

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.)
(2) Position (Specify establish, review, establish, 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. TO—

14. SERIES, GRADE, SALARY

15. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED

16. DUTY STATION

17. APPOINTED POSITION: Yes No STATE: Yes No Appointing War Per

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

19. Request approved by: Signature _____ Title _____

20. Requesting Office Call (Home and telephone number)

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

21. VERSION REFERENCE: 10-yr. 5-yr. 10-yr. 10-yr. Other

22. TENURE GROUP

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. APPROXIMATION: From _____ To _____

27. SIGNATURE: _____ Date _____

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

29. COMMENTS: (1) _____ (2) _____ (3) _____ (4) _____ (5) _____

30. APPROVED BY: _____

Description

Government forms for Bill Jewell, General Services Administration.

Date(s)

June 10, 1958

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4x5 inches (10x13 cm) Black & White

Keywords Government paperwork

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

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