Reclamation Manual
Directives and Standards

TEMPORARY RELEASE
(Expires 09/30/2026)

Time-to-Hire Process Chart

Goal by	USA Staffing Data Field Date	Human Resources	Hiring Manager	Personnel Security	New Hire
Day 1	Hiring Need Validated		X		
Day 2	Request Personnel Action	X			
Day 8	JOA Review Sent	X			
Day 10	JOA Review Returned		X		
Day 10	JOA Open	X			
Day 20	JOA Close	X			
Day 36	Certificate Issued	X			
Day 51	Certificate Review Returned		X		
Day 52	Send Tentative Offer	X			
Day 54	Receive Tentative Offer Response				X
Day 54	Initiate Background Investigation/Security Clearance	X			
Day 54	Initiate Suitability Review			X	
Day 56	Receive Suitability Review Results			X	
Day 64	Receive Background Investigation/Security Clearance Results	X			
Day 65	Send Official Offer	X			
Day 66	Receive Official Offer Response				X
Day 80	Verify the New Hire Arrived for their First Day of Duty	X			