REFERRAL AND SELECTION REGISTER *(NON-US)*

A. CANDIDATE DATA ***(To be completed by the Civilian Personnel Flight.)***

1. POSITION TO BE FILLED *(Title, Series, Grade and Organization)*

Administrative Clerk (OA), C-0303-04, 435 Mission Support SQ

2. ANNOUNCEMENT NUMBER AND DATE *(YYYYMMDD)*	3. AREA OF CONSIDERATION
713/2004	

4. ELIGIBLE CANDIDATES

a. NAME AND TELEPHONE NUMBER OF CANDIDATE b. NAME AND TELEPHONE NUMBER OF SUPERVISOR	c. PRESENT POSITION TITLE, SERIES AND GRADE
Meyer, Sigfried Capt Good, 480-XXXX	Office Automation Clerk, C-0326-04
Schramm, Else Maj Great, 480-YYYY	Secretary, C-0318-05
Zapp, Amalie Lt Col X, 480-ZZZZ	Office Clerk, C-0303-04

5. TYPED/PRINTED NAME AND TITLE OF CPF REPRESENTATIVE	6. SIGNATURE	7. TELEPHONE NO.	8. DATE *(YYYYMMDD)*
Jane Doe Human Resources Assistant	Jane Doe	480-XXXX	20040515

B. SELECTION DATA ***(To be completed by the selecting supervisor.)***

The above list (table 4) shows qualified candidates within reach for consideration. Candidate data is as documented on attached USAFE Forms 260, Record of Qualifications. You are encouraged to give candidates the opportunity to be interviewed; however, if one is interviewed, all must be interviewed. Select the individual you consider most likely to succeed in your vacancy based on good judgement and evaluation of the qualifications and merits of each certified candidate in relation to the requirements of the position to be filled. Indicate your selection by completing blocks 9-12 below and return this register together with USAFE Forms 260 in a sealed envelope to the CPF within 10 workdays. When circumstances require a longer period, an extension may be approved by the CPF representative as named in block 5. This extension will not exceed 60 days from the date shown in block 8.

9. TYPED/PRINTED NAME OF TENTATIVELY SELECTED CANDIDATE	10. DESIRED RELEASE DATE *(YYYYMMDD)*
11. TYPED/PRINTED NAME, TITLE AND SIGNATURE OF SELECTING SUPERVISOR	12. DATE *(YYYYMMDD)*

C. FOR CPF USE ONLY

13. REMARKS

14. WC NOTIFICATION NUMBER *(Germany only)*	15. DATE CANDIDATE NOTIFIED OF SELECTION *(YYYYMMDD)*	16. EFFECTIVE DATE OF PERSONNEL ACTION *(YYYYMMDD)*