

**VETERANS' RECRUITMENT APPOINTMENT (VRA)
TRAINING AGREEMENT AND STATEMENT OF UNDERSTANDING**

EMPLOYEE NAME _____

POSITION _____

ORGANIZATION _____

WORK PHONE _____

EOD DATE _____

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 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 developmental period, and understand I must successfully complete this training to be eligible for conversion to a careerconditional or career appointment in the competitive service.

I understand that:

- a. This Veterans' Recruitment Appointment is intended to continue for a period of two years."
- b. This appointment is in the excepted service.
- c. Upon satisfactory completion of the two year period, I will be noncompetitively 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 will be terminated.

EMPLOYEE SIGNATURE _____

CPAC REPRESENTATIVE SIGNATURE _____

Original: Official Personnel Folder
Copy 1: Employee
Copy 2: Supervisor
Copy 3: CPAC

(Form Updated February 2003)