



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

Washington, D.C. 20530

Attorney General's Honors Program (Attorneys and Law Clerks)

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 HONORS
ATTORNEY OR LAW CLERK APPOINTMENTS CAN BE APPROVED

The checklist below is designed to assist you in preparing pre-employment packages for **Honors Attorneys and Law Clerks** for submission to OARM. Documents are to be submitted in two separate phases as indicated below. 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 Honors Attorney or Law Clerk may enter on duty. **Please include this checklist with all items checked off with each pre-employment package. All of the items in Phase I should be scanned and sent to OARM either through JSTARS or via email to: OARMWaiver@usdoj.gov. If you are sending documents via JSTARS, please attach the documents in the order they are listed and bookmark using the provided name. The items in Phase II are to be sent via email or interoffice mail as indicated below to the appropriate OARM HR Coordinator.**

Phase I – Documents Required In Initial Package

	DOCUMENT		
<input type="checkbox"/>	Pre-employment 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.	OBD-236
<input type="checkbox"/>	Attorney Bar Certification	**Honors Attorneys Only** 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	**Honors Attorneys Only** 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	Fingerprint results	Prints
<input type="checkbox"/>	Memorandum of Understanding	OARM-1, -1A, or -1B: By signing this form, the attorney/law clerk 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 U.S. **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"/>	Notification of Personnel Action	SF-50 or its equivalent: For their initial appointment if the applicant is currently with another government agency	SF-50

Phase II – Documents Required Prior to Candidate's EOD

	DOCUMENT	DESCRIPTION	JSTARS BOOKMARK
<input type="checkbox"/>	Drug Test Results	OARM may not approve Honors Attorney and Law Clerk appointments and they may not 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 or Winston Farmer 202-616-0790	N/A
<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 enter on duty (EOD) under a temporary appointment prior to the completion of the BI. Form must be signed by Organization Head or his/her designee.	Please send a hard copy
<input type="checkbox"/>	Request for Personnel Action: Conversion	**Honors Attorneys Only** SF-52: Second form for Conversion to Excepted Appointment must also be submitted so that the Honors 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. <i>*The Conversion SF-52s for Law Clerks are to be sent to OARM upon their admission to a bar. The type of Conversion will be determined by the status of the background investigation at that time. The DOJ-54 and proof of active bar membership should accompany the Conversion SF-52.*</i>	Please send a hard copy
<input type="checkbox"/>	Transcript	**Law Clerks Only** A final, official transcript which indicates the date the JD was conferred, awarded, etc.	Please send a hard copy