MERIT PROMOTION REFERRAL

DATE

VACANCY ANNOUNCEMENT NUMBER

TO: (Name)	ADDRESS (Include office mailing symbol)	
FROM: (Name)	ADDRESS (Include office mailing symbol)	TELEPHONE NO.

VACANCY	POSITION TITLE OF VACANCY	GRADE
	OFFICE	LOCATION

In accordance with the GSA Merit Promotion Plan, the candidates referred below have been determined best qualified of those who have applied for the above position. Information related to their qualifications is attached. You should consider GSA's affirmative action goals when filling this vacancy. If you make no selection, indicate below under Remarks what further action you desire.

CANDIDATE	SELECTED	CANDIDATE	SELECTED

REMARKS

SELECTING OFFICIAL (Signature)	DATE	IF REQUIRED - REVIEWING OFFICIAL (Signature)	DATE