

Government forms

STANDARD FORM 52
 PREPARED BY THE
 U. S. CIVIL SERVICE COMMISSION
 JANUARY 1950—FEDERAL PERSONNEL
 MANUAL, CHAPTER 81

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) _____ 2. DATE OF BIRTH _____ 3. REQUEST NO. _____ 4. DATE OF REQUEST _____

5. NATURE OF ACTION REQUESTED:
 A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) _____ 6. EFFECTIVE DATE
 A. PROPOSED: _____ 7. C. S. OR OTHER
 LEGAL AUTHORITY _____

8. POSITION (Specify whether establish, change grade or title, etc.) _____ 9. APPROVED: _____

FROM: _____ 10. POSITION TITLE AND NUMBER _____

11. SERVICE GRADE AND SALARY _____ 12. ORGANIZATIONAL DESIGNATION _____

13. HEADQUARTERS _____ 14. FIELD OR DEPARTMENTAL _____

15. FIELD _____ 16. DEPARTMENTAL _____

A. REMARKS (Use reverse if necessary)

17. REQUESTED BY (Name and title) _____ 18. REQUEST APPROVED BY
 Signature: _____
 Title: _____

19. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) _____

20. VETERAN PREFERENCE
 NONE [] NEW [] OTHER [] 5-PT. [] 10-POINT [] DISAB. [] OTHER []

21. POSITION CLASSIFICATION ACTION
 NEW [] VICTIM [] REAL []

22. SEX [] 23. APPROPRIATION FROM: _____ TO: _____ 24. SUBJECT TO C. S. RETIREMENT ACT (YES—NO) [] 25. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) _____ 26. LEGAL RESIDENCE [] CLAIMED [] PROVED [] STATE: _____

27. STANDARD FORM 50 REMARKS

28. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR ENPL.			
E.			

29. APPROVED BY _____

16-5700-4

Description

Government forms for Bill Jewell, General Services Administration.

Date(s)

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4x5 inches (10x13 cm) Black & White

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