

TO:

FROM:

SUBJECT:

I have reviewed the qualifications of the candidates for the following position:

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Position Title

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Grade

After careful consideration, I have determined that the person identified below, possesses the necessary technical and administrative competencies to successfully perform the duties and responsibilities of the subject position.

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Name of Selected Candidate

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Announcement Number (If applicable)

In addition, the Executive Resources Panel has evaluated the qualifications of the above named individual and has concluded that he/she possesses the necessary leadership and management skills to function effectively in this assignment.

Check One:

- This is a program/project management position.
- This is **not** a program/project management position.

(Note: If this selection is for a program/project management position vacancy, forward this form letter to DE01.)

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Signature of Panel Chairperson

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Date





5. The above named individual has served in the following rotational assignment(s):

a. List of Rotational Assignments at the Marshall Space Flight Center

<u>Organization</u>	<u>Nature of Assignment</u>	<u>Date of Assignment</u>
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b. List of Rotational Assignments Outside the Marshall Space Flight Center

<u>Organization</u>	<u>Nature of Assignment</u>	<u>Date of Assignment</u>
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