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WY LAST WORKING DAY WILL B	E · DATE SIGNED	SIGNATURE OF EMPL	OYEE			
ORWARD COMMUNICATIONS, IN	CLUDING SALARY CHECKS AND BON	DS. TO THE FOLLOWING A	NDDRESS (Number, Street, Ci	ty, zone, State)		
<b></b>	INS	STRUCTIONS				
Items 1 thru 7 and Items 9 thru 18a	The initiating office Items 3 thru 7 and 9 t to the action requeste ployee unless specific	hru 18 require i d, and NOT to th	nformation which per e current status of	tains only		
Item 5 -	"Category of Employmen	t" should show on	ne of the following	entries:		
	Regular Part Time Temporary Temporary - Part Time	Summer Detail Out Detail In	WAE Consultant Military			
Item 9 -		izational Designations" should show <u>all</u> levels of or ent to identifying the location of the position:				
L R R R	Major Component (Direc Office, Major Staff, Division or Staff (s Branch Section Unit	etc.				
Item 11 -	"Position Title" shoul in the most current ed ported on Form 261, St	lition of the Pos	sition Control Regist	ter or re-		
Item 18b -	Signature should be the Career Service to Career Service is invo and the other Career S	which the employ olved, the gaining	vee belongs. If more	e than one ould approve		
through t specified the Offic	nal only of this form the appropriate Career in HB 20-800-1, which the of Security or the O the Office(s) concerned	Service official require advance ffice of the Com	(s). In the case of approval of or noti	requests fication to		
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