

Standard Form 50-11 Rev. July 1957
REQUEST FOR PERSONNEL ACTION

PART I. REQUESTING OFFICE: Unless otherwise instructed, fill in all items in this part except those inside the heavy lines. If applicable, obtain resignation and separation data on reverse side.

1. MAIL (Last - First - Middle - Mr. - Mrs. - Miss)

2. DATE OF BIRTH

3. IDENTIFICATION (Optional)

4. Request Number

5. Kind of Action Requested
 (1) Personnel (Specify appointment, reassignment, resignation, etc.)
 (2) Position (Specify establish, review, abolish, etc.)

6. Proposed Effective Date

7. Date of Request

8. Position Sensitivity

9. NATURE OF ACTION (Use standard terminology)

10. EFFECTIVE DATE OF ACTION

11. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

12. POSITION TITLE AND NUMBER

13. SERIES, GRADE, SALARY

14. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED

15. JOB STATUS

16. APPOINTMENT POSITION

17. Remarks by Requesting Office (Continue in item F on reverse side, if necessary. Show, if applicable, any known additional or modified reasons for resignation)

18. Request approved by:
 Signature _____
 Title _____

19. Requested by (Signature and Title)

20. Substantial Information Call (Name and telephone number)

PART II. TO BE COMPLETED BY PERSONNEL OFFICE (Items inside heavy lines in Part I above also to be completed)

21. TENURE REFERENCE

22. POSITION TO BE OCCUPIED IS IN THE

23. PAYROLL DEDUCTIONS

24. POSITION CLASSIFICATION ACTION

25. COMMENTS

26. REMARKS (Note: Use item 19 on reverse for Standard Form 50)

27. QUALIFICATION STANDARDS

28. APPROVED BY

Description

Government forms for Bill Jewell, General Services Administration.

Date(s)

June 10, 1958

Accession Number 58-538-02

4x5 inches (10x13 cm) Black & White

Keywords Government paperwork

HST Keywords Charts - Bill Jewell; General Services Administration; Jewell, Bill - Charts

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