

**Veterans Recruitment Authority (VRA)
Agreement**

Employee Name

Employee Telephone

Position Title, PP-Series-Grade

Organization

Entrance on Duty (EOD)

Agreement

I agree that my participation in a formal training plan is:

_____ ***not required*** since I have completed 15 years or more of formal education.

_____ ***required*** since I have not completed 15 years of formal education. I will meet with my Supervisor after I enter on duty to participate in developing my required training plan. I agree to pursue this training plan for the duration of my two-year developmental period, and understand I must successfully complete this training to be eligible for conversion to a career conditional or career appointment in the competitive service.

Statement of Understanding

I understand:

- a. This Veteran's Recruitment Appointment is intended to continue for a period of two years.
- b. This appointment is in the Excepted Service. If I am currently in the Competitive Service, I am voluntarily accepting this Excepted Service appointment.
- c. Upon satisfactory completion of the two year period, I will be non-competitively converted to a career-conditional appointment (or career appointment if applicable) in the competitive service.
- d. If my performance is not satisfactory or I fail to successfully complete a required training plan, my employment may be terminated.

Employee Signature

Date

Supervisor Acknowledgement:

I understand that I am responsible for counseling and assisting the above employee with developing a training or education program that aligns with the strategic goals and mission of the organization. I also understand that it is my responsibility to monitor completion of the Individual Development Plan, as well as maintain a copy for review/reference in accordance with record keeping procedures.

Supervisor Signature

Date