

INTERNAL ALTERNATE CERTIFICATION REQUEST

MEMORANDUM FOR USAFE CPO/DPCS
UNIT 5200
APO AE 09136-5200 (Sembach)

FROM: Selecting Official's Name:
Address:

SUBJECT: Name Request - Alternate Certification

1. I would like to select for the position of
organization, at Air Force Base.

2. I understand that if she/he is among the best qualified, the servicing staffing specialist at USAFE CPO/DPCS will process the action to assign the employee to subject position without formal certification. If this person is not within reach, as determined by the Job Analysis/Whole Person Score (WPS) Template and Candidate Referral Roster, I will receive a list of best qualified candidates IAW AFM 36-203 and the local merit promotion plan. This list will be the source from which I may make the selection to fill the position or I may elect to use an external recruitment source. I also understand that other placement priorities may preclude reaching this name request.

Selecting Official Duty Phone Date

1st Ind., USAFE CPO/DPCS

- Date all priorities cleared with CPF.
Name Request is qualified and within reach on Candidate Referral Roster.
Candidate Referral Roster Request No.:
Dated:
Personnel Action effective date:
Name Request is qualified, but NOT within reach. Best Qualified Element Rule:
Element Rule of name request:
Name Request is NOT qualified or otherwise not certifiable. Reason:
CPF notified and will coordinate with supervisor.
EOD date:

RPC Staffing Specialist Signature Date