FORM CD-262 U.S. Department of Commerce

MERIT PROGRAM CERTIFICATE

Number	Date Prepared or Issued	No. of Vacancies:
Vacancy Announcement Number	Date Certificate Expires	
Position Description Number	Other	

Issuing Personnel Office

Title, Series, Grade of Vacancy(ies):

Location:

Issued To:

Consideration Codes (Candidates are listed below by appropriate Code Groupings in Column 2) (Check Codes used.)

- ☐ **A** - Promotion
- ☐ **B** - Reassignment (Promotion Potential)
- ☐ **C** - Non-advancement (Reassignment, etc.)
- ☐ **D** - Non-Status
- ☐ **E** - Priority (Previous Error)
- ☐ **F**- Special (Repromotion Eligibility)
- ☐ **G** - Other (specify)_____

Name and Telephone Number of Human Resources Representative to be Contacted about this Certificate

Candidates listed below have been determined to be the best qualified available. Please contact the Human Resources Representative indicated above if you have any questions about this certificate or the selection of any candidate. Arrangements for interviews must be made as agreed upon with the Human Resources Office. Selection decisions should not be publicized prematurely, but only after Human Resources Office prior approval. Your cooperation in this regard will support the establishment of greater employee appreciation of the spirit and intent of the Merit Program. Please complete Column 1 of this form by using the symbols indicated. Check marks should be placed in Column 3 where appropriate.

1. Action	2. Candidates grouped by Consideration codes (See Above)				3. Candidates were:			
NS -Not Selected S - Selected D - Declined	Name of Candidates	Current Grade	Organizational Location	Telephone Number	Contacted		Interviewed	
					Yes	No	Yes	No

I hereby certify that the selections(s) indicated above is (are) based solely on merit, fitness and qualification with due weight given to performance and awards and does (do) not involve discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, political affiliation, employee organization affiliation, or personal favoritism.

Signature of Selecting Official or Initials of Selecting Panel Members	Date(s)