



UNITED STATES CIVIL SERVICE COMMISSION  
BUREAU OF RECRUITING AND EXAMINING  
WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

YOUR REFERENCE

Mrs. Irma H. Thexton  
6509 River Road  
Bethesda, Maryland 20034

Date: JUL 10 1970

No.: 139825

Eligibility: GS-13-14

Veteran Preference:

Dear Mrs. Thexton:

Your application for Federal employment under Announcement No. 408 for senior level positions has been received and accepted.

This examining program is the source of recruitment from outside the Government for administrative, management and some service-type occupations at grades GS-13, 14 and 15. Although most vacancies at these levels are filled from within the service by reassignment, transfer or promotion, critical vacancies do occur and we are therefore pleased to receive applications from interested and well-qualified citizens.

When an agency appointing officer requests names to be considered in filling a job vacancy, applications showing skills and backgrounds that match the requirements of the job are selected from our file. A panel of examiners familiar with the requirements of the position to be filled reviews the applications of the qualified persons, and if necessary, checks with former employers and references; and identifies the best-qualified candidates.

Only the names of the top-ranking candidates are referred for consideration to the office filling the job. For some positions, consideration may be limited to one or more States, or a clearly-defined administrative area of the agency. The applications of candidates not selected are put back in the system for further consideration as job opportunities arise.

Eligibility will continue for a period of 12 months from the date of this letter at which time you may refile by submitting a new application if you desire further consideration. In any communication, please identify your application by furnishing the information which appears at the upper right corner of this letter.

We appreciate your interest in the Federal Career Service.

Sincerely yours,

William C. Driscoll, Chief  
Operations Support Division