

**CONFIDENTIAL**

**CONTRACT EMPLOYEES  
(Recruited at Headquarters)**

The attached proposed revision of the FE/Division procedure for the selection and processing of Headquarters recruited Contract Employees provides for the following changes:

1. Preparation of Form 204 - Contract Information and check list at the earliest feasible processing point following the Branch interview with the applicant in order to record all pertinent information relative to conditions and terms of employment discussed and tentatively agreed upon.
2. Formal coordination of Form 204 with the respective FE/Contract Approving Officer at the earliest processing point following indication of definite employment interest by the Branch.