



United States Department of the Interior
U. S. GEOLOGICAL SURVEY

CERTIFICATE OF APPROPRIATE USE

I certify that the employment need for this position is of a temporary nature. The reason for making this temporary appointment is stated below:

(1) To fill a short-term position (i.e., one that is not expected to last longer than 1 year); specifically,

or

(2) To meet an employment need that is scheduled to be terminated within the time limits set out below for such reasons as abolishment, reorganization, or contracting of the function, anticipated reduction in funding, or completion of a specific project or peak workload, specifically,

or

(3) To fill positions on a temporary basis when the positions are expected to be needed for placement of permanent employees who would otherwise be displaced from other parts of the organization; specifically,

I also certify that the proposed appointment meets the regulatory time limits stated below:

TIME LIMITS – An agency may make a temporary appointment for a specified period non-to-exceed 1 year. The appointment may be extended up to a maximum of 1 additional year (24 months of total service). Appointment to a successor position (i.e., to a position that replaces and absorbs the position to which an individual was originally appointed) is considered to be an extension of the original appointment. Appointment to a position involving the same basic duties and in the same major subdivision of the agency and the same local commuting areas as the original appointment is also considered to be an extension of the original appointment. An agency may not fill a position by temporary appointment if that position has previously been filled by temporary appointment(s) for an aggregate of 2 years, or 24 months, within the preceding 3-year period.

Signature

Typed Name and Title

Date