

**U.S. Department of Agriculture
Request for Recruitment Action**

1. Position Title and Series

2. Organizational Location

3. Type of Position <input type="checkbox"/> Senior Executive Service (SES): <input type="checkbox"/> CR <u>or</u> <input type="checkbox"/> General <input type="checkbox"/> Senior Level (SL) <input type="checkbox"/> Scientific and Professional (ST) <input type="checkbox"/> Senior Science and Technology Service (SSTS)	4. Agency Head Recommendations <input type="checkbox"/> Fill position as is (vice action) Name: _____ Date: _____ <input type="checkbox"/> Approval of proposed technical qualifications standard. <input type="checkbox"/> Redescribe existing position: DAES number _____ <input type="checkbox"/> Establish new position and request new space allocation _____ <input type="checkbox"/> Proposed competitive recruitment: <input type="checkbox"/> Civil Service-wide <input type="checkbox"/> All Sources
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5. Documentation Attached

Proposed new position description and supporting justification
 Position evaluation statement
 Functional statement and staffing tables
 Organization chart showing SES and key senior level positions
 Approval of proposed technical and managerial qualifications standard
 Justification for establishment of new position

6. Executive Resources Contact

7. Cleared by

Signature _____ Agency Head or Staff Office Director	Date _____
Signature _____ Under or Assistant Secretary	Date _____
Signature _____ Director, Executive Resources Management Division	Date _____
Signature _____ Director, Office of Human Resources Management	Date _____
Signature _____ Assistant Secretary for Administration	Date _____

8. Approval

Signature _____ By or For the Secretary of Agriculture	Date _____
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For OSEC Use Only: **Approved** **Disapproved**

Disclaimer Statement: This form is intended for use by the Office of Human Resources Management, Executive Resources Management Division only. It is to be used to obtain approval to manage USDA executive resources.