

Appendix F – Staff Acquisition Requirements

Changes to Staff Acquisition Requirements from Version 2.0		
Requirement	Changes Made	Reason
ACQ144 Subscribe to applicable OPM policy listservs through the OPM website.	Added	Policy Update

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

The Shared Service Center *may* have a role in providing and operating the facility or system to address the functionality, transaction, or process described by these requirements in accordance with the priority specified.

If an SSC chooses to offer services for any of the non-core services, it must meet the applicable mandatory requirements at the time such services are provided to the customer.

Nothing in these requirements implies or authorizes the performance of inherently governmental functions by non-governmental entities.

	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR 334; DEOH 5-B, 6-C	ACQ1	Support an agency's use of mobility assignments.	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.3 Identify Sourcing Strategies	3.2.2 Determine Appropriate Source Options	3.6.7 Close Out Case File
5 CFR 340; HCAAF, Sept 2005, p. V-10	ACQ2	Support counting part-time career employees when administering a personnel ceiling applicable to the agency IAW 5 CFR 340 .	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs				
5 CFR 338.301, 300.102, 300.103; 29 CFR 1607; DEOH 2-B, 5-B; QSGSP III, IV, V, VI P.L. 108-201 (NASA Flexibility Act of 2004)	ACQ3	Review, analyze and apply statutes, regulations, policies, guidelines, union contracts, other agreements, and any other information relevant to staff acquisition, recruiting and retention.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, Guidelines	3.3.1 Conduct Job Analysis	3.3.2 Develop Assessment Criteria	3.5.3. Develop Assessment Approach	3.5.6 Make Tentative Selection
Linkages for ACQ3 continued						3.5.7 Validate Selection				

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR 300, 315, 316, 330.403, 332, 335, 337, 338, 340, 362, 733; 5 USC 3310, 3329, 3331, 3333, 3394, 5533, 7311; 39 USC 101; DEOH 2-A, 6-A ; P.L. 108-201 (NASA Flexibility Act of 2004)	ACQ4	Support the appointment of candidates IAW statutes, regulations, policies, guidelines, union contracts, other agreements, and any other information relevant to staff acquisition, recruiting and retention.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.5.6 Make Tentative Selection	3.5.7 Validate Selection	3.6.1 Determine Terms of Offer	3.6.2 Extend Job Offer
5 CFR 300.103; 29 CFR 1607; DEOH 2A, 2B, 5B; 5 CFR 338.301; QSGSP III, IV, V, VI; HCCAF, Sept 2005, p. V-11	ACQ5	Establish competitive employment practices that result in selection from among the best qualified candidates.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.5.1 Determine Qualified / Eligible Applicants	3.5.6 Make Tentative Selection	3.5.7 Validate Selection	3.6.3 Respond to Job Offer
Linkages for ACQ5 continued						3.6.4 Initiate Pre-Employment Processes	3.6.5 Certify Compliance with Pre-Employment Requirements	3.6.6 Bring Selectee on Board		
5 CFR 300.103(c); HCAAF, Sept 2005, p. V-15	ACQ6	Establish employment practices that are developed and used without discrimination on the basis of race, color, religion, sex, age, national origin, partisan political affiliation or other nonmerit grounds.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan		
HCAAF, Sept 2005, p. V-16	ACQ7	Establish competitive employment practices that fairly test the relative capacity and fitness of candidates for the jobs to be filled.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.3.2 Develop Assessment Criteria	3.3.3. Develop Assessment Approach		

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR 7.3; 5 CFR 338.101; HCAAF, Sept 2005, p. V-7	ACQ8	Support the administration of competitive examinations only to persons who are citizens of the United States or who owe permanent allegiance to the United States	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.5.1 Determine Qualified/ Eligible Applicants	3.4.5 Receive Applicant Documentation		
5 CFR 316, 319.402 (b), 338.101(b); 5 CFR 213.3148(a) – Schedule A; 5 CFR 213.3102(bb); 42 USC 2473(c)(10); DEOH 4-B; HCAAF, Sept 2005, p. V-7 338.101 C	ACQ9	Apply citizenship rules for appointments IAW 5 CFR 316 and other laws, regulations, rules, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.3 Identify Sourcing Strategies	3.4.5 Receive Applicant Documentation	3.5.1 Determine Qualified/ Eligible Applicants	
5 CFR 300.102	ACQ10	Ensure that all employees involved in delegated examining activities are trained and certified as prescribed in the <i>Delegated Examining Operations Handbook (DEOH)</i> .	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines				
5 USC, Part III, Subpart B, Ch 31, Subchapter I, 3110(b); 5 CFR, Part 310	ACQ11	Enforce the prohibition of hiring relatives IAW 5 USC, Part III, Subpart B, Ch 31, Subchapter I, 3110(b).	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.5.1 Determine Qualified/ Eligible Applicants	3.5.2 Assess Candidates to be Referred	3.5.3 Refer Candidates for Consideration	3.5.5 Assess Candidates for Selection
Linkages for ACQ11 continued						3.5.6 Make Tentative Selection	3.5.7 Validate Selection			
5 USC 3303	ACQ12	Support agency's appropriate handling of recommendations for an applicant from a United States Senator or Representative.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.5.1 Determine Qualified/ Eligible Applicants	3.5.2 Assess Candidates to be Referred	3.5.4 Refer Candidates for Consideration	3.5.5 Assess Candidates for Selection

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Process linkages for ACQ12 continued						3.5.6 Make Tentative Selection	3.5.7 Validate Selection			
5 USC Ch 71	ACQ13	Comply with negotiated agreements between an agency and labor union related to an agency's employment practices.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines				
5 USC 2301, 3101, Ch. 33 & 35; 5 CFR 315, 316, 317, 330, 332, 335, 337, 338, and 550; HCAAF, Sept 2005, p. V-2, p. V-5, p. V-13	ACQ14	Adhere to the Merit System Principles in 5 USC 2301.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan	3.5.6 Make Tentative Selection	
Best Business Practice	ACQ15	Adhere to pertinent legal and regulatory requirements and other congressionally mandated enabling legislation when conducting staff acquisition processes.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan	3.5.6 Make Tentative Selection	
5 CFR 315.725 Subpart G	ACQ16	Ensure that any law, executive order, or civil service rule or regulation which would disqualify an applicant for appointment shall also disqualify an employee for conversion to career or career-conditional employment under 5 CFR 315, Subpart G.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.5.1 Determine Qualified / Eligible Applicants			
5 CFR 319.203; 5 USC 3104	ACQ17	Comply with provisions in statutes, Executive orders, or regulations that relate to employment under senior-level and scientific and professional systems.	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, Guidelines	3.2.2 Determine Appropriate Source Options	3.2.3 Develop Staff Acquisition Plan	

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
DEOH 2-A	ACQ18	Comply with the Luevano consent decree requirements IAW DEOH 2-A .	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.3.2 Develop Assessment Criteria	3.2.2 Determine Appropriate Source Options	3.3.3 Develop Assessment Approach
Linkages for ACQ18 continued						3.2.3 Develop Staff Acquisition Plan	3.4.2 Conduct Pre-Announcement Recruitment	3.4.3 Announce/ Market Jobs	3.4.4 Apply for Employment	3.4.5 Receive Applicant Documentation
DEOH 2-A	ACQ19	Shared Service Center shall not have access to assessment instruments related to the Luevano Consent Decree.	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.3.2 Develop Assessment Criteria	3.3.3 Develop Assessment Approach	
5 CFR, 530, 575; 5 USC, 5753; P.L. 108-201, Section 9804, (NASA Flexibility Act of 2004)	ACQ20	Support an agency's use of relocation incentives IAW 5 CFR 575.	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.1.5 Communicate Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan
Linkages for ACQ20 continued						3.2.4 Communicate Staff Acquisition Plan	3.6.1 Determine Terms of Offer			
5 CFR 302, 304; 5 USC 3109	ACQ21	Support an agency's appointment of experts and consultants IAW 5 USC 3109 and 5 CFR 304.	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan	
Linkages for ACQ21 continued						3.5.7 Validate Selection	3.6.1 Determine Terms of Offer	3.6.2 Extend Job Offer	3.6.3 Respond to Job Offer	3.6.4 Initiate Pre-Employment Processes
						3.6.5 Certify Compliance with Pre-Employment Requirements	3.6.6 Bring Selectee on Board			

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR 340; 5 USC 3402, 3403	ACQ22	Support the employment of other than full-time career employees IAW 5 CFR 340.	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan	
HCAAF, Sept 2005, p. V-6, p. V-8, p. V-9, p. V-15, p. V-16; 5 CFR; DEOH 3-A	ACQ23	Support an agency's development of a staff acquisition plan.	Policy	Mandatory	Shared Service Center/ Agency	3.1.1. Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.3 Identify Sourcing Strategies	3.1.4 Develop Staff Acquisition Strategy	3.2.1 Match Staffing Requests to Description of Duties
Linkages for ACQ23 continued						3.2.2 Determine Appropriate Source Options	3.2.3 Develop Staff Acquisition Plan	3.2.4 Communicate Staff Acquisition Plan		
5 CFR 353.106, 353.107, 530, 575; 5 USC 5753 P.L. 108-201, Section 9804, (NASA Flexibility Act of 2004)	ACQ24	Support an agency's use of recruitment incentives IAW 5 CFR 575..	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan	3.6.1 Determine Terms of Offer
5 CFR 575, 5 USC 5753 P.L. 108-201, Section 9804, (NASA Flexibility Act of 2004)	ACQ25	Support an agency's use of retention incentives IAW 5 CFR 575..	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan	3.6.1 Determine Terms of Offer
5 CFR 575	ACQ26	Support an agency's use of extended assignment incentives IAW 5 CFR 575.	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan	3.6.1 Determine Terms of Offer

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
HCAAF, Sept 2005, p. V-5, p. V-7, p. V-9, p. V-14, p. V-15, p. V-16; 5 USC 1103 (c); DEOH 3-A, 3-C	ACQ27	Support an agency's strategic workforce planning initiatives IAW HCAAF.	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.3 Identify Sourcing Strategies	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan
5 CFR 530, Subpart C	ACQ28	Support the agency's establishment of special rates IAW 5 CFR 530.	Policy	Mandatory	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan		
5 CFR 300.103, 302.302 (c), 304, 317.703(f), 330, 335, 351, 352.205; 5 USC 3109; DEOH 2-A, 4-B, 5-B, 6-A, 6-B 6-C; QSGSP IV	ACQ29	Establish practices to carry out the agency's placement assistance responsibilities IAW 5 CFR 330 and other laws, regulations, rules, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.1.5 Communicate Staff Acquisition Strategy	3.2.2. Determine Appropriate Source Options	3.2.3 Develop Staff Acquisition Plan
Linkages for ACQ29 continued						3.2.4 Communicate Staff Acquisition Plan	3.4.1 Finalize Applicant Sources	3.4.3 Announce Jobs	3.4.5 Receive Applicant Documentation	3.5.1 Determine Qualified/ Eligible Applicants
						3.5.3 Apply Federal Rules on Preferences	3.5.5 Assess Candidates for Selection	3.6.3 Respond to Job Offer	3.6.6 Bring Selectee on Board	
5 CFR 334 P.L. 108-201, Section 9808, (NASA Flexibility Act of 2004)	ACQ30	Support the assignment of individuals under the Intergovernmental Personnel Act in accordance with 5 CFR 334.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.6.4 Initiate Pre-Employment Processes	3.6.5 Certify Compliance with Pre-Employment Requirements	3.1.3 Identify Sourcing Strategies	3.2.2 Determine Appropriate Source Options
5 USC 3102; 5 USC Ch 51, 52, 81; 18 USC 209; 28 USC 2671-2680; 31 USC 1342;	ACQ31	Support the employment of individual(s) determined to be necessary to enable disabled agency employees to perform their official duties.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.5.6 Make Tentative Selection	3.5.7 Validate Selection	3.6.1 Determine Terms of Offer	

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR 315.611, 316.703, 330, 332, 335, 351, 430; 39 USC Chapter 45; DEOH 3-B, 4-A, 5-B	ACQ32	Support agency merit promotion programs IAW 5 CFR 335.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.3 Identify Sourcing Strategies	3.1.4 Develop Staff Acquisition Strategy	3.1.5 Communicate Staff Acquisition Strategy	3.2.2 Determine Appropriate Source Options
Linkages for ACQ32 continued						3.4.3 Announce Jobs	3.3.2 Develop Assessment Criteria	3.3.3 Develop Assessment Approach	3.4.5 Receive Applicant Documentation	3.5.1 Determine Qualified/ Eligible Applicants
						3.5.2 Assess Candidates to be Referred	3.5.4 Refer Candidates for Selection	3.5.5 Assess Candidates for Selection	3.5.6 Make Tentative Selection	3.5.7 Validate Selections
						3.6.1 Determine Terms of Offer	3.6.2 Extend Job Offer	3.6.3 Respond to Job Offer	3.6.4 Initiate Pre-Employment Processes	3.6.5 Certify Compliance with Pre-Employment Requirements
						3.6.6 Bring Selectee on Board	3.6.7 Close Out Case File			
5 CFR 302, 339, 340, 353, 733; 5 USC 5533, 8101(1); QSGSP VI	ACQ33	Restore to duty employees from uniformed services or with compensable injuries IAW 5 CFR 353.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.4.5 Receive Applicant Documentation	3.5.1 Determine Qualified/ Eligible Applicants	3.5.3 Apply Federal Rules on Preferences	3.6.1 Determine Terms of Offer
Linkages for ACQ33 continued						3.6.2 Extend Job Offer	3.6.3 Respond to Job Offer	3.6.4 Initiate Pre-Employment Processes	3.6.5 Certify Compliance with Pre-Employment Requirements	3.6.6 Bring Selectee on Board

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR 300, 302.304(a), 307.104, 315.806, 317.501(d), 332.101(b), 353, Subparts B, E, 752; 5 USC 3312(b), 3318(b); DEOH 5-B, 5-C	ACQ34	Support the agency's use of employment practices that ensure the candidate's opportunity for appeal, grievances, complaints, or administrative review IAW appropriate authorities.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.2.3 Develop Staff Acquisition Plan	3.5.1 Determine Qualified/ Eligible Applicants	3.5.3 Apply Federal Rules on Preferences	3.5.4 Refer Candidates for Consideration
5 CFR 300, 302, 330.207, 332, 339.101, 731.201; DEOH 3-B, 4-A, 5-A, 5-B, 5-C, 6-A, 6-B, 6-C, 6-D; 5 USC 3317, 3318, 3319	ACQ35	Support the agency's use of competitive examining IAW 5 CFR 332, DEOH, and any other applicable policy and/or guidance.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and guidelines	3.3.1 Conduct Job Analysis	3.3.2 Develop Assessment Criteria	3.4.1 Finalize Applicant Sources	3.4.2 Conduct Pre-Announcement Recruitment
Linkages for ACQ35 continued						3.4.3 Announce Jobs	3.4.5 Receive Applicant Documentation	3.5.1 Determine Qualified/ Eligible Applicants	3.5.2 Assess Candidates to be Referred	3.5.3 Apply Federal Rules on Preferences
						3.5.4 Refer Candidates for Consideration	3.5.5 Assess Candidates for Selection	3.5.6 Make Tentative Selection	3.6.7 Close Out Case File	
DEOH 2-A	ACQ36	Use the bilingual/bicultural program under the terms of the Delegated Examining Operations Handbook (DEOH).	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan	3.3.2 Develop Assessment Criteria	3.5.2 Assess Candidates to be Referred
5 CFR 339; 5 USC 3312; QSGSP VI	ACQ37	Support the uniform application of medical qualification standards IAW 5 CFR 339.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.5.1 Determine Qualified/ Eligible Applicants	3.5.2 Assess Candidates to be Referred	3.5.5 Assess Candidates for Selection	3.6.4 Initiate Pre-Employment Processes

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 USC 2301(b); 5 CFR; Uniform Guidelines on Employee Selection Procedures	ACQ38	Provide consultative support to ensure Federal hiring policies and guidelines adhere to the Merit System Principles (MSPs) IAW 5 USC 2301(b) and the Uniform Guidelines on Employee Selection Procedures.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.4.3 Announce Jobs	3.5 Evaluate Candidates	3.6 Hire Employee	
5CFR 307	ACQ39	Make appointments under the Veterans Recruitment Act IAW 5CFR 307.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.5.6 Make Tentative Selection	3.5.7 Validate Selection	3.6.1 Determine Terms of Offer	3.6.2 Extend Job Offer
5 CFR 362	ACQ40	Make appointments under the Presidential Management of Fellows Program IAW 5 CFR 362.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.5.6 Make Tentative Selection	3.5.7 Validate Selection	3.6.1 Determine Terms of Offer	3.6.2 Extend Job Offer
5 CFR 352, Subpart C; 5 CFR 1201.21	ACQ41	Consider each employee detailed or transferred to an international organization under 5 CFR 352, Subpart C for all promotions and pay increases for which the employee would be considered were the employee not absent, IAW 5 CFR 352.314.	Policy	Mandatory	Shared Service Center/ Agency	3.1.3 Identify Sourcing Strategies				
EO 13171	ACQ42	Support agency's maintenance of a program for the recruitment and career development of Hispanic applicants and employees.	Policy	Mandatory	Shared Service Center/ Agency	3.1.3 Identify Sourcing Strategies	3.1.4 Develop Staff Acquisition Strategy	3.2.2 Determine Appropriate Source Options	3.2.3 Develop Staff Acquisition Plan	3.4.1 Finalize Applicant Sources
HCAAF, Sept 2005, p. V-2; DEOH 1-A; 5 USC 2301(b)(1)	ACQ43	Recruit qualified individuals to achieve a diverse workforce where selection and advancement is determined on equal opportunity IAW 5 USC 2301(b)(1).	Policy	Mandatory	Shared Service Center/ Agency	3.1.3 Identify Sourcing Strategies	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan		

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
HCAAF, Sept 2005, p. V-5, V-15); DEOH 3-A; 5 CFR 575 P.L. 108-201, Chapter 98, (NASA Flexibility Act of 2004)	ACQ44	Support the use of flexible compensation strategies.	Policy	Mandatory	Shared Service Center/ Agency	3.1.3 Identify Sourcing Strategies	3.1.4 Develop Staff Acquisition Strategy	3.6.1 Determine Terms of Offer		
HCAAF, Sept 2005, p. V-7; DEOH P.L. 108-201, Chapter 98 (NASA Flexibility Act of 2004)	ACQ45	Support the use of appropriate hiring flexibilities and tools.	Policy	Mandatory	Shared Service Center/ Agency	3.1.3 Identify Sourcing Strategies	3.1.4 Develop Staff Acquisition Strategy			
HCAAF, Sept 2005, P. V-14, p. V-15, p. V-16; 5 CFR, 5 USC 1103(c)	ACQ46	Support an agency's staff acquisition strategy.	Policy	Mandatory	Shared Service Center/ Agency	3.1.3 Identify Sourcing Strategies	3.1.4 Develop Staff Acquisition Strategy	3.1.5 Communicate Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan	
5 CFR 300; HCAAF, Sept 2005, p. V-15; 5 USC 3330; DEOH 2-A, 3-B, 3-C	ACQ47	Support agency's activities to build the applicant pool.	Policy	Mandatory	Shared Service Center/ Agency	3.1.3 Identify Sourcing Strategies	3.1.4 Develop Staff Acquisition Strategy	3.4.2 Conduct Pre-Announcement Recruitment	3.4.3 Announce Jobs	
5 CFR 300, 319.401(b), 362.206(c); HCAAF, Sept 2005, p. V-5, p. V-7; 5 USC 1103(c); 18 USC 211; Federal Acquisition Regulation; DEOH 3-A	ACQ48	Support an agency's implementation of the staff acquisition plan.	Policy	Mandatory	Shared Service Center/ Agency	3.1.3 Identify Sourcing Strategies	3.1.4 Develop Staff Acquisition Strategy	3.2.2 Determine Appropriate Source Options	3.2.4 Communicate Staff Acquisition Plan	3.4.1 Finalize Applicant Sources

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Linkages for ACQ48 continued						3.4.2 Conduct Pre-Announcement Recruitment	3.4.3 Announce Jobs	3.4.5 Receive Applicant Documentation		
5 CFR 330.503	ACQ49	Implement corrective actions as required by OPM after its evaluation of agency compliance with competitive principles.	Policy	Mandatory	Shared Service Center/ Agency	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan	3.3.3 Develop Assessment Approach	3.5.4 Refer Candidates for Selection	3.1.2 Review Laws, Regulations, Policies, Guidelines
5 USC 3111(b); 5 CFR 308	ACQ50	Support an agency's use of volunteer service IAW 5 USC 3111, 5 CFR 308, and/or other applicable authorities.	Policy	Mandatory	Shared Service Center/ Agency	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan			
5 USC 3161	ACQ51	Support the employment and compensation of employees in temporary organizations IAW 5 USC 3161.	Policy	Mandatory	Shared Service Center/ Agency	3.1.4 Develop Staff Acquisition Strategy	3.2.3 Develop Staff Acquisition Plan			
5 CFR 302.401(b), 317.501(d), 319.401(d), 330.205(d), (g), 334.106(b), 337, 293, 575.109, 575.209, 575.309, 575.407, 575.515; HCAAF, Sept 2005, p. V-7; 5 USC 1103 (c), 3318; DEOH 5-B, 6-C	ACQ52	Maintain records IAW with appropriate authorities.	Policy	Mandatory	Shared Service Center/ Agency	3.1.4 Develop Staff Acquisition Strategy	3.5.1 Determine Qualified/ Eligible Applicants	3.5.2 Assess Candidates to be Referred	3.6.2 Extend Job Offer	3.6.4 Initiate Pre-Employment Process
Linkages for ACQ52 continued						3.6.7 Close Out Case File	3.1.2 Review Laws, Regulations, Policies, and Guidelines			

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR; HCAAF; DEOH 2-C	ACQ53	Support oversight of an agency's staff acquisition practices.	Policy	Mandatory	Shared Service Center/ Agency	3.1.5 Communicate Staff Acquisition Strategy	3.2.4 Communicate Staff Acquisition Plan			
5 CFR 316, Subpart D and G, 334.106(b); DEOH 2-A P.L. 108-201, Section 9806 (NASA Flexibility Act of 2004)	ACQ54	Support agency's use of temporary and term employment IAW 5 CFR 316.	Policy	Mandatory	Shared Service Center/ Agency	3.2.2 Determine Appropriate Source Options	3.2.3 Develop Staff Acquisition Plan	3.2.4 Communicate Staff Acquisition Plan	3.4.1 Finalize Applicant Sources	3.6.2 Extend Job Offer
5 CFR 337.204(c), 337.206 (c and d); DEOH 5-B, 6-C	ACQ55	Support an agency's use of direct-hire authority IAW 5 CFR 337 Subpart B.	Policy	Mandatory	Shared Service Center/ Agency	3.2.2 Determine Appropriate Source Options	3.2.4 Communicate Staff Acquisition Plan	3.3 Establish Evaluation Approach	3.4 Source Candidate	3.5. Evaluate Candidate
5 CFR 301, Subpart C, 307, 315.608(b); DEOH 2-A	ACQ56	Identify candidates who qualify for consideration for a position under special appointing authorities.	Policy	Mandatory	Shared Service Center/ Agency	3.2.2 Determine Appropriate Source Options	3.4.1 Finalize Applicant Sources	3.5.1 Determine Qualified/ Eligible Applicants		
5 CFR 301, Subpart B	ACQ57	Support the appointment of individuals recruited overseas to positions overseas with an overseas limited appointment, IAW 5 CFR 301, Subpart B.	Policy	Mandatory	Shared Service Center/ Agency	3.2.2 Develop Appropriate Source Options	3.4.1 Finalize Applicant Sources	3.4.3 Announce Jobs	3.5.6 Make Tentative Selection	
5 CFR 213, 302, 307, 315.806, 316, 5 USC 2108, 3309, 3312, 3317, 3318, 3320, 3336, 8101(1), 8151; DEOH 2-A, 4-B, 5-B, 6-A, 6-B, 6-C	ACQ58	Support the agency's use of excepted service employment IAW 5 CFR 213, 302, and any other applicable authorities.	Policy	Mandatory	Shared Service Center/ Agency	3.2.3 Develop Staff Acquisition Plan; 3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.3.2 Develop Assessment Criteria	3.4.1 Finalize Applicant Sources; 3.4.2 Conduct Pre-Announcement Recruitment	3.4.5 Receive Applicant Documentation	3.5.1 Determine Qualified / Eligible Applicants
Linkages for ACQ58 continued						3.5.2 Assess Candidates to be Referred	3.5.3 Apply Federal Rules on Preferences	3.5.4 Refer Candidates for Consideration	3.5.5 Assess Candidates for Selection	3.5.6 Make Tentative Selection

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
						3.6.7 Close Out Case File				
5 CFR 352, 1201.21	ACQ59	Support the agency's use of reemployment rights IAW 5 CFR 352.	Policy	Mandatory	Shared Service Center/ Agency	3.2.3 Develop Staff Acquisition Plan	3.4.1 Finalize Applicant Sources	3.4.3 Announce Jobs	3.4.5 Receive Applicant Documentation	3.5.1 Determine Qualified/ Eligible Applicants
Linkages for ACQ59 continued						3.5.3 Apply Federal Rules on Preferences	3.5.7 Validate Selection	3.6.2 Extend Job Offer	3.6.6 Bring Selectee on Board	
5 CFR	ACQ60	Support the agency's communication of the staff acquisition plan.	Policy	Mandatory	Shared Service Center/ Agency	3.2.4 Communicate Staff Acquisition Plan				
5 CFR 300.103; DEOH 2-B, 5-A	ACQ61	Support an agency's conformance with job analysis requirements IAW 5 CFR 300.103.	Policy	Mandatory	Shared Service Center/ Agency	3.3.1 Conduct Job Analysis	3.3.3 Develop Assessment Approach	3.3.2 Develop Assessment Criteria		
OPM Operating Manual: Qualification Standards for GS Positions; Job Qualification System for Trade and Labor Occupations	ACQ62	Capture position qualifications.	Technology	Mandatory	Shared Service Center/ Agency	3.3.1 Conduct Job Analysis				
5 CFR 300.702, 302.302, 335.103, 337.303; 5 CFR 338; 5 USC 3311, 3328; Military Service Act (Section 3); DEOH 5-B, 6-C; QSGSP III, IV, V, VI	ACQ63	Support the development of valid selection procedures and assessment criteria including qualification standards IAW 5 CFR 300, 302, 338; and other laws, regulations, rules, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria	3.3.3 Develop Assessment Approach			

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR 300.201, 319, 335; HCAAF, Sept 2005, p. V-2; DEOH 1-A, 2-C; 5 USC 2301(b)(1)	ACQ64	Support the agency's application of candidate assessment approaches IAW 5 CFR 300, 332, 302, 338, and DEOH.	Policy	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria	3.3.3 Develop Assessment Approach			
5 CFR 339.202; QSGSP IV, VI	ACQ65	Support establishing medical qualification standards IAW 5 CFR 339.	Policy	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria				
5 CFR 339.205	ACQ66	Support the establishment of periodic medical examination or immunization programs IAW 5 CFR 339.205.	Policy	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria				
5 CFR 300.103; 5 USC 3308; DEOH 5-B; QSGSP IV	ACQ67	Support the establishment of minimum education requirements IAW 5 CFR 300.103.	Policy	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria	3.3.1 Conduct Job Analysis			
5 CFR 337; 5 USC 3319 (a and d); DEOH 2-B, 5-B, 6-C	ACQ68	Support the agency's use of category rating systems IAW 5 CFR 337 Subpart C.	Policy	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria	3.3.3 Develop Assessment Approach	3.5.2. Assess Candidates to be Referred	3.5.3 Apply Federal Rules on Preferences	3.5.4 Refer Candidates for Consideration
Best Business Practice	ACQ69	Save job-based questionnaires.	Technology	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria				
Best Business Practice	ACQ70	Retrieve job-based questionnaires.	Technology	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria				
DEOH 2-A, 2-C	ACQ71	Ensure assessment tools are job related.	Service	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria	3.3.3 Develop Assessment Approach			
5 CFR 330; DEOH 2-A; QSGSP III, IV, V, VI	ACQ72	Use the Outstanding Scholar program under the terms of the DEOH and 5 CFR 330.	Policy	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria	3.4.1 Finalize Applicant Sources	3.4.3 Announce Jobs	3.4.5 Receive Applicant Documentation	3.5.1 Determine Qualified / Eligible Applicants

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Process linkages ACQ72 continued						3.5.7 Validate Selections				
Best Business Practice	ACQ73	Generate Candidate Lists, Eligible Lists, and Certified Lists.	Technology	Mandatory	Shared Service Center/ Agency	3.4.3 Announce Jobs	3.4.2 Conduct Pre-Announcement Recruitment			
Best Business Practice	ACQ74	Generate job/vacancy announcements.	Technology	Mandatory	Shared Service Center/ Agency	3.4.3 Announce Jobs				
Best Business Practice	ACQ75	Maintain candidate lists, eligible lists, and certified Lists.	Technology	Mandatory	Shared Service Center/ Agency	3.4.3 Announce Jobs	3.5.1 Determine Qualified/Eligible Candidates	3.5.4 Refer Candidates for Consideration		
Best Business Practice	ACQ76	Automatically generate requisition and applicant numbers.	Technology	Mandatory	Shared Service Center/ Agency	3.4.3 Announce Jobs				
Best Business Practice	ACQ77	Allow applicants to search job posting by job characteristics (e.g., location, title).	Technology	Mandatory	Shared Service Center/ Agency	3.4.3 Announce Jobs				
5 CFR 319.401(b), 330, 339; DEOH 2-A, 3-B, 3-C, 4-B	ACQ78	Develop job announcements IAW DEOH, 5 CFR 335 and other appropriate authorities.	Policy	Mandatory	Shared Service Center/ Agency	3.2.3 Develop Staff Acquisition Plan	3.4.3 Announce Jobs			
5 CFR 302.106, 317.501(b), 330, 337.303(c); DEOH 3-B, 3-C, 4-A, 5-B	ACQ79	Post job announcements to applicable sources.	Policy	Mandatory	Shared Service Center/ Agency	3.4.1 Finalize Applicant Sources	3.4.3 Announce Jobs			
5 CFR 330, 353; DEOH 5-B, 6-B, 6-C	ACQ80	Support agency's selection of candidates IAW 5 CFR 330.	Policy	Mandatory	Shared Service Center/ Agency	3.4.1 Finalize Applicant Sources	3.5.3 Apply Federal Rules on Preferences	3.5.6 Make Tentative Selection		
Best Business Practice	ACQ81	Allow applicants to develop an electronic resume.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	ACQ82	Allow applicants to submit resumes to multiple positions.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ83	Allow applicants to apply for Federal vacancies online.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ84	Provide notification and status information to applicants.	Service	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ85	Provide applicant profile page to view announcements applied for and status of announcement.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ86	Provide for application materials to be received either in a complete package or in parts over time.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ87	Minimize data entry by populating data entry fields with existing data as appropriate.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ88	Automatically update all pertinent fields with data previously provided.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ89	Accept multiple formats (e.g., PDF, text) for resumes submitted electronically.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ90	Receive application packages (e.g., application, resume, supplemental questionnaire) via the web.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ91	Track and report applicant data.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
DEOH Chapter 3, Section B	ACQ92	Allow the ability to set a limit to the number of applications IAW DEOH Chapter 3, Section B.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
DEOH Chapter 3, Section B	ACQ93	Define an open application period based on a specific end date IAW DEOH Chapter 3, Section B.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ94	Close vacancy announcements automatically	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation	3.4.3 Announce Jobs			
Best Business Practice	ACQ95	Perform periodic purges of applicant files.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation	3.6.7 Close out Case File			
Best Business Practice	ACQ96	Provide reporting tools that allow for ad hoc reporting of applicant data.	Technology	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
5 CFR 302.304(a), 302.401(b), 332, 335; 5 USC 3318; DEOH 5-C, 6-C	ACQ97	Notify applicant of application status IAW 5 CFR 302, 332, and 335.	Policy	Mandatory	Shared Service Center/ Agency	3.4.3 Announce Jobs	3.4.5 Receive Applicant Documentation	3.5.1 Determine Qualified / Eligible Applicants	3.5.4 Refer Candidates for Selection	3.6.6. Bring Selectee On Board
Linkages for ACQ97 continued						3.6.7 Close Out Case File				
5 CFR 293, 294, 297	ACQ98	Make applicant documentation available only to appropriate parties IAW 5 CFR 293, 294, 297, and other laws, regulations, rules, and guidelines.	Policy	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
5 CFR; DEOH 4-A, 5-C	ACQ99	Receive and capture application documentation.	Policy	Mandatory	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR 300.604, 300, Subpart F; 5 USC 3304(c)	ACQ100	Determine applicant eligibility and qualifications.	Policy	Mandatory	Shared Service Center/ Agency	3.5.1 Determine Qualified/ Eligible Applicants	3.5.7 Validate Selection			
5 CFR 353.108	ACQ101	Deny restoration rights only IAW 5 CFR 353.108.	Policy	Mandatory	Shared Service Center/ Agency	3.5.1 Determine Qualified/ Eligible Applicants	3.5.3 Apply Federal Rules on Preferences			
Best Business Practice	ACQ102	Utilize screening tools for employment eligibility based on specified job requirements.	Technology	Mandatory	Shared Service Center/ Agency	3.5.1 Determine Qualified/Eligible Applicants	3.3.2 Develop Assessment Criteria			
Best Business Practice	ACQ103	Scan paper application materials to make them available electronically for candidate evaluation and qualification.	Technology	Mandatory	Shared Service Center/ Agency	3.5.1 Determine Qualified/Eligible Applicants				
5 CFR 302, 337, 362.201; 5 USC 3309, 3319(b), c(2); DEOH 5-B 5 USC 2108 and 5 CFR 211	ACQ104	Apply federal rules on veterans' preference.	Policy	Mandatory	Shared Service Center/ Agency	3.5.2 Assess Candidates to be Referred	3.5.3 Apply Federal Rules on Preferences	3.5.4 Refer Candidates for Consideration		
5 USC 5755; 5 CFR 575, Subpart D	ACQ105	Use supervisory differentials IAW 5 USC 5755 and 5 CFR 575, Subpart D.	Policy	Mandatory	Shared Service Center/ Agency	3.6.1 Determine Terms of Offer				
5 USC 5379; 5 CFR 537	ACQ106	Use repayment of student loans IAW 5 USC 5379 and 5 CFR 537.	Policy	Mandatory	Shared Service Center/ Agency	3.6.1 Determine Terms of Offer				
5 CFR 315.301(a), 530, 531, 532, and 534; P.L. 108-201, Chapter 98 (NASA Flexibility Act of 2004)	ACQ107	Provide consultative support to the selecting official on employment offer parameters (e.g., recruitment incentives, pay setting).	Policy	Mandatory	Shared Service Center/ Agency	3.6.1 Determine Terms of Offer				

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR	ACQ108	Extend a job offer to a selectee IAW statutes, regulations, policies, union contracts, other agreements, and any other guidelines.	Policy	Mandatory	Shared Service Center/ Agency	3.6.2 Extend Job Offer				
Best Business Practice	ACQ109	Capture applicant's response to offer.	Technology	Mandatory	Shared Service Center/ Agency	3.6.2 Extend Job Offer				
5 CFR	ACQ110	Support the negotiations of the terms of employment.	Policy	Mandatory	Shared Service Center/ Agency	3.6.3 Respond to Job Offer				
5 CFR 302.102(b)	ACQ111	Perform pre-employment processes based on a prospective employee's status in the Federal workforce.	Policy	Mandatory	Shared Service Center/ Agency	3.6.4 Initiate Pre-Employment Process	3.6.5 Certify Compliance with Pre-Employment Requirements			
5 CFR 576.202	ACQ112	Ensure that an individual who received a voluntary separation incentive payment within five years of reemployment repays the entire amount prior to the first day of reemployment IAW 5 CFR 576, Subpart A.	Policy	Mandatory	Shared Service Center/ Agency	3.6.5 Certify Compliance with Pre-Employment Requirements				
5 CFR 335, HCAAF, Sept 2005, p. V-16	ACQ113	Audit the vacancy case file, as appropriate IAW DEOH and 5 CFR 335.	Policy	Mandatory	Shared Service Center/ Agency	3.6.7 Close Out Case File				
Best Business Practice	ACQ114	Provide reporting tools for applicant data that allow for standard reporting.	Technology	Mandatory	Shared Service Center/ Agency	Cross-process				
Best Business Practice	ACQ115	Enable print/view resume capabilities for agencies.	Technology	Mandatory	Shared Service Center/ Agency	Cross-process	3.4.5 Receive Applicant Documentation			
Best Business Practice	ACQ116	Provide authorized personnel the capability to review recruitment status.	Technology	Mandatory	Shared Service Center/ Agency	Cross-process				

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	ACQ117	Provide secure transmission from SSC to agency.	Technology	Mandatory	Shared Service Center/ Agency	Cross-process				
HCAAF, Sept 2005	ACQ118	Track hiring cycle times.	Technology	Mandatory	Shared Service Center/ Agency	Cross-process				
Best Business Practice	ACQ119	Track performance measures outlined by Service Level Agreement.	Technology	Mandatory	Shared Service Center/ Agency	Cross-process				
HCAAF, Sept 2005, p. V-5, p. V-6, p. V-7, p. V-16; DEOH 3-A	ACQ120	Support the assessment of recruitment activities, including metrics.	Policy	Critical	Shared Service Center/ Agency	3.1.1 Analyze Staffing Needs				
Best Business Practice	ACQ121	Reflect the agency-specified "look and feel" in all vacancy announcement media.	Technology	Critical	Shared Service Center/ Agency	3.1.4 Develop Staff Acquisition Strategy	3.4.3 Announce Jobs			
Best Business Practice	ACQ122	Permit authorized individuals to create vacancy announcements in real time.	Technology	Critical	Shared Service Center/ Agency	3.4.3 Announce Jobs				
Best Business Practice	ACQ123	Utilize hyperlinks from announcements to direct applicants to more detailed information.	Technology	Critical	Shared Service Center/ Agency	3.4.3 Announce Jobs				
Best Business Practice	ACQ124	Allow managers to search against applicant and employee databases for qualified candidates.	Technology	Critical	Shared Service Center/ Agency	3.5.1 Determine Qualified/Eligible Applicants				
Best Business Practice	ACQ125	Anonymously track applicant race, national origin, and other demographic information.	Technology	Critical	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ126	Save job descriptions.	Technology	Useful	Shared Service Center/ Agency	3.3.1 Conduct Job Analysis				

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	ACQ127	Track return on investment of recruitment marketing activities.	Service	Useful	Shared Service Center/ Agency	3.4.3 Announce Jobs				
Best Business Practice	ACQ128	Enable candidates to submit application supporting documentation electronically.	Technology	Useful	Shared Service Center/ Agency	3.4.1 Finalize Applicant Sources	3.4.2 Conduct Pre-Announcement Recruitment	3.4.3 Announce Jobs	3.4.4 Apply for Employment	3.4.5 Receive Applicant Documentation
Best Business Practice	ACQ129	Allow potential applicants to register online (i.e., through the Internet) to receive automatic email notices whenever a job vacancy is posted in areas that interest them.	Technology	Useful	Shared Service Center/ Agency	3.4.1 Finalize Applicant Sources	3.4.2 Conduct Pre-Announcement Recruitment	3.4.3 Announce Jobs	3.4.4 Apply for Employment	3.4.5 Receive Applicant Documentation
Best Business Practice	ACQ130	Track applicant source.	Technology	Useful	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ131	Notify applicant of additional questions, forms or processes required to complete the application process.	Service	Useful	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ132	Submit all resumes received (electronically/mail/fax) to a searchable database.	Technology	Useful	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ133	Enable an applicant survey upon complete submission of an application.	Technology	Useful	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ134	Send notifications to applicants regarding missing documentation (e.g., college transcripts).	Service	Useful	Shared Service Center/ Agency	3.4.5 Receive Applicant Documentation				
Best Business Practice	ACQ135	Provide special notifications or tailored correspondence to applicants for unique recruitment situations.	Service	Useful	Shared Service Center/ Agency	3.5.1 Determine Qualified/Eligible Applicants				

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Best Business Practice	ACQ136	Allow the applicant to be considered for other positions based on application data captured.	Technology	Useful	Shared Service Center/ Agency	3.5.4 Refer Candidates for Selection				
Best Business Practice	ACQ137	Capture the interviewer name or names.	Technology	Useful	Shared Service Center/ Agency	3.5.5 Assess Candidates for Selection				
Best Business Practice	ACQ138	Capture interview notes.	Technology	Useful	Shared Service Center/ Agency	3.5.5 Assess Candidates for Selection				
Best Business Practice	ACQ139	Track interview results.	Technology	Useful	Shared Service Center/ Agency	3,5,5 Assess Candidates for Selection				
Best Business Practice	ACQ140	Generate automatic interview reminders for interviewers and interviewees.	Technology	Useful	Shared Service Center/ Agency	3.5.5 Assess Candidates for Selection				
Best Business Practice	ACQ141	Track offer deadlines.	Technology	Useful	Shared Service Center/ Agency	3.6.2 Extend Job Offer				
Homeland Security Presidential Directive-12	ACQ142	Interface to a third-party system for background checks.	Technology	Useful	Shared Service Center/ Agency	3.6.4 Initiate Pre-Employment Processes	3.6.5 Certify Compliance with Pre-employment Requirements			
Best Business Practice	ACQ143	Schedule and track pre-employment processes.	Technology	Useful	Shared Service Center/ Agency	Cross-process				
Best Business Practice	ACQ144	Subscribe to applicable OPM policy listservs through the OPM website.	Policy	Mandatory	Shared Service Center/ Agency	All Activities				
Senior Executive Service Specific Requirements										
5 CFR 317, Part D, 5 USC 3392	ACQSES1	Apply qualifications for SES positions IAW Part D of 5 CFR 317.	Policy	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria	3.5.1 Determine Qualified/ Eligible Candidates	3.5.2 Assess Candidates to be Referred		

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR 317, Part E, 5 USC 3392, 5 USC 3393	ACQSES2	Make career appointments to the SES IAW Part E of 5 CFR 317.	Policy	Mandatory	Shared Service Center/ Agency	3.4.3 Announce Jobs	3.5.1 Determine Qualified/ Eligible Candidates	3.5.2 Assess Candidates to be Referred	3.5.3 Apply Federal Rules on Preference	3.5.4 Refer Candidates for Consideration
Linkages for ACQSES2 continued						3.5.5 Assess Candidates for Selection	3.5.6 Make Tentative Selection	3.5.7 Validate Selection	3.6.1 Determine Terms of Offer	3.6.3 Respond to Job Offer
						3.6.6 Bring Selectee on Board	3.6.7 Close Out Case File			
5 CFR 317, Part F, 5 USC 3392, 5 USC 3394	ACQSES3	Make noncareer and limited appointments to the SES IAW Part F of 5 CFR 317.	Policy	Mandatory	Shared Service Center/ Agency	3.2.1 Match Staffing Requests to Descriptions of Duties	3.2.3 Develop Staff Acquisition Plan	3.3.2 Develop Assessment Criteria	3.5.1 Determine Qualified/ Eligible Candidates	3.5.6 Make Tentative Selection
Linkages for ACQSES3 Continued						3.5.7 Validate Selections	3.6.1 Determine Terms of Offer	3.6.2 Extend Job Offer	3.6.3 Respond to Job Offer	3.6.4 Initiate Pre-Employment Processes
						3.6.5 Certify Compliance with Pre-employment Requirements	3.6.6 Bring Selectee on Board			
5 CFR 317, Part G, 5 USC 3392, 5 USC 3393	ACQSES4	Make SES career appointments using reinstatement IAW Part G of 5 CFR 317.	Policy	Mandatory	Shared Service Center/ Agency	3.1.2 Review Laws, Regulations, Policies, and Guidelines	3.3.2 Develop Assessment Criteria	3.3.3 Develop Assessment Approach	3.4.5 Receive Applicant Documentation	3.5.5 Assess Candidates for Selection
Linkages for ACQSES4 continued						3.5.6 Make Tentative Selection	3.5.7 Validate Selections	3.6.1 Determine Terms of Offer	3.6.2 Extend Job Offer	3.6.3 Respond to Job Offer
						3.6.4 Initiate Pre-Employment Processes	3.6.5 Certify Compliance with Pre-employment Requirements	3.6.6 Bring Selectee on Board		
5 CFR 317, Part I, 5 USC 3395	ACQSES5	Reassign, transfer, and detail members of the SES IAW Part I of 5 CFR 317.	Policy	Mandatory	Shared Service Center/ Agency	3.5.1 Determine Qualified/ Eligible Candidates	3.5.6 Make Tentative Selection	3.5.7 Validate Selection	3.6.1 Determine Terms of Offer	3.6.2 Extend Job Offer

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
Linkages for ACQSES5 continued						3.6.3 Respond to Job Offer	3.6.4 Initiate Pre-Employment Processes	3.6.5 Certify Compliance with Pre-employment Requirements		
5 CFR 317, Part J	ACQSES6	Take SES corrective actions required by OPM IAW Part J of 5 CFR 317.	Policy	Mandatory	Shared Service Center/ Agency	3.5.3 Apply Federal Rules on Preferences	3.5.6 Make Tentative Selection	3.6.1 Determine Terms of Offer		
5 CFR 359, Part D	ACQSES7	Remove SES career appointees during probation IAW Part D of 5 CFR 359.	Policy	Mandatory	Shared Service Center/ Agency	3.5.3 Apply Federal Rules on Preferences				
5 CFR 359, Part F	ACQSES8	Remove SES career appointees as a result of reduction in IAW Part D of 5 CFR 359.	Policy	Mandatory	Shared Service Center/ Agency	3.4.1 Finalize Applicant Sources	3.5.1 Determine Qualified/ Eligible Candidates	3.5.2 Assess Candidates to be Referred	3.5.3 Apply Federal Rules on Preferences	3.5.4 Refer Candidates for Consideration
Linkages for ACQSES8 continued						3.5.5 Assess Candidates for Selection	3.6.2 Extend Job Offer	3.6.6 Bring Selectee on Board	3.6.7 Close Out Case File	
5 CFR 359, Part G	ACQSES9	Enforce placement rights and place SES appointees IAW Part G of 5 CFR 359.	Policy	Mandatory	Shared Service Center/ Agency	3.3.2 Develop Assessment Criteria	3.4.1 Finalize Applicant Sources	3.5.1 Determine Qualified/ Eligible Candidates	3.5.6 Make Tentative Selection	3.5.7 Validate Selection
Linkages for ACQSES9 continued						3.6.1 Determine Terms of Offer	3.6.2 Extend Job Offer	3.6.3 Respond to Job Offer		
5 USC 3132(d)	ACQSES 10	Establish practices to demonstrate a sustained effort to bring the agency or unit personnel system into conformity with the Senior Executive Service to the extent practicable, if excluded under the requirement of 5 USC 3132.	Policy	Mandatory	Shared Service Center/ Agency	3.2.3 Develop Staff Acquisition Plan				
5 CFR 330.102(a); 5 USC 3327	ACQSES 11	Notify the public promptly of Federal employment information IAW 5 CFR 330.	Policy	Mandatory	Shared Service Center/ Agency	3.4.3 Announce Jobs				

HR LOB TARGET REQUIREMENTS FOR SHARED SERVICE CENTERS VERSION 3.0
 APPENDIX F – STAFF ACQUISITION

Primary Reference	Unique ID	Requirements Description	Type	Priority	Who	Process Linkage	Process Linkage	Process Linkage	Process Linkage	Process Linkage
5 CFR 317	ACQSES 12	Validate that appointments of existing Schedule C and non-career Senior Executive Service employees to the positions in the competitive service are made in compliance with Merit Principles.	Policy	Mandatory	Shared Service Center/ Agency	3.5.7 Validate Selection				