

### Agency Pre-Appointment Request Checklist Non-Political Excepted Service Positions

Pursuant to OPM's oversight authority under section 1104(b)(2) of title 5, United States Code and section 5.2 of title 5, Code of Federal regulations, agencies must seek OPM approval prior to appointing any current or former political appointee to a permanent non-political civil service position.

Use this form when submitting a package for proposed appointment of a current or former political appointee to a position in the excepted service. It is important to identify and submit cases and corresponding documentation for OPM approval promptly prior to appointment, as failure to do so will necessitate review after an individual is appointed and may require corrective action.

Please complete this form and submit items listed on the following page to [PoliticalConversions@opm.gov](mailto:PoliticalConversions@opm.gov), noting reasons for any items not available. OPM will acknowledge receipt, assignment, and acceptance of cases separately. Cases will be assigned to an evaluator at which time your agency will be notified and be required to provide access to the case in the automated staffing system within two business days. Cases will be accepted once all information necessary to review the case is provided.

Pre-Appointment Request

Post-Appointment Request

**Name of Proposed Selectee:**

Current Political Appointee	Former Political Appointee
Date First Appointed to Political Position in Current Agency:	Dates of Most Recent Political Position Date Appointed:                      End Date:

**Requesting Agency:****Points of Contact (Name, Phone, and Email)**

Point of Contact - Submission Follow Up Questions	Point of Contact - Automated Staffing System Access
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**Proposed Appointment Information**

Position Title, Pay Plan, Series, and Grade

Appointing Authority (including citation)	Component/Office and Location
Rate of Basic Pay	Rate of Adjusted Pay (Including Locality)
Selecting Official Name, Title, Series, Grade, Career or Political Appointee	Contact Information (Phone and Email)
Recommending Official (if different) Name, Title, Series, Grade, Career or Political Appointee	Contact Information (Phone and Email)

**Political Position Information**

Position Title, Pay Plan, Series, and Grade

Appointing Authority (including citation)	Agency/Component/Office
Rate of Basic Pay	Rate of Adjusted Pay (Including Locality)

<b>Interview and Panel Members</b> (please also indicate if individual is no longer with the organization or agency)	
<b>First Interview/Rating or Ranking</b>	
Name, Title, Series, Grade, Career or Political Appointee	Contact Information (Phone and Email)
<b>Second Interview/Rating or Ranking</b>	
Name, Title, Series, Grade, Career or Political Appointee	Contact Information (Phone and Email)
<b>HR Specialist – Case Management Information</b>	
Name, Phone, Email	
<b>Application/Resume Reviewer(s)</b>	
Name, Title, Series, Grade, Career or Political Appointee	Contact Information (Phone and Email)

OPM will conduct a thorough records review and interviews with agency officials associated with the decision-making process to determine adherence to merit system principles and confirm the action is free from political influence or any other improprieties.

1. **Agency Request Letter** – A dated cover letter signed by the agency Headquarters official certifying the proposed action meets all merit and fitness requirements in 5 U.S.C. 2301 and 2302 and Civil Service Rules 4.2 and 7.1.; and include authorization for MSAC ACE staff to access the agency's automated staffing system.
2. **Position Description (PD) for the Proposed Position** – Include a fully executed OF-8 or equivalent showing why and how the position was established.
3. **PD for the Political Position and Explanation of Relationship if Same Agency as Proposed Position** – Include a fully executed OF-8 or equivalent showing why and how the position was established.
  - a. Explain any relationship between the political position and proposed position:
4. **SF-50s** – Records showing the selectee's political appointment and, if applicable, resignation/termination SF-50 (request from the selectee or prior agency).
5. **Organizational Chart for the Proposed Position** – Identifying where the position resides within the agency.
6. **Organizational Chart for the Political Position if Same Agency as Proposed Position** – Identifying where the position resides(d) within the agency.
  - a. **Explain the disposition of the political position**, if vacated, or plans for the political position should the selection be approved:
7. **Relationship Disclosure** – A statement disclosing any personal or professional relationship between anyone involved in the hiring process (the recommending and selecting officials, those in the reporting chain, those on rating or interview panels) and the proposed selectee. Provide as separate document or provide statements here:
8. **Agency Policy for Accepting Excepted Service Applications and use of rank/unranked referral**
9. **Recruitment sources and advertising methods** –
  - a. Evidence of fair and open competition, including a recruiting notice (or copy of job opportunity announcement) if one was used:
  - b. Description of recruiting sources and advertising methods:
  - c. How did proposed selectee learn about this vacancy?
  - d. Are there related recruitment actions or requests and job opportunity announcements associated with this recruitment (e.g., position advertised previously but not filled?)

10. **Case File** – Automated staffing system access to view case file documents for the proposed merit selection (including all items listed in 10a-10g) **within two business days** of our request once a case is assigned. Ensure all requested documents below are uploaded and available in the system. If system access is not possible or an automated staffing system was not used, contact [PoliticalConversions@opm.gov](mailto:PoliticalConversions@opm.gov) to inquire about alternative options such as submission of electronic documents to [PoliticalConversions@opm.gov](mailto:PoliticalConversions@opm.gov) or through the secure portal.

Is a form required to grant OPM system access? If yes, please include a copy of the form with submission.

- a. The job analysis
  - b. The qualification standard used
  - c. Complete application packages from all applicants (e.g., resumes, questionnaires, DD-214s) showing how each met or failed to meet established qualifications
  - d. Information showing how veterans' preference was considered
  - e. The referral list(s) issued to the selecting official and the completed referral list documenting the tentative selection
  - f. Documentation of any job offer correspondence, to include salary determination, if applicable
  - g. Agency correspondence with applicants (e.g., acknowledging receipt, notices of rating, etc.)
11. **Interview/Selection Process** – Documentation of the full interview and selection process, including:
- a. Description of interview process
  - b. Copies of interview questions
  - c. Interview panel notes
  - d. Date(s) of interviews:
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- e. Names of all candidates interviewed: