



Farm Production and Conservation

U.S. DEPARTMENT OF AGRICULTURE

SUBJECT: Notification of Termination During Probationary Period **DATE:** February 13, 2025

TO: {INSERT NAME}
{INSERT POSITION TITLE}
{AGENCY}

REFERENCES: 5 U.S.C. § 7511
5 U.S.C. §2103
5 CFR §213.101
5 C.F.R. §§ 315.803, 315.804, and 315.806
Departmental Regulation 4020-250-1

This is to provide notification that the Agency is removing you from your position of {INSERT POSITION TITLE} and federal service consistent with the above references.

The Agency appointed you to the position of {INSERT POSITION TITLE}. As documented on your appointment Standard Form 50 (SF-50), your appointment is subject to a probationary/trial period. The agency also informed you of this requirement in the job opportunity announcement for the position.

Guidance from the Office of Personnel Management (“OPM”) states, “An appointment is not final until the probationary period is over,” and the probationary period is part of “the hiring process for employees.”¹ “A probationer is still an applicant for a finalized appointment to a particular position as well as to the Federal service.”² “Until the

¹ OPM, [Practical Tips for Supervisors of Probationers](#).

² See U.S. Merit Systems Protection Board Report to the President and Congress, [The Probationary Period: A Critical Assessment Opportunity](#) (August 2005)

probationary period has been completed,” a probationer has “the burden to demonstrate why it is in the public interest for the Government to finalize an appointment to the civil service for this particular individual.”³

The Agency finds, based on your performance, that you have not demonstrated that your further employment at the Agency would be in the public interest. For this reason, the Agency informs you that the Agency is removing you from your position of {INSERT POSITION TITLE} with the Agency and the federal civil service effective **February 13, 2025**.

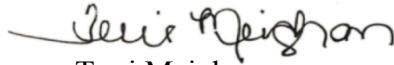
You may have a right to file an appeal with the Merit Systems Protection Board (MSPB) on the limited grounds set forth in 5 C.F.R. § 315.806. Any such appeal must be filed within 30 days of the effective date of this decision or 30 days after the date of your receipt of this decision, whichever is later. You should review MSPB regulations at 5 C.F.R. §§ 1201.14 and 1201.24 for instructions on how to file an electronic appeal and content requirements of the appeal, respectively. For more information, please visit www.mspb.gov or contact your local MSPB regional or field office at:

Atlanta Regional Office	
401 W. Peachtree Street, NW 10th Floor Atlanta, GA 30308-3519	(404) 730-2751 - telephone (678) 804-4646 - fax atlanta@mspb.gov
Appellate Jurisdiction: Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee	
Central Regional Office	
230 South Dearborn Street 31st Floor Chicago, IL 60604-1669	(312)353-2923 - telephone (312) 886-4231 - fax chicago@mspb.gov
Appellate Jurisdiction: Illinois, Indiana, Iowa, Kansas City (KS), Kentucky, Michigan, Minnesota, Missouri, Ohio and Wisconsin	
Washington DC Regional Office	
1901 S. Bell Street Suite 950 Arlington, Virginia 22202	(703) 756-6250 - telephone (703) 756-7112 - fax washingtonregionaloffice@mspb.gov
Appellate Jurisdiction: Washington, DC, Maryland (counties of Montgomery and Prince George's), North Carolina, Virginia, and all overseas areas not otherwise covered	
Northeastern Regional Office	
1601 Market Street Suite 1700 Philadelphia, PA 19103	(215) 597-9960 - telephone (215) 731-3962 - fax philadelphia@mspb.gov
Appellate Jurisdiction: Connecticut, Delaware, Maine, Maryland (except Montgomery and Prince George's counties), Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands, and West Virginia	
Dallas Regional Office	
1100 Commerce Street Room 620 Dallas, TX 75242-9979	(214) 767-0555 - telephone (214) 767-0102 - fax dallas@mspb.gov
Appellate Jurisdiction: Arkansas, Louisiana, Oklahoma and Texas	
Western Regional Office	
1301 Clay Street, Suite 1380N Oakland, CA 94612-5217	(510) 273-7022 - telephone (510) 273-7136 - fax WesternRegionalOffice@mspb.gov
Appellate Jurisdiction: Alaska, California, Hawaii, Idaho, Nevada, Oregon, Washington and Pacific overseas	
Denver Field Office	
165 South Union Boulevard Suite 318 Lakewood, CO 80228-2211	(303) 969-5101 - telephone (303) 969-5109 - fax denver@mspb.gov

³ *Id.*

Appellate Jurisdiction: Arizona, Colorado, Kansas (except Kansas City), Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah and Wyoming

We appreciate your service to the Agency and wish you the greatest of success in your future endeavors. If you have any questions, please contact fpac.bc.hr.chcomail@usda.gov.



Terri Meighan
Director, Human Resources Division
Farm Production and Conservation Mission Area