MEMORANDUM

TO: Amy J. Bonner

Human Resource Management

Mike Jackson, Director

Office of Management and Budget

Michael Morton, Controller General (if signature required by Budget Epilogue)

FROM: , Cabinet Secretary

DATE:

SUBJECT: Salary Request for Division Director

has been selected as the Director of . I am requesting the line item salary of $. M. ‘s resume is attached outlining  extensive experience that supports the request for the line item amount. has over  years of experience in **.**

In addition, possesses a  Degree in  from .  has served as the  for the .

Your favorable consideration is appreciated. If you require further information, please contact me.

Attachment

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Human Resource Management Director Date

Office of Management and Budget Director Date

Controller General Date

OMB/HRM-02.17