



OFFICE OF THE DIRECTOR

UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, DC 20415-1000

MAY 09 2005

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: DAN G. BLAIR *D.G. Blair*
ACTING DIRECTOR

Subject: Initiating Suitability Determinations

As a follow-up to our discussion at the last Chief Human Capital Officers (CHCO) Council meeting, we are clarifying when agencies may initiate a suitability determination. Agencies are responsible for ensuring that applicants selected for positions are suitable for Federal employment. While it is more practical and cost effective to initiate a complete suitability/security investigation after an individual is selected and has accepted a job offer, agencies may choose to begin preliminary suitability/security determinations for all applicants at any time during the hiring process. For example, when filling law enforcement positions, agencies often initiate a preliminary suitability/security review at the time of application to ensure individuals do not have a criminal background or arrest record.

If you have any questions about this guidance, please contact Daniel Fusco, Group Manager, Recruiting, Examining, and Assessment by email at Daniel.Fusco@opm.gov or by telephone (202) 606-0830. If you have any questions about the investigations process, please contact Jim Bley, Customer Services Group Manager, by email at James.Bley@opm.gov or by telephone at (202) 606-1968.