

Appendix 4: Templates: Notices to Applicants and Employees of Schedule Policy/Career

Sample Notice to Applicant Selected for Schedule Policy/Career Position

Congratulations on your recent selection for a position in the federal service. Because the position is established within Schedule Policy/Career in the excepted service, it is important to highlight several key ways in which it differs from many other federal positions:

- Acceptance of this position will result in your occupying an excepted service position.
- Your service in this position will be at-will.
- Merit Systems Protection Board (MSPB) appeals of adverse actions concerning performance, discipline or other matters arising under chapters 23, 43, and 75 of title 5, United States Code will not apply to this position.
- You will obtain competitive status after two years of service in this position [where applicable].
- Prohibitions on prohibited personnel practices will be enforced by the Office of General Counsel [or agency equivalent position] and not the Office of Special Counsel.

For additional information concerning Schedule Policy/Career, please review Executive Orders 13957 and 14171, the Schedule Policy/Career Final Rule [insert Federal Register citation], and OPM's guidance memorandum dated February 4, 2026, which is available at [link]. You may also contact [Insert Agency Human Resources POC].

Statement of Acceptance of Excepted Service Position

I have read the above information and understand that I am being appointed to the position of [insert position title, pay plan, series and grade (e.g., GS-0201-15) with Agency name] in Schedule Policy/Career in the excepted service under Title 5 of the United States Code. I acknowledge that I will serve at-will in this position. I also acknowledge that this position does not confer rights to appeal an action to the MSPB concerning performance, discipline, or whistleblowing. I knowingly and voluntarily accept the position as it has been presented to me.

Receipt Acknowledged by Employee:

Signature of Applicant

Date

Print Name

Sample Acknowledgment of Conditions of Continued Employment for Employee Moved to Schedule Policy/Career

This letter serves as notice that I, [Insert Employee Name] received information concerning the requirements for continued employment as a [insert position title, pay plan, series & grade (ex:GG-0000-XX)] with [Insert Agency Name].

I understand I will serve in an excepted service, Schedule Policy/Career position beginning [insert date].

I understand that movement into Schedule Policy/Career will result in me occupying an excepted service position.

I understand that my service in this position will be at-will.

I understand that my position does not confer appeal rights to the Merit System Protections Board (MSPB) concerning performance, discipline, or any other matter arising under chapters 23, 43, and 75 of title 5, United States Code.

I understand that prohibitions on prohibited personnel practices will be enforced by the Office of General Counsel [or agency equivalent position] and not the Office of Special Counsel.

I understand that the above paragraphs are conditions of my continued employment.

Signature of Employee

Date

Print Name

Signature of Supervisor/Agency Official

Date

Print Name

Employee declined to sign

Signature of Supervisor/Agency Official

Date

Sample Schedule Policy/Career Language for Job Announcements

In an appropriate section of the job opportunity announcement on USAJOBS (e.g., under “Conditions of Employment”) or in an appropriate section in other public facing job postings, agencies should insert the following language, or language that meets the requirements, spirit and intent of OPM’s final rule concerning Schedule Policy/Career and Executive Orders 13957 and 14171:

As a condition of employment for accepting this position, you will be serving in a position in Schedule Policy/Career of the excepted service. You will obtain competitive status after two years of service in this position [if applicable]. Your employment in this position will be at-will. Merit Systems Protection Board (MSPB) appeals of adverse actions concerning performance, discipline, and other matters arising under chapters 23, 43, and 75 of title 5, United States Code will not be available to an individual serving in this position. Prohibitions on prohibited personnel practices will be enforced by the Office of General Counsel [or agency equivalent position] and not the Office of Special Counsel.