

REFERRAL REQUEST

39 ABW, TSBMC OR AAFES EMPLOYEES

TO: Civilian Personnel Section

Date:

I, the undersigned received your vacancy announcement about the below listed position. I am interested in the job and would like to be considered for interview. I request review of my qualifications.

Position Title: Secretary (Office Automation)
Jon Announcement No: 037-17
Pay Grade: CT-0318-06
Date of Announcement: 11 September 2017

Employee Name & Signature
Duty Phone:

I am informed of the above procedure. If selected, I agree to negotiate with the gaining supervisor about the release date of the employee to the new job.

Supervisor Name & Signature
Date: