DON RECRUIT/FILL REQUEST FORM

Please provide this information either on the RPA or attach this form to your Request for Personnel Action (RPA) along with a complete PD. This information is essential to proceed with your recruit. Drop down menus in many fields have been added to assist you in your selections. **Double-click on a pre-filled item to open the menu.** If you need assistance, please contact your HRO Advisor.

POSITION TO BE FILLED				RPA#	
Title, PP/Ser/Gr				PD#	

POINT OF CONTACT INFORMATION

Sel. Official		Phone		Email		
Alt. Sel. Of.		Phone		Email		
SME		Phone		Email		Access to Cert? ☐
HRO POC		Phone		Email		Access to Cert? ☐
HRO POC		Phone		Email		Access to Cert? ☐
HRO POC		Phone		Email		Access to Cert? ☐
Admin POC		Phone		Email		Access to Cert? ☐
Other		Phone		Email		Access to Cert? ☐

PD INFORMATION: Verify the following data, as applicable, is provided with copies attached to the RPA. Please note if any PD information is incomplete your recruitment action may be returned to you.

Required Data	☐ Position Description(s) – attach all if multiple	☐ PD Build Sheet(s)
	☐ Completed OF-8	☐ Statement of Difference (if applicable)
	☐ Position Sensitivity Designation Form	☐ Civilian Acquisition Coding Sheet (if applicable)
	☐ PD Number(s) if more than 1 grade level:	

RECRUITMENT INFORMATION: Complete those fields that are applicable to your vacancy.

Position	Full Performance Level (FPL)		In-sourcing Position	No
	Organizational Code		Obligated Position	
	UIC		Financial Disclosure	
	Major Claimant		Hierarchy (Name & PD Seq #)	
	Payroll Code (Cost Center)		Base Closure	No
	Payroll Office ID		BRAC Identifier	
	Duty Station		BIN/BIC Number	
	Geolocation Code		Security Clearance	
	BUS Code		Number of Hours per Week	
	FLSA		Duration of Appt/Action	N/A
	Work Schedule		Telework	Yes-YA001
	Appointment Type			
	Drug Testing Position			
Special Position Considerations	Physical Requirements (OF-178, Certificate of Medical Exam, is attached)			
	Overtime/Shift/Weekend/Holiday Work		If yes, what type?	
	Certification or Licensing Req		If yes, what type?	
	Credentialing Required		If yes, what type?	
	Law Enforcement Officer Position	0 - No Appr	Mobility Agreement Required	No
	Firefighter Schedule	N/A	Other Requirements	
	Financial Management Certification	No	If yes, select appropriate level:	N/A
	Cybersecurity Codes			
	Special Salary/Premium Pay		If yes, Table #	
	DAWIA Position		DAWIA Code Sheet Attached?	
	Age restricted positions? (i.e., :]fYZ[\hYfž@k `9bZcfWa YbhCZ]W#5]f`HfUZ]W7cbhfc`Yfﬂ3			

Other Recruitment Information	Grade Level(s) to Recruit For		PCS Authorized		
	Number of Vacancies		Recruitment Incentive		
	Highest Previous Rate		Relocation Incentive		
	Superior Qualification	No	TDY Requirement		If yes, %
	Vice (Employee Name):				

RECRUITMENT SOURCES: Identify those recruitment sources you would like to utilize to fill your vacancy.

Area of Consideration		
☐ Activity Only - List UIC/Org	☐ DE –U.S. Citizen	
☐ Current DON (Navy and Marine Corps)	☐ Expedited Hire Authority (EHA)	
☐ Current Department of Defense (DOD)	☐ Direct Hire Authority (DHA)	
☐ Permanent Fed Civilian Employees	☐ NAFI / Interchange Eligibles	
☐ VEOA	☐ Pathways Program	Type Internship
☐ Reinstatement Eligibles	☐ DSSA (Distinguished Scholastic Ach Appt Demo)	
☐ VRA	☐ Postal Service/Peace Corps & Other Misc Authorities	
☐ Veterans w/30% or more Disability	☐ E.O. 12721 (Returning Overseas Family Member)	
☐ Wounded Warrior Candidates	☐ Military Spouse/Family Member (Overseas)	
☐ Military Spouse Executive Order 13473	☐ Local Hire (Overseas)	
☐ Persons with Disabilities (Schedule A)	☐ ICTAP	
☐ USA Hire		

☐ Limit to commute area of:

☐ Name Request:

JOB ANALYSIS/ASSESSMENT INFORMATION:

All SPF's must be supported by duties in the PD	Specific information regarding this position should be annotated in the Notepad of the RPA. An HR Specialist will be in contact with you to complete the job analysis and assessment process for your vacancy.

DOD PRIORITY PLACEMENT PROGRAM (PPP) INFORMATION: To be completed by HRO or HRSC as applicable.

PPP Clearance	PPP Option Code(s), if any		Remote Activity Code, if any	
	PPP Exception, if any (cite)			
	Is Re-Promotion Eligible List cleared?		Date Cleared	

OVERSEAS VACANCIES:

Sponsor Information	Name		Phone		Fax	
	Mailing Address					
	Email Address					
Tour Information	Country		Tour Length	N/A		
	Overseas Entitlements/Allowances:					

ADDITIONAL COMMENT/NOTES: Please enter any additional comments or instructions for your recruitment.

Form Completed by (name)		Phone		Email	