

1. FILE		2. NAME (Last-First-Middle)		3. RETURN TO CIA Background Use Only Do Not Reproduce	
4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT		6. LEGAL AUTHORITY (Completed by Office of Personnel)	
7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LOCATION OF OFFICIAL STATION		9. ORGANIZATIONAL DESIGNATIONS	
10. POSITION TITLE		11. POSITION NUMBER		12. CAREER SERVICE DESIGNATION	
13. CLASSIFICATION SCHEDULE (GS, LB, etc.)		14. OCCUPATIONAL SERIES		15. GRADE AND STEP	
16. REMARKS		17. SALARY OR RATE		18. SIGNATURE OF REQUESTING OFFICIAL	
19. ACTION CODE		20. EMPLOY. CODE		21. OFFICE CODING	
22. NTE EXPIRES		23. SPECIAL REFERENCE		24. RETIREMENT DATA	
25. VET. PREFERENCE		26. SERV. COMP. DATE		27. LONG. COMP. DATE	
28. PREVIOUS CIVILIAN GOVERNMENT SERVICE		29. LEAVE CAT. CODE		30. FEDERAL TAX DATA	
31. POSITION CONTROL CERTIFICATION		32. O.P. APPROVAL		33. DATE APPROVED	

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

OFFICE OF PERSONNEL

AUG 3 3 20 PM '66

MAN ROOM

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.

SECRET