

AD-67

U. S. DEPARTMENT OF AGRICULTURE

Request for Prior Clearance of Personnel Action

Employee's Name	Nature of Action
From (Position Title)	To (Position Title)
Series Grade Salary	Series Grade Salary
Agency, Organization Title, Duty Station	Agency, Organizational Title, Duty Station
Reason for Action - (If vacancy, indicate name of former incumbent)	

CERTIFICATION: The position is necessary to carry out the mission of the Agency/Staff Office. The candidate proposed is qualified for the position, is suitable for employment, and has no financial interests or otherwise that would pose any real or apparent conflict-of-interest if appointed to this position. Funds are available to finance this action.

CLEARED BY:

Agency Head or
Staff Officer Director _____ Date: _____

Under or Assistant Secretary _____ Date: _____

Director, Office of Human
Capital Management _____ Date: _____

Assistant Secretary
for Administration _____ Date: _____

Approved by the Secretary _____ Date: _____