

GUIDE FOR PREPARATION OF CIVILIAN RECRUIT ACTIONS

This Guide is a tool provided for use by managers primarily when initiating a recruit action. For new positions, PD modifications, etc., contact your Command Staff Advisor (CSA) for assistance.

THIS TABLE OUTLINES INFORMATION REQUIRED FOR PROCESSING YOUR RECRUIT ACTION. THE MORE COMPLETE THE INFORMATION IS WHEN THE CENTER PERSONNEL SPECIALIST RECEIVES IT, THE FASTER THE RECRUIT ACTION CAN BE POSTED.

ITEM	REQUIREMENTS
➤ SF-52	<p>Ensure the following sections are completed:</p> <p>Part A:</p> <ul style="list-style-type: none"> ◆ Block 1 (i.e., Recruit)(Also include name of last incumbent) ◆ Block 3 (include email address, if applicable) ◆ Blocks 5, 6 <p>Part B:</p> <ul style="list-style-type: none"> ◆ Blocks 15 (Position Title and BCN), 16, & 17 ◆ Block 18 (if recruiting below the target grade, list grades) ◆ Block 22 (Check OF8 Blocks 18a. thru 18e. for accuracy) ◆ Block 39 <p>Part C:</p> <ul style="list-style-type: none"> ◆ Block 1A (POC for FTE Management, i.e., “ATU POC”) ◆ Block 1B (date CSA notified of request for Action)
➤ Position Description Cover Sheet (OF-8) and PD	<p>Ensure both the OF-8 and PD are correct and are attached. If changes need to be made to the position description, contact your CSA for assistance.</p>

THE FOLLOWING ITEMS CAN BE INCLUDED ON THE SF-52 IN PART D OF THE SECOND PAGE OR ATTACHED SEPARATELY

ITEM	REQUIREMENTS
➤ Length of Vacancy Announcement Open Period	<p>Indicate length of time for Announcement to be open, i.e., 1 week, 2 weeks, etc. Use negotiated agreement language where applicable. *FYI: Announcements open on Mondays.</p>
➤ Duties of the Position	<p>This paragraph will be used in the Announcement to give interested applicants an idea of what the job entails. Paragraph 1 from the PD will be used unless you provide another version of the description of duties. If you provide another version, it is essential that it be in line with the overall elements of the PD.</p>
➤ Area of Consideration (AOC)	<p>Indicate area of consideration for announcement from the following (where applicable, use negotiated agreement language):</p> <ul style="list-style-type: none"> <input type="checkbox"/> All Sources (Federal employees and General Public) <input type="checkbox"/> Status Candidates (Current and Former Federal Employees) <input type="checkbox"/> Status Candidates in the local commuting area (Current and Former Federal Employees in the local commuting area) <input type="checkbox"/> Coast Guard Wide (Coast Guard civilian employees) <input type="checkbox"/> Coast Guard Employees in local commuting area (All Coast Guard civilian employees in the local commuting area) <p>– Coast Guard employees at Command in local commuting area only</p>

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AOC (continued)	<p>(All CG Employees assigned to the activity with the position vacancy.)</p> <p><input type="checkbox"/> VRA Eligibles (Veterans eligible for appointment under the Veterans' Readjustment Appointment Authority)</p> <p>The AOC will automatically include Disabled Individuals eligible under special OPM appointing authorities on all announcements.</p> <p>NOTE: When recruiting for status candidates outside Coast Guard the Area of Consideration will automatically be extended to include veterans who are preference eligibles or who have been seperated from the armed forces under honorable conditions after 3 years or more of continuous active service.</p>
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➤ Selective Placement Factor (SPF) (only used in rare cases)	<ul style="list-style-type: none"> • A selective placement factor is a special qualification in addition to the minimum requirements determined by the Office of Personnel Management to be essential to perform the duties and responsibilities of a position in a particular occupational series. • Supervisors may designate one SPF that is a mandatory requirement necessary for an applicant to possess to be selected. <ul style="list-style-type: none"> ▪ Example: Ability to speak Spanish. • Applicants who do not possess the Selective Placement Factor will not be considered.
➤ Knowledge, Skills, and Abilities (KSAs)	<ul style="list-style-type: none"> • For GS positions only, identify 3 to 5 KSAs from the position description to be used to ensure applicants have the primary qualifications necessary. <ul style="list-style-type: none"> ▪ Example: Ability to communicate orally and in writing ▪ Example: Knowledge of contract negotiation. • If you do not provide KSAs, the first 5 KSAs in Factor 1 of the PD will be used. • For WG positions the standard job grading elements may be used.
➤ Include Mailing Address	<p>After the Job Announcement closes, the Center Personnel Specialist/Assistant will review the applications, determine qualifications, and prepare a Candidate Referral Certificate (list of eligible applicants). If you are located within the same commuting area as your CSA, the certificate of eligibles and applications will be mailed to your CSA. Your CSA will forward the package to you. If you are located outside the commuting area of your CSA, the package will be sent directly to the address you indicate.</p>
➤ Submit Package	<p>If you are located within the same commuting area as your CSA, submit the recruit package directly to your CSA. If you are located outside the commuting area of your CSA, submit the recruit package directly to the Center. Contact your CSA for the appropriate name and address of the Center Specialist.</p>

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Your part is complete.

Expect to receive a copy of your Job Announcement within 1-3 weeks.

You can get assistance on this process or check the status of your Announcement by contacting your CSA.