



DON CIVILIAN HUMAN RESOURCES DIRECT HIRE AUTHORITY/NAME REQUEST CHECKLIST

Indicate Direct Hire Authority used:

Other:

HRO: Ensure all required documentation/information is submitted to OCHR to initiate the DHA as follows:

HRO POC:	Resume	Name of Appointee
Phone:	Transcript (if positive education or substitution of education)	PD or Equivalent and PDR
Email:	Military Service Documents (if applicable)	HRO/SO POC
DCPDS Routing Inbox:		BIN
		SF-50
		180-day waiver for retired Military (if applicable)

RPA #	FPL:
Title/PP-Series-GR to be Appointed	PD#
ACWA position: Yes No	If yes, was the ACWA position/equivalent assessment completed by candidate? Date completed:
Duty Location:	Geoloc:
Candidate Name:	Candidate Email:
Provide 2-3 bullets stating how candidate meets basic qualification requirements in accordance with OPM (or DoD, if applicable) qualifications standards:	
<u>Recruitment Method Used to find Candidate</u>	
Is the candidate a current employee in the competitive service at the activity for which the position is being filled?	
<ul style="list-style-type: none"> • If yes, indicate the RPA# for internal recruitment methods exhausted previously, e.g. merit or MIOC: • If no, is the candidate a current federal employee in the competitive service at a different activity or agency: <ul style="list-style-type: none"> ○ If yes, indicate the targeted recruitment event or outreach effort and date attended (example: WorkSource job fair dtd 04APR2018 or JOA flyer posted 02-06APR2018). 	
Recruitment Event:	
Name of Selecting Official:	Date:
HRO (Use Only) Name of Specialist:	Meets Qualifications:

* Public Notice/Waiver Package is required if the individual is subject to 3326 of title 5, U.S.C (Appointment of retired members of the Armed Forces within 180 days)

OCHR Use Only	
Name of OCHR Specialist:	Qualifications Requirement Validated:
Date:	Projected EOD:
PPP Requisitioned in ASARS (if applicable) RPL cleared (if applicable) ICTAP- cleared at FPL (if applicable) Code Action Coordinate EOD	ARAL Search Debarred List ACWA assessment or equivalent – GS-05/07 (if applicable) Set Pay