

# Fort Knox CPAC...



## HR Tip of the Week

### DoD Two-Year Probationary Period

Effective November 26, 2015, the Department of Defense (DoD) implemented a two-year probationary period requirement for “covered employees”. Employees appointed prior to this date are not impacted by these changes.

#### **When a Probationary Period is Required.**

- a. First federal appointment to a permanent position
- b. Reinstatement, transfer, promotion, reassignment, or change to lower grade when the probationary period was not previously completed
- c. When appointed from a Delegated Examining, Direct Hiring Authority, or Expedited Hiring Authority referral list, regardless of prior completion of a probationary period

#### **When Prior Service Counts Toward Completion of a Probationary Period.**

For employees appointed by transfer, promotion, reassignment, or change to lower grade without completing a full probationary period, prior service counts when the service is:

- a. In the same line of work as determined by the actual duties and responsibilities AND
- b. Contains or is followed by no more than a single break in service that does not exceed 30 calendar days

**Appeal Rights.** An employee who has completed two years of current, continuous service under a permanent or term appointment has appeal rights to the Merit Systems Protection Board (MSPB)