



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Suitability Executive
Agent Programs

Initial Vetting Referral Package Checklist

Individual Information

Required

- ☐ Full name, DOB, SSN
- ☐ Address, contact information
- ☐ Referral justification
- ☐ Position information (title, series/grade, hiring authority, competitive/Senior Executive Service status)
- ☐ Employment status & EOD date
- ☐ Appointment SF-50 (if applicable, to confirm OPM jurisdiction)

Required, if Applicable

- ☐ Additional phone number(s)
- ☐ Any updated applicant information (e.g., amendments to forms, corrected documents)

Forms & Supporting Documentation

Required

- ☐ Resume & date resume was submitted
- ☐ OF 306 (applicant)
- ☐ OF 306 (appointee)
- ☐ Position Description (PD)
- ☐ Vacancy Announcement (if used for hiring)
- ☐ Agency-specific pre-employment forms relied upon for the hiring decision

Required, if Applicable

- ☐ Amendments to OF 306 or application materials
- ☐ Court records, transcripts, investigative notes
- ☐ Merit staffing documentation (rating/ranking results, interviews notes, questionnaires, etc.)
- ☐ LOIs and responses
- ☐ Any supplemental evidence or collateral documents that provide useful context supporting issue(s) that were relied upon by the agency

Required Agency Points of Contact (Provide name, email, and phone number for):

- ☐ Personnel Security POC
- ☐ Human Resources POC
- ☐ Supervisor/Manager
- ☐ Optional – Agency Counsel POC

Permission to Use and Release Agency Records

Provide a signed letter on agency letterhead authorizing OPM to use, confront with, and release records as required.