REQUEST FOR PERSONNEL ACTION							DATE PREPARE	DATF PREPARED						
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3. NATURE OF PERSONNEL ACTION						4. EFFECTIVE DATE REQUESTED 5. CATEGORY OF EMPLOYME:								
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45. POSITION CONTROL CERTIFICATION						46. O.P. APPROVAL DATE APPROVED								
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FORM 1152 USE PREVIOUS EDITION.

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and - Item Items 9 thru 18a to to ploy	initiating office s as 3 thru 7 and 9 th the action requested see unless specific	ru 18 require in , and NOT to the items remain und	current status of thanged.	of the em-
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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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Items 1 thru 7	The initiating office sho	ould fill in each of the	referenced items
and -	Items 3 thru 7 and 9 thru	18 require information	thick next less below
Items 9 thru 18a	to the action requested,	and NOT to the current	status of the se
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Item 9 -	"Organizational Designat	ions" should show all le	evels of organization
	pertinent to identifying	the location of the pos	sition: .*. :
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F w % Z	Major Component (Director	r, Deputy Director, etc.	.)
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Item 11 -	"Position Title" should:	reflect the standard abl	previated title given
·	in the most current edit:	ion of the Position Conf	trol Register or re-
	ported on Form 261, Staf:	fing Complement Change I	Authorization.
Item 18b -	Signature should be that	of the official author:	ized to approve for
	the Career Service to wh	ich the employee belong	. If more than one
	Career Service is involve	ed, the gaining Career	Service should approve
` •	and the other Career Ser	vice should concur in I	tem 18. Remarks
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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.