RATING/SELECTION BOARD MEMBER STATEMENT

REQUISITION #_____ **DATE ISSUED:**_____

_____

(COMPETITIVE CERTIFICATE POSITION TITLE)

_____

(PAY PLAN/SERIES/GRADE)

NOTICE TO RATING/SELECTION BOARD MEMBERS

Rating/Selection Board Members and Selecting Officials are prohibited from:

- **Divulging directly or indirectly any information concerning an applicant's rating.**
- **Discussing rating schedules or individual or group rating with persons not officially designated as members of the Selection/Rating Board. Board members are cautioned against discussions with other board members regarding the candidates outside the physical confines of the Board.**
- **Participation directly or indirectly in the evaluation/selection of a relative by blood or marriage or anyone in his/her immediate family or household who is a competitor, or participation in the evaluation of qualifications for persons in the line of supervision above the position which the board member occupies.**
- **Divulging any information concerning interview material or answers to questions.**
- **Divulging any information concerning the board's recommendations prior to final approval by the selecting official.**

You should maintain sufficient documentation regarding your selection procedures to respond to official complaints (i.e. EEO, Union, Administrative Grievances, etc.)

I certify that I have read and understand the merit promotion guidelines, pertinent instructions, and have received training that relates to the merit promotion process. I understand that I represent the command in upholding the merit promotion and EEO principles. I acknowledge that information contained in the selection file is subject to review by third parties and that I may be subject to disciplinary action for violation of the prohibited disclosures or circumvention of regulations relating to EEO or merit promotion.

RATING/SELECTION BOARD MEMBERS

_____
(NAME/TITLE/GRADE)

_____
(NAME/TITLE/GRADE)

_____
(NAME/TITLE/GRADE)

SELECTING OFFICIAL

_____
(NAME/TITLE/GRADE)

_____
(EEO REPRESENTATIVE)

NETPDTC Form 12300/4 (Rev 11/00)

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EMAIL TO: