

SES APPOINTMENT ACTION REVIEW

Agency and Subagency:	SF-52 or Request Date:	Effective Date:
Selectee:	Organization:	
Announcement Number:	Opening Date:	Closing Date:
Type of Appointment (Career/Noncareer/Limited Term/Limited Emergency):	LAC/Legal Authority:	NOAC/Nature of Action:
Location:	OPM QRB Certification Date:	OPM Approval Date:
# Applied:	# Qualified:	

References: [5 USC Ch. 33: Examination, Selection, and Placement \(house.gov\)](#), [5 USC Ch. 35: Retention Preference, Voluntary Separation Incentive Payments, Restoration, and Reemployment \(house.gov\)](#), [eCFR :: 5 CFR Part 317 -- Employment in the Senior Executive Service, OPM Senior Executive Service Desk Guide](#)

Instructions: Use this checklist to review SES appointment actions.

[Quick Link to "Case File Summary/Comments:"](#)

Career Appointments			
Public Notice Requirements [5 U.S.C. 3327(b) , 5 CFR 317.501(b)(2) , (c)(1) , and 5 CFR 330 Subpart A]			
Y	N	Review Item	Comments
		The position was announced on USAJOBS	
		The JOA observed principles of fair and open competition and was posted on USAJOBS for a minimum of 14 calendar days. [5 U.S.C. 2301(b)(2) and 5 CFR 317.501(b)(2)]	
		As a minimum, the source of recruitment to fill a SES position by career appointment must include all groups of qualified individuals within the civil service (as defined by 5 U.S.C. 2101). It may also include qualified individuals outside the civil service. [5 CFR 317.501(b)(1)]	
JOA Content (Required information is highlighted. Information contained in links should be reviewed for accuracy and completeness) [5 CFR 317.501]			
Y	N	Review Item	Comments
		Agency name	
		Announcement number	
		Title of the position, series, pay plan	

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		SES salary range (including explanation of how starting pay is determined)	
		Opening date and application deadline (closing date) and any other information concerning how receipt of applications will be documented, such as by date of receipt or postmark, and considered, such as by cut-off dates in open continuous announcements	
		Type of appointment (i.e., Career, non-career, limited term, or limited emergency) including NTE dates.	
		Duty location(s)	
		Number of vacancies	
		Brief description of duties	
		Qualification requirements (Including ECQs)	
		Basis of rating (how you will be evaluated).	
		Required documents	
		Instructions on how to apply	
		EEO Statement and Reasonable accommodation provided	
		Procedures for obtaining additional information (e.g., POC and telephone number)	
		Conditions of Employment	
		Area of Consideration	
		Native American Preference (where applicable) *Note: Veterans' preference, the career transition assistance program (CTAP), and the interagency career transition assistance program (ICTAP) do not apply to an SES vacancy announcement. [5 CFR 330.104(a)(13), (14) and (15)]	
Application Acceptance Procedures			
Y	N	Review Item	Comments
		Each application clearly identifies the date it was received by the agency (e.g., on-line résumés indicate date logged into the automated system; paper applications are date-stamped, postmarks from mailed applications are annotated.)	

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		Late applications are appropriately accepted or rejected. For extensions, response dates are given to applicants who request application materials by the closing date.	
		Incomplete applications are considered in accordance with agency policy. In the absence of such policy, consideration is based on information provided <u>or</u> requests for more information are sent to applicants.	
Technical Qualifications Standards [5 CFR 300.103(a) and 5 CFR 317.401 and 5 CFR 317.402]			
Y	N	Review Item	Comments
		Qualification standards identifies the following:	
		1. Basic duties and responsibilities	
		2. TQs required to perform the duties	
		3. Factors that are important in evaluating candidates	
		Documentation shows written qualification standards were established before the position was announced.	
		SES Executive Core Qualification requirements are identified as mandatory in the JOA.	
		Qualification standards identify job-related professional and technical knowledge, skills, and abilities required for successful performance in the position.	
		Mandatory qualification requirements do not emphasize agency-related experience and are stated broadly enough so as not to eliminate qualified applicants from outside the agency.	
		Technical qualification requirements are specific enough for applicants to be rated and set high enough for applicants to be ranked according to the degree of their qualifications.	
		Rating procedures sufficiently differentiate among eligible candidates based on the Technical Qualifications	
		Possession of certification as Mandatory technical qualification (As applicable)	
Review and Assessment of Applications [5 CFR 317.501(c)]			
Y	N	Review Item	Comments
		Applications are reviewed for legally required information.	
		Applications are considered from <u>everyone</u> , including non-citizens, if the JOA's recruitment source is all qualified persons.	

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		*Note: SES rules permit employment of non-citizens, but agencies may be subject to other statutes that prevent the employment of non-citizens. This decision may be a matter of agency policy or a job determination. No special justification is required.	
		Technical Qualification determinations are correct and documented.	
		SMEs/HR professionals based their candidate evaluations solely on information in the applications and not on other non-job-related factors.	
		An agency-appointed Executive Resources Board (ERB) conducted a merit staffing review for initial SES career selection	
		Reconsideration of rating decisions is handled in accordance with agency guidelines.	
		5-year continuous service preceding appointment? [5 U.S.C. 3392(b)]	
Certification and Selection Procedures [5 CFR 317.501(c)]			
Y	N	Review Item	Comments
		All highly qualified are referred to the selecting official.	
		Selection is from the certified list of best qualified candidates.	
		An agency appointed ERB:	
		1. Made written recommendations on eligible candidates and identified best qualified candidates.	
		2. Prepared narrative statements to support their qualification/rating/ranking determinations.	
		3. Provided a certified list of best qualified candidates to the appointing authority.	
		The appointing authority/ERB certified, in writing, the selectee's executive and technical qualifications.	
		The appointing authority (designee) or the ERB certified in writing that appropriate merit staffing procedures were followed.	
		Selecting official conducted interviews with candidates. <i>(If yes, were the same questions asked of everyone?)</i>	
		For competitive actions: Agency submitted selectee package to OPM for QRB certification.	

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		Case file can be reconstructed for audit purposes.	
Reassignments [5 CFR 317.901]			
Y	N	Review Item	Comments
		SES member is a career appointee.	
		Reassignment is a permanent assignment to another SES position within the agency.	
		Reassignment within a commuting area: <ul style="list-style-type: none"> - The appointee received written notice at least 15 days before the effective date of the reassignment. (This notice requirement may be waived only when the appointee consents in writing.) 	
		Reassignment outside a commuting area: <ul style="list-style-type: none"> - The agency consulted with the appointee on the reasons for, and the appointees' preference with respect to, the proposed reassignment. - The agency provided appointee written notice, including the reasons for the reassignment, at least 60 days before the effective date of the reassignment. (This notice requirement may be waived only when the appointee consents in writing.) 	
		The career appointee was not involuntarily reassigned within 120 days of their appointment. (Does not apply to involuntary reassignments based on performance)	
NOTIFICATION OF PERSONNEL ACTION(S)			
Y	N	Review Item	Comments
<i>Codes and authorities on SF 50/SF 52 are correct:</i>			
		Legal authority and nature of action codes	
		Tenure group	
		FEGLI	
		Retirement plan	
		Qualification standard on SF 52 if other than OPM	
<i>Remarks entered on SF 50 are correct:</i>			
		Probationary period	
		Service counting towards career tenure	
		Date appointment affidavit signed	

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		Full performance level of the position	
		Eligibility for life insurance/health benefits	
		Creditable military service	
		Frozen service	
		Previous retirement coverage	
		Retirement plan	
<i>And, if appropriate:</i>			
		Credit for non-Federal or active-duty uniformed service for leave purposes	
		Rate of pay remark if using pay-setting flexibilities	
		Reason for temporary appointment (reason stated)	
		Conditions of temporary employment remark	
<i>Forms filed chronologically on right (long-term) side of OPF:</i>			
		Resume/application for Federal employment	
		SF 61 (Appointment Affidavit), unless conversion action	
		OF 306 (Declaration of Federal Employment), signed twice by appointee and dated by HR office	
		SF 50 (Notification of Personnel Action)	
		SF 144 (Statement of Prior Federal Employment)	
		Health and life insurance forms	
Case File Summary/Comments:			

Reviewer/Title: _____ **Date:** _____