



# Title 42(f) Request Reports

The Title 42(f) Request Reports provide comprehensive data on requests to Appoint, Convert, or Extend a Title 42(f) employee. There are seven reports relating to Title 42(f) Requests: Overview, Status, Category Distribution, Request Timeline, Appointment, Hiring Timeline, and Outreach Efforts.


*The start of the Title 42 Request workflow began on August 17, 2015 and currently only include three pilot ICs (NHLBI, NIDDK, and NINDS).*

For more information on the data fields contained on this report, please reference the [Title 42 Workflow User Guide for OHR](#) or the [Title 42 Workflow User Guide for IC Staff](#).

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## Status Report Parameters

Choose a Report List:	Select Your Report:
IC Title 42 Report List	Title 42(f) Request Overview Report
This report provides comprehensive information on Title 42(f) Requests. ?	
Status of Actions	All ?
Generate Report By:	Date Request Entered ?
Start Date:	8/17/2015 ?
End Date:	12/31/2015 ?
IC:	ALL ?
Search Admin Code:	Exact ALL ?
Branch:	ALL ?
Include GRU Data?	Yes ?
HR Specialist:	ALL ?
Generate report using:	Calendar Days ?
Requested Title 42 Action:	ALL ?
Title 42 Category - Professional Designation:	<a href="#">Select</a> ?
Is this a report that you will be running on a regular basis? Learn more about automated report delivery via the <a href="#">WiTS Report Subscription Service</a>	
	

- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active Actions or Completed Actions) or if you wish to view actions of all status types.
- **Generate Report by:** Select a date field to filter the report.
- **Start and End Dates:** Enter a date range to filter the report.
- **IC:** Indicate if you wish to filter actions by a specific Institute or Center (IC) or if you wish to view actions for all ICs.
- **Search Admin Code:** Indicate whether you would like to view actions for a specific admin code, a root admin code, or 'All.' By choosing 'By Exact Match' you can enter a specific admin code and the report will only return actions for that admin code. By choosing 'Begins With,' you can enter the root admin code for an organization. For example, if you enter HN32, the report will return all actions that have an admin code beginning with HN32 (HN3212, HN32A, etc.). You may enter multiple admin codes, when using 'Exact Match' or 'Begins With' separated by a comma (,) with NO space after the comma.
- **Branch:** Indicate if you wish to filter actions by a specific Branch or if you wish to view actions for all Branches.
- **Include GRU Data?:** Indicate whether you would like to include Global Recruitment Unit data.
- **HR Specialist:** Indicate if you wish to filter the report by one or all HR Specialists. You will only be able to view HR Specialist data based on your current IC or Branch access level.
- **Generate Report Using:** Indicate if you wish to calculate metrics on the report using calendar days or working days (working days excludes federal holidays and weekends).

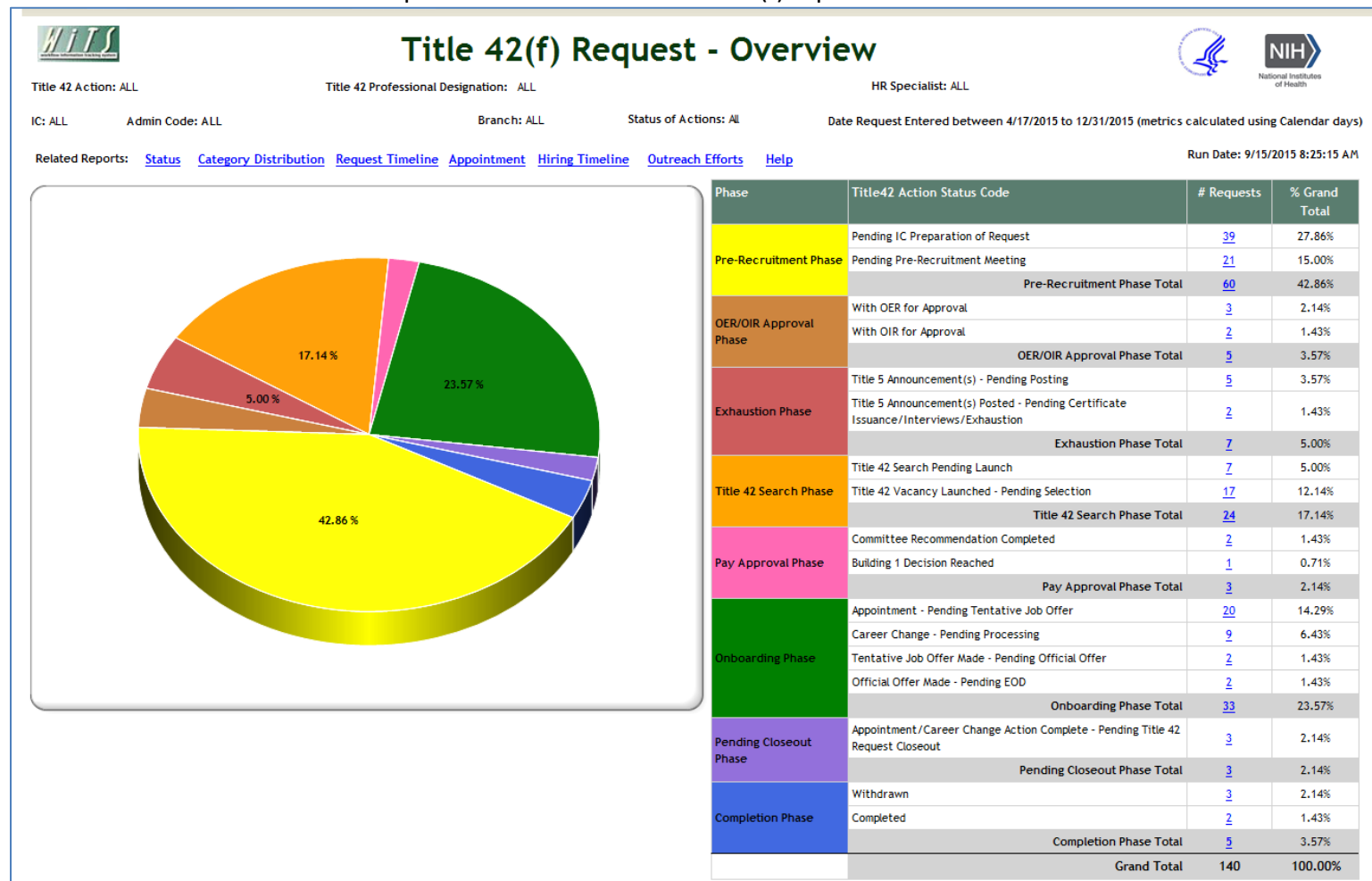
- **Requested Title 42 Action:** Select all or one specific Requested Title 42 Action.
  - **Convert an Employee from One Appointment to Another:** When an existing NIH employee is moving from one appointment to another.
  - **Extend an Employee's Not-to-Exceed Date:** When an existing employee's not-to-exceed date on their current Appointment is being extended.
  - **New Appointment:** When hiring a new NIH employee into a Title 42 position.
- **Title 42 Professional Designation:** Select the Professional Designations you wish to view on your report.

After you have selected your report parameters, *click* the 'Generate Report' button to retrieve the report.

## Title 42(f) Request - Overview



The first report that is generated is the Overview. The Overview is a graphical representation of all Title 42(f) actions and their corresponding status. The pie chart shows a percentage distribution of all Title 42 Requests by “phase.” The table next to the pie chart displays the number of actions and their percentage of the grand total, grouped by status code and phase. Reference the [Request Phases and Status Descriptions](#) section of this guide for more information about how phases and statuses are determined.

The Overview also serves as a launch pad for all of the other Title 42(f) reports.



## Accessing Related Reports and Drill-through Reports

To access the other six reports, click on the desired hyperlink in the 'Related Reports' section of the report header. The same parameters you selected on the parameter page will be passed to the related reports.



### Title 42(f) Request - Overview

Title 42 Action: ALL

Title 42 Professional Designation: ALL

HR Specialist: ALL

IC: ALL

Admin Code: ALL

Branch: ALL

Status of Actions: All

Date Request Entered between 4/1/2015 to 9/16/2015 (metrics calculated using Calendar days)

Related Reports: [Status](#) [Category Distribution](#) [Request Timeline](#) [Appointment](#) [Hiring Timeline](#) [Outreach Efforts](#) [Help](#)

Run Date: 9/16/2015 7:47:38 AM

In addition, the table on the Overview report contains hyperlinks to the Status report. The difference between these hyperlinks and the Status report in the Related Report section is that Status code or Phase is passed in as an additional filter to the ones you selected on the parameter page. For example, if you clicked on the number of requests hyperlink associated with the Pre-Recruitment Phase Total, you would be directed to a Status report that only contains actions in the Pre-Recruitment phase. If you clicked on the number of requests hyperlink associated with the Pending Pre-Recruitment Meeting status, you would be directed to a Status report that only contains actions that are pending a pre-recruitment meeting.


Phase	Title42 Action Status Code	# Requests	% Grand Total
Pre-Recruitment Phase	Pending IC Preparation of Request	<a href="#">45</a>	30.00%
	Pending Pre-Recruitment Meeting	<a href="#">23</a>	15.33%
	Pre-Recruitment Phase Total	<a href="#">68</a>	45.33%

## Title 42(f) Request – Status


The Status report serves as the primary report to find detailed information about actions and their status. The Status report displays data on Title 42 Requests and any related Appointment or Career Change action.

The report is split up into five sections: Request Contacts and Organization, Request Details, Approvals and Search Plan, and OER/OIR Review and Appointment/Career Change. The Appointment/Career Change section displays data from either the Appointment or Career Change form. *The fields in the Request Details section display data from the Appointment or Career Change forms if they are different from the Title 42 Request.*

This report also offers users the ability to sort by one or many columns (i.e., Admin Code, Branch, Category, IC Approval Date, OER/OIR Review Date, and Effective Date). To sort by multiple columns, hold the Shift on your keyboard while selecting the other sort items.



# Title 42(f) Request Status



Status of Actions: All    IC: ALL    Admin Code: ALL

Branch: ALL Include GRU Data: Yes

HR Specialist: ALL

Title 42 Action: ALL


Date Request Entered between 08/20/2015 to 08/20/2015 (metrics calculated using Calendar days)

Title 42 Professional Designation: ALL

Run Date: 9/16/2015 8:11:36 AM

Sort multiple columns by holding Shift on your keyboard

Sort by Admin Code		Sort by Branch		Sort by Category		Sort by IC Approval Date				Sort by Review Date		Sort by Effective Date							
Request Contacts and Organization						Request Details*		Approvals and Search Plan				OER/OIR Review		Appointment/Career Change					
Request# / Appt. Career Change#	IC / Admin Code / Org. Initials	CSD Branch / Priority	Request Preparer / IC Contact	HR Specialist / HR Team Leader	Date Request Entered / Date Request Initiated	Requested Title 42 Action / Category / Professional Designation	Org. Title Pay Plan Series	IC Approver / IC Approval Date	Date Sent for Pre-Recruitment / Date of Pre-Recruitment Meeting	Title 5 Exhaustion Required / Title 5 WITS Recruit#	Title 42 Search Conducted? / Date Title 42 Search Approved	Date Title 42 Vacancy Opened / Closed	OER/OIR Review Required? / OER/OIR Tracking Number	Date Sent to OER/OIR / Review Date / Approval Decision	Action Type / SubAction Type / Status	Selectee / Employee Name	Date Action Entered / Date Complete Package Received	HR Specialist / HR Team Leader	Proposed Effective Date / Effective Date
34117 / 34119	NIDDK / HNKK	G / High	Michael DAndrea /	DAndrea, Michael / DAndrea, Michael	08/20/2015 / 08/20/2015	New Appointment / Intramural (Basic) / Staff Scientist 2	Org Title RF-0401	DARLA HAYES / 08/20/2015	08/20/2015 / 08/20/2015	No /	Yes / 08/19/2015	08/20/2015	OIR / SS#123-15	08/20/2015 / 08/20/2015	170 - Exc Appt / COMPLETED	D ANDREA, MICHAEL P	08/20/2015 / 08/20/2015	DAndrea, Michael / DAndrea, Michael	08/23/2015 / 08/23/2015



Completion Phase - Completed

Request Comments: 08/19/15 - working with OHR on Pre-Recruitment package

Appt/Career Change Comments: 08/21/15 - Made Official Job Offer

\*Position information from Appointment/Career Change action overwrites Title 42 Request




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## Title 42(f) Request – Category Distribution

The Category Distribution report displays the number of requests and the percentage of the grand total by status, and is grouped by Professional Designation and Category. Report users have the ability to expand and collapse the details at the Category level by clicking on the plus/minus (+/-) sign.


Reference the [Request Phases and Status Descriptions](#) section of this guide for more information about how statuses are determined.

 <b>Title 42(f) Request - Category Distribution</b>  			
Admin Code: ALL	IC: ALL	Branch: ALL	Status of Actions: All
Title 42 Action: ALL	Date Request Entered between 4/1/2015 to 9/16/2015 (metrics calculated using Calendar days)		
Title 42 Professional Designation: ALL			
		Run Date: 9/16/2015 8:47:19 AM	<a href="#">Help</a>
Category Professional Designation	Action Status Description	# of Requests	% of Grand Total
<input checked="" type="checkbox"/> Clinical Track			
	Clinical Track Total	50	33.33%
<input checked="" type="checkbox"/> Extramural/OD			
	Extramural/OD Total	38	25.33%
<input checked="" type="checkbox"/> IC Deputy Director			
IC Deputy Director	Pending IC Preparation of Request	5	3.33%
	Pending Pre-Recruitment Meeting	1	0.67%
	Title 42 Vacancy Launched - Pending Selection	1	0.67%
	Withdrawn	1	0.67%
	IC Deputy Director Total	8	5.33%
	IC Deputy Director Total	8	5.33%
<input checked="" type="checkbox"/> Intramural (Basic)			
	Intramural (Basic) Total	28	18.67%
<input checked="" type="checkbox"/> Intramural (Clinical)			
	Intramural (Clinical) Total	16	10.67%
<input checked="" type="checkbox"/> Scientific Director			
	Scientific Director Total	2	1.33%
<input checked="" type="checkbox"/> Scientific Executive			
	Scientific Executive Total	8	5.33%
	Grand Total	150	100.00%


## Title 42(f) Request Timeline

The Request Timeline report displays key date fields and metric calculations from when the IC enters the request to when the Title 42 vacancy closed. The report displays the individual day calculations between each key date, along with the total number of days between when the request was entered to when the Title 42 vacancy closed. Please note that the report user has the option to calculate the metrics using calendar or working days (excludes weekends and established federal holidays).

*Note: The Date Announcement Closed field shows the latest date if there are multiple Title 5 announcements associated with the request.*



# Title 42(f) Request Timeline


[Help](#)

Status of Actions:All

IC:All

Branch: All Include GRU Data: Yes

HR Specialist:ALL


Title 42 Action:All

Date Request Entered between 4/1/2015 to 9/16/2015 (metrics calculated using Calendar days)

Title 42 Professional Designation:All

Run Date: 9/16/2015 9:41:36 AM

Organization and Request Details								Request Timeline									
Request#	IC / Admin Code / Org. Initials	CSD Branch / Priority	Request Preparer / IC Contact	HR Specialist / HR Team Leader	Date Request Initiated	Requested Title 42 Action / Category / Professional Designation	Org. Title Pay Plan Series	Date Action Entered	IC Approval Date	Date Sent to OHR for Pre-Recruitment Meeting	Pre-Recruit Meeting Date	OIR/OER Review Required? / Date Sent to OIR/OER	OIR/OER Approval Decision / OIR/OER Review Date	Title 5 Exhaust Required? / Date Announcement Closed*	Title 42 Search Conducted? / Date Title 42 Search Approved	Date Title 42 Vacancy Opened	Date Title 42 Vacancy Closed
34127	NIDDK / HN6K6U2 / KDB RF15	G / High	Michael DAndrea / Terronn Verge	DAndrea, Michael / DAndrea, Michael	08/24/2015	New Appointment / Extramural/OD / Scientific Program Leader (Tier 2)	Grant Review Expert RF-0601	08/24/2015	08/27/2015	09/01/2015	09/30/2015	OER / 10/05/2015	Approved / 10/20/2015	Yes / 10/21/2015	Yes / 10/29/2015	11/01/2015	12/31/2015



Title 42 Search Phase - Title 42 Vacancy Launched - Pending Selection

3

5

29

5

15

1

8

3

60

129

Request Comments: Working with OHR to use a Global Announcement

The last page of this report displays a summary metrics table. This table includes the average, minimum, and maximum number of days for each key date calculation. *Metrics resulting in a negative number are excluded from all calculations.*

SUMMARY METRICS TABLE										
(Metrics resulting in a negative number are excluded from the average, minimum, and maximum calculations)										
Contributing Actions	Date Action Entered To IC Approval Date	IC Approval Date To Date Sent to OHR for Pre-Recruitment Meeting Date	Date Sent to OHR for Pre-Recruitment Meeting To Pre-Recruitment Meeting Date	Pre-Recruitment Meeting Date To Date Sent to OER/OIR	Date Sent to OER/OIR To OER/OIR Review Date	OER/OIR Review Date To Date Title 5 Announcement Closed	Date Title 5 Announcement Closed To Date Title 42 Search Approved	Date Title 42 Search Approved To Date Title 42 Vacancy Opened	Date Title 42 Vacancy Opened To Date Title 42 Vacancy Closed	Date Action Entered To Date Title 42 Vacancy Closed
Average	4	1	7	5	2	67	69	11	64	97
Minimum	0	0	0	0	0	1	7	0	1	0
Maximum	55	22	41	28	15	85	360	52	1096	1095




## Title 42(f) Request Appointment


The Appointment report displays comprehensive information on new Title 42(f) appointment actions. *This report does not display conversion or extension data.*

The report contains important transaction information such as the admin code and the basic pay, along with key dates and calculations. The report displays the individual day calculations between each key date, along with the total number of days between when the request was entered to when the hire entered on duty. Please note that the report user has the option to calculate the metrics using calendar or working days (excludes weekends and established federal holidays).

*The fields in the Transaction Information section display data from the Appointment form if it is different from the Title 42 Request.*



### Title 42(f) Request Appointment



Status of Actions: All      IC: NINDS      Admin Code: All      Branch: ALL Include GRU Data: Yes      HR Specialist: ALL  
Title 42 Action: ALL      Date Request Entered between 08/26/2015 to 08/26/2015 (metrics calculated using Calendar days)  
Title 42 Professional Designation: ALL      Run Date: 9/16/2015 10:04:07 AM

Transaction Information*								Title 42 Request Information							Appointment Information						
Request # / Appointment#	IC / Admin Code / Org. Initials	CSD Branch	HR Specialist / HR Team Leader	T42 Request Preparer / IC Contact / Supervisor	Selectee Name / Current NIH Employee?	Title 42 Action / Category / Professional Designation	Org. Title Pay Plan Series Basic Pay	Date Request Entered	Date IC Approved Request	Pre-Recruit Meeting Date	OER / OIR Review Date	Date Title 5 Ann. Closed	Date Title 42 Search Approved	Date Title 42 Vacancy Closed	Tentative Job Offer Date	Tentative Job Offer Response Date	Additional Approval Required? / Date Sent for Additional Approval	Date Approval Decision Received In HR	Official Job Offer Date	Entrance On Duty Date	
34137 / 34179	NINDS / HNQ1-562 / OD OA / IRMB	G	DAndrea, Michael / DAndrea, Michael	Michael DAndrea / Michael DAndrea	Bobby Brown / No	New Appointment / IC Deputy Director / IC Scientific Director	My Org Title APPT RF- 0602- 250000.00	08/26/15	08/28/15	08/29/15	09/01/15	09/30/15	10/19/15	12/19/15	01/03/16	01/05/16	Yes / 01/10/16	01/16/16	02/05/16	03/07/16	
Onboarding Phase - Official Offer Made - Pending EOD								2	1	3	29	19	61	15	2	5	6	20	31		
								194													

Title 42 Request Status: ACTIVE Appointment Action Status: ACTIVE  
Title 42 Request Comments: Note: Do not enter sensitive personal identifiable information or attach any documents containing such information. Review the help button for examples.  
Appointment Comments: Waiting for 3 months for DPSAC to reply to an email. We will just have to wait longer.

Notes: Report only displays New Appointment actions, excluding conversions and extensions  
\*Appointment data overwrites Title 42 Request data if different


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## Title 42(f) Request Appointment Hiring Timeline Summary

The Hiring Timeline Summary report displays counts and the average number of days for key dates on new Title 42(f) appointment actions. *This report does not display conversion or extension data.*

The report is grouped by Category and Professional Designation and can be expanded and collapsed if the report user wishes to view the details at each level. At the Category and Professional Designation levels, the report shows the number of contributing actions and the average number of days for each date calculation. The Professional Designation can be expanded to show individual action details as well. Please note that the report user has the option to calculate the metrics using calendar or working days (excludes weekends and established federal holidays). *Metrics resulting in a negative number are excluded from the counts and the average.*



# Title 42(f) Request Appointment Hiring Timeline Summary



Status of Actions: All

IC: All

Admin Code: ALL

Branch: All Include GRU Data: Yes

HR Specialist: All

Title 42 Action: All

Date Request Entered between 4/1/2015 to 9/16/2015 (metrics calculated using Calendar days)

Title 42 Professional Designation: All

Run Date: 9/16/2015 10:50:57 AM

								Date Title 42 Request Entered TO OIR/OER Review Date	OIR/OER Review Date TO Date Title 42 Search Approved	Date Title 42 Search Approved TO Tentative Job Offer	Tentative Job Offer TO Entrance on Duty (EOD) Date	Date Title 42 Request Entered TO Entrance on Duty (EOD) Date
Category	Professional Designation											
		Average Number of Days						4	18	39	29	77
		Number of Contributing Actions						34	17	4	4	4
<input checked="" type="checkbox"/> Clinical Track												
<input checked="" type="checkbox"/> Extramural/OD												
<input checked="" type="checkbox"/> IC Deputy Director												
		Average Number of Days						6	48	76	64	194
		Number of Contributing Actions						1	1	1	1	1
<input checked="" type="checkbox"/> IC Deputy Director												
<input checked="" type="checkbox"/> IC Scientific Director												
		Average Number of Days						6	48	76	64	194
		Number of Contributing Actions						1	1	1	1	1
		Request#	IC / Admin Code / Org. Initials	Org. Title Pay Plan Series Basic Pay	HR Specialist / Team Leader	Case Preparer / Additional Contact / Supervisor	Appointee	Date Title 42 Request Entered TO OIR/OER Review Date	OIR/OER Review Date TO Date Title 42 Search Approved	Date Title 42 Search Approved TO Tentative Job Offer	Tentative Job Offer TO Entrance on Duty (EOD) Date	Date Title 42 Request Entered TO Entrance on Duty (EOD) Date
		34137	NINDS / HNQ1-562 / OD OA IRMB	My Org Title APPT RF- 0602- 250000.00	DAndrea, Michael / DAndrea, Michael	Michael DAndrea / Michael DAndrea / JON BLEICHNER	Bobby Brown	6	48	76	64	194
<input checked="" type="checkbox"/> Intramural (Basic)												
<input checked="" type="checkbox"/> Intramural (Clinical)												
<input checked="" type="checkbox"/> Scientific Director												
<input checked="" type="checkbox"/> Scientific Executive												

Notes:  
-Report only includes Appointments, excluding Conversions and Extensions  
-Counts and averages exclude actions causing a negative metric



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## Title 42(f) Outreach Efforts

The final report is the Outreach Efforts. This report was designed to view the recruitment strategies used for Title 42(f) Request to assist with future efforts. *This report only displays Title 42(f) Request data.* The report is split into four sections.

### Number of Publications Used For Recruitment by Category and Professional Designation

This section displays the number of publications used by Category and Professional Designation. The report can be expanded or collapsed at each level. Not applicable indicates that no publications were used. *Please note that the number of publications used will not match the number actions, as many publications are typically used for each recruitment.*

Title 42(f) Outreach Efforts			
			
Status of Actions: All	IC: All	Admin Code: ALL	Branch: All Include GRU Data: Yes
Title 42 Action: All			HR Specialist: All
Title 42 Professional Designation:	All		Date Request Entered between 4/1/2015 to 9/16/2015 (metrics calculated using Calendar days)
			Run Date: 9/16/2015 11:07:30 AM
Number of Publications Used for Recruitment by Category and Professional Designation			
Category	Professional Designation	Publication	Count*
Clinical Track	Assistant Clinical Investigator (HS)	African American Register	6
		Association for Women in Science	4
		Association of American Indian Physicians	2
		Careers and DisAbled	1
		Cell	1
		Government Executive	1
		Other Publication(s)	1
	Investigator (HS)		3
	Senior Investigator (HS)		1

### Publications Used for Recruitment

The second section displays the total number of publications used across all Title 42(f) recruitment efforts. Not applicable indicates that no publications were used. *Please note that the number of publications used will not match the number actions, as many publications are typically used for individual recruitments.*

Publications Used for Recruitment	Count*
African American Register	3
Careers and DisAble	3
Cell	1
Harvard University Native American Program	1
iHispano	1
National Hispanic Medical Association (NHMA)	1
Nature	1
New England Journal of Medicine	3
NIH DDIR Web Board	1
Not Applicable	1
<b>Total</b>	<b>16</b>

### Other Publications Used for Recruitment

The third section displays the total number of other publications used across all Title 42(f) recruitment efforts. The Title 42 Request form allows users to select commonly used publications from a multi-select list. They are also given the ability to write in other publications if the ones they used were not contained in the list on the form.

Other Publications Used for Recruitment	Count*
<i>MIT Technology Review</i>	1
<i>Scientific American Mind</i>	1
<i>Weatherwise</i>	1
<b>Total</b>	<b>3</b>






### Request Details




The fourth section shows comprehensive information related to the recruitment efforts for each request. In addition, report users have the ability to expand and collapse the Statement of Duties section for each record.

Request Contacts and Organization						Request Details				Search Plan					
Request#	IC / Admin Code / Org. Initials	CSD Branch / Priority	Request Preparer / IC Contact	HR Specialist / HR Team Leader	Date Request Entered / Date Request Initiated	Requested Title 42 Action / Category / Professional Designation	Organizational Title Pay Plan - Series	Incentives to Be Offered / Will Relocation Expenses be Paid?	Duty Station / Supervisor	National Search Required? / Length of Advertisement (# of days)	Title 5 Exhaustion Required?	Title 5 Vacancy Announcement Data (WITS#) - Vacancy#	Title 42 Search Conducted? / Date Approved to Conduct Title 42 Search	Date Title 42 Vacancy Opened / Date Title 42 Vacancy Closed	# of Title 42 Applicants Received / # of Title 42 Applicants Interviewed
34127	NIDDK / HNK6U2 / KDB RFIS	G / High	Michael DAndrea / Terronn Verge	DAndrea, Michael / DAndrea, Michael	08/24/2015 / 08/24/2015	New Appointment / Extramural/OD / Scientific Program Leader (Tier 2)	Grant Review Expert RF-0601	Leave Credit, Recruit Incentive / No	Phoenix Maricopa County AZ US / DARLA HAYES	Yes / 32	Yes	Recruitment Number: 33199 - Vacancy Number: NIH-MP-642811-15-TEST - VIN: 642811 - Number Apps Interviewed: 26 Recruitment Number: 33199 - Vacancy Number: NIH-DE-775595-15-TEST - VIN: 775595 - Number Apps Interviewed: 27	Yes / 10/29/2015	11/01/2015 / 12/31/2015	100 / 11
<b>Request Comments:</b> Working with OHR to use a Global Announcement <b>OHR Search Plan Comments:</b> Suggested to also advertise at the State Fair as well as the Howard County Fair <b>Summary of Title 42 Recruitment Efforts, if Different from Title 5:</b> Both the Title 42 and 5 announcements were the same. <b>Desired Medical/Research Specialty &amp; Degree(s):</b> Medical: Allergy/Immunology, Medical: Cardiology, Medical: Dentistry - General Practice & DMD (Doctor of Dental Medicine), DVM (Doctor of Veterinary Medicine), PhD (Doctor of Philosophy) <b>Publications:</b> African American Register, iHispano, National Hispanic Medical Association (NHMA), Other Publication(s), Horse and Hound <b>Email Distribution Lists:</b> Commissioned Corps LISTSERV, OER LISTSERV, OIR LISTSERV <b>Other Outreach Efforts:</b> We plan to advertise the position at the Howard County Fair <b>Statement of Duties:</b>															

## Request Phases and Status Descriptions

Data field completion and action location of the Title 42 Request, Appointment, Career Change, Senior Level Pay, and/or Recruitment forms automatically determine the Request Status Description. Each Request Status is organized by pre-determined phases of the appointment, conversion, or extension process of a Title 42(f) employee.

Stoplight	Phase	Request Status Description	Definition
	<b>Pre-Recruitment Phase</b>	Pending IC Preparation of Request	Indicates that the Title 42 Request is currently with IC for request preparation.
		Pending Pre-Recruitment Meeting	Indicates that the Title 42 Request is with OHR and pending a Pre-Recruitment Meeting.
	<b>OER/OIR Approval Phase</b>	With OER for Approval	Indicates that the Title 42 Request is currently with OER for review and approval.
		With OIR for Approval	Indicates that the Title 42 Request is currently with OIR for review and approval.
	<b>Exhaustion Phase</b>	Title 5 Announcement(s) - Pending Posting	Indicates that Title 5 Exhaustion is required and that the related recruitment(s) is pending posting.
		Title 5 Announcement(s) Posted - Pending Certificate Issuance/Interviews/Exhaustion	Indicates that Title 5 Exhaustion is required and that the related recruitment(s) has been posted.
	<b>Title 42 Search Phase</b>	Exhaustion Case Approved - Case Pending Title 42 Search Efforts	Indicates that Title 5 Exhaustion is required and that approval to begin a Title 42 search has been granted.
		Title 42 Search Pending Launch	Indicates that the Title 42 Search launch is pending.
		Title 42 Vacancy Launched - Pending Selection	Indicates that the Title 42 Search has been launched and a selection is pending.
	<b>Pay Approval Phase</b>	Committee Recommendation Completed	Indicates that a NIH compensation committee has made a recommendation on the proposed compensation for the selected candidate on the Senior Level Pay form.
		Building 1 Decision Reached	Indicates that Building 1 has made a decision on the compensation for the selected candidate on the Senior Level Pay form.

	<b>Onboarding Phase</b>	Appointment - Pending Tentative Job Offer	Indicates that an Appointment action has been created and the Tentative Job Offer is pending.
		Career Change - Pending Processing	Indicates that a Career Change action (Conversion or Extension) has been created and is pending processing.
		Tentative Job Offer Made - Pending Official Offer	Indicates that a Tentative Job Offer has been noted on the related Appointment form and that the Official Job Offer is pending.
		Official Offer Made - Pending EOD	Indicates that an Official Job Offer has been noted on the related Appointment form and that the candidate is pending their entrance on duty.
	<b>Pending Closeout Phase</b>	Appointment/Career Change Action Complete – Pending Title 42 Request Closeout	Indicates that the related Appointment or Career Change action was completed and the Title 42 Request needs to be closed.
	<b>Completion Phase</b>	Withdrawn	Indicates the Title 42 Request was withdrawn and is complete.
		Completed	Indicates the Title 42 Request is complete.

## Exporting and Printing

All of the reports can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar:

