WiTS Reminder Emails for the Client Services Division

Throughout the recruitment, appointment, career change, and special pay processes, WiTS sends escalation and reminder emails to HR staff as well as to our IC customers based on certain dates and data that is entered on the related forms. These emails are intended to keep the processes moving in a timely fashion, to help ensure that we meet our mutual hiring reform goals, and to provide HR/IC staff with helpful reminders.

All of the emails listed in this document are generated at approximately 6:00am (ET) every morning (including weekends and holidays). The only exception is the SF-278 filer email, which is sent in real-time. This document does not include built-in WiTS workflow emails such as reassigning actions to another co-worker. Those are sent directly in WiTS and are all real-time.

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**Active Recruitment Action (Pre-Recruitment) Email**

To provide a way for CSD Leadership to monitor and track timelines within the ‘Pre-Recruitment’ stage, WiTS, reminder emails are sent:

**Email Calculation:** (‘Date Entered to ‘Date Complete Package Received’)

**Email Exclusions:**
- If the ‘Date Complete Package Received’ is complete
- If the Recruitment action is completed or cancelled
- If the Recruitment action is Title 42 or Title 42 CRS
- If any of the following Action Statuses are selected: “Hold – Shared Certificate/Recruitment in Progress”, “Applicants Under Review – Program SME”, “Applicants Under Review – QRB”, or “Cert Issued to Selecting Official”

On **Day 45** from the Date Entered if the ‘Date Complete Package Received’ field is not complete

To: CSD Team Leader & CC: CSD HR Specialist (CSD HRS) and Administrative Officer

On **Day 60** from the Date Entered if the ‘Date Complete Package Received’ field is not complete

To: CSD Branch Chief & CC: CSD Team Leader, Administrative Officer, and CSD HRS

On **Day 75** from the Date Entered if the ‘Date Complete Package Received’ field is not complete

To: Responsible CSD Deputy Director & CC: CSD Branch Chief, CSD Team Leader, Administrative Officer, and CSD HRS

On **Day 90** from the Date Entered if the ‘Date Complete Package Received’ field is not complete

To: CSD Director & CC: Responsible CSD Deputy Director, CSD Branch Chief, CSD Team Leader, and CSD HRS
Sample Email:

Subject: Action Needed - Move Recruitment Action Forward - Program Director G5-060-15
Importance: High

Suggested Action: Please contact Ross Geller for more information and to move the recruitment process forward.

Details: WITS Recruitment Action 123456 has been active for 45 days in the pre-recruitment stage. Please reference the table(s), comments, and pre-recruitment status below for specific information related to this recruitment action.

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Pre-Made Package Received by HR/Waiting for missing documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiated</td>
<td>12/28/23</td>
</tr>
<tr>
<td>WIP</td>
<td>12/34/23</td>
</tr>
<tr>
<td>Submitted Eq/Qg</td>
<td>JOEY TRIBBAN/NO CERT</td>
</tr>
<tr>
<td>Admin Code</td>
<td>HINTO</td>
</tr>
<tr>
<td>Position Title</td>
<td>Program Director</td>
</tr>
<tr>
<td>Pre-Play/NKey/HostLead</td>
<td>02/12/1494</td>
</tr>
<tr>
<td>CAM</td>
<td>123456</td>
</tr>
<tr>
<td>SO</td>
<td>PHOSBE BUMPAY</td>
</tr>
<tr>
<td>AO</td>
<td>JOEY TRIBBAN</td>
</tr>
</tbody>
</table>

Date of Pre-Recruitment Meeting: 01/02/24
Date Pre-Recruitment Form Signed: 12/28/13

Comments:
02/20 - Received job analysis; updating documents 02/21 - Drafting job analysis

Scheduled Reminders:
- 45 Days: 02/10/2014
- 60 Days: 02/17/2014
- 75 Days: 03/04/2014
- 90 Days: 03/10/2014

Please refer to the CSD Reminder Email Guide for more details about reminder emails.
Post Vacancy Announcement Email
By the 2nd day after the ‘Date Complete Package Received’ field is complete, the HR Specialist should post the announcement and complete the ‘Date Announcement Posted’ field.

Email Calculation: (‘Date Complete Package Received’ to ‘Date Announcement Posted’)

Email Exclusions:
- If the ‘Date Announcement Posted’ field is complete
- If the Recruitment action is completed or cancelled

If the announcement has not been posted:
  o **on day 2** – To: CSD HRS
    ▪ CC: CSD Team Leader and CSD Branch Chief

Subject: Action Needed – Post Vacancy Announcement – IT Specialist GS-1224-11, 12, 13
Importance: High

Suggested Action: Please post the announcement and complete the "Date Announcement Posted" field in the WITS Recruitment form.

Details: Action is needed on WITS # 123456 in order to meet the OPM Hiring Reform Goals. The vacancy announcement(s) for the positions listed below should be posted by close of business today. Please reference the table below for specific information related to this action.

<table>
<thead>
<tr>
<th>Vacancy #</th>
<th>WIH-OHM-14-MP-1234567</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIH</td>
<td>123456</td>
</tr>
<tr>
<td>Submitted By/Org</td>
<td>TOPANGA-JAHRSTONE / OHM</td>
</tr>
<tr>
<td>Admin Code</td>
<td>H0012</td>
</tr>
<tr>
<td>Position Title</td>
<td>IT Specialist</td>
</tr>
<tr>
<td>Pos Plan/Service/Grade(s)</td>
<td>GS/1234/11, 12, 13</td>
</tr>
</tbody>
</table>

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.
**Pre-Announcement (DEU) Closing Email**

Before a DE announcement closes, the HR Specialist should route the Recruitment action to the DE Unit for certificate preparation. Therefore, WiTS sends a reminder email one day before the closing date of the announcement.

**Email Calculation:** (‘Date Announcement Closed’ to ‘Today’s Date’)

**Email Exclusions:**

- If the announcement is not DE
- If the Recruitment action is completed or cancelled
  
  - **One day prior to the announcement closing** – To: CSD HRS and CSD Team Leader
   - CC: DEU HRS and DEU Quality Reviewer

Suggested Action: Please route the Recruitment action if it has not been done already to the DE Unit by selecting ‘Send to DEU (Cert Prep)’ from the routing menu by the close of business of 10/01/16.

Details: Vacancy Announcement # Program Specialist - NCK-LA-1216135 for Recruitment Action WITS #1234567, approved by Rafael Cruz will close tomorrow. In order for the DE Unit to issue the certificate(s) in WITS, the Recruitment action must be routed to them. Please reference the table below for specific information related to this action.

<table>
<thead>
<tr>
<th>Vacancy #</th>
<th>Program Specialist - NCK-LA-1216135</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITS #</td>
<td>1234567</td>
</tr>
<tr>
<td>Submitted By/Org</td>
<td>BLACK SHO R/IS/HR/</td>
</tr>
<tr>
<td>Adhoc Code</td>
<td>NCK-001</td>
</tr>
<tr>
<td>Position Title</td>
<td>Program Specialist</td>
</tr>
<tr>
<td>Payroll/InterAck</td>
<td>07/01/16-SF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VIN</th>
<th>1234567</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of Applicants</td>
<td>339</td>
</tr>
<tr>
<td>Number of Eligible Applicants</td>
<td>75</td>
</tr>
<tr>
<td>Number of Applicants</td>
<td>20</td>
</tr>
</tbody>
</table>

Please refer to the CSD Reminder Email Guideline for more details about reminder emails.
**Issue Certificate (DEU) Email**

For DE certificates, the DE HR Specialist should issue the certificate within 11 days of the announcement closing.

**Email Calculation:** (‘Date Announcement Closed’ to ‘Date Certificate Issued’)

**Email Exclusions:**

- If the ‘Date Certificate Issued’ field is complete
- If the Recruitment action is completed or cancelled
- If there is a date in the ‘Date Announcement Cancelled’ field
- If the announcement number is selected on the Certificate Information tab and the ‘Cert Issued’ field = ‘No’

If the certificate has not been issued:

- **on day 8** – To: DEU HRS
  - CC: DEU Chief, Deputy DEU Chief
- **on day 10** – To: DEU Chief
  - CC: CSD Branch Chief, CSD HRS, CSD Team Leader, DEU HRS and DEU Deputy Chief

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**Subject:** Action Needed – Issue Certificate – Health Science Policy Officer 02/002-23

**Suggested Action:** Please issue the certificate in the staffing system, complete the “Date Cert Issued” field(s) in the WITS Recruitment form and route the WITS action back to the Branch by 09/30/14.

**Details:** Action is needed on WITS # 123456 in order to meet the OHR Service Level Agreement (SLA). Please reference the table below for specific information related to this action.

<table>
<thead>
<tr>
<th>Vacancy #</th>
<th>NIH-NIMH-OC-14-123456</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITS #</td>
<td>123456</td>
</tr>
<tr>
<td>Submitted By/Org</td>
<td>BRUCE HORNSBY / NOH OD</td>
</tr>
<tr>
<td>Admin Code</td>
<td>UNOF12</td>
</tr>
<tr>
<td>Position Title</td>
<td>Health Science Policy Officer</td>
</tr>
<tr>
<td>Pay Plan/Series/Grade(s)</td>
<td>GS/9601/15</td>
</tr>
<tr>
<td>VIN:</td>
<td>1234567</td>
</tr>
<tr>
<td>Total # of Applicants*</td>
<td>44</td>
</tr>
<tr>
<td>Total # of Eligible Applicants*</td>
<td>27</td>
</tr>
<tr>
<td>Total # of Claimed Veterans*</td>
<td>2</td>
</tr>
</tbody>
</table>

*Please refer to the CSD Reminder Email Guide for more details about reminder emails.*
**Issue Certificate (DEU) SLA Exceed Email**

For DE certificates, the DE HR Specialist should issue the certificate within 11 days of the announcement closing. If the certificate was not issued within 11 days, the service level agreement was missed.

**Email Calculation:** (‘Date Announcement Closed’ to ‘Date Certificate Issued’)

**Email Exclusions:**
- If the ‘Date Certificate Issued’ field is complete
- If the Recruitment action is completed or cancelled
- If there is a date in the ‘Date Announcement Cancelled’ field
- If the announcement number is selected on the Certificate Information tab and the ‘Cert Issued’ field = ‘No’

If the certificate has not been issued:

- **on day 12** – To: CSD Deputy Director (IOOB)
  - CC: CSD Branch Chief, CSD HRS, CSD Team Leader, DEU HRS and DEU Chief and DEU Deputy Chief
- **on day 14** – To: Deputy Director that is assigned to the branch
  - CC: CSD Deputy Director (IOOB), CSD Branch Chief, CSD HRS, CSD Team Leader, DEU HRS and DEU Chief and DEU Deputy Chief.

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.
Send Certificate (DEU) to Selecting Official Email

For DE certificates that have been issued to the Branch, the Branch HR Specialist should send the certificates to the Selecting Official within 16 days of the announcement closing.

**Email Calculation:** (‘Date Announcement Closed’ to ‘Date Certificate Sent to SO’)

**Email Exclusions:**
- If the ‘Date Certificate Sent to SO’ is complete
- If the ‘Certificate Issued’ field is not complete
- If the Recruitment action is completed or cancelled
- If there is a date in the ‘Date Announcement Cancelled’ field
- If the announcement number is selected on the Certificate Information tab and the ‘Cert Issued’ field = ‘No’

If the certificate(s) has been issued to the Branch, but has not been sent to the Selecting Official:

- **on day 14** – To: CSD Branch Chief  
  CC: CSD Team Leader and CSD HRS

![Table and Suggested Action]

Please refer to the CSD Reminder Email Guide for more details about reminder emails.
Send Certificate (DEU) to Selecting Official SLA Exceed Email

For DE certificates, the Branch HR Specialist should send the certificate to the Selecting Official within 16 days of the announcement closing. If the certificate was not sent in 16 days, the service level agreement was missed.

**Email Calculation:** (‘Date Announcement Closed’ to ‘Date Certificate Sent to SO’)

**Email Exclusions:**
- If the ‘Date Certificate Sent to SO’ is complete
- If the Recruitment action is completed or cancelled
- If there is a date in the ‘Date Announcement Cancelled’ field
- If the announcement number is selected on the Certificate Information tab and the ‘Cert Issued’ field = ‘No’

For DE certificates that have not been sent to the Selecting Official within 16 days:

- **on day 17** – To: CSD Director
  - CC: CSD Deputy Director (IOOB), CSD Deputy Director that is assigned to the Branch, CSD Branch Chief, CSD HRS, CSD Team Leader, DEU HRS and DEU Chief and DEU Deputy Chief
**Send Certificate (MP or DH) to Selecting Official Email**

For MP or DH certificates, the CSD HR Specialist should send the certificate to the Selecting Official within 16 days.

**Calculation:** (‘Date Announcement Closed’ to ‘Date Certificate Sent to SO’)

**Exclusions:**
- If the ‘Date Certificate Sent to SO’ is complete
- If the Recruitment action is completed or cancelled
- If there is a date in the ‘Date Announcement Cancelled’ field
- If the announcement number is selected on the Certificate Information tab and the ‘Cert Issued’ field = ‘No’
- If the announcement type is ‘Other’

For MP or DH certificates that have not been sent to the Selecting Official within 16 days:

- **on day 10** – To: CSD HRS
- **on day 14** – To: CSD HRS, CSD Team Leader, and CSD Branch Chief
  - CC: CSD HRS
- **on day 17** – To: Deputy Director that is assigned to the branch,
  - CC: CSD HRS, CSD Team Leader, and CSD Branch Chief

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**Workflow information Tracking System Reminder Emails for the Client Services Division**

06/22/2016
**Tentative Job Offer Email**

By the 2nd day after the Hiring Decision is returned by the IC, CSD HRS should make a tentative job offer. *This reminder email only applies to the Appointment action, and not the Recruitment form.*

**Email Calculation:** (‘Date Hiring Decision Rec’d in HR to ‘Tentative Job Offer Date)

**Email Exclusions:**
- If the ‘Date of Tentative Job Offer’ is complete
- If the Appointment action is missing a Related WiTS Recruitment number

**If the tentative job offer has not been made:**

- **on day 2** – To: CSD HRS
  - **CC:** CSD Team Leader and CSD Branch Chief

Subject: Action Needed – Extend Tentative Job Offer – Biologist GS-1234-12

Importance: High

**Suggested Action:** Please extend the tentative job offer and complete the “Tentative Job Offer Date” field in the WiTS Appointment Form.

**Details:** Action is needed on WiTS #123456 in order to meet OPM Hiring Reform Goals. A tentative job offer needs to be made (a voice mail message is acceptable) to the selected candidate by close of business today. Please reference the table below for specific information related to this action.

<table>
<thead>
<tr>
<th>Vacancy #</th>
<th>hiring Reform Goals. A tentative job offer needs to be made</th>
<th>Biologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Plan/Time/Grade</td>
<td>(voice mail message is acceptable)</td>
<td>GS-1234/12</td>
</tr>
</tbody>
</table>

Please refer to the CSD Reminder Email Guide for more details about reminder emails.
Official Job Offer Email
By the 2nd day after any additional approvals have been received, the HRS should make an official job offer.

Email Calculation: (‘Date Approval Decision Rec’d in HR to ‘Date of Official Job Offer’)

Email Exclusions:
- If the ‘Date of Official Job Offer’ is complete
- If the ‘Additional Approvals Rec’d in HR’ field is blank

If the official job offer has not been made:
- on day 2 – To: CSD HRS
  - CC: CSD Team Leader and CSD Branch Chief
**Certificate Expiration Email (HRS)**

On the morning of the 5th day before the certificate expiration date, a reminder email is sent to the HR Specialist.

**Email Calculation:** (‘Date Certificate Expires’ or ‘New Cert Expiration Date’ to Today’ Date)

**Email Exclusions:**
- If the ‘Cert Issued’ field = ‘No’
- If the Recruitment action is completed or cancelled

5 days before the certificate expires:

- 5 days before cert expires
  - To: CSD HRS
  - CC: CSD HRS

**Suggested Action:**
- If you are extending this certificate, please enter the new expiration date on the WMTS Recruitment form.
- If you are not extending this certificate, and you have not already done so, please complete the audit process in HHS Careers (USA Staffing) and send the Disposition Letters to your applicant pool.
- If you need assistance auditing a certificate in HHS Careers (USA Staffing), please reference the Applicant Referral and Selection User Guide.
- For DE Announcement, be sure to send all required documents to the CSD DEU so that they can close out the case file. Remember that even if there is no selection, you must send final Disposition Letters to the applicants notifying them the status of their application.

**Details:** Your certificate WE-14-DEU-1234560 will expire on 03/04/14. Please reference the table below for specific information related to this action.
**Hiring Decision Needed Email**

By the 25th day after the cert is sent to the Selecting Official, the hiring decision is due back from the Selecting Official to meet the 25 day hiring goal. Therefore, on the morning of day 15 and 24, a reminder email is sent to the AO or other IC contact and the Selecting Official with a copy to the HR Specialist. This email includes all outstanding certificates.

**Email Calculation:** ('Date Certificate Sent to SO' to 'Date of Hiring Decision')

**Email Exclusions:**
- If the ‘Cert Issued’ field = ‘No’
- If the action type is ‘Appointment’
- If the Recruitment action is completed or cancelled
- If the announcement type is ‘Other’

**15 and 24 days after the Date Certificate Sent to SO:**

- To: Selecting Official and Administrative Officer (IC Contact)
- CC: CSD HRS
Certificate Expiration Email (IC)
On the morning of the certificate expiration date, a reminder email is sent to the AO or other IC contact and the Selecting Official with a copy to the HR Specialist. All outstanding certificates (i.e., where the ‘Date Hiring Decision Rec’d in HR’ field is blank) will be listed in one email.

Email Calculation: (‘Date Certificate Expires’ or ‘New Cert Expiration Date’ to Today’s Date)

Email Exclusions:
- If the ‘Cert Issued’ field = ‘No’
- If the ‘Date Hiring Decision Rec’d in HR’ is complete.
- If the Recruitment action is completed or cancelled
- If the announcement type is ‘Other’

The morning of the certificate expiration:
- To: Selecting Official and Administrative Officer (IC Contact)
- CC: CSD HRS

Subject: Action Needed - Hiring Decision Needed Cert Expiring - Supervisor GS-1234-09
Importance: High

Suggested Action: Please contact Rachel Green regarding your Hiring Decision (selection/non-selection) or to request an extension.

Details: The certificate for the position listed below is set to expire. Please reference the table below for the expiration date and other details of this certificate.

<table>
<thead>
<tr>
<th>WITS</th>
<th>123456</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cert</td>
<td>NV-14-YPP-123450</td>
</tr>
<tr>
<td>Issu Date</td>
<td>12/27/13</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>02/27/14</td>
</tr>
<tr>
<td>Org/SAC</td>
<td>OHM, HN123</td>
</tr>
<tr>
<td>Position Title</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Pay Plan/Series/Grade</td>
<td>GS-1234-09</td>
</tr>
</tbody>
</table>

Please refer to the CSD Reminder Email Guide for more details about reminder emails.
Unaudited Certificate Email

WiTS sends reminder emails to ensure all certificates in HHS Careers (USA Staffing) are audited. Certificates should be audited as soon as a Hiring Decision is made, but no later than the expiration date (as noted in WiTS) of all certificates for the announcement.

**Email Calculation:** The date, in WiTS, that all certificates for the vacancy announcement expire to Today’s Date.

**Email Exclusions:**
- If the ‘Audit Date’ in HHS Careers (USA Staffing) is complete.
- If the Recruitment action is cancelled.

**For certificates in HHS Careers (USA Staffing) that have not been audited:**
- on day 10 and 20 To: CSD HRS
- on day 30 To: CSD HRS
  Cc: CSD Team Leader

*Unaudited Certificate*
Sample Email:

**Subject:** Action Needed - Audit Certificate(s) – Vacancy #NIH-NCZ-MP-14-1234565  
**Importance:** High  

**Action:**

- If you are extending the certificate(s), please enter the new expiration date on the WITS Recruitment form.
- If you are not extending the certificate(s), please complete the audit process in HHS Careers (USA Staffing) and send the Disposition Letters to your applicant pool.
- If you need assistance auditing a certificate in HHS Careers (USA Staffing), please reference the [HHS Careers for HR Webpage](https://careers.hhs.gov/).
- For DE Announcements, be sure to send all required documents to the CSD DEU so that they can close out the case file. Remember that even if there is no selection, you must send final Disposition Letters to the applicants notifying them the status of their application.

**Details:** As indicated in WITS, all of the certificates associated with vacancy announcement # NIH-NCZ-MP-14-1234565 expired on 05/19/2014. Please reference the tables below for specific information related to this action and details on the certificate(s) for this vacancy announcement that have not been audited in USA Staffing.

<table>
<thead>
<tr>
<th>WITS#</th>
<th>654321</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN</td>
<td>1234565</td>
</tr>
<tr>
<td>Vacancy Announcement #</td>
<td>NIH-NCZ-MP-14-1234565</td>
</tr>
<tr>
<td>Position Title</td>
<td>Lead Program Specialist</td>
</tr>
<tr>
<td>Pay Plan/Series/Grade</td>
<td>65/0301/14</td>
</tr>
</tbody>
</table>

**Certificate(s)**

<table>
<thead>
<tr>
<th>USAS Certificate Number</th>
<th>WE-14-MPP-1274250</th>
</tr>
</thead>
<tbody>
<tr>
<td>USAS Criteria</td>
<td>MP-14</td>
</tr>
<tr>
<td>USAS Certificate Issue Date</td>
<td>03/20/2014</td>
</tr>
</tbody>
</table>

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.
Feedback Requested Email

The email will be triggered the day after the HR Specialist updates the Recruitment action to indicate that a Hiring Decision has been made. If a Hiring Decision is not made (e.g., when there are no qualified applicants), then the email will be triggered the day after the HR Specialist completes or closes the Recruitment action.

The email is sent to the Selecting Official with a copy to the CSD HR Specialist. The email invites the Selecting Official to take a brief survey about their Recruitment experience.

Subject: NIH/OHR wants to know about your Biological Science Technician (Pharmacy) recruitment experience

Importance: High

Your valuable feedback is requested for the Technician (Pharmacy) GS-1234-09 vacancy that recently closed.

Please go to [http://study.opm.gov/mes/](http://study.opm.gov/mes/) and answer a few questions about your experience with the recruitment process for this position. The survey should only take about five minutes of your time. This information will be used by The Office of Personnel Management (OPM) to measure NIH’s success in meeting hiring reform goals.

Thank you.
**Applicant Supporting Documentation Email**

The Branch HR Specialist and/or DE HR Specialist will receive an email when an applicant submits a supporting document more than two days after the Date Announcement Closed.

**Email Calculation:** *Date Announcement Closed to Date Applicant Submitted Document* is greater than 2 days; and the *Date Announcement Closed is not greater than 60 days.*

**Considerations and Troubleshooting:**
- Date Announcement Closed, Announcement Type, and Announcement Number come from WiTS so this information must be accurate and updated in real time for the email to work properly.
- The VIN entered in the WiTS Recruitment form must match the VIN in the USA Staffing action for the email to work properly.

**Business Rules of Email:**

1. **DE Announcements (as indicated in WiTS):**
   - If the date the applicant submitted* the document is between 3 – 14 days after the announcement closing date, the Branch HRS and DE HRS will receive an email.
   - If the date the applicant submitted* the document is between 15 – 60 days after the announcement closing date, only the Branch HRS will receive an email.

2. **Non-DE Announcements (as indicated in WiTS):**
   - If the date the applicant submitted* the document is between 3 – 60 days after the announcement closing date, only the Branch HRS will receive an email.

3. **Email Expiration:**
   - If the applicant submits a document greater than 60 days after the announcement closing date, no email will be sent.

*Date Submitted: *WiTS receives the **Date Processed** and not the *Date Received from USA Staffing. *HR Staff should use the *Date Received to determine when the applicant actually submitted the document.
Sample Email:

**Subject:** Reminder: Detail for Jimmy Fallon  
**Importance:** High

**Suggested Action:** The Detail for Jimmy Fallon was completed in WiTS on 10/23/2012.

Please be sure to send the Request for Personnel Action (SF-52) to the WRD File Room. In addition, a copy of the SF-52 needs to be sent to the Policy, Planning, and Accountability Group (PPAG) if this employee was detailed to an organization outside of the NIH.

**Please Note:** Any document containing Personally Identifiable Information (PII) must be transmitted using a secure method (Secure Email and File Transfer Service, Public Key Infrastructure, etc.). For more information on information security, please visit the Office of Human Resources (OHR) Information Security Website.

Please refer to the CSD Reminder Email Guide for more details about reminder emails.

### 3-Day Detail or Extension of Detail Reminder Email

Three (3) days after a Detail or Extension of Detail is completed in WiTS, the CSD HR Specialist and CSD Team Leader will receive an email reminding them to send a copy of the SF-52 to the WRD File Room, and (if applicable) to send a copy of the SF-52 to PPAG for details outside of the NIH.
45-Day NTE Reminder Email

Forty-five (45) days before the expiration of a Detail, Extension of Detail, and Promotion NTE, an email is sent to the CSD HR Specialist and the CSD Team Leader. If the CSD HR Specialist leaves the Office of Human Resources, the email will be sent to the CSD Team Leader, if the CSD Team Leader leaves the Office of Human Resources, the email will be sent to the CSD Branch Chief.

Forty-five (45) days before the expiration of an Appointment, Conversion, or Extension of an Appointment, an email is sent to all CSD Team Leaders currently in the Branch along with the current CSD Branch Chief.

Please refer to the CSD Reminder Email Guide for more details about reminder emails.
**Reminder Emails (On Call Pay, Retention Allowance, and PCA)**

WiTS sends a series of reminder emails to all CSD Team Leaders currently in the Branch, the current CSD Branch Chief, IC Contact (Administrative Officer) on the original action and to the employee 120 and 60 days before the Service Level Agreement End Date. WiTS sends an additional email on the Service Level Agreement End Date.

**Notes:**
Please ensure that the Service Level Agreement Dates are accurate before sending the action to the Final Authorizers.

---

**120 Day Notice**

**Expiration Notice**
**NIEHS Recruitment Satisfaction Survey Email**

This email is for NIEHS Recruitment actions only.

The email will be triggered the day after the HR Specialist updates the Recruitment action to indicate that a Hiring Decision has been made. If a Hiring Decision is not made (e.g., when there are no qualified applicants), then the email will be triggered the day after the HR Specialist completes or closes the Recruitment action.

The email is sent to the Selecting Official with a copy to the CSD Branch Chief who oversees NIEHS and the Principal Administrative Officer for NIEHS. The email invites the Selecting Official to take a brief survey about their Recruitment experience.

---

Now that recruitment on your recent vacancy has closed, OHR is interested in your feedback about this specific action.


Your response will help us evaluate and improve the way we deliver services and interact with you for future recruitment activities.

Please note that this survey is specific to NIEHS, and unique from the general OPM survey which you may have recently received.

Thank you in advance for your valuable feedback!
**SF-278 Filer Email**

When you flag an action as subject to 278 (Financial Disclosure) an informational email is automatically sent from WiTS to the NIH Ethics Office, with a cc to you, the Branch Chief, OHR Special Initiatives Group (SIG), and your Team Leader.

**Appointment email:**

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Appointment Action in process for 278 person/position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aaron Rogers has been selected as New Redskins QB in the NCI, with a Proposed Effective Date of 01/09/2012. This position has been identified as subject to 278. Please be reminded to begin the pre-clearance process.</td>
</tr>
</tbody>
</table>

**Retirement email:**

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Retirement Action Processed for 278 person/position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Terry Verge has retired from the OD - OHR, effective 02/21/2012. This position has been identified as subject to 278. A Recruitment / Appointment action may be initiated in the future to fill the vacant position.</td>
</tr>
</tbody>
</table>

**Separation email:**

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Separation Action Processed for 278 person/position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Donvan McNabb, Redskins QB, has separated from the Test, effective 01/06/2012. This position has been identified as subject to 278. A Recruitment / Appointment action may be initiated in the future to fill the vacant position.</td>
</tr>
</tbody>
</table>
Pathways Assign a Mentor Email

For Recent Graduates and Presidential Management Fellows, WiTS sends an email reminder to the Administrative Officer and Supervisor with a copy to the HR Specialist reminding the program area to assign the appointee a mentor. The email is sent 65 and 85 days after the effective date of the appointment action.

Note: If the CSD HR Specialist leaves the Office of Human Resources, the email will be sent to the CSD Team Leader, if the CSD Team Leader leaves the Office of Human Resources, the email will be sent the CSD Branch Chief.

Pathways Establish an Individual Development Plan and Structured Training Email

For Recent Graduates and Presidential Management Fellows, WiTS sends an email reminder to the Administrative Officer and Supervisor with a copy to the HR Specialist reminding the program area to establish the appointee’s IDP and to remind them of the training requirements. The email is sent 30 and 44 days after the effective date of the appointment action.

Note: If the CSD HR Specialist leaves the Office of Human Resources, the email will be sent to the CSD Team Leader, if the CSD Team Leader leaves the Office of Human Resources, the email will be sent the CSD Branch Chief.
**Pathways Program Ending Email**

For Recent Graduates and Presidential Management Fellows, WiTS sends an email reminder to the Supervisor, CSD HR Specialist, CSD Team Leader, CSD Branch Chief, Administrative Officer and Servicing Team Lead 45 and 60 days before their program ends. This email is generated based on the Expected Date of Conversion on the Appointment form.

**Note:** If the Servicing Team Lead leaves the Office of Human Resources, the email will be sent to the Servicing Branch Chief.

---

**Reminder:** As Part of the Pathways Program, John Smith in the NIA, OD as a Presidential Management Fellow (PMF) is eligible for conversion in 45 days. The expected conversion date is 08/22/2016. Please submit a completed Conversion package for processing to your servicing HR Specialist by 07/23/2016.

Documents needed for conversion processing:
- Pathways Conversion Routing Slip
- Completed NIH Pathways Conversion to Competitive Service Checklist
- HHS Pathways Program Conversion Certification Form
- HHS Pathways Program Conversion Letter
- Individual Development Plan (IDP)
- Final PMAP OR Signed PMAP Certification From Manager
- Employee’s Updated Resume
- OF-8/PD for Conversion Position
- Appointment SF-50 (Appointment into Pathways Program)
- Selective Service Registration Print-out (if male and under 18 years of age when appointed)
- Copy of I-9 to show US Citizenship

Not converting? Work with your ER/IR Specialist to notify the employee no later than 07/08/2016 and prepare the Notice of Non-Conversion under the NIH Pathways Program. If you have any questions on the conversion process, please contact your Pathways POC with any questions.
**Reemployed Annuitant Email**

- The following notification will be sent to the servicing WRD/Benefits Specialist when the appointee is a reemployed annuitant. *The body of the email and the instructions will differ if the new hire has a waiver or not.*

![Example image showing reemployed annuitant selection options]

**Email Notes:**

- WiTS will send the email notification the day after the Appointment form is updated indicating the appointee is a reemployed annuitant.

- The email will be sent from the WiTS email box, but if the Benefits Specialist replies, the email will be sent to the CSD HR Specialist.

![Example email content showing appointment details and benefits discussion]
**Entrance on Duty (EOD) Date Deadline Email**

Unless a waiver has been granted by the Director, Client Services Division, individuals selected from a certificate must EOD within 180 days from the Certificate Expiration Date. Therefore, WiTS sends the following reminder emails to notify CSD of this requirement:

There are different emails and calculations depending on if the EOD Date on the Appointment form is complete.

**When EOD Date is complete, and the difference between the Certificate Expiration Date and the EOD Date is:**

- Between 90 and 119 days, an email is sent to the Branch Chief with a cc to the Team Leader and HR Specialist.
- Between 120 and 149 days, an email is sent to the assigned Deputy Director with a cc to the Branch Chief, Team Leader and HR Specialist.
- 150 days or more, an email is sent to the Director, CSD with a cc to the assigned Deputy Director, Branch Chief, Team Leader and HR Specialist.

**Email Exclusions:**

- If the Appointment action has been sent to the Final Authorizer
- If the Appointment action is cancelled or complete
- If the Appointment action is not related to a Recruitment action
When EOD Date is blank, and the difference between the Certificate Expiration Date and Today's is:

- Between 90 and 119 days, an email is sent to the Branch Chief with a cc to the Team Leader and HR Specialist.
- Between 120 and 149 days, an email is sent to the assigned Deputy Director with a cc to the Branch Chief, Team Leader and HR Specialist.
- 150 days or more, an email is sent to the Director, CSD with a cc to the assigned Deputy Director, Branch Chief, Team Leader and HR Specialist.

**Email Exclusions:**

- If the Appointment action is cancelled or complete
- If the Appointment action is not related to a Recruitment action

---

![Email Example]

Dear [Recipient],

Please be advised that the certificate (WE-14-DEU-1146250) used to appoint Billy Dee Williams in the OD, HNAR985, OPA as an (n) Health Science Policy Analyst-OD-DE GS-0601-14 expired on 02/01/2014, which is 160 days from today.

The EOD Date for Billy Dee Williams has not been established yet. This appointee must enter on duty by 07/31/2014. Unless a waiver has been granted by the Director, Client Services Division, individuals selected from a certificate must EOD within 180 days from the Certificate Expiration Date.

Please take any action that may be necessary.

Thank you.

This is an automated message. Please do not reply to this email.

Please refer to the CSD Reminder Email Guide for more details about reminder emails.
**New Employee Welcome Email**

To give new employees a warm welcome, WiTS sends new employees who attend Orientation an email 30 days after their first day. This email contains links to OHR’s main webpage, Benefits page, and Training Center page. New employees are given this information at Orientation, but with all the excitement of their first day, it is easy to forget about all of OHR’s resources.

- WiTS will send the email 30 calendar days after the EOD Date.

- WiTS will only send this email if the employee is attending Orientation (i.e., Full Orientation or Presentation Only).

- WiTS will send this email to the employee’s address that is entered on the Appointment form. For most appointments, this will be their personal email account. The email will not be sent if the employee’s email address is missing.

- This email will be from the CSD HR Specialist listed on the Appointment form, except for Global Recruitment Unit (GRU) actions. For GRU actions only, there will be a ‘Servicing Team Leader’ field on the Orientation tab. Here, the GRU staff member will select the Team Leader who is responsible for the organization that the new hire will be appointed to.

- This email will not be sent for actions that are cancelled or that have not be completed (i.e., archived by the Final Authorizer).
Sample Email:

Subject: Friendly Reminders from your HR Specialist

Dear Ron,

I'd like to personally welcome you to the NIH and congratulate you on meeting your 30 day mark with us! We are excited to have you here and hope you are settling in comfortably to your new position as a Supervisor in the OHM. As your primary HR Specialist, I'd like to share with you some of the interesting and useful HR resources we maintain and make available to all employees. There are also many subject matter experts available in the Office of Human Resources (OHR) to assist you with your specific needs through the full cycle of your career at NIH. The OHR Intranet will guide you to individuals that specialize in areas in which you may need further assistance.

The below information is just an introduction to our services and we hope that you will continue to utilize the links below to obtain additional HR information throughout your journey at the NIH.

- **NIH/OHR Website:** The NIH/OHR Website contains a host of information and is a great tool to help you navigate the NIH and OHR culture and find information on critical HR topics, policies, and procedures. If you have not done so already, please visit the [NIH/OHR Website](#).

- **NIH Benefits Information:** The OHR Benefits and Payroll Liaison Branch (BPLB) administers the NIH employee benefits program. In demonstration of their dedication to educating NIH employees about their benefits, they distribute a monthly newsletter via e-mail in an effort to provide timely and valuable information. To take advantage of this value-added service and stay abreast of important benefits information, please review the newsletter upon receipt. For added accessibility, you can bookmark and view the [Benefits Newsletter](#) online as well. Additionally, the [BPLB website](#) has a wealth of benefits information from insurance and retirement to leave and pay. Questions regarding your benefits should be directed to your [Benefits Contact](#).

- **NIH Training Center:** The NIH Training Center (NHTC) delivers agency-specific training, career development programs, and customized consulting solutions to enrich learning and optimize individual, group, and organizational development, and performance. To explore how the NHTC can help you maximize performance and achieve your true potential in your new role and beyond, visit the [NHTC website](#). Once there, you will have the opportunity to view featured courses, read the Highlights newsletter, and join the [Listserv](#) so you are always up on the latest training news.

I hope you find this information useful and are able to obtain the information you need to make important decisions that impact you, your family, and your career. At NIH, OHR recognizes that people are our most important and greatest assets. We could not make the amazing scientific discoveries at NIH without your contributions. I am happy that you chose NIH as your employer of choice and I am looking forward to working with you. Please do not hesitate to contact me at any time if you find yourself in need of HR information or services.

Warmest Regards,
Carrie Underwood
Human Resources Specialist, CSO
NIH Office of Human Resources
Email: siggett@od.nih.gov

Workflow information Tracking System Reminder Emails for the Client Services Division 06/22/2016
**Prepare for New Hire IC Notification Email**

The following notification will be sent to the Administrative Officer with a copy to the HR Specialist, automatically, the day after the Tentative Job Offer Response and EOD Date are completed.

This serves as a reminder for the Administrative Officer to create the new hire’s NED profile, begin the security process, and to complete any Ethics requirements prior to the EOD Date.

**Email Notes:**

- An email will not be sent for appointee’s who declined the tentative job offer.

---

**Subject:** Action Needed – Prepare for New Hire – Jessica Tandy – Scheduled EOD Date: 05/19/2014

We are pleased to report that Jessica Tandy has accepted our tentative offer of employment as Ethics Program Specialist in the NCZ, OD.

**Suggested Action:** Please ensure the following are complete or verified in advance of the new hire’s Entrance on Duty Date, which is scheduled for 05/19/2014.

- **Create the new hire’s record in the NIH Enterprise Directory (NED).** For current NIH staff, ensure that their NED profile is updated based on the details of the new position. Visit the NED home page for more information:

- **Ensure that any required documentation regarding the new hire’s background investigation has been provided to the Division of Personnel Security and Access Control (DPSAC).** For current NIH staff who have successfully completed a background investigation, ensure that their new position will not require a different security clearance level. Visit the DPSAC home page for more information:

- **Contact your IC’s Ethics Coordinator if the new hire will be required to complete any financial disclosure forms (OGE-450 or SF-278).** This includes current NIH staff who are entering a new position. Visit the NIH Ethics home page for more information:

Please reference the table below for specific information related to this action. If you have additional questions or need more information, please contact your HR Specialist, Morgan Freeman.

<table>
<thead>
<tr>
<th>Appointee</th>
<th>Jessica Tandy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled EOD Date*</td>
<td>05/19/2014</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>Dan Ayvroyd</td>
</tr>
<tr>
<td>HR Specialist</td>
<td>Morgan Freeman</td>
</tr>
<tr>
<td>IC/Admin Code</td>
<td>NC2, HR126455</td>
</tr>
<tr>
<td>Position Title</td>
<td>Ethics Program Specialist</td>
</tr>
<tr>
<td>Pay Plan/Series/Grade</td>
<td>GS/3301/11</td>
</tr>
<tr>
<td>Orientation Status</td>
<td>Attending Full Orientation</td>
</tr>
</tbody>
</table>

*Please note that the appointee’s EOD Date is subject to change.*
**Send Appointment Action to Final Authorizer**

All Appointment Actions, where the appointee is attending Full Orientation, must be routed to the Final Authorizer no later than the Friday before their Entrance on Duty Date in order to allow the Final Authorizer enough time to review and process the action. Therefore, WiTS sends the following notification(s) to remind staff of this CSD process. This notification is sent the week before the new pay period on Monday, Wednesday, and Friday.

- On Monday (seven days before the usual Entrance on Duty Date, unless there is a federal holiday)
  - *Email sent To: HR Assistant and CC: HR Specialist*
- On Wednesday (five days before the usual Entrance on Duty Date, unless there is a federal holiday)
  - *Email sent To: Team Leader and CC: HR Specialist and HR Assistant*
- On Friday (three days before the usual Entrance on Duty Date, unless there is a federal holiday)
  - *Email sent To: Branch Chief and CC: Team Leader, HR Specialist and HR Assistant*

**Email Exclusions:**
- If the Appointment action is cancelled, complete, or sent to the Final Authorizer
- If the Appointee is not attending Orientation or is attending the Presentation Only
- The Entrance on Duty Date has not been entered on the Appointment form

---

Subject: Action Needed – Send Appointment Action for Nelson Cruz (EOD Date: 11/03/2014) to Final Authorizer (WiTS 1234567)

Please be advised that the WiTS Appointment Action for Nelson Cruz in the NCZ, DR OD (NH2123) as a Research Fellow (VF) AD-0401-00 is nearing the EOD Date (11/03/2014). All Appointment Actions, where the appointee is attending Full Orientation, must be routed to the Final Authorizer no later than the Friday before their Entrance on Duty Date in order to allow the Final Authorizer enough time to review and process the action.

**Action Needed:** Please ensure that the action has all required information keyed into WiTS and is routed to the Final Authorizer for completion by 10/31/2014.

<table>
<thead>
<tr>
<th>WiTS</th>
<th>1234567</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Assistant</td>
<td>Bruce Willis</td>
</tr>
<tr>
<td>Appointee Name</td>
<td>Nelson Cruz</td>
</tr>
<tr>
<td>Entrance on Duty Date*</td>
<td>11/03/2014 (Monday)</td>
</tr>
<tr>
<td>Orientation Date</td>
<td>11/03/2014</td>
</tr>
<tr>
<td>Orientation Location</td>
<td>NIH - Bethesda</td>
</tr>
<tr>
<td>IC/Admin Code</td>
<td>NCZ NH2123</td>
</tr>
<tr>
<td>Position Title</td>
<td>Research Fellow (VF)</td>
</tr>
<tr>
<td>Pay Plan/Series/Grade</td>
<td>AD/0401/00</td>
</tr>
</tbody>
</table>

*The Entrance on Duty Date (EOD Date) is the date on which an appointee completes the necessary paperwork and is sworn in as an employee. This is typically, but not always, New Employee Orientation (NEO) Monday. For example, Research Fellows (VF) can begin employment and be sworn in prior to NEO. In those cases, the day they start is their Entrance on Duty Date.*
**Provide Permanent Federal Employee ID Email**

WiTS sends the following notification to the appointee’s email address on the Appointment form, automatically, 10 days after the Effective Date for Appointment actions where a Temporary Federal Employee ID was assigned. The HR Specialist, HR Assistant, Final Authorizer and Administrative Officer are blind copied on the email.

This serves as a reminder for the appointee to provide their permanent federal employee ID number.

**Email Notes:**

- The email is sent from the HR Specialist.
- Emails are only sent for completed actions.

---

Hello Ric Edelman,

This email is to serve as a reminder to provide your permanent federal employee id number (social security number) to HR. Providing this information will ensure that your personal information on file with the Office of Human Resources is accurate and up-to-date. Please contact me with any questions or concerns.

**Please Note:** Any document containing Personally Identifiable Information (PII) must be transmitted using a secure method (Secure E-mail and File Transfer Service, Public Key Infrastructure, etc.). For more information on information security, please visit the [Office of Human Resources (OHR) Information Security Webpage](#).

Thank you.

Mike D’Andrea
Human Resources Specialist, CSD
NIH Office of Human Resources
Email: dandream@od.nih.gov
**Confirm Permanent Federal Employee ID Email**

WiTS sends the following notification to the Final Authorizer with a copy to the HR Specialist, automatically, 30 days after the Effective Date for Appointment actions where a Temporary Federal Employee ID was assigned.

This serves as a reminder for the Final Authorizer to confirm that a correction action has processed for the employee.

**Email Notes:**

- Emails are only sent for completed actions.

To: D’Andrea, Michael (ND/OG) [SE]

Cc: D’Andrea, Michael (ND/OG) [SE]

Subject: Reminder - Confirm Permanent Employee ID Number - Ric Edelman

The Appointment action for Ric Edelman, Health Science Administrator -DE, in the Test, Play/Testing Branch, was processed with a Temporary Federal Employee ID assigned.

**Suggested Action:** Please contact Mike D’Andrea, to confirm that a correction action has been processed because the new employee has supplied the proof of a permanent Federal Employee ID (SSN).

**Details:** Individuals who are assigned a Temporary Federal Employee ID number are required to provide a permanent Federal Employee ID number (social security number) once it is assigned. Please see the table below for details.

<table>
<thead>
<tr>
<th>Appointee Name</th>
<th>Ric Edelman</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC</td>
<td>Test</td>
</tr>
<tr>
<td>Confirmed Effective Date</td>
<td>08/04/2014</td>
</tr>
<tr>
<td>CSD HR Specialist</td>
<td>Mike D'Andrea</td>
</tr>
</tbody>
</table>
Retrieve Appointment SF-50 for Recruitment Case File

WiTS sends the following notification to the HR Specialist, with a copy to the HR Assistant, automatically, 14 days after the Effective Date for Appointment actions which were related to a Recruitment.

This serves as a reminder for the HR Specialist to retrieve the SF-50 from Capital HR and ensure that it is placed in the Recruitment Case File.

Email Notes:

- Emails are only sent for completed actions.

Subject: Action Needed – Copy of SF-50 for John Smith needed in Recruitment Case File

Action Needed: Please ensure that a copy of the appointment SF-50 for John Smith is added to the corresponding Recruitment Case File.

Details: The following individual was selected and appointed to a position in the CIT, HNU642, from Vacancy # NIH-NHLBI-MP-14-1106570. Please log into Capital HR, retrieve a copy of the appointee’s SF-50, and add it to the Recruitment Case File. If you do not have access to this individual’s record in Capital HR, you can obtain a copy from eOPF or by contacting the Appointing HR Specialist (Sally Johnson).

Related Recruitment Information:

<table>
<thead>
<tr>
<th>WITS#</th>
<th>658966</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancy#</td>
<td>NIH-NHLBI-MP-14-1106570</td>
</tr>
<tr>
<td>VIN</td>
<td>1106570</td>
</tr>
<tr>
<td>Date Announcement Closed</td>
<td>05/09/2014</td>
</tr>
</tbody>
</table>

Appointment Information:

<table>
<thead>
<tr>
<th>Appointee Name</th>
<th>John Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>WITS#</td>
<td>669675</td>
</tr>
<tr>
<td>Appointing HR Specialist</td>
<td>Sally Johnson</td>
</tr>
<tr>
<td>Position Title</td>
<td>Supervisory IT Specialist (CUSTSPT)</td>
</tr>
<tr>
<td>Pay Plan/series/grade</td>
<td>GS/2210/14</td>
</tr>
<tr>
<td>Entrance on Duty Date</td>
<td>07/27/2014</td>
</tr>
<tr>
<td>Nature of Action</td>
<td>702 - Promotion</td>
</tr>
</tbody>
</table>

Please refer to the CSD Reminder Email Guide for more details about reminder emails.
**Exit Survey – Separation Actions**

WiTS sends the following notification to the employee who is nearing Separation. The email is sent no earlier than 30 days prior to the employee’s Proposed Effective Date on the separation action. The email is not sent for Council or Advisory Board members.

---

Dear Kevin,

The NIH invites you to participate in a survey for staff who are separating or retiring from the organization. We ask you to take a few minutes to complete the NIH Exit Survey online, located at the following address: [http://exitsurvey.nih.gov](http://exitsurvey.nih.gov).

Your participation is voluntary and confidential. All responses will be combined into aggregate reports by Office of Human Resources Survey Team.

Your perspective will help NIH Management identify employee concerns to better address the needs of the organization. Thank you in advance for your candid feedback on the Exit Survey and best wishes in your future endeavors.

If you have difficulty accessing the NIH Exit Survey, or you believe you have received this email in error, please contact HR Systems Support at [hrsystemssupport@mail.nih.gov](mailto:hrsystemssupport@mail.nih.gov) for assistance.

Thank you.