



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Suitability Executive  
Agent Programs

## Suitability Referral Package Cover Sheet

**U.S. Office of Personnel Management**

### Referral Package Cover Sheet *(To be completed for every referral)*

#### Agency Information

- Agency Name:
- Submitting Official:
- Title/Office:
- Email: Phone:

#### Individual Being Referred

- Full Name:
- DOB: SSN:
- Position Title / Series / Grade:
- Appointment Type (Competitive/Senior Executive Service):
- EOD / Appointment Date:
- Employment Status:
- Home address & contact information (telephone number and email address)

#### Referral Type

- ☐ *Initial Vetting Referral* (Applicant, Tentative Selectee, Appointed)
- ☐ *Post-Appointment Conduct Referral* (Onboard Employee)

#### Summary of Issues or Concerns

(Provide a concise, factual summary of the conduct, including key dates or sequence of events, the applicable suitability factors, and any material details that form the basis for the referral.)