

**Veterans Recruitment Authority (VRA) Agreement**

Employee Name: Click here to enter text.

Office/Location: Click here to enter text.

Position Title/Gd: Click here to enter text.

I am being selected for this position under the Veterans Recruitment Appointment (VRA) hiring authority and I must meet the training requirements as indicated in the 5 CFR, Part 307, and in the Veteran’s Guide through the Office of Personnel Management.

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

**NOT REQUIRED** since I have completed 15 years or more of formal education *(i.e., high school diploma or equivalent plus 3 additional years of education).*

**REQUIRED** since I have not completed 15 years of formal education. I will contact my supervisor within five workdays 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 development period, and understand I must successfully complete this training to be eligible for conversion to a career or career conditional appointment in the competitive service.

I understand and agree that:

* This Veterans Recruitment Appointment (VRA) is intended to continue for a period of two years.
* This appointment is in the excepted service.
* I must perform my assigned duties to the satisfaction of the Department of Homeland Security.
* I must satisfactorily participate and complete the education/training requirement, if applicable.
* I will cooperate with the agency in obtaining progress reports on my training, if applicable.
* Upon satisfactorily completion of the two year period, I will be noncompetitively converted to a career or career-conditional appointment in the competitive service.
* If my performance is not satisfactory or I fail to successfully complete a required training plan, my employment will be terminated.

**Signature of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** Click here to enter a date.

**Signature of Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** Click here to enter a date.

**Signature of HR Specialist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** Click here to enter a date.

[OPM Veteran’s Guide](https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide/) [5 CFR 107 – Veterans Recruitment Appointments](http://www.ecfr.gov/cgi-bin/text-idx?SID=9d7381721ec181098e6577f5fda88814&mc=true&node=pt5.1.307&rgn=div5)