



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Friday, April 6, 2018

**MEMORANDUM FOR: CHIEF HUMAN CAPITAL OFFICERS**

FROM: DR. JEFF T.H. PON, DIRECTOR

Subject: Policy guidance on Career and Career-Conditional Employment

On November 8, 2016, The U.S. Office of Personnel Management (OPM) issued final regulations at [FR 78497 for 5 CFR 315, Subpart B on Career and Career-Conditional Employment](#). This final rule removes the requirement for creditable service to be substantially continuous, and instead allows an individual to attain career tenure after completion of at least three years of total qualifying service.

OPM is issuing policy guidance in the form of questions and answers for 5 CFR 315, Subpart B to implement our final rule. Agencies should use the attached “Questions and Answers Fact Sheet” to assist them in implementing the necessary changes for their employees.

If you or your staff members have questions or need additional information, please contact Michelle T. Glynn at (202) 606-1571 or [michelle.glynn@opm.gov](mailto:michelle.glynn@opm.gov).

Attachment (see 508-conformant PDF below)

cc: Deputy Chief Human Capital Officers and Human Resources Directors