

REQUEST FOR PERSONNEL ACTION

For Official Use Only
Do Not Reproduce

DATE PREPARED

17 August 1965

1. SERIAL NUMBER 009784	2. NAME (Last-First-Middle) O'CONNELL, J. P., Jr.
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3. NATURE OF PERSONNEL ACTION REASSIGNMENT AND TRANSFER TO VOUCHERED FUNDS	4. EFFECTIVE DATE REQUESTED MONTH: 8 DAY: 15 YEAR: 65	5. CATEGORY OF EMPLOYMENT REGULAR
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6. FUNDS X V TO V X CF TO V	7. COST CENTER NO. CHARGE-ABLE 6271-0300	8. LEGAL AUTHORITY (Completed by Office of Personnel)
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9. ORGANIZATIONAL DESIGNATIONS DDE/OFFICE OF SECURITY DD/INVESTIGATIONS AND OPERATIONAL SUPPORT OFFICE OF THE CHIEF	10. LOCATION OF OFFICIAL STATION WASHINGTON, D. C.
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11. POSITION TITLE SECURITY OFFICER	12. POSITION NUMBER 0522	13. CAREER SERVICE DESIGNATION SS
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14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 1810.01	16. GRADE AND STEP 16 3	17. SALARY OR RATE \$ 20,245
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18. REMARKS

Telephonic Concurrence, (Jay Newman)⁰³, DDP/PE Personnel 13 August 1965.

Date: 1 8 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	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER <i>Ernest L. Hardt</i>	DATE SIGNED 18 Aug 65
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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 GOVERNMENT SERVICE 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)				42. LEAVE CAT. CODE	43. FEDERAL TAX DATA FORM EXECUTED CODE NO. TAX EXEMPTIONS 1-YES 2-NO			44. STATE TAX DATA FORM EXECUTED CODE NO. TAX EXEMPT. STATE CODE 1-YES 2-NO							

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45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED
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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.