

Selection Routing Slip

Original Recruitment FPPS Number: _____

Note: Please include all certificate(s) and applications with this selection.

Selection for all non-project leader positions at the GS-13 level and below:	Selection for all project leader positions and positions above the GS-13 level:																																		
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Attach Memo from Selecting Official Addressing:

1. **Name of Selectee***
 2. **Rationale for selection***
 3. **Recruitment done for the vacancy***
- *Note: If selection is from a Merit Promotion (MSP) certificate, just put "see attached memo" in the appropriate block on the back of the certificate for these items.
4. **Ongoing recruitment efforts** with schools, etc.
 5. **Statement of whether or not the selection increases the diversity for that job series**

Reminder: Selecting and approving officials need to sign certificates or OPM lists of candidates used for selection