

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. NATURE OF ACTION (Use standard terminology)

9. EFFECTIVE DATE OF ACTION

10. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

11. POSITION TITLE AND NUMBER

12. SERIES, GRADE, SALARY

13. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED

14. DUTY STATION

15. APPOINTMENT POSITION

16. Remarks by Requesting Office (Continue in item 7 on reverse side, if necessary. Show, if applicable, any known additional or modified reasons for resignation)

17. Request approved by: Signature

18. Requesting Office Call (Home and telephone number) Title

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

19. VERSION REFERENCE

20. POSITION TO BE OCCUPIED IS IN THE

21. PAYROLL DEDUCTIONS

22. POSITION CLASSIFICATION ACTION

23. APPROVALS

24. Remarks: (Note: Use item 19 on reverse for Standard Form 50 Qualification Standard)

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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