

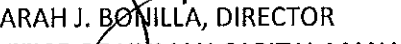


## Department of Energy

Washington, DC 20585

OCT 28 2011

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS; RESOURCE MANAGERS, AND  
HQS ADMINISTRATIVE OFFICERS

FROM:   
SARAH J. BONILLA, DIRECTOR  
OFFICE OF HUMAN CAPITAL MANAGEMENT

SUBJECT: POLICY GUIDANCE MEMORANDUM #23  
PERMANENT AND NONPERMANENT POSITIONS, APPOINTMENTS, AND  
CHRIS CODES

The following information is provided to assist in determinations as to whether a new position should be designated as permanent or nonpermanent (temporary), to provide examples of the various types of appointments and personnel actions that can be used with position determinations, and to redefine the associated Corporate Human Resources Information System (CHRIS) position codes.

Permanent Position - This is a position that, at the time it is being established, is expected to exist indefinitely, i.e., without any time limitation, and may be filled with indefinite or time-limited appointments or personnel actions. Time-limited appointments may be due to known funding restrictions or the personnel program involved, such as a student employment program or Veterans employment program. A permanent position may subsequently be terminated for any number of reasons, such as a reorganization or termination of program funding.

1. Type of Appointment or Personnel Action:

- a. Permanent Appointment, e.g., Career-Conditional, Career, Excepted, or SES Career
- b. Temporary, Term, or Provisional Appointment, e.g., Appointment Not-to-Exceed (NTE) (*date*),
- c. Transfer
- d. Promotion
- e. Reassignment
- f. Detail NTE (*date*) or Temporary Change of Station (TCS)
- g. Intergovernmental Personnel Act (IPA)

2. CHRIS Code: Regular - This is a position that is expected to exist indefinitely, i.e., without any time limitation



NonPermanent Position – This is a position that, at the time it is being established, is not expected to exist indefinitely due to known funding restrictions, a specific project, or a supporting agreement, and is filled only with time-limited appointments or personnel actions. A nonpermanent position may subsequently be changed to permanent due to a change from the original situation and the employee is properly converted to a permanent appointment or changed to an indefinite type of personnel action.

1. Type of Appointment or Personnel Action:

- a. Temporary, Term, or Provisional Appointment, e.g., Appointment Not-to-Exceed (NTE) (*date*)
- b. Promotion NTE (*date*), i.e., a temporary promotion
- c. Detail NTE (*date*) or Temporary Change of Station (TCS)
- d. Intergovernmental Personnel Act (IPA)
- e. Reemployed Annuitant

2. CHRIS Code: Temporary – This is a position that is not expected to last indefinitely, i.e., a position with a time restriction.

cc: CHRIS Team