

SUBJECT: SY RECRUITMENT AND SELECTION APPROVAL REQUEST
(For Category 1 and 4 Positions)

TO: Jill Stetka, National Program Staff

THROUGH: Rosita Spears, Human Resources Specialist

FROM:

REQUEST FOR APPROVAL TO RECRUIT

SF-52 Number: _____ LOCATION: _____

TITLE, SERIES, GRADE: _____

NEW VICE NAME: _____ POSITION # _____

RESEARCH UNIT: _____

RESEARCH LEADER: _____

NEW PROGRAM INCREASE FUNDS? YES NO

REMARKS: _____

NPS ACTION:

APPROVED FOR RECRUITMENT

NOT APPROVED FOR RECRUITMENT

HOLD FOR POTENTIAL PLACEMENT OF ARS SCIENTIST. AD NOTIFIED.

INITIATE DIRECTED REASSIGNMENT OF SCIENTIST NAMED BELOW. AD NOTIFIED.

NAME LOCATION

NOT APPROVED DUE TO LACK OF FUNDS. AD NOTIFIED.

CHANGES TO PD REQUIRED PRIOR TO ACTION INDICATED ABOVE. AD NOTIFIED.

COMMENTS: _____

NPL SIGNATURE _____ DATE _____

ADA SIGNATURE _____ DATE _____