

**RECORD OF REFERRAL TO THE REFERRAL BONUS AWARD PROGRAM (RBAP) FOR THE
RECRUITMENT OF PERSONNEL FOR SHORTAGE-CATEGORY POSITIONS**

From: _____ (Referrer's Name/Code)

To: Code 1810 RBAP Coordinator

Encl: (1) Copy of OF 612 (Personal Qualifications Statement) or Resume of Applicant

1. I am referring _____ (encl. (1)) who has applied to Announcement Number _____.

If you need further information, I can be reached on _____ (Phone number).

Signature of Referrer/Date _____

To: _____ (Name/Code)

Via: Code 1810 Human Resources Specialist for Code _____

1. Your referral has been received _____ (Date). After initial review of your referral, it has been determined that:

a. **You are ineligible and it will not be processed any further because:**

the position applied for is not in a shortage category; or
other _____

b. **You are eligible and it is being forwarded for further review.**

Code 1810 RBAP Signature/Date _____

To: _____ (Name/Code of Referrer)

1. Your referral and the candidate's application has been further reviewed and it has been determined that:

a. **You are ineligible because:**

the applicant previously applied to another announcement;
the applicant was previously referred for recruitment by other sources;
the applicant did not meet the area of consideration and/or qualification requirements;
the applicant is currently or has recently (within 1 year of referral) been affiliated in a work capacity with NRL;
your position has responsibilities which include the recruitment and/or hiring of new employees;
the candidate was not hired within the 6 month cut-off timeframe; or
other _____

b. **You are eligible and your award will be processed after the employee has been on board for 90 days.**

Code 1810 Human Resources Specialist Signature/Date _____

From: Code 1800

To: Division Head, Code _____

1. I certify that your employee qualifies for a cash award of \$ _____ under the RBAP. Pending your approval, your Administrative Officer can process a Request for Personnel Action in accordance with NRL Instruction 12450.3.

Code 1800 Director, Human Resources Office Signature/Date _____

From: Division Head, Code _____

To: Human Resources Specialist, Code 1810 _____ (Name as indicated above)

1. This request can be processed as indicated:

a. Return request to Code 1810. The cash award request is **not approved** because _____.

b. Initiate Request for Personnel Action and forward this approval to Code 1810. The cash award request is **approved**.

Division Head Signature/Date _____

TO BE COMPLETED BY CODE 1810: Case done on (date) _____ . Copy to case file.