

# STATEMENT OF UNDERSTANDING FOR TEMPORARY PROMOTIONS

This agency is required by the Office of Personnel Management to certify that all employees on temporary promotion are informed of the following:

- a. the employee will be subject to having the promotion terminated, and be returned to their permanent position at any time prior to the not-to-exceed date of this promotion without the use of Adverse Action or Reduction-In-Force procedures;
- b. should a Reduction-In-Force situation arise, the employee's permanent position will be the position he/she will be considered to occupy, and not the position to which temporarily promoted to;
- c. the grade and salary of the position to which temporarily promoted to can not be used as Highest Previous Rate; and
- d. a temporary promotion may not exceed 5 years.

Your signature and date below, certifies that you understand these requirements.

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**Selected Candidate's Signature**

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**Date**

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**Selected Candidate's Name (Please Print)**

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**Selecting Official's Signature Block and Signature**

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**Date**