REQUEST FOR PERSONNEL ACTION								DATE PREPARED			
1. SERIAL NUMBER   2. NAME (Last-First-Middle)								30 April_	1963		
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FORM 1152 USE PREVIOUS EDITION

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Section Unit

- "Position Title" should reflect the standard abbreviated title  $\operatorname{giv} \epsilon$ Item 11 in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.
- Item 18b Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should appropriate the career service should be career should be career service should be career service service should be career service should and the other Career Service should concur in Item 18, Remarks.
- ROUTING The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification the Office of Security or the Office of the Comptroller, one copy only will sent to the Office(s) concerned.

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FORM 1152 USE PREVIOUS EDITION.

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Items 1 thru 7	The initiating office sho	nuld fill in each of th	e referenced them
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Item 9 -	"Organizational Designat	ions" should show all	Levels of organization
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F w % Z	Major Component (Director	r, Deputy Director, etc	e.)
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Item 11 -	"Position Title" should:	reflect the standard al	breviated title given
·	in the most current edit:	ion of the Position Co	ntrol Register or re-
	ported on Form 261, Staf:	fing Complement Change	Authorization.
Item 18b -	Signature should be that	of the official author	rized to approve for
	the Career Service to wh	ich the employee belong	s. If more than one
	Career Service is involve	ed, the gaining Career	Service should approve
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ROUTING - The origi	nal only of this form wil	l he forwarded to the	Office of Personnel

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