

RETURN TO CIA
Background Use Only
Do Not Reproduce

1. SERIAL NUMBER 036501		2. NAME (Last-First-Middle) HICKS, CALVIN E.		4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR 7 31 66		5. CATEGORY OF EMPLOYMENT REGULAR	
3. NATURE OF PERSONNEL ACTION REASSIGNMENT				7. FINANCIAL ANALYSIS NO. CHARGEABLE 7235 0600		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
6. FUNDS V TO V CF TO V		V TO CF CF TO CF		9. ORGANIZATIONAL DESIGNATIONS DDP/WH BRANCH 3 LIAISON SECTION			
10. LOCATION OF OFFICIAL STATION WASHINGTON, D.C.				11. POSITION TITLE CPS OFFICER (13)			
12. POSITION NUMBER 1392		13. CAREER SERVICE DESIGNATION D		14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS		15. OCCUPATIONAL SERIES 0136.01	
16. GRADE AND STEP 13 4		17. SALARY OR RATE \$14,217		18. REMARKS EFFECT: DDP/WH/CS & DEV COMP/9997 03 MR. HICKS IS REPLACING MR. [REDACTED] WHO IS BEING REASSIGNED. 1 - FINANCE 1 - SECURITY Date: 27 JUL 1966 Security Approval has been granted for the use contemplated by this request. <i>William X. Araki</i> Chief, Personnel Security Division			
18A. SIGNATURE OF REQUESTING OFFICIAL ROBERT D. CASHMAN C/WH/PERS		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER		DATE SIGNED	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL							
19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC ALPHABETIC		22. STATION CODE	23. INTEGREE CODE	24. HDQTRS. CODE	25. DATE OF BIRTH MO. DA. YR.
26. DATE OF GRADE MO. DA. YR.		27. DATE OF LEI MO. DA. YR.		28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE	
30. RETIREMENT DATA 1-CSC 3-FICA 5-NONE		31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA TYPE MO. DA. YR.		33. SECURITY REQ. NO.	
34. SEX		35. VET. PREFERENCE CODE 0-NONE 1-5 PT. 2-10 PT.		36. SERV. COMP. DATE MO. DA. YR.		37. LONG. COMP. DATE MO. DA. YR.	
38. CAREER CATEGORY CAR/RESV PROV/TEMP		39. FEGLI/HEALTH INSURANCE CODE CODE 0-WAIVER 1-YES		40. SOCIAL SECURITY NO.			
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE 0-NO PREVIOUS SERVICE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		42. LEAVE CAT. CODE		43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS		44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMP. STATE CODE	
45. POSITION CONTROL CERTIFICATION				46. O.P. APPROVAL		DATE APPROVED	

CPV

RESIGN EFFECTIVE _____ FOR THE FOLLOWING REASON:
(Date)

OFFICE OF PERSONNEL

AUG 3 3 20 PM '66

MAIL ROOM

MY LAST WORKING DAY WILL BE—	DATE SIGNED	SIGNATURE OF EMPLOYEE
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FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, State, Zip Code)

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a — The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains *only* to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 — "Category of Employment" should show one of the following entries:

- | | | |
|---------------------|------------|------------|
| Regular | Summer | WAE |
| Part Time | Detail Out | Consultant |
| Temporary | Detail In | Military |
| Temporary-Part Time | | |

Item 9 — "Organizational Designations" should show *all* levels of organization pertinent to identifying the location of the position:

- FIRST LINE
- Major Component (*Director, Deputy Director, etc.*)
 - Office, Major Staff, etc.
 - Foreign Field or U.S. Field (*if pertinent*)
 - Division or Staff (*subordinate to first line*)
 - Branch
 - Section
 - Unit

Items 11 and 15 — "Position Title" and "Occupational Series" should be the standard abbreviated title and corresponding occupational series in Handbook of Official Occupational Titles and Codes for the duties actually to be performed by the employee. If different from the title and series of the position occupied as shown on the most current edition of the Position Control Register or Form 261, Staffing Complement Change Authorization, explain under Item 18—Remarks.

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 approve* 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 to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET