

**CASH AWARD FOR RECRUITMENT OF CLERICAL AND
STAY-IN-SCHOOL CLERICAL EMPLOYEES
AUTHORITY - PHS Circular 451-1**

TO: Division of Financial Management

Section I - To be completed by Employee Referring Applicant

Name:
Social Security Number:
Home Address:
ICD:

Section II - To be completed by Person Referred and Hired

Name:
Social Security Number:
ICD:
Entrance on Duty Date:

I certify that the person identified in Section I was responsible for my referral to the National Institutes of Health.

Signature of Recruited Individual

Date

Section III - To be completed by Administrative Office

Program Administrative Code:
Payment from (Receiving ICD):
CAN to be charged:
Appropriate Number:
Object Class: 25.9Y
Document Number:

Amount of Award: _____

Administrative Officer

Date

Clerical Recruit Cash Award: _____

Budget Officer

Date

SIS Recruit Cash Award: _____

Personnel Officer

Date

Executive Officer

Date

Copies to: ICD Administrative Officer
ICD Executive Officer
Director, Division of Personnel Management
Director, Division of Financial Management (2 copies)