



U.S. Department of Justice
Office of Attorney Recruitment and Management

Washington, D.C. 20530

From: _____
(Hiring Office/Bureau/Board/Division; Name of OBBD contact)

Re: _____
(Name of candidate)

SUBMISSION OF PRE-EMPLOYMENT PACKAGE AND
CHECKLIST OF ITEMS WHICH MUST BE PROVIDED
BY ORGANIZATIONS TO OARM FOR REVIEW BEFORE
EXPERIENCED ATTORNEY APPOINTMENTS CAN BE APPROVED

The checklist below is designed to assist you in preparing pre-employment packages for **Attorneys** for submission to OARM. Please note that all of the items listed must be provided to OARM before a temporary, term or permanent appointment may be approved by OARM and before an experienced attorney may enter on duty. **Please include this checklist with all items checked off with each pre-employment package. All of the items except those specifically noted below should be scanned into one package in the order listed below, as well as bookmarked using the provided name. Send the pre-employment package to OARM either through JSTARS (uploaded under the Documents Tab) or via email to: OARMWaiver@usdoj.gov.**

	DOCUMENT	DESCRIPTION	JSTARS BOOKMARK
<input type="checkbox"/>	Pre-employment Checklist	OARM-4: Submission of pre-employment package checklist	Checklist
<input type="checkbox"/>	Security Form	___SF-86 Please make sure the form is complete, i.e., all questions are answered and answers cover the scope of the investigation and that the scanned form has an original signature . Please make sure the candidate has completed the correct form. All forms should be completed in e-QIP (DOJ ID: 6518) . Please indicate which form you are sending. ___SF-85P ___SF-85PS	SF-86, SF-85P, SF-85PS
<input type="checkbox"/>	Application for Employment	Submission may be in the form of a resume, Optional Application for Federal Employment (OF-612), or any other written format of candidate's choice.	OF-612, Resume
<input type="checkbox"/>	Request for Waiver of Pre-appointment Investigation Requirements of the Department of Justice Personnel Security Regulations	OBD-235: This form, signed and dated by Organization Head or his/her designee, must be submitted if the hiring organization intends to request that the candidate enter on duty (EOD) under a temporary appointment prior to the completion of the BI.	OBD-235
<input type="checkbox"/>	Inquiry Regarding Suitability of Applicant	OBD-236: Vouchering: This form is used to record comments obtained from the candidate's supervisor(s)/employer(s) for the past three years. The names of the supervisors/professional associates are provided on the security form which the candidate completed. The individual who conducted the reference check must sign each OBD-236 form. Please note that complete vouchering will not be waived by OARM. <i>We recognize that vouchering of an attorney candidate's current employer may not be possible until shortly before his scheduled EOD. Consequently, we will accept vouchering that does not include the candidate's current employer, at least initially, where circumstances so require, in order not to delay processing the candidate's application unnecessarily.</i>	OBD-236
<input type="checkbox"/>	Attorney Bar Certification	DOJ-54: Form from the applicant which attests to <u>active</u> bar membership status in a state/U.S. territory/District of Columbia bar.	DOJ-54

<input type="checkbox"/>	Proof of Active Bar Membership	Verification that the applicant is an active member in good standing of a state/U.S. territory/District of Columbia bar. Please submit either: (1) a notation that the hiring component has confirmed that the candidate is an active member in good standing (either by using the web site for the bar or by contacting the bar); or (2) a letter of good standing from a bar (the candidate may provide this).	Active Bar
<input type="checkbox"/>	Credit Release/ DOJ-555*	<i>*Not required if SF-86 is completed.</i> Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act.	DOJ-555
<input type="checkbox"/>	Credit Report		Credit Report
<input type="checkbox"/>	Declaration for Federal Employment	OF-306	OF-306
<input type="checkbox"/>	Disclosure Forms	Applicant/Employee Disclosure Form and Selecting Official Disclosure Form	Nepotism
<input type="checkbox"/>	Supplemental Tax Information	Supplemental Tax Information For New Attorney and Law Clerk Candidates	OARM-24
<input type="checkbox"/>	Fingerprints	FD-258: Two Fingerprint cards (hard copy) or fingerprint results (scanned).	Prints
<input type="checkbox"/>	Vacancy Announcement	Copy of Attorney Vacancy Announcement: For experienced attorney hires, a copy of the attorney vacancy under which the candidate was selected must be provided.	Vacancy Ad
<input type="checkbox"/>	Tentative Offer Letter		Tentative Offer Letter
<input type="checkbox"/>	Attorney/Applicant Salary Work Sheet	DOJ-487: Completed by the hiring organization's Administrative Office for experienced attorneys: this form should be signed by the Organization Head or his/her designee.	DOJ-487
<input type="checkbox"/>	Proof of Salary	If an applicant is being offered an above-the-minimum, transferring from another federal government agency or honoring highest previous rate from a prior period of federal employment, proof of salary must be provided. (Most recent Notification of Personnel Action for Executive and Judicial Branches or Transcript of Service for Legislative Branch)	Salary Proof
<input type="checkbox"/>	Memorandum of Understanding	OARM-1, -1A, <u>or</u> -1B: By signing this form, the attorney acknowledges that he is being given a not to exceed appointment pending completion of the FBI Background Investigation (BI) and he agrees to resign should derogatory information be revealed during the course of the BI.	OARM-1 OARM-1A OARM-1B
<input type="checkbox"/>	Reminder of Government Attorney Ethical Obligations to Client		OARM-9
<input type="checkbox"/>	Foreign National Relatives or Associates*	<i>*Not required if SF-86 is completed.</i> This form, executed by the candidate, should be provided only if the candidate's answers on his security form indicate that he has foreign relatives/associates, who are non-U.S. citizens residing in or outside the United States. **Applicants with Dual Citizenship must provide a signed Loyalty Statement.	FNRA **Loyalty Statement
<input type="checkbox"/>	Commitment Form	Commitment Form (if applicable)	Commitment
<input type="checkbox"/>	Lateral Attorney Mentor Assignment	Experienced attorneys with less than 5 years of experience must be assigned a mentor. A check mark in this box confirms that a mentor has been assigned.	
<input type="checkbox"/>	Drug Test Results	OARM may not approve attorney appointments and no attorney may enter on duty without documentation of a negative drug test result. It is the responsibility of the hiring organization to make arrangements for drug testing for candidates. Any inquiries should be directed to the Program Manager for Drug Free Workplace - James Topel with Justice Management Division/HR 202-616-0790. <i>We recognize that the hiring office does not control the timing of the drug testing of attorney candidates. Consequently, we will accept pre-employment paperwork, at least initially, that does not include drug test results.</i>	DT Results
<input type="checkbox"/>	Request for Personnel Action: NTE	SF-52: One form for Excepted Appointment not to exceed 14 months, if the hiring organization intends to request that the applicant EOD under a temporary appointment prior to the completion of the BI. Form must be signed by Organization Head or his/her designee.	N/A Please send a hard copy of the SF-52

<input type="checkbox"/>	Request for Personnel Action: Conversion	SF-52: Second form for Conversion to Excepted Appointment must also be submitted as part of the pre-employment package so that the attorney can be converted to a “permanent” appointment without delay once the BI has been favorably adjudicated by SEPS and receives a favorable suitability review by OARM. The form must be signed by Organization Head or his/her designee.	N/A Please send a hard copy of the SF-52
<input type="checkbox"/>	Offer Letter	Offer Letter: This letter is prepared by the hiring organization setting forth the entry-salary/background investigation information for experienced attorney applicants.	N/A Please send a hard copy of the SF-52
<div style="display: flex; justify-content: space-between;"> <div data-bbox="131 352 435 457" style="width: 20%;"> Confirmation of <u>No</u> Political Appointment Within the Last 5 years </div> <div data-bbox="443 317 1313 594" style="width: 60%;"> <p>Hires who have held a political appointment within the last 5 years require approval by OPM. Please contact OARM for additional information, if applicable.</p> <p>Components are now <u>required</u> to confirm (by checking the box to the right) that the applicant has NOT held a political appointment within the last 5 years.</p> </div> <div data-bbox="1317 317 1505 594" style="width: 20%; text-align: center;"> <div style="border: 2px solid red; width: 60px; height: 60px; margin: 0 auto;"></div> </div> </div>			