

Government forms

REQUEST FOR PERSONNEL ACTION
Standard Form 57, Nov. 1957

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. NAME (Last - First - Middle - M. - Mrs. - Miss)

2. DATE OF BIRTH

3. IDENTIFICATION (Optional)

4. Request Number

5. Kind of Action Requested
(1) Personnel (Specify appointment, reassignment, resignation, etc.)

6. Proposed Effective Date

7. Date of Request

8. Position (Specify establish., review, et al., etc.)

9. Position Sensitivity

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

10. NATURE OF ACTION (Use standard terminology)

11. EFFECTIVE DATE OF ACTION

12. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

13. POSITION TITLE AND NUMBER

14. SERIES, GRADE, SALARY

15. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED

16. DESTINATION

17. APPOINTED POSITION Yes No

18. STATE Yes No

19. Remarks by Requesting Office (Continue in item 19 on reverse side, if necessary. Show, if applicable, any known additional or modified reasons for resignation)

20. Request approved by: Signature _____ Title _____

21. Telephone Call (Home and telephone number)

22. TENURE GROUP: 10-yr. Prob., 10-yr. Other

23. POSITION TO BE OCCUPIED IS IN THE: Competitive Service, Excepted Service

24. PAYROLL DEDUCTIONS: CSR, FICA, FEGLI

25. POSITION CLASSIFICATION ACTION: Near, Vice, L. A., Regr.

26. SIGNATURE: _____ Date _____

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

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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