

**U.S. Department of Agriculture  
Executive Resources Personnel Action Selection Request**

<b>1. Name (Last, First, Middle)</b>							
<b>2. First Action</b>				<b>3. Second Action</b>			
<b>4. From (Position Title)</b>				<b>5. To (Position Title)</b>			
<b>6. Pay Plan</b>	<b>7. Grade/Step</b>	<b>8. Series</b>	<b>9. Salary</b>	<b>10. Pay Plan</b>	<b>11. Grade/Step</b>	<b>12. Series</b>	<b>13. Salary</b>
<b>14. Agency, Organization Title, Duty Station</b>				<b>15. Agency, Organization Title, Duty Station</b>			
<b>16. Other Compensation and Pay Setting (Attach supporting documentation explaining in detail the proposed request)</b>							
<input type="checkbox"/> Recruitment Incentive <input type="checkbox"/> Relocation Incentive <input type="checkbox"/> Retention Incentive				<input type="checkbox"/> Superior Qualifications Authority <input type="checkbox"/> Special Needs Authority			
<b>17. Reason for Action (If vacancy, indicate name of former incumbent):</b>							
<p><b>Certification:</b> 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.</p>							
<b>18. Cleared By</b>							
Signature _____				Date _____			
Agency Head or Staff Office Director							
Signature _____				Date _____			
Under or Assistant Secretary							
Signature _____				Date _____			
Director, Executive Resources Management Division							
Signature _____				Date _____			
Director, Office of Human Resources Management							
Signature _____				Date _____			
Assistant Secretary for Administration							
<b>19. Approval</b>							
Signature _____				Date _____			
By or For the Secretary of Agriculture							
<b>For OSEC Use Only:</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disapproved</b>							

**Disclaimer Statement:** This form is intended for use by the Office of Human Resources Management, Executive Resources Management Division only. It is to be used to obtain approval to manage USDA executive resources.