

# EMERGENCY STAFFING ACTION PLAN TEMPLATE





Contract: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_

Total Positions Required: \_\_\_\_\_

Days Until Start: \_\_\_\_\_

Plan Owner: \_\_\_\_\_

Last Updated: \_\_\_\_\_

### Contract Overview

Contract value: \$ \_\_\_\_\_

Contract type:  New award  Re compete  Task order  Bridge contract

Geographic location: \_\_\_\_\_

Performance period: \_\_\_\_\_

Key performance metrics: \_\_\_\_\_

### Staffing Requirements Matrix

Position Title	Labor Cat	Clearance	FTE	Critical?	Target Fill Date	Status
				Y/N		
				Y/N		
				Y/N		
				Y/N		
				Y/N		

Total FTEs required: \_\_\_\_\_

Critical positions (must fill first): \_\_\_\_\_

Nice-to-have positions: \_\_\_\_\_

## Selected Timeline Plan

Select your timeline based on days until contract start:

- 30-Day Emergency Plan (Target: 60-70% fill rate)
- 60-Day Urgent Plan (Target: 85-90% fill rate)
- 90-Day Rapid Plan (Target: 95-100% fill rate)

### 30-Day Emergency Action Plan

#### Days 1-5: Assessment and Activation

##### Day 1 Actions:

- Assemble emergency response team (names: \_\_\_\_\_)
- Review contract requirements and labor categories
- Create staffing matrix (above)
- Identify all critical positions
- Calculate budget for emergency hiring

##### Day 2-3 Actions:

- Identify internal candidates who can transfer  
Potential candidates: \_\_\_\_\_
- Research incumbent contractor employees  
Key people to approach: \_\_\_\_\_
- Prepare competitive salary offers
- Contact cleared staffing agencies (names: \_\_\_\_\_)

##### Day 4-5 Actions:

- Provide detailed requirements to agencies
- Set up daily status meeting (time: \_\_\_\_\_)
- Establish fast-track approval process
- Prepare interim staffing plan (contract staff if needed)



## Days 5-15: Aggressive Recruiting

### Internal Pipeline:

- Make transfer decisions (deadline: Day 7)
- Extend offers to internal candidates
- Process transfers and start dates

Positions filled internally: \_\_\_\_\_

### Incumbent Employees:

- Contact priority targets (Day 5-8)
- Conduct quick interviews (Day 8-12)
- Extend competitive offers (Day 12-15)

Incumbent hires committed: \_\_\_\_\_

### Agency Recruitment:

- Daily candidate updates from agencies
- Interview all qualified candidates within 48 hours
- Make offer decisions within 24 hours of interview
- Accept first candidates who meet basic requirements

Agency candidates in pipeline: \_\_\_\_\_

## Days 15-25: Hiring and Onboarding

### Targets for this period:

Incumbent employees starting: \_\_\_\_\_

Agency permanent hires committed: \_\_\_\_\_

Contract staff starting: \_\_\_\_\_

Total commitment: \_\_\_\_\_ (target: 60% of required FTEs)



### Onboarding preparation:

- IT equipment ordered
- Facilities badges requested
- Accounts and access being set up
- First-day materials prepared
- Buddy system assignments

### Days 25-30: Contract Start

#### Contract start readiness:

Positions filled: \_\_\_\_\_ ( \_\_\_\_\_ %)

Positions with committed start dates: \_\_\_\_\_ ( \_\_\_\_\_ %)

Open positions actively recruiting: \_\_\_\_\_

#### Client communication:

- Brief contracting officer on staffing status
- Share 60-day backfill plan
- Confirm minimum viable operations capability
- Schedule 30-day staffing update

#### Operational adjustments:

- Adjust deliverables for current staffing level
- Identify dependencies on unfilled positions
- Plan work distribution among available staff
- Monitor and support new hires

## Day 30-60: Backfill Plan

### Remaining positions strategy:

- Continue agency recruitment
- Consider alternative candidate pools
- Evaluate contract staff for permanent conversion
- Address any early turnover

**Target: 90% of positions filled by Day 60**

## 60-Day Urgent Action Plan

### Week 1-2: Setup

#### Week 1 Actions:

- Complete detailed staffing analysis
- Assign recruitment strategy per position:
- Internal pipeline: \_\_\_\_\_ positions
- Incumbent employees: \_\_\_\_\_ positions
- Agency recruitment: \_\_\_\_\_ positions
- Engage staffing agencies with split labor categories
- Set up daily staffing call (first 30 days)
- Establish expedited approval process

#### Week 2 Actions:

- All recruiting channels active
- First candidates identified
- Interview process underway
- Internal transfers being processed
- Incumbent employee discussions started



## Week 2-6: Primary Recruiting Wave

**Target: Fill 60% of positions**

### Weekly targets:

Week 2: \_\_\_\_\_ offers extended

Week 3: \_\_\_\_\_ offers extended

Week 4: \_\_\_\_\_ offers extended

Week 5: \_\_\_\_\_ offers extended

Week 6: \_\_\_\_\_ offers extended

### Priority focus:

- Critical positions first
- Positions with longest lead times
- Pre-cleared candidates only
- Make decisions within 5 days of interview

### Weekly status checks:

Positions filled: \_\_\_\_\_

Offers outstanding: \_\_\_\_\_

Active candidates in pipeline: \_\_\_\_\_

Positions with no viable candidates: \_\_\_\_\_

## Week 6-8: Secondary Recruiting Wave

**Target: Fill additional 25-30% of positions**

### Address difficult positions:

Positions struggling: \_\_\_\_\_

Alternative strategies: \_\_\_\_\_

Interim solutions needed: \_\_\_\_\_



### Prepare for contract start:

- 85% positions filled or committed
- Onboarding materials finalized
- Operations plan for current staffing
- Client expectations managed

### Week 8: Contract Start and Beyond

#### Contract start status:

Filled positions: \_\_\_\_\_ ( \_\_\_\_\_ %)

Committed starts next 30 days: \_\_\_\_\_ ( \_\_\_\_\_ %)

Still actively recruiting: \_\_\_\_\_ ( \_\_\_\_\_ %)

#### Post-start actions:

- Continue recruiting for open positions
- Monitor new hire integration
- Address any performance issues immediately
- Weekly client updates on staffing

### Target: 100% filled by Day 90

## 90-Day Rapid Action Plan

### Week 1-2: Strategic Planning

#### Planning deliverables:

- Detailed analysis for each position
- Multiple recruitment strategies per position
- Cost analysis and budget approval
- Phased hiring plan:
  - Wave 1 (critical positions): \_\_\_\_\_ FTEs
  - Wave 2 (standard positions): \_\_\_\_\_ FTEs
  - Wave 3 (remaining positions): \_\_\_\_\_ FTEs

#### Recruitment channel activation:

- Internal recruitment active
- Agency partnerships established
- Direct recruiting for select positions
- Incumbent employee identification

### Week 2-6: Wave One Recruitment

#### Target: 50% of positions filled

#### Focus areas:

- Critical positions only
- Positions with pre-cleared candidates available
- Internal transfers and incumbent employees
- Building pipeline for Wave 2



### Weekly milestones:

Week 2: \_\_\_\_\_ positions filled  
Week 3: \_\_\_\_\_ positions filled  
Week 4: \_\_\_\_\_ positions filled  
Week 5: \_\_\_\_\_ positions filled  
Week 6: \_\_\_\_\_ positions filled (50% target)

### Week 6-10: Wave Two Recruitment

**Target: Additional 35-40% of positions**

#### Focus areas:

- Standard positions
- Agency recruitment in full swing
- Direct recruiting showing results
- Alternative strategies for difficult positions

#### Difficult position action plan:

Positions struggling: \_\_\_\_\_  
Root causes: \_\_\_\_\_  
Alternative approaches: \_\_\_\_\_  
Contingency plans: \_\_\_\_\_

### Week 10-12: Wave Three and Contract Start

**Target: Final 10-15% of positions**

#### Contract start preparation:

- 85% minimum filled
- Operations plan finalized
- Onboarding schedule set
- Client briefed on staffing status



**Week 12 status:**

Filled positions: \_\_\_\_\_ ( \_\_\_\_\_ %)

Starting within 30 days: \_\_\_\_\_ ( \_\_\_\_\_ %)

Actively recruiting: \_\_\_\_\_ ( \_\_\_\_\_ %)

**Week 13+: Stabilization**

**Post-start focus:**

- Complete remaining hires
- Support new employee integration
- Monitor performance and turnover
- Transition to normal operations
- Document lessons learned

**Target: 100% filled by Day 120**

**Recruitment Strategy by Position**

Position	Strategy	Timeline	Owner	Agency (if applicable)	Status
[ ] Internal [ ] Incumbent [ ] Agency					
[ ] Internal [ ] Incumbent [ ] Agency					
[ ] Internal [ ] Incumbent [ ] Agency					
[ ] Internal [ ] Incumbent [ ] Agency					
[ ] Internal [ ] Incumbent [ ] Agency					



## Budget and Cost Tracking

Approved budget for staffing: \$\_\_\_\_\_

### Estimated costs:

Internal transfers: \$\_\_\_\_\_ (\_\_\_\_\_ positions × \$\_\_\_\_\_)

Incumbent employee hires: \$\_\_\_\_\_ (\_\_\_\_\_ positions × \$\_\_\_\_\_)

Agency permanent placements: \$\_\_\_\_\_ (\_\_\_\_\_ positions × \$\_\_\_\_\_)

Agency contract staff: \$\_\_\_\_\_ (\_\_\_\_\_ positions × \$\_\_\_\_\_ monthly)

Direct recruiting costs: \$\_\_\_\_\_

Total estimated: \$\_\_\_\_\_

### Cost tracking:

Actual spent to date: \$\_\_\_\_\_

Remaining budget: \$\_\_\_\_\_

Projected overrun/underrun: \$\_\_\_\_\_

## Risk Management

### Staffing Risks

Risk	Probability	Impact	Mitigation	Owner
Can't find qualified candidates	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L		
Clearance processing delays	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L		
Candidates decline offers	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L		
Early turnover after hire	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L		
Budget insufficient	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L		



## Clearance Processing Timeline Reference

### Current DCSA timelines (Q4 FY 2024 - fastest 90% of applications):

Secret: 138 days average

Top Secret: 249 days average

### Impact on staffing:

- Factor these timelines into position fill dates
- Prioritize hiring pre-cleared candidates
- Plan for interim solutions if clearance processing needed

## Contingency Plans

### If we're 30% behind target at midpoint:

- Action 1: \_\_\_\_\_
- Action 2: \_\_\_\_\_
- Action 3: \_\_\_\_\_

### If critical position can't be filled:

- Action 1: \_\_\_\_\_
- Action 2: \_\_\_\_\_
- Action 3: \_\_\_\_\_

### If budget is exhausted:

- Action 1: \_\_\_\_\_
- Action 2: \_\_\_\_\_
- Action 3: \_\_\_\_\_



## Success Metrics

Track these weekly:

Week	Target Fill %	Actual Fill %	Offers Out	Candidates in Pipeline	On Track?
1	_%	_%			[ ] Y [ ] N
2	_%	_%			[ ] Y [ ] N
3	_%	_%			[ ] Y [ ] N
4	_%	_%			[ ] Y [ ] N

## Quality metrics:

- Interview-to-offer ratio: \_\_\_\_\_
- Offer acceptance rate: \_\_\_\_\_
- Time from application to offer: \_\_\_\_\_ days
- Cost per hire: \$ \_\_\_\_\_

## Lessons Learned (Complete After Staffing)

### What worked well:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### What didn't work:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



### What we'd do differently next time:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Recommendations for future emergency staffing:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Approval

### Plan approved by:

Program Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Recruiting Lead: \_\_\_\_\_ Date: \_\_\_\_\_

Operations Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Finance: \_\_\_\_\_ Date: \_\_\_\_\_

This is a working document. Update status weekly and adjust strategy as needed.



## About CCS Global Tech

CCS Global Tech is a trusted partner with 25+ years of experience in IT services and staffing. We specialize in rapid-response staffing for federal agencies, government contractors, and enterprises.

- Pre-cleared talent network (Secret, Top Secret, SCI).
- Proven recruitment engine with access to incumbent, veteran, and niche candidates.
- Scalable delivery models for new awards, recompetes, and surge needs.

From 30-day emergency fills to 90-day rapid scaling, we ensure mission continuity, compliance, and contract success.

[Contact CCS Global Tech for emergency staffing support](#)



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