6. HCCS Current State Hiring Process (Competitive Hires) – Security

1. Complete and return OF-306 and Fair Credit Release Form

2. Receive completed OF-306 and Fair Credit Release (FCR) Form

3. Review the Candidate’s OF-306 and FCR Form for eligibility to suitability officer

4. Send OF-306 and FCR Form to ER/LR for review by suitability officer

5. Does the Candidate pass the Suitability Officer’s review?

6. Is Candidate Local?

7a). Come in for fingerprinting

7b). Send fingerprint card to candidate

8. Submit Fingerprints and complete package of OF-306, Resume, and FCR form

9. Indicate if Fingerprints were done locally on OSY cover sheet, and submit Position Designation Tool with all forms

10. Does candidate meet criteria for reciprocity through CVS OPM Check?

11. Initiate E-QIP/Security Process

12. Submit E-QIP and Security Docs

13. Send Security Docs to OSY

14. Send Security Docs to OSY

15. Is E-QIP complete without any errors?

16. Complete E-QIP and return to OSY

17. Conduct secondary review and run credit (if applicable)

18. Are there unmitigated suitability issues?

19. Can issues be mitigated?

20. Work to mitigate suitability issues

21. Release investigation to Office of Personnel Management, & the Pre-Appointment Memo to Staffing Vendor

22. Are Conditions of Employment (COEs) met?*

23. Can COEs be met?

24. Withdraw Tentative Job Offer

25. Work to meet all COEs

26. Issue Final Job Offer (FJO)

Legend:
- Standard Vendor Communication
- Start of End Process
- Decision Point
- Alternate Process

Footnote:
*Refer to Line Office policy on COEs