Request to Fill Position

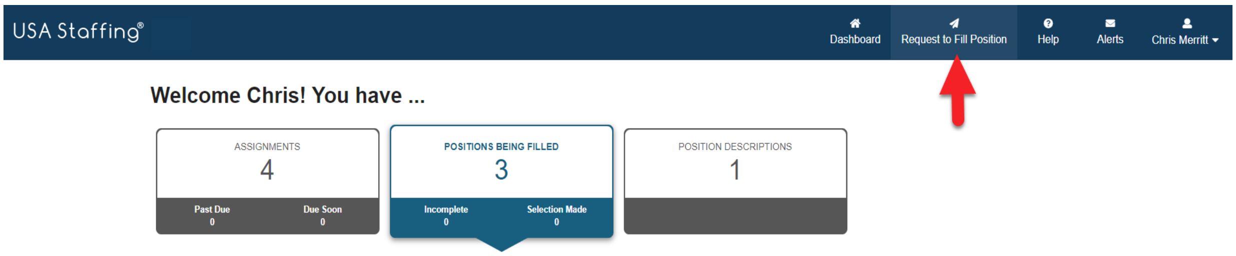
U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

Request to Fill Position

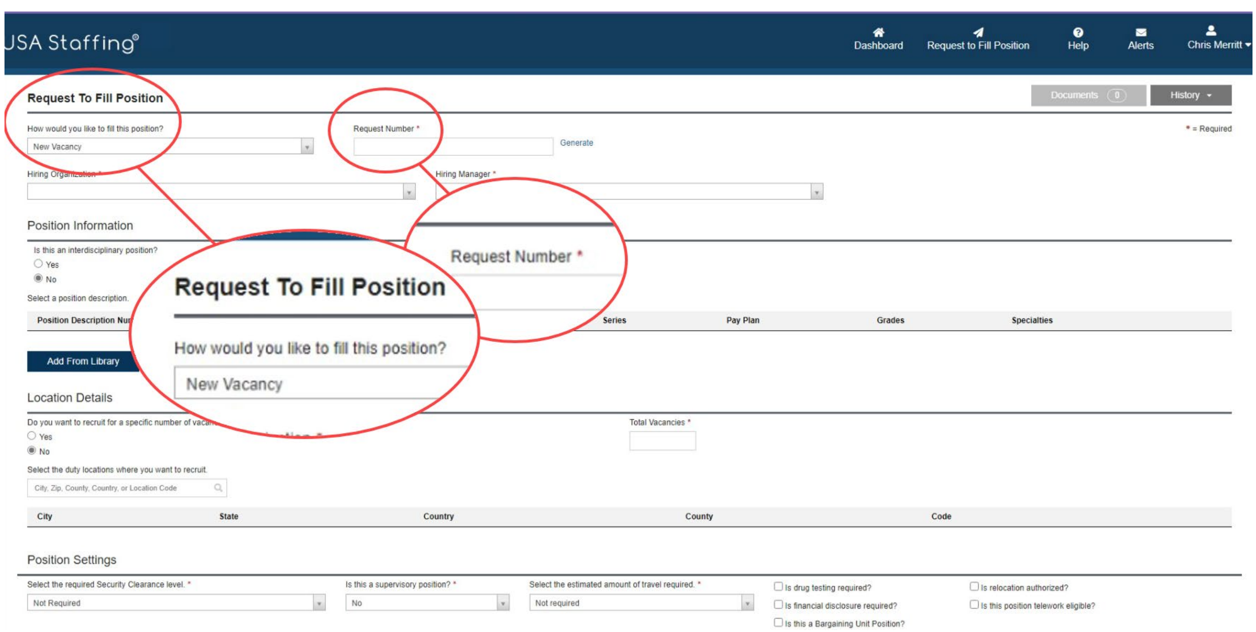
Requests start the recruitment process within USA Staffing. A Request is equivalent to a Request for Referral of Eligibles (SF-39) or a Request for Personnel Action (SF-52). Each Agency may use Requests in USA Staffing differently; please refer to your HR Office for Agency specific business processes.

Your HR Office may initiate the Requests, or if your Agency policy and permissions allow, you can create new requests by following the steps below.

1. To initiate a new Request, click the **Request to Fill Position** tab. This tab can be found in the top right-hand area on the Dashboard.



2. On the Request Hiring Action page, select the appropriate **Type of Hiring Request** *(New Vacancy, Additional Selection, or Onboard New Hire),* and enter the **Request Number** or click **Generate** to designate a USA Staffing-generated number. Please check with your HR Office to determine your Agency's policy on Request numbering protocols. Each Request number must be unique and can only be used once. Valid characters include A-Z, 0-9, and hyphen (-) and can be up to 100 characters.



3. Select the **Requesting Customer** from the drop-down list. If you do not see the appropriate Customer to assign to the request, contact your HR Office.
4. The **Requester** field displays the name of the user who initiated the request or the designated hiring manager.
5. If the position is interdisciplinary, choose **Yes** from the options provided. You may either select the PD information by using the **Add From Library** option or enter the information by selecting the **Add Manually** button. To add multiple positions associated with a single Request, repeat this step. If you are recruiting for multiple grades, each grade must have its own PD number.
6. Do you want to recruit for a specific number of vacancies per duty location? If **Yes**, add your location. If **No**, enter the number of vacancies in the **Total Vacancies** field. You can enter a numeric value or if you have more than one Vacancy, you can use the words “Few” or “Many”.
7. Enter a ***City, Zip Code, County, Country, or Location Code*** in the Duty Location search field. The system will automatically display a list of locations based on the information entered. If you need to remove a location added incorrectly, click the circle ‘x’ icon to remove.
8. Under **Position Settings** select the required Security Clearance Level, designate if the position is a supervisory position, select the estimated amount of travel required, select the sensitivity and risk level of the position, select how the position sensitivity and risk will be determined, and check other boxes as appropriate.
9. Once the request is saved, **Documents** can be uploaded using the button at the top right section of the page.
10. Once saved, **Notes** can also be entered using the button at the top right corner of the page.
11. Click **Save** to leave the Request in an *Incomplete* status for later review and submission or click **Submit to HR** to finalize the Request and transmit it to the HR Office. Submitting the Request will forward the action to your HR Office for review and action. All requests in an *Incomplete* status can be deleted prior to clicking Submit to HR.