

# HEADQUARTERS, U.S. DEPARTMENT OF ENERGY

## Part I

### REQUEST FOR MERIT PROMOTION CONSIDERATION

(To be filed by applicant and attached to SF-171)

Instructions to Applicants: Complete Items 1 through 6 below and submit together with all other required materials to the address listed on the vacancy announcement.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 Date Submitted      Announcement No.      Title of Position Applied for      Grade

5. Name ┌ ┐

6. Address  
 (Please type,  
 or print clearly  
 with ball point  
 pen)

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## Part II

### REPORT ON CONSIDERATION (to be completed by the Receiving Personnel Office)

1.  Your application was received in our office on \_\_\_\_\_
2.  You were in the group of candidates referred to the selecting official for consideration, but not selected; \_\_\_\_\_  
 \_\_\_\_\_ was selected for the position.
3.  You were found to be qualified, but your rating was not high enough for you to be included in the group of candidates who were referred to the selecting official.
4.  You were found not eligible for this position for the following reason(s):
  - a.  Your application did not show that you met the minimum OPM qualification requirements stated in the vacancy announcement.
  - b.  Your application did not show that you met the selective placement factors stated in the vacancy announcement.
  - c.  You do not meet the one year time-in-grade requirement for promotion.
  - d.  You were outside the area of consideration stated in the vacancy announcement. There was a sufficiently large number of candidates within the announced area of consideration; therefore, your application was not considered under this announcement.
  - e.  Your application was received after the announced closing date and not in time to be considered for the vacancy.
  - f.  Recruitment was limited to status candidates. Status candidates are current Federal employees or those having reinstatement eligibility.
5.  Other

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Personnel Specialist

## Part III

### PRIVACY ACT INFORMATION STATEMENT

**General:** This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974, December 31, 1974), for individuals completing Federal employment application forms.

**Authority:** Sections 1302, 3301, and 3304 of Title 5, United States Code, give the U.S. Civil Service Commission the authority to recruit, examine and evaluate applicants' qualifications for employment in the Federal service. Sections 203.201 and 330.101 of Title 5, Code of Federal Regulations empower the head of an agency to handle the personnel functions for positions in the competitive service.

**Purposes and Uses:** The principal purpose of "Request for Merit Promotion Consideration," is to solicit information from applicants for employment with the Department of Energy which will be utilized to inform applicants of the status of their employment application forms. All or part of this form, when completed, may be disclosed to the following:

1. Federal agency selecting officials for use in internal personnel management functions.
2. Anyone requesting statistical information (without your personal identification) under the Freedom of Information Act.

**Effects of Nondisclosure:** Omission of an item may preclude your full consideration for employment in a position for which this information is needed.



- 1. APPLICANT COPY**
- 2. ACKNOWLEDGMENT COPY**
- 3. VACANCY FILE COPY**
- 4. PERSONNEL COPY**