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# Sample Memorandum for Recommendation of Promotion and Graduation

Additional Help for ADS 460

Reference Issuance Date: 09/02/2011

Responsible Office: HR

File Name: 460sad\_090211

DATE

TO: OHR, PMF Coordinator, Delisia Carpenter

THRU: Bureau Management Officer

FROM: Supervisor

SUBJ: Request to Process a Promotion for [Presidential Management Fellow (PMF) Name]

This memorandum is a recommendation that [Name of PMF], who started his/her Federal career March 6, 2005, be promoted to a GS-12 effective March 7, 2006.

- S/he has served as a GS-11 for 52 weeks as of March 6, 2006;
- S/he has completed 80 hours of training during his/her first year of the PMF program; and
- S/he has successfully performing not only at his/her current grade but at the GS-12 level.

Based on meeting the requirements of the PMF program for the first year and based on [Name of PMF]'s performance at the GS-12 level even while a GS-11, I recommend s/he be promoted from the GS-11 level to the GS-12 as quickly as possible.

Attachments: Individual Development Plan  
Annual Evaluation Form  
Position Description  
Short Bio  
Request for Personnel Action, SF-52 (from AMS Office)

DATE

TO: OHR, PMF Coordinator, Delisia Carpenter

THRU: Bureau Management Officer

FROM: Supervisor

SUBJ: Request to Process a Promotion and Graduation for [PMF Name]

This memo is a recommendation that [Name of PMF], a PMF who started his/her Federal career March 6, 2005, be promoted to a GS-12 and graduate from the PMF program.

- S/he has accomplished his/her 80 hours of required training each year, as shown in the attached Individual Development Plan;
- S/he has completed one four-month continuous rotation as required by the program;
- S/he has served as a GS-11 for 52 weeks as of the middle of May; and
- S/he has successfully performed his/her duties as a desk officer in the Central America and Mexico Office of the Latin America and Caribbean Bureau and has grown as a public servant through his/her required trainings and long-term developmental rotations.

Based on the completion of the requirements of the PMF program and based on [Name of PMF]'s performance at the GS-12 level even while a GS-11, I recommend s/he be approved for promotion and graduation from the PMF program.

Attachments: Individual Development Plan  
Annual Evaluation Form  
Position Description  
Short Bio  
Request for Personnel Action, SF-52 (from AMS Office)

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