

**FILE**

**REQUEST FOR PERSONNEL ACTION**

DATE PREPARED  
**23 May 1962**

1. SERIAL NUMBER <b>10773</b>		2. NAME (Last-First-Middle) <b>OCOBELL, James P. Jr.</b>		
3. NATURE OF PERSONNEL ACTION <b>Reassignment and Transfer to Confidential Funds</b>				4. EFFECTIVE DATE REQUESTED MONTH DAY YEAR <b>5   27   62</b>
6. FUNDS ▶ V TO V CF TO V		X V TO CF CF TO CF		5. CATEGORY OF EMPLOYMENT <b>Regular</b>
9. ORGANIZATIONAL DESIGNATIONS <b>DDG/FE 13-26</b> <b>FE/JAO- [redacted]</b> <b>Administrative Section</b> <b>Security Unit</b>		7. COST CENTER NO. CHARGE-ABLE <b>2137-700-3361</b>		
11. POSITION TITLE <b>Security Officer SS-15</b>		12. POSITION NUMBER <b>3169</b>		8. LEGAL AUTHORITY (Completed by Office of Personnel)
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) <b>GS</b>		15. OCCUPATIONAL SERIES <b>1810.01</b>		10. LOCATION OF OFFICIAL STATION <b>13-26</b>
16. GRADE AND STEP <b>15 3</b>		17. SALARY OR RATE <b>14,300</b>		
18. REMARKS Date: <b>1 JUN 1962</b> <b>From: DDG/OS/ID Invest-Oper Sig/88 Div/OC/0370</b> <b>259's submitted to Medical Staff</b> <b>Subject to depart o/a 8 June 1962</b> <b>Any questions inquire FE/FE/JAO-KOR x5271 [redacted]</b> <b>*For slotting purposes only until slots transferred to [redacted] Subject to be physically located at [redacted]</b> <b>lcc - Finance Div.</b> <b>lcc Security</b> <b>03 Chief Personnel Security Division</b> <b>W. G. Osbourne</b> <b>13-17</b>				
18A. SIGNATURE OF REQUESTING OFFICIAL <b>R. L. Staten ACPE/Pers</b>		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
28. NTE EXPIRES MO. DA. YR.		29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 3 - FICA 5 - NONE	31. SEPARATION DATA CODE
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. MIL. SERV CREDIT/LCD 1 - YES 2 - NO
41. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 12 MOS) 3 - BREAK IN SERVICE (MORE THAN 12 MOS)		42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS	
45. POSITION CONTROL CERTIFICATION		46. O.P. APPROVAL		DATE APPROVED

3/20

OFFICE OF PERSONNEL  
2500

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE \_\_\_\_\_ FOR THE FOLLOWING REASON:  
(Date)

JUN 4 11 05 AM '62

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, Zone, State)

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.
- Division or Staff (subordinate to first line)
- Branch
- Section
- Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given 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 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.