

BLM RECRUITMENT TRANSMITTAL

POSITION TITLE: _____ SERIES/GRADE: _____

VACANCY NUMBER: _____ NUMBER OF POSITIONS: _____

LOCATION OF POSITION: _____ UNIT: _____ PD#: _____

HUMAN RESOURCE POC: _____

ROUTE TO:

ACTION:

INITIAL & DATE:

1. SELECTING OFFICIAL Indicate tentative selection(s) below _____

Selecting Official Instructions: Please provide a written justification which includes your reason(s) and methods used (i.e. selection criteria/interview process) for selecting this individual and attach statement to this form.

2. DIVISION CHIEF Review & approval of tentative selection. _____

3. ASSISTANT DIRECTOR Review & approval for **all** positions
FIRE & AVIATION with an FPL of GS-12 and above _____

	Issuing HR Spec.	Concurring/Auditing HR Spec.
	(Initial/Date)	(Initial/Date)
4. (FA-220) HUMAN RESOURCES	_____	_____
Review and audit (i.e. qualifications, certificated) of tentative selection		

NOTE: Tentative offers may not be made until concurrence from ALL parties listed above.

NAME OF TENTATIVE SELECTION(S)

GRADE LEVEL

_____	_____
_____	_____
_____	_____
_____	_____