

**INSTRUCTIONS FOR COMPLETING THE
“TEMPLATE FOR RECRUIT ACTIONS”**

RPA #. The number assigned by Modern DCPDS.

POSITION IS NEW. Indicate “Yes” or “No”. Identify the name of the former incumbent if the position is not new.

POSITION TITLE, PAY PLAN, SERIES AND GRADE. Identify the level(s) at which you wish to recruit.

FULL PERFORMANCE LEVEL IS. Identify the full performance level of the position.

ORG CODE. Identify seven digit organizational code. **PAYROLL COST CENTER CODE.** Identify six digit payroll code.

SELECTING OFFICIAL NAME, TELEPHONE NUMBER, EMAIL ADDRESS AND FAX NUMBER. Self Explanatory.

RECRUITMENT SOURCE(S). Indicate whether you want to use STAIRS, delegated examination, or open continuous delegated examination for scientists and engineers at the DP-3 level. You may select more than one source.

AREA OF CONSIDERATION FOR DELEGATED EXAMINATION. Check geographic area to be considered (i.e., Oxnard Plains, Ridgecrest, Southwest Region, California, etc.).

DUTY STATION. Identify the location of the vacancy (i.e., Point Mugu, China Lake, Patuxent River, etc.).

PCS IS OR IS NOT AUTHORIZED. Will travel costs be paid for the selectee? Yes or No.

SPECIAL REQUIREMENTS OF POSITION. Identify the unique requirements of the position. Identify the security clearance requirements of the position (Top Secret, Secret, or Confidential). Make sure this matches information in PAC and on the OF-8. Is this position subject to random drug testing and require a drug test before entry into position? Is position identified in a commercial activities study? Does this position require a physical examination. If yes, for Demo positions, indicate physical requirements in PAC (under “Optional Specific Info”). Does the position work other than Monday through Friday? Is the position located on San Nicholas Island? Does the position have any unusual working conditions or work shift?

DOES THIS POSITION REQUIRE TRAVEL? The average number of days the employee may be required to travel per month.

DUTIES STATEMENT. List specific duties, responsibilities and requirements of the position. This paragraph should be concise and specific.

IF RECRUITING VIA STAIRS, LIST THE FOLLOWING SKILLS THAT RELATE TO THE POSITION TO BE FILLED: (REQUIRED, DESIRED, OR AD-HOC SKILLS).

Identify only hard skills (i.e., Test and Evaluation, Program Management, Design, Budget Formulation, etc.). Do not use soft skills (i.e., oral presentations,). Work with your Personnel Management Advisor (PMA) to develop the list of required and desired skills. Make sure that skills that are identified in this item are reflected by the “description of duties” described above.

IF RECRUITING VIA DELEGATED EXAMINATION, CHOOSE THE TYPE OF RATING CRITERIA TO BE USED AND ATTACH DOCUMENTS AS REQUIRED. If the position is to be filled under a Delegated Examining Announcement, a job analysis and crediting plan or ACE Crediting Plan must be attached. If you are using a Selective Placement Factor, provide a justification for the basis for using the factor requested. See your PMA for assistance.

NOTE: The remainder of the form will be completed by your Personnel Management Advisor.

Template for Recruit Actions

1. RPA #: _____ Date recruitment submitted by management: _____

2. Position is new? No (If No, please indicate employee vice: _____)

3. Position Title, PP-SRS-GR: _____

4. Full Performance Level: _____

5. ORG Code: _____ Payroll Cost Center Code: _____

6. Selecting Official Name: _____

Phone#: _____ DSN: _____

Email address: _____ Fax#: _____ DSN: _____

7. Recruitment Source(s):

- Stairs
- Delegated Examination (Name Request: _____)

8. Area of Consideration for Delegated Examination:

- Oxnard Plains Ridgecrest Southern California
- Southwest Region Nationwide Other

9. Duty station: China Lake _____.

10. PCS authorized? Yes

11. Special requirements of position:

- Drug Test Required Top Secret Clearance Secret Clearance
- Confidential Clearance Part-Time Position Intermittent Position
- Temporary Position Physical Examination Required
- Special Driver's License Shift Work DAWIA (include coding form)
- Other

12. How many days of travel per month is required?

- 1 to 5 days 5 to 7 days
- 10 to 15 days over 15 days

13. Duties statement:

14. If recruiting via STAIRS, please list the following skills that relate to the position to be filled:

Required Skills:

Desired Skills:

AD-HOC Skills (if unavailable) and alternate ways of stating the same skill:

15. If recruiting via Delegated Examination, choose the type of rating criteria to be used and attach documents as required:

- Job analysis and crediting plan attached
- ACE Crediting Plan attached (rating will be on the basis of a 90/80/70)
- Selective Placement Factor (Justification is required and should reflect the basis for the use of the selective placement factor requested.)

FOR HRO USE ONLY:

16. Recruitment Search Criteria Options for STAIRS:

- | | | |
|--|--|---|
| <input type="checkbox"/> UIC: 60530 | <input type="checkbox"/> UIC: 63126 | <input type="checkbox"/> UIC: 42191 |
| <input type="checkbox"/> UIC: 47609 | <input type="checkbox"/> UIC: 63387 | <input type="checkbox"/> UIC: 69218 |
| <input type="checkbox"/> Current Federal Civilian | <input type="checkbox"/> Current DoD Civilian | <input type="checkbox"/> Current DoN Civilian |
| <input type="checkbox"/> Persons with Disability | <input type="checkbox"/> Executive Order 12721 | <input type="checkbox"/> Interchange Agreement |
| <input type="checkbox"/> 30% Disabled Veteran | <input type="checkbox"/> VRA | <input type="checkbox"/> VEOA |
| <input type="checkbox"/> Student Employment | <input type="checkbox"/> Outstanding Scholar | <input type="checkbox"/> Reinstatement Eligible |
| <input type="checkbox"/> Overseas Limited Appt. | <input type="checkbox"/> Overseas Mil Spouse | <input type="checkbox"/> Overseas Family Member |
| <input type="checkbox"/> Relocating Military or DoD Spouse | | <input type="checkbox"/> All Sources |

17. HRO POC:

Phone#:

Alternate POC:

Phone#:

18. If Temporary employment is required please indicate the required timeframe of employment:

- 90 Days or Less
- 120 days
- 180 days
- NTE: 1 year
- Other:

If position is temporary, include the following statement: *Temporary appointment NTE 1 year. The proposed appointment meets regulatory time limits. This position has not been previously filled by temporary appointments for an aggregate of 2 years within the preceding 3-year period. Workload associated with completion of*

19. If an exception to the PPP, cite the applicable exception from the PPP manual:

If not an exception to the PPP, cite PPP option code(s): (limited total of two Options codes). For positions above at the GS-12 (or demo equivalent) or above, include the following statement: *If a PPP match exists, we wish to see a complete resume before a job offer is made.*