

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 _____

REQUEST FOR APPROVAL TO SELECT

NAME OF SELECTEE: _____

APPROVAL TO SELECT DISAPPROVAL TO SELECT

HRD LIAISON SIGNATURE _____ DATE _____