

MERIT PROMOTION INTEREST STATEMENT

INSTRUCTIONS: Please type or print. Complete all items in shaded blocks to sections 1, 2, 3, and enter your name and address on the reverse side in both places provided. Send this statement to the Contact office along with your application and accompanying documents.

SECTION 3 - CONTACT OFFICE USE

FULL NAME		YOUR MAILING ADDRESS	
TELEPHONE NO.	VACANCY ANNOUNCEMENT NO. AND TYPE	SIGNATURE	DATE

<p><input type="checkbox"/> Congratulations! You have been selected for this position, provided all legal and regulatory requirements are met. The confirmed effective date is:</p> <p>_____</p> <p><input type="checkbox"/> Your application was referred to the selecting official for consideration, however, the following applicant was selected:</p> <p>_____</p> <p><input type="checkbox"/> Position was filled by an alternative method.</p> <p>Consideration is limited to applicants with current career or career-conditional status, former Federal employees with reinstatement eligibility, or applicants eligible under special appointing authorities.</p> <p><input type="checkbox"/> Consideration was limited to current USDA employees.</p>	<p>Your application was not referred to the selecting official for the following reason(s):</p> <table style="width: 100%;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Your application did not reflect sufficient general experience.</td> <td style="width: 33%;"><input type="checkbox"/> You did not submit an SF-50B as required in the announcement or proof of eligibility under a special appointing authority.</td> </tr> <tr> <td><input type="checkbox"/> Your application did not reflect sufficient specialized experience, OR the experience was not equivalent to the next lower grade level.</td> <td><input type="checkbox"/> You did not submit a college transcript or OPM Form 1170/17, List of College Courses and Certificate, as required.</td> </tr> <tr> <td><input type="checkbox"/> Your application did not reflect the required education.</td> <td><input type="checkbox"/> Although you were basically qualified, the promotion review panel did not rank you among the best qualified.</td> </tr> <tr> <td><input type="checkbox"/> You did not meet the time-in-grade requirements.</td> <td><input type="checkbox"/> Recruitment for this position has been postponed or cancelled.</td> </tr> <tr> <td><input type="checkbox"/> You did not submit performance appraisal documentation as required in the announcement.</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td></td> </tr> </table>	<input type="checkbox"/> Your application did not reflect sufficient general experience.	<input type="checkbox"/> You did not submit an SF-50B as required in the announcement or proof of eligibility under a special appointing authority.	<input type="checkbox"/> Your application did not reflect sufficient specialized experience, OR the experience was not equivalent to the next lower grade level.	<input type="checkbox"/> You did not submit a college transcript or OPM Form 1170/17, List of College Courses and Certificate, as required.	<input type="checkbox"/> Your application did not reflect the required education.	<input type="checkbox"/> Although you were basically qualified, the promotion review panel did not rank you among the best qualified.	<input type="checkbox"/> You did not meet the time-in-grade requirements.	<input type="checkbox"/> Recruitment for this position has been postponed or cancelled.	<input type="checkbox"/> You did not submit performance appraisal documentation as required in the announcement.		<input type="checkbox"/> Other:	
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OTHER	PERSONNEL REPRESENTATIVE	DATE RECEIPT ACKNOWLEDGED	DATE CANDIDATE NOTIFIED OF SELECTION (nonselection)
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SECTION 2 - NOTICE OF ACTION ON APPLICATION

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NAME	VACANCY ANNOUNCEMENT NO. AND TYPE OF POSITION (Title, Series, Grade, and Location(s))
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THANK YOU FOR APPLYING

NAME	VACANCY ANNOUNCEMENT NO. AND TYPE OF POSITION (Title, Series, Grade, and Location(s))
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THANK YOU FOR APPLYING

- Your application was received in a timely manner for the vacancy indicated. You will be advised at a later date of the final action taken on your application.
- Your application will not be considered, because the application was postmarked/received after the closing date. The application will be kept on file in the contact office.
- Your application is being returned because there are no vacancies for the position(s) to which you applied.
- Other: _____

PERSONNEL REPRESENTATIVE	TELEPHONE NUMBER	DATE
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APPLICANT:

Be sure to complete the two address blocks below (postage is not necessary) so that you can be notified of the consideration you receive. Use your home address or work address - whichever you prefer.

Thank You



ENTER YOUR HOME ADDRESS OR WORK ADDRESS

