

Merit Staffing Request

U.S. Department of Housing
and Urban Development
Office of Personnel and Training

To (Personnel Representative, Organization, Location)	Personnel Representative Signature	
	Date Recieved	Date Approved

Vacancy to be filled (Position Title, Series, Grade(s), Organization, Location, and Position Number)

Key Duties and Responsibilities of Position

Other Essential Information

Name of Subject Matter Expert (SME)	Phone Number	Maximum Grade Potential
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Nature of Action

<input type="checkbox"/> Permanent Promotion	<input type="checkbox"/> Convertible to Permanent Promotion	<input type="checkbox"/> Detail Convertible to Permanent Promotion
<input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> Not Convertible to Permanent Promotion	<input type="checkbox"/> Detail Not Convertible to Permanent Promotion

Recruiting Effort Requested

<input type="checkbox"/> Restricted to HUD status employees Only	<input type="checkbox"/> SEU Recruitment	<input type="checkbox"/> Extend Posting to Regionwide
<input type="checkbox"/> Restricted to status employees	<input type="checkbox"/> OPM Certificate	<input type="checkbox"/> Extend Posting to Departmentwide
	<input type="checkbox"/> OPM Name Certificate	

Reduce Minimum Area to (Attach Justification)

Present Position Description is Current and Accurate <input type="checkbox"/> Yes <input type="checkbox"/> No	New or Revised Position Description is Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Existing Job Analysis form for this Position is Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Existing Crediting Plan for this Position is Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Travel Requirements	Other Special Requirements for Employment

Selecting Official (Name)	Signature	Phone Number (include extension)
Requesting Official (Name)	Signature	Organization