**CG-123 Staffing Checklist: Hiring Official Recruitment Action Checklist**

**Purpose**: Hiring Officials complete the checklist and after submitting via FedHR with the recruitment request, the servicing HR Specialist will reach out for the strategic recruitment consultation.

**PCN (if multiple, enter all):** Click or tap here to enter text.

**Pay Plan/Position Title/Series/Grade:** Click or tap here to enter text.

**Full Performance Level of Position:** Click or tap here to enter text.

**Grade Levels Being Recruited:** Click or tap here to enter text.

**Duty Locations (if multiple, enter all locations):** Click or tap here to enter text.

**Recruitment Source(s):**

[ ] Merit Promotion Only [ ] Direct Hire Authority [ ] Expedited Hire Authority

[ ] Delegated Examining Only\* [ ] Both Merit Promotion and Delegated Examining\*

[ ] Pathways [ ] Other, specify: Click or tap here to enter text.

*\*Request for use of Delegated Examining is subject to HR review/approval.*

**If Merit Promotion only, please specify:**

[ ] Status Candidates nationwide [ ] Status Candidates within the local commuting area

[ ] USCG Employees nationwide [ ] USCG Employees within the local commuting area

[ ] Other, specify: Click or tap here to enter text.

**Announcement Length**: Standard length of announcement is 10 calendar days. Requests for more or less than 10 calendar days require a justification from the Hiring Official and HR Specialists will discuss with Branch Chiefs. For example, Direct Hire announcements are often “open continuous” and use cut-off dates. If a non-standard opening period is requested, specify length and any cut-off time frames: Click or tap here to enter text.

**Subject Matter Review:** Hiring Officials interested in utilizing a subject matter expert review panel must contact their servicing HR Specialist for guidance in the early stages of the recruitment process. SME panels must be used prior to the issuance of certificates.

**SME Panel Member Name(s):** Click or tap here to enter text.

**Position Conditions of Employment** (*often located in classified position description/OF-8*):

[ ] Physical Required [ ] Drug/Alcohol Test Required [ ] Age Restriction

[ ] State Driver’s License required

**Security Clearance Level** (*ensure level matches classified position description/OF-8*):

[ ] 1N/1C: Non-Sensitive/Low Risk Public Trust [ ] 2N/2C: Non-Critical Sensitive/Secret

[ ] 3N/3C: Critical Sensitive/Top Secret [ ] 4N/4C: Special Sensitive/Special Compartmental Info

[ ] 5N/5C: Moderate Risk/Public Trust [ ] 6N/6C: High Risk/Public Trust

[ ] Other, specify: Click or tap here to enter text.

**Required Travel for Position:**

[ ] Not Required [ ] 25% or less [ ] 50% or less

[ ] Occasional [ ] 75% or less [ ] 76% or greater

**Permanent Change of Station/Relocation approved for announcement:** [ ] Yes [ ] No

**Position Work Schedule:**

[ ] Full-time [ ] Part-time, hours per week: Click or tap here to enter text.

[ ] Intermittent [ ] Shift [ ] Other, specify: Click or tap here to enter text.

**Appointment Type:**

[ ] Permanent

[ ] Temporary NTE: Click or tap here to enter text.

[ ] Term NTE: Click or tap here to enter text.

[ ] Multiple, specify: Click or tap here to enter text.

[ ] Other, specify: Click or tap here to enter text.

[ ] Internship [ ]  Recent Graduate [ ]  Presidential Management Fellows

[ ] Detail [ ]  Intermittent [ ]  Seasonal

For additional information, contact the following Hiring Official: Click or tap here to enter text.

Additional notes from Hiring Official/Program Liaison: Click or tap here to enter text.