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CMM - App. 4-3 Covering Letter for Noncommissioned Officer Promotion Process

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Appendix Amended: 2019-11-08

1. General

1. 1. The purpose of [Form 5147, Covering Letter - NCO Promotion Process](#) is to provide a candidate with an opportunity to provide recent information about:

1. 1. 1. the competency requirements,
1. 1. 2. desirables,
1. 1. 3. information about why they are the best candidate for the position, and
1. 1. 4. other information for consideration by the line officer/delegate at the selection stage.

1. 2. The information contained in the covering letter is very important, and will be considered by the line officer/delegate at the selection stage.

2. Candidate

2. 1. Complete [Form 5147](#).
2. 2. Enter the information in the space provided.
2. 3. Attachments will not be considered.
2. 4. Only include information that can be verified. Include the names of references, or provide them upon request.
2. 5. Sign the covering letter, verifying that the information provided is true.
 2. 5. 1. The electronic submission of the covering letter through your personal work email account will be accepted as your electronic signature.
2. 6. Ensure your supervisor signs where indicated.

NOTE: Use of, or assistance from, any outside agency to complete the promotion process documents is not permitted, and will be deemed as cheating.

3. Supervisor

3. 1. Read the instructions that are listed in this appendix and the covering letter, and all other information provided to you.
3. 2. Verify the information that was provided by the candidate, based on your knowledge, or by requesting and contacting the candidate's references.
3. 3. If you are unable to verify the information provided, meet with the candidate and attempt to resolve any concerns and disagreements.

NOTE: Information that cannot be verified must not be used.

3. 4. Sign where indicated, certifying that you have verified the information provided by the candidate.

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