level than one previously held.
- B. Temporary seasonal employees may be noncompetitively reemployed for a position in the same agency and the same commuting area. The position used to reemploy an individual under this authority must be at the same or a lower grade than one previously held by the former employee. HROs must use the same appointing authority as the one used for the last position held as a temporary seasonal employee.

.5 Placement in a Non-pay Status.

- .51 Employees hired under 5 CFR 316.401 (d) (ii) may be voluntarily placed on Leave Without Pay, instead of separated, once they have reached the 1,039 hour limit. These individuals may be returned to duty, once a new service year begins.

.6 Employee Benefits and Pay.

.61 Employee Benefits.

- A. Temporary seasonal employees are eligible for annual and sick leave if the appointment is for 90 days or more and the employee is placed on a regular work schedule. They also receive paid holidays. Temporary seasonal employees are not eligible for the Federal Employees Retirement System health insurance or life insurance coverage.

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- B. Temporary seasonal employees are covered by the Federal Employee's Compensation Act for injuries sustained in the performance of duties and may establish eligibility for unemployment compensation.

.62 Pay. All temporary seasonal employees are paid at the established rate for their grade.

.63 Payroll Deductions. Temporary seasonal employees are subject to payroll deductions for Federal and State income taxes based on the employee's duty station, FICA tax, and subsistence and/or quarters (when appropriate). Deductions may also be withheld for other benefits for which employees may qualify.

.64 Direct Deposit. All temporary seasonal employee paychecks will be deposited directly into their personal account, unless one of the following circumstances apply.

- A. No Financial Institution. Paychecks for employees who certify that they do not have an account at any financial institution will be mailed to their official correspondence address.
- B. Undue Hardship. Employees who, because of an undue hardship, have had the direct deposit requirement waived by the AD, Business and Fiscal Services, will have their paychecks mailed to their official correspondence address.

.7 Employee Performance and Discipline.

Performance Evaluation. Performance evaluations are required for all temporary seasonal excepted service employees whose appointment is expected to exceed 120 days in a consecutive 12-month period. Each employee must be advised during orientation that their performance will be appraised during employment and must be told the purpose of the appraisal. Each employee must also be provided a copy of their performance standards within 60 days of appointment. The DI-3100, Employee Performance and Appraisal Plan (EPAP), must be used to document performance. The EPAP must include at least one (1) critical element. Supervisors should discuss performance with their employees periodically, but as a minimum at least once during the appraisal period. The supervisor should contact the HRO as soon as they become aware of a performance problem.

.71 Discipline. Discipline is a serious and delicate matter. Disciplinary actions are taken both to correct offending employees and maintain discipline and morale among the other employees. There are varying kinds of disciplinary measures that may be used to correct an employee's conduct or behavior. However, any measure taken must directly relate to the severity of the problem. Supervisors should contact the HRO as soon as they become aware of a misconduct problem. HROs are responsible for assuring that procedural requirements are met when considering disciplinary actions up to termination of temporary seasonal employees.

Appendix 1-1

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APPENDIX 1

EXAMPLES OF SERVICE CALCULATIONS

5 CFR 213.104(b) states that “except as provided in paragraph (b)(3) of this section, an agency MAY NOT fill any position (or its successor) by a temporary appointment in Schedule A, B or C if that position had previously been filled by temporary appointment in either the competitive or excepted service for an aggregate of two years, or 24 months, within the preceding three-year period.” Per paragraph (b)(3), these restrictions do not apply when “positions involve intermittent or seasonal work, AND employment in the same or successor position under one or more appointing authorities totals less than six months (1,039 hours), excluding overtime, in a service year. HROs must ensure that employees appointed to temporary seasonal positions using these appointing authorities work less than six months each service year.

Example 1 – Employee’s first temporary seasonal appointment within the DOI is as a Recreation Technician, GS-4, with the BLM in Moab, Utah, effective May 1, 2009. Therefore, their service year begins May 1, 2009. The first month of employment was training and properly coded to TRN. The employee resigns effective August 30, 2009. Management wishes to return the employee to work on January 15, 2010 for two weeks of training then have the employee begin work on February 1, 2010. They would like the employee to work through the following summer. Is this appropriate?

- The employee officially worked three months during their initial appointment and, therefore, has one day less than three months of work remaining in the service year.
- The service year ends April 30, 2010 and a new service year begins on May 1, 2010.
- Normally, less than six months is easy to calculate and you do not need to spend a significant amount of time on this issue. However, in this situation, you would need to calculate the actual number of hours worked to ensure the employee will work no more than 1039 hours.

Example 2 – Employee’s first temporary seasonal appointment was May 1, 2008, as a Recreation Technician, GS-4, in Ridgecrest, California. He worked again as a Recreation Technician, GS-4, in Ridgecrest during 2009. The employee reported to work on May 1, 2010, again as a Recreation Technician, GS-4 in Ridgecrest. Management would like to “promote” the employee to the GS-5 level effective June 30, 2010. The employee is within reach on the GS-5 register and is, therefore, eligible for conversion to a new appointment. How does this impact the service year?

- There is no impact on the service year, as the employee has worked each season. Because the GS-5 position is the same title and series as the previous position, it is considered to be a successor position. All time served since reporting May 1 counts towards the limit of less than six months, even though the employee worked in a higher graded position.

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APPENDIX 1

Example 3 – Employee’s first temporary seasonal appointment within the DOI is a Biology Technician (Fisheries), GS-4, with the BLM in Burley, Idaho, effective April 1, 2010. Therefore, their service year begins April 1, 2010. Burley management would like to convert the employee to a temporary seasonal position as a Park Ranger, effective October 1, 2010, to work the winter season for six months. The employee is within reach on a register. Is this appropriate?

- Because the positions perform different duties and are in different occupations, they are not considered to be successor positions. This is appropriate under the regulations.
- This situation could, technically, continue for a number of years under this appointing authority. However, it should be monitored closely as the employee could work a number of years essentially as a full-time Federal employee and receive no benefits. This is not the intention of this appointing authority.

Example 4 – Employee’s first temporary seasonal appointment within the DOI is an Archaeological Technician, GS-4, with the BLM in Casper, Wyoming, effective May 1, 2009. Therefore, their service year is May 1, 2009. The employee worked an intermittent schedule:

Two training days (TRN) and twenty 8-hour days in May (160 hours),
Fifteen 8-hour days (120 hours) and five 10-hour days (40 hours plus ten hours of overtime) in June,
Eight 8-hour days (64 hours) in July,
Twenty-five 8-hour days (200 hours) in August, and
Ten 8-hour days (80 hours) in September

For a total of 664 hours during their initial appointment. Management would like the employee to work full-time in November, January, February, and April (18 weeks or 720 hours). Is this possible?

- No, that would bring the total number of hours worked, excluding training and overtime, to 1384, more than 1039 hours.
- The employee would need to cut their work schedule short by 345 hours.
- The employee, however, could return in May – the next service year – to complete the project.

Appendix 1-3

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APPENDIX 1

Example 5 – Employee’s first temporary seasonal appointment within the DOI is as a Range Technician (Fire), GS-3, with the BLM in Montrose, Colorado, effective March 1, 2009. Therefore, their service year begins March 1, 2009. The first month of employment was training and properly coded to TRN. The employee’s appointment is not-to-exceed September 30, 2009. However, it is a volatile fire season and all crews are needed into October and possibly later. Can the employee’s appointment be extended?

- The appointment authority used to hire temporary seasonal employees in fire allows them to work less than six months, not including training. However, this appointment can be extended through the end of October (or longer if needed). Extensions **MUST** be approved by the OPM.
- If needed, the NIFC will request permission from the OPM through the DOI to extend the employment of all temporary seasonal fire crew members on behalf of the BLM. Once approved, if the employee works beyond the standard limitation, a copy of the letter from the OPM granting the extension must be filed with the SF-50 in the employee’s Official Personnel Folder.
- When an employee works the maximum allowed, or beyond their standard limitation, they will **NOT** be eligible to be rehired until their service year begin date. In this scenario, the employee will be eligible to be rehired no sooner than March 1, 2010.

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APPENDIX 2**

PERSONNEL ACTION PROCESSING INFORMATION

- **Service Year Begin Date and Coding** - The service year begins the date of the employee's temporary seasonal appointment. This date (day/month) stays the same with any succeeding year appointments.
- **Not-to-Exceed (NTE) Date** – The NTE date can be up to six months from the appointment date for other than intermittent employees. For instance, an employee hired on May 5, 2010, would be NTE November 4, 2010. Can add additional time for authorized training. Intermittent employees are hired NTE 1039 hours.
- **Coding Training Hours** – Time and Attendance records require coding to the specific code "TRN" in order to appropriately track the training hours from work hours.
- **Work Schedule** – Work schedule must be F, P or I (full-time, part-time or Intermittent). Work schedule "G" (seasonal) is NOT to be used with this authority.
- **SF-50 coding** -
The appropriate Nature of Action/codes are as follows:
 - 171 Excepted Appointment NTE or
 - 571 Conversion to Excepted Appointment NTE
 - For competitive service positions, HROs should use the applicable appointing authority outlined in Chapter 10 of the Guide to Processing Personnel Actions.

Remarks codes. *(use as appropriate):*

- A07 Employment under this appointment must not exceed 1039 hours a year.
- A08 Employment under this and previous appointment must not exceed 1,039 hours a year
- ZZZ 1039 hours does not include overtime and training
- ZZZ Position subject to drug test
- YF7 Full performance of employee's position is:
- M10 Official Personnel Folder maintained by:
- A20 Conditions of temporary employment explained (date)
- B03 Ineligible for health benefits
- M01 Appointment affidavit executed (date)
- M06 Reason for temporary appointment:
- M39 Creditable Military Service:
- P01 Previously employed at (pay plan; grade, level, or band; rate)

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- K12 Selected from: *(used for new hires and rehire eligibles who apply for and are selected for a higher grade or different position)*

And for rehires:

- Y30 Non-competitive reappointment eligible
- Y24 New service year begins:
- ZZZ There are xxx hours/xxx days remaining in the service year beginning xx/xx/xxxx. *(Used when rehires are brought on the roles prior to the beginning of their service year)*

HROs are reminded that this is not an all inclusive list or remarks; therefore, HR Specialists are responsible for ensuring that any additional remarks are included on the SF-50.

Monthly hiring report: Non-fire monthly hiring report due to the NOC first week of each month.