



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Suitability Executive
Agent Programs

Post-appointment Conduct Referral Package Checklist

Individual & Position Information

Required

- ☐ Full name, DOB, SSN
- ☐ Position title/series/grade
- ☐ Competitive/Senior Executive Service status)
- ☐ Appointment date (SF 50s recommended – to confirm jurisdiction, most recent status)
- ☐ Employment status (active, leave, suspension, etc.)
- ☐ Referral Justification / Summary of conduct/issues & timeline
- ☐ Supervisor contact information

If Applicable

- ☐ Home address & contact information, if needed for notices (e.g., remote employees, etc.)

Optional

- ☐ Any internal notes that provide context but are not part of the support evidence

Required Forms & Employment Records

Required

- ☐ Position Description
- ☐ Most recent OF 306
- ☐ Relevant HR/adjudication forms relied upon to assess the conduct

If Applicable

- ☐ Disciplinary actions (reprimands, suspensions, removals)
- ☐ Performance records
- ☐ OIG or agency investigation documents
- ☐ Emails, memos, or witness statements used to substantiate conduct
- ☐ Time and attendance records; IT records or badge records
- ☐ Court or criminal case documents
- ☐ Letters of Inquiry (LOI), interrogatory interviews, and responses
- ☐ Continuous Vetting (CV) / RSI documentation (only when the issue stems from a CV alert)
- ☐ Drug/Alcohol treatment documentation (only if directly relevant and relied upon)

Agency Points of Contact - Provide name, phone number, and email address for:

Required

- ☐ Personnel Security POC
- ☐ Human Resources POC
- ☐ Supervisor/Manager POC

Optional

- ☐ Agency Counsel (recommended for post-appointment conduct cases)

Permission to Use and Release Agency Records

Signed letter on agency letterhead granting OPM authority to use, confront with, and release records.