

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 eligibles **not** selected for appointment should be attached and returned with appropriate documentation.

Send this form to: Division of Career Resources, OHRM
Building 31, Room B3C07

IC	IC Request No.	Date of Request	Certificate No.	Date Issued
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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 IC Human Resource Officer (or designee)
(Certifies that 5 CFR 316, Subpart D, 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)
CR —Communication Returned Unclaimed
DD —Declined Until a Later Date
NS —Not Selected

NN —Not Selected/Not Contacted
DP —Declined for position certified only
DZ —Declined for other reasons
FR —Failed to Reply
DA —Declined Agency

DB —Declined Grade
DL —Declined Location
DX —Declined Further Consideration for Federal Employment

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

Signature of Issuing Officer, Division of Career Resources, OHRM

Verification of Action: Signature of IC Human Resource Officer (or designee)