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REQUEST FOR PERSONNEL ACT						TION							
1. SERIAL NUMBER 2. NAME (Last-First-Middle)							30 April 1962						
559090 CHRIST, DAVID L.					4. EFFECTIVE DATE REQUESTED 5. CATEGORY OF EMPLOYME.								
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FORM 1152 USE PREVIOUS EDITION.

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EMPLOYEE NOTICE	OF	RES	SIGN	AT	ION	
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PESIGN EFFECTIVE FOR THE FOLLOWING REASON:

(Date)

& lith let.

MY LAST WORKING DAY WILL BE .

DATE SIGNED

SIGNATUPE OF EMPLOYEE

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 <u>all</u> levels of organization pertinent to identifying the location of the position:

Major Component (Director, Deputy Director, etc.)

5 Office, Major Staff, etc.

Division or Staff (subordinate to first line)

Branch

Section

Unit

- Item 11 "Position Title" should reflect the standard abbreviated title give 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 approand the other Career Service should concur in Item 18, Remarks.
- FOUTING 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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Item 9 -	"Organizational Designat			ganizátion				
	pertinent to identifying	the location of	the position:					
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