|  |  |  |
| --- | --- | --- |
| **Agency** **and Subagency:** | **MCO or Top Ten:** | **OPM-Led \_\_\_ SAA \_\_\_** |
| **Organization:** | **SF-52 or Request Date:** | **Location:** |
| **Selectee(s):** | **Title, Pay Plan/Series/Grade(s):** |
| **LAC/Legal Authority:** |  **NOAC/Nature of Action:** | **Effective Date(s):** |
| **Announcement Number:** | **Opening Date:** | **Closing Date:** |
| **Certificate Number(s):** | **Date Certificate(s) Issued:** | **Date Certificate(s) Returned:** |
| **# Certificates Reviewed: \_\_\_\_\_\_ at Grade(s) \_\_\_\_\_\_\_\_\_\_** | **Category Rating:**  **Y \_\_\_\_ N \_\_\_\_**  |
| **# Applied:** | **# Qualified:** | **# Referred:**  | **# Selected:**  |
| **# VP Applied:**  | **# VP Qualified:** | **# VP Referred:**  | **# VP Selected:**  |

**References:** : [5 U.S.C. 1104](https://www.govregs.com/uscode/expand/title5_partII_chapter11_section1104#uscode_3); [5 CFR 250](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250); [Delegated Examining Operations Handbook (DEOH)](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf), and [Presidential Memorandum – Improving the Federal Recruitment and Hiring Process, dated May 11, 2010](https://www.whitehouse.gov/wp-content/uploads/2017/11/IFRHP.pdf#:~:text=To%20deliver%20the%20quality%20services%20and%20results%20the%20American%20people). For review items resulting in required actions, cite 5 U.S.C. 1104 and 5 CFR 250 where DEOH references are shown below.

**Instructions:** Use this checklist in conjunction with the Delegated Examining Program Review checklist.

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

|  |
| --- |
| **A. HIRING REFORM INITIATIVES When requiring corrective action for JOAs that opened on or after 11/l/2010, cite** [**Presidential Memorandum – Improving the Federal Recruitment and Hiring Process, dated May 11, 2010**](https://www.whitehouse.gov/wp-content/uploads/2017/11/IFRHP.pdf#:~:text=To%20deliver%20the%20quality%20services%20and%20results%20the%20American%20people)***.***  |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | A1. Recruitment and hiring action are consistent with merit system principles and related civil service requirements. Policies and procedures on acceptance and processing of applications are appropriate and consistently applied.\***Note: The examining process can be fully reconstructed. Documentation stored in automated staffing systems is accessible or readily retrievable for third party review and case file reconstruction.**  |  |
|  |  | A2. DE operations enable rather than deter the public from applying for vacancies (e.g., JOA is 5 pages or less streamlined JOAs written in plain language with clear application procedures; meaningful definitions of qualifying specialized experience specific to positions advertised; clear descriptions of evaluations methods). **\*Note: We want to know whether the agency has taken steps to streamline the JOA. Streamlining is an expectation not a requirement of hiring reform. If the JOA is not considered to be streamlined, we cannot require the agency to take corrective action since there is nothing in the President’s Memo that addresses this specifically.**If the JOA exceeds five pages, you should answer NO, recommended action. Page length is a consideration, not a requirement as some jobs may require more text. If this is the case, you may recommend further streamlining. For example, you may consider a 6-page JOA describing an interdisciplinary position or one at multiple grade levels to be particularly effective even though it exceeds 5 pages. In this case it might be counterproductive to formally recommend further streamlining in a report of findings. |  |
|  |  | A3. JOA is written in plain language, free of Federal jargon, with a brief description or bulleted list of duties and a clear explanation of qualifying experience. JOA includes clear filing instructions and meaningful definitions of qualifying specialized experience specific to the grade level(s) of the position being filled. If unmet, answer NO, required. [[DEOH 3-C](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)]**\*Note: OPM is particularly concerned about the way in which the qualifications and duties (we’re looking for bullets or brief descriptions that don’t contain stilted language commonly used in position descriptions) of the position are described to the applicant** |  |
|  |  | A4. Agencies allow applicants to apply by submitting:1. A resume in any format of the applicant’s choosing. Cover letters are optional; agencies may not require applicants to submit cover letters.
2. A simple, plain language application limited to simple response questions (yes/no, multiple choice, short answer - less than a sentence) for determining eligibility and minimum qualifications.

In either case, it is permissible for agencies to also require completion of an occupational or assessment questionnaire using yes/no or multiple-choice questions – NO SHORT ANSWERS for assessment-related questions. If unmet, answer NO, required. [[DEOH 4-A](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)]; [[5 CFR 250](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250)] **\*Note: Agencies retain great flexibility in establishing their own application acceptance procedures, and they may continue to require applicants to submit transcripts, certificates, veterans’ preference documentation, etc., at the time of application. It is the application itself we are concerned about in this review item. Agencies may not require applicants to use agency-specific or other specified application forms.** |  |
|  |  | A5. KSA narrative responses or essay-style questionnaires are not required at time of initial application.**\*Note: Agencies may not require KSA narrative responses or essay-style questions at the time of application. If the JOA indicates narrative responses are required or encouraged, answer NO, required (i.e., KSAs were required at time of application). [**[**DEOH 3-C**](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)**;** [**5 CFR 250**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250)**]**  |  |
|  |  | A6. Agency provides notification to applicants about status at key stages of the application process (e.g., application received; qualified/not qualified; referred/not referred on Certificate of Eligibles; selected/not selected). Notifications may be combined (minimum of two notifications unless the applicant is ineligible).**\*Note: Agencies must notify applicants about the status of their applications. The ideal situation would be for notifications to go after the application is received, after qualifications are determined, after referrals are made to the selecting official, and once a selection has been made or vacancy is cancelled. Agencies do not have to send out four separate notifications – they may combine and send two. We have removed references to these notifications being timely. Theoretically, an agency may send the first notification regarding receipt of application and the second once a selection has been made. If unmet, answer NO, required. [**[DEOH 3-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf); [5 CFR 250](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-250)] |  |
| **B. JOA CONTENTS AND USE OF LINKS Information contained in links should be reviewed for accuracy and completeness. See** [**5 CFR 330.707**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-G/section-330.707) **and** [**5 CFR.330.104**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-A/section-330.104)**. Items B1-B 22 are required, per** [**5 CFR 330.104**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-A/section-330.104)[**(Back to Top of Document)**](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | B1. Agency name  |  |
|  |  | B2. Announcement number  |  |
|  |  | B3. Title of the position  |  |
|  |  | B4. Series, pay plan, and grade (or pay rate)  |  |
|  |  | B5. Duty location **\*Note: Geographic location is not restricted to applicants from the local commuting area [**[5 CFR 300.103(c)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-300/subpart-A/section-300.103#p-300.103(c))] **Exception-only when established and required by statute. [**[DEOH 6-A](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | B6. Number of vacancies |  |
|  |  | B7. Opening date  |  |
|  |  | B8. Closing date **\*Note: Justification for open periods of less than 5 calendar days is documented. [**[DEOH G-1](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | B9. Cut-off dates or how application receipt will be controlled |  |
|  |  | B10. Qualification requirements, including KSAs and/or competencies, selective factors, and agency definition of specialized experience. **\*Note: Appropriate qualification standards, including agency developed standards approved by OPM, are used. Justification for use of selective factors is documented. Specialized experience requirements and selective factors, when used, align with job analysis. Note: Selective factors cannot require KSAs that could be learned readily during the normal period of orientation to the position or be so specific as to exclude applicants not having prior Federal experience. [**[DEOH G-1](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)**]** |  |
|  |  | B11. Starting pay |  |
|  |  | B12. Brief description of duties |  |
|  |  | B13. Basis of rating (how candidates will be evaluated, including mandatory interview) |  |
|  |  | B14. Identification of quality categories (e.g., best qualified, highly qualified, qualified) |  |
|  |  | B15. What to file |  |
|  |  | B16. How to apply |  |
|  |  | B17. How to claim veterans’ preference |  |
|  |  | B18. Well-qualified definition for CTAP/ ICTAP eligibles |  |
|  |  | B19. How CTAP/ICTAP candidates may apply, including proof of eligibility |  |
|  |  | B20. Contact person or contact point (required as of 3/3/11) |  |
|  |  | B21. EEO statement |  |
|  |  | B22. Reasonable accommodation statement  |  |
|  |  | B23. Citizenship requirement [[5 CFR 338.101](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-338/subpart-A/section-338.101)] |  |
|  |  | B24. Selective Service requirement [[5 CFR 300.701](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-300/subpart-G/section-300.701)] |  |
|  |  | B25. Type of appointment (i.e., permanent, term, or temporary, including NTE dates) |  |
|  |  | B26. Promotion potential |  |
|  |  | B27. Special conditions when one announcement is used  |  |
|  |  | B28. Additional items (physical requirements, gender restriction, part-time or intermittent employment, shift work, unusual tours of duty, travel requirements, minimum/maximum entry age, etc.) [[DEOH 6-A](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | B29. For positions restricted to preference eligibles (custodian, messenger, guard, elevator operator) - whether applications will be accepted from non-preference eligibles and, if so, that they will not be considered if veterans are available [[5 U.S.C. 3310](https://uscode.house.gov/view.xhtml?req=granuleid:USC-2012-title5-section3310&num=0&edition=2012) and [5 CFR 330.401](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-D/section-330.401)] |  |
|  |  | B30. Fair Chance Act included on JOA [(October 2, 2023)](https://www.federalregister.gov/documents/2023/09/01/2023-18242/fair-chance-to-compete-for-jobs) the U.S. Office of Personnel Management (OPM) finalized its regulations for the Fair Chance Act)[ [5 CFR 920.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-920/subpart-A/section-920.102)] |  |
|  |  | **\*Note: Agencies will increasingly rely on the use of links to aid in reducing the length of JOAs. Be sure to review the content of those links to determine accuracy and whether the link itself is operational. In describing qualification requirements, the agency must not rely on a link to OPM’s qualification standards. [**[DEOH 3-C](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)**]** |  |
| **C. RECRUITMENT ACTIVITIES** [**(Back to Top of Document)**](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Recruitment activities are consistent with the goal of building and maintaining a diverse Federal workforce [[5 CFR 720.204](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-720/subpart-B/section-720.204)]**\*Note: The contents of a case file do not always indicate what specific recruitment and outreach activities occurred to encourage women, minorities, persons with disabilities, etc., to apply for that particular job. Unless you find something that indicates the agency did not engage in activities that would likely result in a diverse applicant pool, and assuming the agency posted the job on USAJOBS and included the required EEO and reasonable accommodation statements on the JOA or by link, you would answer YES.** |  |
| **D. PUBLIC NOTICE REQUIREMENTS [**[**5 U.S.C. 3327**](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3327&num=0&edition=prelim)**;** [**DEOH 1-4**](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)**;** [**5 CFR 330.102**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-A/section-330.102) **&** [**5 CFR 330.707(a)**](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-G/section-330.707#p-330.707(a))**]** [**(Back to Top of Document**)](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Job announced on USAJOBS, including those filled from standing inventories or automated system  |  |
|  |  | Announcements are open consistent with the policies the agency has established  |  |
| **E. APPLICATION ACCEPTANCE PROCEDURES [**[**DEOH 4-A**](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)**]** [**(Back to Top of Document)**](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | The DEU follows any agency-wide policy and procedures for accepting and processing applications from all applicants, including status applicants |  |
|  |  | Postmarks from mailed applications are annotated |  |
|  |  | Late applications are appropriately accepted or rejected. For extensions, response dates are given to applicants who request application materials by the closing date. \***Note: Late applications should be reviewed to determine if they meet valid exceptions and are processed accordingly and consistently. Late applications from CP, CPS, and XP preference eligibles are retained and referred for future vacancies as appropriate. [**[DEOH 4-A](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Incomplete applications are considered in accordance with agency policy. In the absence of such policy, consideration is based on information provided or requests for more information are sent to applicants  |  |
|  |  | The DEU prohibits use of Government franked envelopes [[18 U.S.C. 1719](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title18-section1719&num=0&edition=prelim)] |  |
| **F. CLEARANCE OF APPLICABLE PRIORITY PLACEMENT PROGRAMS** [**(Back to Top of Document)**](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | CTAP [[5 CFR 330.608](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-F/section-330.608)] or for DoD only: DoD Priority Placement Program authorized by OPM in lieu of CTAP [[5 CFR 330.601(c)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-F/section-330.601#p-330.601(c)) and [DoD 1400.20-1-M](https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/140020p.pdf)] |  |
|  |  | RPL [[5 CFR 330.207](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-B/section-330.207)] |  |
|  |  | ICTAP [[5 CFR 330.708](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-G/section-330.708)]**\*Note: If ICTAP eligibles are found not well-qualified, independent second reviews are conducted, and written notification containing the specific reason(s) is provided.** |  |
| **G. EXAMINING FILE CONTENTS** [**(Back to Top of Document)**](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Request for referral of certificate of eligibles (SF 39, SF 52 or other method used in accordance with agency policy)  |  |
|  |  | Position description |  |
|  |  | Applicable qualification standardNote: Appropriate qualification standards, including agency-developed standards approved by OPM, are used. Justification for use of selective factors is documented. Specialized experience requirements and selective factors, when used, align with job analysis. |  |
|  |  | Justification for selective placement factor(s) [[DEOH 5-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)]Note: Selective factors cannot require KSAs that could be learned readily during the normal period of orientation to the position or be so specific as to exclude applicants not having prior Federal experience |  |
|  |  | In cases of gender restriction, documentation of OPM approval [[5 CFR 332.407](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-332/subpart-D/section-332.407)] |  |
|  |  | Job analysis documents  |  |
|  |  | Rating plan/assessment tool(s) and transmutation table |  |
|  |  | Occupational questionnaire (point values match rating plan) |  |
|  |  | Application forms for name requests [[DEOH 6-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Eligibility and qualification determinations  |  |
|  |  | Ratings of applicants |  |
|  |  | Certificate(s) of eligibles  |  |
|  |  | Case files can be reconstructed for audit purposes (copy of the selectee’s application in file is recommended) |  |
|  |  | If applicable: Direct Hire Authority-Occupation, grade, and geographic location of the positions(s) announced is consistent with OPM-approved direct hire authority. [[5 CFR 337.201](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-337/subpart-B/section-337.201)] Or Agency Specific Hiring Authority |  |
| **H. JOB ANALYSIS AND RATING PLAN/ASSESSMENT TOOL** [(Back to Top of Document)](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Job analysis identifies the following [[5 CFR 300.103(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-300/subpart-A/section-300.103#p-300.103(a))]1. Basic duties and responsibilities
2. KSAs/competencies required to perform the duties.
3. Factors important in evaluating candidates.
4. One or more SMEs involved in job analysis.

**\*Note: The job analysis process should be documented and identifies objective, assessable knowledge, skills, and abilities (KSA)/competencies related to important job duties, work outcomes, or work behaviors necessary for successful performance in the job being filled.**  |  |
|  |  | Acceptable rating plan is used [[DEOH 5-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Rating plan/assessment tool is consistent with job analysis [[5 CFR 300.103(b)]](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-300/subpart-A/section-300.103#p-300.103(b)) |  |
|  |  | SMEs/HR professionals who participated in the development of rating plan/assessment tool are identified |  |
| **I. REVIEW OF APPLICATIONS** [(Back to Top of Document)](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Applications are reviewed for legally required information |  |
|  |  | Applicant is a citizen or national of the United States [ [8 U.S.C 1408](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title8-section1408&num=0&edition=prelim); [5 CFR 7.3(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-A/part-7/section-7.3#p-7.3(a)); [5 CFR 338.101(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-338/subpart-A/section-338.101#p-338.101(a))] |  |
|  |  | Date of birth (when age is a factor for certain law enforcement, firefighter, air traffic controller, and other positions) [[5 U.S.C. 3307](https://uscode.house.gov/view.xhtml?req=U.S.C+1956%28a%29%281%29&f=treesort&num=41) and [5 CFR 338.601](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-338/subpart-F/section-338.601)] |  |
|  |  | OF 306 verifies Selective Service registration prior to appointment [[5 U.S.C. 3328](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3328&num=0&edition=prelim) and [5 CFR part 300, subpart G](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-300/subpart-G)] |  |
|  |  | Qualification determinations are accurate (superior academic achievement is documented if it is the basis for eligibility) [[5 CFR 338.301](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-338/subpart-C/section-338.301) and [DEOH 5-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | **\*Note: Original signatures on applications are not required. DoD only – retired members of the Armed Forces may be appointed to positions in the civil service in or under DoD during the 180 days immediately after retirement or when still in a terminal leave status without regard to obtaining authorization under** [**5 U.S.C. 3326(b)(1)**](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3326&num=0&edition=prelim) **[*DoD Memorandum 24 September 2001, Appointment of Retired Members of the Armed Forces to Positions in the Department of Defense]***  |  |
| **J. ASSESSMENT OF CANDIDATES** [(Back to Top of Document)](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Rating/quality category placement determinations are accurate in accordance with KSAs and rating plan |  |
|  |  | Assessment criteria (e.g., rating plans, occupational questionnaires, tests, structured interviews) align with job analysis; make clear distinctions between creditable levels of qualifications; contain appropriate measures; uniformly applied; and qualification determinations are documented and accurately made. [[DEOH G-1](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Application includes transcripts, course listings, or other documentation sufficient to support qualification based on education. [[DEOH 4-A](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | When a self-assessment rating instrument is used to rank candidates, responses from applicants who will be referred for selection on a certificate of eligibles are checked against other application materials for evidence supporting applicant ratings. Appropriate rating adjustments are made and fully documented. [[DEOH G-1](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Reconsideration of rating decisions handled properly  |  |
| **K. VETERANS’ PREFERENCE** [**(Back to Top of Document)**](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Veterans’ preference is properly adjudicated [[5 U.S.C. 2108](https://uscode.house.gov/view.xhtml?req=granuleid:USC-2010-title5-section2108&num=0&edition=2010) and [5 U.S.C. 3309](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3309&num=0&edition=prelim); [DEOH 4-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Documentation required is consistent with agency policy |  |
| **L. CERTIFICATION AND SELECTION PROCEDURES** [**(Back to Top of Document)**](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Certificate of Eligibles contains the following: |  |
|  |  | Certificate number, including the FY (a system is in place to identify certificates) |  |
|  |  | 2. Title, series, grade, and duty location of position |  |
|  |  | 3. Names of certified eligibles (and addresses/phone numbers if applications are not sent with certificate) |  |
|  |  | 4. Numerical rating/quality category of each eligible certified, including veteran’s preference points when applicable (N/A for category rating), and appropriate veterans’ preference symbols.  |  |
|  |  | 5. Signature of issuing official |  |
|  |  | 6. Issue date of certificate |  |
|  |  | 7. Due date of certificate |  |
|  |  | Order of certification is proper [[5 U.S.C. 3313](https://uscode.house.gov/view.xhtml?path=/prelim@title5/part3/subpartB/chapter33&edition=prelim); [5 CFR 330.705](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-G/section-330.705); [DEOH 6-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf) or [5 U.S.C 3319](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3319&num=0&edition=prelim); [5 CFR 337.303](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-337/subpart-C/section-337.303); [DEOH 5-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | For category rating, all eligibles in the highest quality category (unless agency policy allows for appropriate exception for referring only preference eligibles) ([5 U.S.C 3319](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3319&num=0&edition=prelim); [5 CFR 337](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-337); [DEOH 5-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)]. \***Note: If ICTAP eligibles are found not well-qualified, independent second reviews are conducted, and written notification containing the specific reason(s) is provided.** |  |
|  |  | For category rating, proper procedures are followed if merging categories (merging is optional and may be done before a certificate is issued only if there are fewer than 3 eligibles in the highest quality category and/or when fewer than 3 *available* eligibles remain in the highest quality category. All preference eligibles are placed at the top of the newly merged category) [[DEOH 5-B](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)]) |  |
|  |  | Selections are properly made from candidates ranked in the highest quality category on a certificate of eligibles, in accordance with veterans' preference laws. [[5 CFR 337](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-337)] |  |
|  |  | Selections are consistent with ranking certification [[5 U.S.C. 3318](https://uscode.house.gov/view.xhtml?req=granuleid:USC-1999-title5-section3318&num=0&edition=1999) and [5 U.S.C 3319](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3319&num=0&edition=prelim); [5 CFR 332.404-405](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-332/subpart-D/section-332.404); [DEOH 6-C](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Selecting official properly documents actions (selections, declinations, etc.) and signs and dates the returned certificate as documentation for the file [[DEOH 6-C](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Selecting officials return certificates promptly after making selections [[DEOH 6-C](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Pass overs of preference eligibles and/or objections are handled properly [5 U.S.C. 3312 and [5 U.S.C. 3318](https://uscode.house.gov/view.xhtml?req=granuleid:USC-1999-title5-section3318&num=0&edition=1999); [5 CFR 332.406](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-332/subpart-D/section-332.406); [5 CFR 339](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-339)] |  |
|  |  | Certificates are audited upon return in accordance with the agency’s policy [[DEOH 6-C](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
|  |  | Certificates are audited and documented by certified staff or trained contractors before the appointee’s entrance on duty. Certificates are properly annotated to document actions such as declination or failure to respond. [[DEOH 6-C](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)] |  |
| **M. NOTIFICATION OF PERSONNEL ACTION(S)** [**(Back to Top of Document)**](#_top) |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | *Codes and authorities on SF 50/SF 52 are correct:* |  |
|  |  | Legal authority and nature of action codes  |  |
|  |  | Veterans’ preference |  |
|  |  | VP for RIF (block 26) and Annuitant Indicator (block 28) reflect military retiree status |  |
|  |  | Tenure group |  |
|  |  | FEGLI |  |
|  |  | Retirement plan |  |
|  |  | Pay determination is proper. (for superior qualifications appt. pay rate determinant (block 29) is 7 (or 8) on initial SF 50 but reverts to 0 (or 6) for subsequent actions) |  |
|  |  | Qualification standard on SF 52 if other than OPM |  |
|  |  | *Remarks entered on SF 50 are correct*: |
|  |  | Probationary period |  |
|  |  | Service counting towards career tenure |  |
|  |  | Date appointment affidavit signed |  |
|  |  | Full performance level of the position |  |
|  |  | Eligibility for life insurance/health benefits |  |
|  |  | Creditable military service |  |
|  |  | Frozen service |  |
|  |  | Previous retirement coverage |  |
|  |  | Retirement plan |  |
|  |  | *And, if appropriate:*  |
|  |  | Credit for non-Federal or active-duty uniformed service for leave purposes |  |
|  |  | Rate of pay remark if using pay-setting flexibility.\***Note: Decisions to use pay flexibilities for hiring (recruitment, retention, relocation incentives, repayment of student loans, and superior qualifications and special needs pay setting authorities) are appropriately justified and documented. [**[**DEOH G-4**](https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/deo_handbook.pdf)**]** |  |
|  |  | Reason for temporary appointment (reason stated) |  |
|  |  | Conditions of temporary employment remark  |  |
|  |  | *Forms filed chronologically on the right (long-term) side of OPF:* |  |
|  |  | 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 |  |
|  |  | *When applicable:* |
|  |  | DD 214 (Certificate of Release or Discharge from Active Duty) copy that includes *character of service* |  |
|  |  | SF 15 (Application for 10-Point Veteran Preference) |  |
|  |  | VA letter, active service retirement orders, or DD 214 certifying service-connected disability (with no medical information or properly sanitized) |  |
|  |  | Certification of Completed Investigation Notice |  |
|  |  | Retirement forms |  |
|  |  | Transcripts when education was used for qualifications |  |
| **Case File Summary/Comments:** |

**Reviewer/Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_