

# WORKFORCE MANAGEMENT & CONSULTING

## VHA CARDS GUIDELINES

### Research Service Appointments



**NOTE: These Research Service appointing authorities are not to be used for Title-38 and Hybrid Title-38 positions. These two authorities are used for Title-5 positions in Research Service. These two authorities require the Research Service position the candidate is being hired into to be research-specific or health-care specific (the position must not be administrative, clerical or a Federal Wage System trades type position).**

CRITERIA	COMMENTS
<b>Schedule B Authority:</b>	
1. Does the candidate meet the criteria to be appointed under Schedule B?	
2. If the candidate is being appointed under Schedule B, did Research Service management request and receive documented approval to fill the position under Schedule B from ORD as required?	
3. The Schedule B appointment must be temporary and part-time as required.	
4. The Schedule B appointment must be made for a period not to exceed (NTE) 3 years or less as required. <b>Note: Appointments are limited to three years or the duration of the research project, whichever is shorter and are renewable. Renewals are also limited to 3 years or less.</b>	
5. Employees appointed for more than one year or renewed (converted to a new Schedule B appointment) for more than one year must be given full Federal benefits as required.	
6. Employee appointments are renewed (as appropriate) through a conversion to a new excepted appointment, NTE 3 years or less.	
7. Nature of Action (NOA): Appointment: <b>171</b> Excepted Appointment NTE Conversion: <b>571</b> Conversion to Excepted Appointment NTE  Legal Authority (LA): <b>Y5M</b> Schedule B 213.32XX, Agency Unique Schedule B Authority.	
<b>Temporary Medical Support Authority:</b>	
8. Does the candidate meet the criteria to be appointed under the Temporary Medical Support Authority, 38 USC 7405 (C) (3) (Research Service Project Number)?	
9. Was attachment A of HRML 05-13-02 and attachment A of HRML 05-09-03 completed as required for the candidate pending appointment under the Temporary Medical Support Authority, 38 USC 7405 (C) (3) (Research Service Project Number)?	
10. Was documentation provided by Research Service Management justifying the use of the Temporary Medical Support Authority, 38 USC 7405 (C) (3) (Research Service Project Number) instead of normal Title-5 appointment processes?	

<p><b>Note: This authority is meant to be a tool to meet urgent staffing needs in Research Service when normal Title-5 appointment processes are impracticable and is not to be used to circumvent Title-5 competitive processes.</b></p>	
<p>11. Part-time appointments must be limited to one (1) year or less, are not renewable and do not provide the new employees eligibility for full Federal benefits.</p>	
<p>12. Part-time employees must not be given full Federal benefits.</p>	
<p>13. Full-time appointments may be made for any period up to three (3) years, are renewable (conversion to a new Temporary Medical Support Authority appointment) and provide the employee full Federal benefits if appointed for more than one year or converted to more than one year. <b>Note: Appointments are limited to three years or the duration of the research project, whichever is shorter. Full-time appointments are renewable and are limited to 3 years or less for each renewal.</b></p>	
<p>14. Employee appointments are renewed (as appropriate) through conversion to a new Temporary Medical Support Authority appointment.</p>	
<p>15. Nature of Action (NOA): Appointment: <b>171</b> Excepted Appointment NTE Conversion: <b>571</b> Conversion to Excepted Appointment NTE  Legal Authority (LA): <b>Z04</b> 38 USC 7405 (C) (3) (Research Service Project Number)</p>	
<p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• These temporary employees do not serve probationary periods or trial periods.</li> <li>• Schedule B appointments cannot be full-time and cannot be permanent in compliance with the Schedule B Standard Operating Procedure (SOP) written by Office of Research and Development (ORD) staff and Office of Human Resources Management (OHRM) staff.</li> <li>• There must be a remark on the appointment and conversion SF-50 for the Temporary Medical Support Authority, 38 USC 7405 (C) (3) (Research Service Project Number) that specifically identifies what Research Service Project Number the candidate was appointed into.</li> </ul>	
<p><b>REFERENCES</b></p>	
<p><a href="#">Schedule B SOP</a> written by ORD staff and OHRM staff together: <a href="#">HRML 05-13-02</a> <a href="#">HRML 05-09-03</a></p>	