

EXECUTIVE PERSONNEL TRANSACTION

I. Information about the individual

Full Name: (First, Middle Initial, Last)	SSN#	DOB
Current Appointment		Current Grade
Proposed ES or SL/ST salary	Gender	RNO
E-mail address:		
Does individual have 5 years current, continuous civil service immediately preceding initial SES appointment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Proposed Personnel Action: (Please insert correct action)	Type of Appointment: (Please insert correct type)	

II. Position Information

Current or Proposed Position:		
Position Title/PP/Series		
New position/redescription/cancel		
Agency/Division		
Position # DAES0	<input type="checkbox"/> General <input type="checkbox"/> Career Reserve	Geographic Location (City and State)
Address and phone number (Mailing address of position)		

III. Staffing Information

Vacancy Announcement #	F JOB #	QRB Case: A <input type="checkbox"/> C <input type="checkbox"/>
Area of Consideration	Opening/closing Dates	
Recruited From: (Please check correct choice) (Bureau means your internal USDA Agency and Agency means USDA)		
Same bureau/same agency <input type="checkbox"/>	Different bureau/same agency <input type="checkbox"/>	
Different Executive Branch agency <input type="checkbox"/>	Legislative/Judicial Branch <input type="checkbox"/>	
Outside Federal Government (reinstatement) <input type="checkbox"/>	Outside Federal Government (not reinstatement) <input type="checkbox"/>	

INSTRUCTIONS FOR EXECUTIVE PERSONNEL TRANSACTION FORM

The following instructions include only those portions of the form that may not be self-explanatory.

Section I.

- **RNO** is race or national origin
- **Current Appointment** is the appointment the individual immediately occupies prior to appointment to the SES, SL or ST position (e.g., career/career conditional, Schedule C, non career, etc); or SES, SL, or ST appointment for reassignment actions.
- **Current Grade** is the grade the individual immediately occupies prior to appointment to the SES, SL or ST; or SES, SL, or ST for reassignment actions.
- **Proposed personnel action** is an appointment, reassignment, conversion, transfer, retirement, or resignation, etc.)
- **Type of appointment** is SES career, Limited Term, Reassignment, etc.

Section II.

- **New position/redescription/cancel** Indicate request to establish new position, redescribe an existing position or to cancel a position. If request is to cancel a position, please indicate date of cancellation.
- **Position #** is the DAES, DASL or DASI number assigned by Human Capital and Executive Allocations Branch (HCEAB). For proposed/new executive positions, the position # should be left blank. HCEAB will assign new position number once prior approval process is complete. Proposals to establish new executive positions must be accompanied by a position description and a narrative justification statement. All position numbers are 5 digits (zero, followed by the remaining numbers)
- **General/Career Reserved** denotes the kind of SES position. Use for G for General positions and CR for Career Reserved positions. Review 5CFR, Subpart D – Types of Positions.
- **Geographic location** is the city and state the position is located. Please spell out and use code numbers.
- **Address and phone number** is the mailing address and phone of the position's location. Please include 9 digit zip code.

Section III

- **FJOB #** is the OPM control # that is generated when the vacancy is posted in USAJOBS.
- **QRB case.** Indicate the criteria from which the QRB should review the nominees executive qualifications:

Criterion A: Demonstrated executive experience

Criterion C: Possession of special or unique qualities that indicate a likelihood of executive success. (Approval of these cases is based on the agency's entire submission, including the proposed Individual Development Plan, and imposes an obligation on the agency to carry out the proposed executive development activities.)

- **Recruited from:** check the appropriate OPM option. In these options, agency would mean USDA. Bureau would be what we internally call a USDA agency, such as AMS. For example, an employee in AMS selected for an executive position in AMS should be checked as same bureau/same agency. An AMS employee selected for an executive position in APHIS or FSIS should be checked as different bureau/same agency.