Request for Certification of Eligibles for Temporary Limited Positions	For open requests, please submit original and one copy of this form, one copy of the position description and OF-8, and one copy of temporary justification (Form NIH 2736-1). For name requests, submit the above, plus a copy of SF 171 (and a copy of OPM 1170/17 or transcripts when applicable). Crediting plan numbers are to be submitted for all Federal Wage System positions. Original applications of eligible *not* selected for appointment should be attached and returned with appropriate documentation. Send this form to: Recruitment and Employee Benefits Branch Building 31, Room B3C-15

ICD	ICD Request No.	Date of Request	Certificate No.	Date Issued

Number of Vacancies, Position Title, Series, Grade, Duty Location. List any selective factors.

Tour of Duty: ☐ F/T   ☐ P/T

If P/T, number of hours per pay period: _____   *and* length of appointment (NTE) either: ☐ 1 year *or* ☐ _____

Signature of ICD Personnel Officer (or designee) *(Certifies that FPM Chapter 316 and NIH Manual 2300-316-1 have been reviewed, and that all conditions and requirements governing the use and extension of temporary limited appointments have been met.)*	Building/Room

Referral

The following list of eligibles is provided in response to the above request:

Action*	Veteran's Preference	Name	EOD Date

Codes for "Action"

A - Selected *(For each selection provide the expected date of appointment)*	NN - Not Selected/Not Contacted	DG - Declined Grade
	DP - Declined for position certified only	DL - Declined Location
CR - Communication Returned Unclaimed	DZ - Declined for other Reasons	DX - Declined Further
DD - Declined Until a Later Date	FR - Failed to Reply	Consideration for
NS - Not Selected	DA - Declined Agency	Federal Employment

Original applications of eligibles NOT selected for appointment should be attached and returned with appropriate documentation.

Signature of Issuing Officer, REBB

Verification of Action Signature of ICD Personnel Officer (or designee)

NIH 2736-2 (11/93)