



Department of Transformation and Shared Services
 Office of Personnel Management
 Internal Advertising Approval Request

Agency Name _____

Business Area _____

Position Number: _____

Class Code: _____

Title: _____

Location of the Position: _____

JUSTIFICATION

Explain why only current employees would have the knowledge to do this job.

Explain why only current employees would have the skills to do this job.

Explain why only current employees would have the ability to do this job.

Explain how the job is a component of an established career path.

Agency Official's Signature _____

Date _____

OPM Approval:

Approved Denied Date _____

OPM Director's or Designee's Signature _____