

**EMCBC STAFFING REQUISITION**

This form is to be completed by the office filling the position and submitted to the CBC with the Recruitment SF-52, Completed PD and Coversheet, Rating Criteria, and Job Analysis Form.

Organization: \_\_\_\_\_

SF-52 #:

Title/Series: \_\_\_\_\_

Duty Location:

To be filled at Grade(s): GS-\_\_\_\_\_

Promotion potential:

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

# of vacancies (SF-52 for each):

\_\_\_ PERMANENT \_\_\_ TEMPORARY, NTE \_\_\_\_\_

\_\_\_ TERM (JUSTIFICATION MEMO ATTACHED), NTE \_\_\_\_\_

**PRERERRED METHOD(S) OR RECRUITMENT**

\_\_\_ NON-GOVERNMENT (NON-STATUS) CANDIDATES ONLY/PUBLIC (DE)

\_\_\_ GOVERNMENT (STATUS) CANDIDATES ONLY (MP)

\_\_\_ OTHER: Limited to CBC

**SPECIAL HIRING AUTHORITIES**

**(not applicable if area of consideration is CBC)**

OPM Shared Register of Schedule A applicants reviewed: \_\_\_\_\_.

\_\_\_ No candidates matching this series

\_\_\_ No candidates meeting selective factors

Post vacancy announcement for \_\_\_\_\_ days / \_\_\_\_\_ weeks

Subject Matter Expert(s) (SME): \_\_\_\_\_

Panel Members for Interview (if necessary) \_\_\_\_\_

**POSITION INFORMATION** (check all that apply to be included on the Vacancy Announcement):

\_\_\_ PCS AUTHORIZED FOR THIS POSITION

\_\_\_ DRUG TESTING DESIGNATED POSITION? (Negative test required prior to appointment)

\_\_\_ CLEARANCE REQUIRED (L or Q)

\_\_\_ PUBLIC TRUST POSITION

\_\_\_ SPECIAL PHYSICAL REQUIREMENTS: \_\_\_\_\_

\_\_\_ TRAVEL PER MONTH \_\_\_ 1-5 Nights \_\_\_ 6-10 Nights \_\_\_ More than 10 nights

\_\_\_ FORM 450, Confidential Financial Statement (must be completed within 30 days of employment)

\_\_\_ INCENTIVE: \_\_\_\_\_

\_\_\_ MOBILITY AGREEMENT

\_\_\_ OTHER: \_\_\_\_\_

CHECKLIST	
	Recruitment 52
	Position Description
	PD coversheet
	Job Analysis
	Rating Criteria
	SME identified
	Panel Members identified

Signature of Selecting Official: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of HR Specialist: \_\_\_\_\_ Date: \_\_\_\_\_