

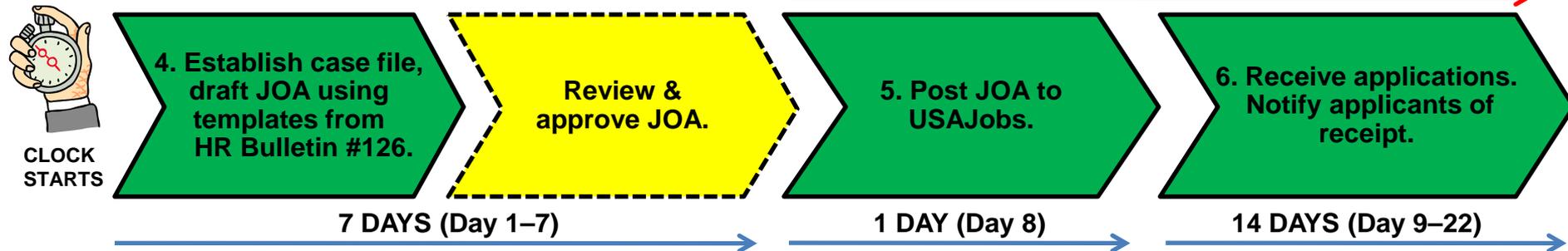
# NOAA's 80-Calendar Day Hiring Model

- Hiring Manager
- Line/Staff Office Point of Contact
- WFMO Intake Coordinator
- HR Specialist
- Subject Matter Expert

----- = sub-step  
 \_\_\_\_\_ = step



Notify LO/SO POC within 48 hours



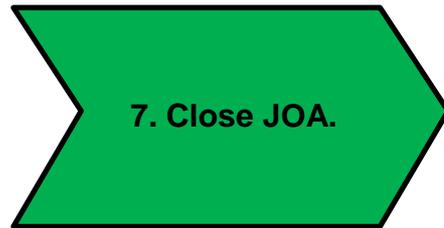
**\* Recruitment package contents:**  
 RADS SF-52 RPA, waiver to fill the vacancy (if applicable), Job Analysis, Duty Statement, Specialized Experience (if needed), PD, Performance Plan, cover sheets, draft Occupational Questionnaire, name of SME (if using).

**JOA** = Job Opportunity Announcement  
**LO/SO POC** = Line/Staff Office Point of Contact

**PD** = Position Description  
**RPA** = Request for Personnel Action  
**SME** = Subject Matter Expert

# NOAA's 80-Calendar Day Hiring Model, cont'd

- Hiring Manager
  - HR Specialist
  - Subject Matter Expert (SME)
- = sub-step  
 \_\_\_\_\_ = step



1 DAY (Day 23)



10 DAYS (Day 24–33)



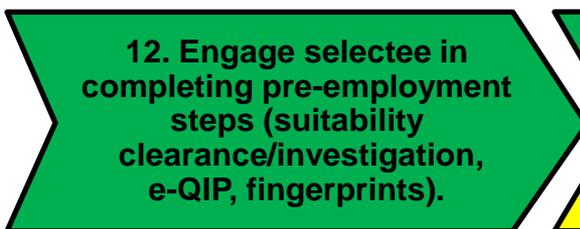
1 DAY (Day 34)



14 DAYS (Day 35–48)



2 DAYS (Day 49–50)



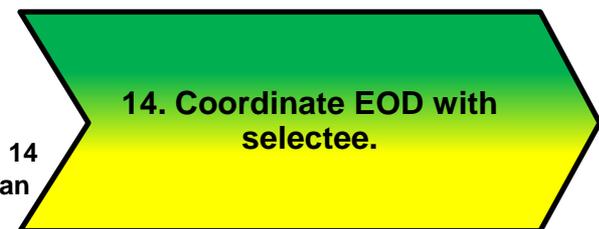
14 DAYS (Day 51–64)



2 DAYS (Day 65–66)



If EOD is more than 14 days out, establish an exception in tracking system.



14 DAYS (Day 67–80)

e-QIP= Electronic Questionnaires for Investigations Processing

EOD = Entry on Duty