

(When Filled In)
For Official Use Only
Do Not Reproduce

REQUEST FOR PERSONNEL ACTION

DATE PREPARED
17 August 1965

1. SERIAL NUMBER: 009784
2. NAME (Last-First-Middle): O'CONNELL, J. P., Jr.

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS
4. EFFECTIVE DATE REQUESTED: 8 | 15 | 65
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V, CF TO V, V TO CF, CF TO CF
7. COST CENTER NO. CHARGEABLE: 6271-0300
8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDE/OFFICE OF SECURITY, DD/INVESTIGATIONS AND OPERATIONAL SUPPORT, OFFICE OF THE CHIEF
10. LOCATION OF OFFICIAL STATION: WASHINGTON, D. C.

11. POSITION TITLE: SECURITY OFFICER
12. POSITION NUMBER: 0522
13. CAREER SERVICE DESIGNATION: SS

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 1810.01
16. GRADE AND STEP: 16 3
17. SALARY OR RATE: \$ 20,245

18. REMARKS: Telephonic Concurrence, [redacted] DDP/PE Personnel 13 August 1965.
Date: 18 AUG 1965
Security Approval has been granted the use contemplated by this request.
Chief, Personnel Security Division
lcc Cl. Br.

18A. SIGNATURE OF REQUESTING OFFICIAL: [redacted]
DATE SIGNED: [redacted]
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: Ernest L. Hardt, Chief/Pers Br/ASPS
DATE SIGNED: 18 Aug 65

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. HDQTRS. CODE	25. DATE OF BIRTH			26. DATE OF GRADE			27. DATE OF LEI		
		NUMERIC	ALPHABETIC				MO.	DA.	YR.	MO.	DA.	YR.	MO.	DA.	YR.
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA			33. SECURITY REQ. NO.			34. SEX		
MO.	DA.	YR.		1-CSC	CODE		TYPE	MO.	DA.	YR.	EOD DATA				
35. VET. PREFERENCE		36. SERV. COMP. DATE		37. LONG. COMP. DATE		38. CAREER CATEGORY	39. FEGLI/HEALTH INSURANCE			40. SOCIAL SECURITY NO.					
CODE	0-NONE 1-5 FT. 2-10 FT.	MO.	DA.	YR.	MO.	DA.	YR.	CAR/RESV PROV/TEMP	CODE	CODE	0-WAIVER 1-YES	HEALTH INS. CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA			44. STATE TAX DATA							
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)				FORM EXECUTED	CODE	NO. TAX EXEMPTIONS	FORM EXECUTED	CODE	NO. TAX EXEMP.	STATE CODE				
45. POSITION CONTROL CERTIFICATION							46. O.P. APPROVAL					DATE APPROVED			

V/PV

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE _____ FOR THE FOLLOWING REASON:

(Date)

SECRET
Background Use Only
Do Not Reproduce

MY LAST WORKING DAY WILL BE—

DATE SIGNED

SIGNATURE OF EMPLOYEE

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.