REFERRAL AND SELECTION LIST FOR MLC/MC/IHA VACANCIES

1. POSITION TO BE FILLED (Job Title, Job No., Grade and Organization)

Administrative Specialist, #10, BWT 1-5, JESO, US Army Garrison, Japan

2. ANNOUNCEMENT NO.	3. AREA OF CONSIDERATION	4. ANNOUNCEMENT PERIOD
MLC(Z)05A-001	Current MLC/IHA Employees	2 Jun 05 - 15 Jun 05

5. TO THE SELECTING OFFICIAL:

Please review all applications attached on this list and conduct interviews as necessary. **Please refrain from making any offers or commitments to applicants. Releasing information concerning referral or the status of interviews to applicants or third parties is prohibited.** The undersigned recruitment & placement representative will make all offers and required arrangement for bringing the selected personnel on board. Please complete Block 9 through 13 below and return this form and all applications to the undersigned not later than 29 Jun 05.

NAME	PHONE NUMBER	REMARKS (Current Position Information, etc.)
-- Current MLC/IHA Employees --		
SAGAMIHARA Hanako	263-6666	Secretary, 1-4
ZAMA Sachiko	263-8888	Administrative Specialist, 1-4

*THE LIST MAY BE CONTINUED ON BLOCK 5a ON REVERSE SIDE.

6. PREPARED BY: (Typed Name, Title and Signature of R&P Representative)	7. PHONE NUMBER	8. DATE
Employment/Staffing Technician	263-9999	16 Jun 05

9. TO THE R&P REPRESENTATIVE:

a. ___ I have selected _____

b. ✓ I have selected EBINA Taro as a trainee with promotion potential. Starting grade: BWT 1-4

c. ___ I was not able to make selection. Please take further recruitment process and furnish more candidates.

10. REASONS FOR SELECTION/NON-SELECTION. (Please use separate sheets of paper if necessary.)

At the interview, Mr. Ebina showed integrity and enthusiam, and that he is a good team player. He has a good command of English and computer skills. Request hire Mr. Ebina at BWT 1-4, subject to promotion potential to BWT 1-5 with at least 6 months training period.

11. TYPED NAME AND SIGNATURE OF SELECTING OFFICIAL	12. PHONE NUMBER	13. DATE
R. J. Black, Chief, JESO, USAG-J	263-0000	28 Jun 05

FOR R&P USE ONLY

COMMITMENT	ENTRANCE ON DUTY DATE	REMARKS