

EXECUTIVE DOCUMENT CHECKLIST

Documents Required	Establish New Position (CR/General) and Recruit	Select (Includes Transfer In)			Reassignment: Voluntary/Directed or ST/SL Reassignment	Detail	Retitle (no classification change)	Redescribe
		Initial Career/Competitive/Transfer In	LT/LE or NC	ST/SL				
Memorandum Justifying Request	X	X	X	X	X	X 2)	X	X
Position Description (3 PTQs maximum) or Statement of Unclassified Duties, as appropriate	X	X	X	X	X	X 3)	X	X
Signed PD Cover Sheet (CD 516) – no PMSO sheet	X	X	X	X	X	X	X	X
Evaluation Statement or Amendment 5 CFR 214.202	X		X	X			X 5)	X 5)
Qualification Standard 5 CFR 317.401(b)	X	X	X	X	X		X	X
Certification Statement 5 CFR 317.501(c)(5)(6) and (7)		X	X	X	X			
Vacancy Announcement 317.501(b)(2)	X	X		X 4)				
Bio/Resume/CV/Application (with Executive Core Qualifications where appropriate)		X	X	X	X			
Pay Rate Analysis 5 CFR 534.404(a)(b) and (g)		X	X	X	X 1)			

- 1) *Include statement if proposed salary increase requires exception to the 12-month rule and the basis (534.404c4(i)(ii) or (iii))*
- 2) *Include Statement in Memo that detail has been discussed and person is in agreement.*
- 3) *If detailed to an SES position, provide PD, if not, provide statement of duties*
- 4) *If selected from vacancy announcement.*
- 5) *An amendment to the Evaluation Statement may be provided that details the reasons for the adjustment.*