

REQUEST FOR PERSONNEL ACTION

PART A -- Requesting Office (Also complete Part B, Items 1, 7 - 22, 32, 33, 36 and 39)

1. Actions Requested Recruitment	2. Request Number
3. For Additional Information Call (Name and Telephone Number) Sally Jones 482-xxxx	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Harry Crumb Director, XXX	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Kenneth C. Moore DAS for XXX

PART B -- For Preparation of SF 50 (Use only codes in FPM Supplement 292 - 1. Show all dates in

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION	SECOND ACTION
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5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number Secretary (Office Automation)
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14. Name and Location of Position's Organization	22. Name and Location of Position's Organization International Trade Administration Trade Development DAS for Tourism Industries
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EMPLOYEE DATA

23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 2 - 5 Point	<input type="checkbox"/> 3 - 10 Point/Disability <input type="checkbox"/> 4 - 10 Point/Compensable	<input type="checkbox"/> 5 - 10 Point/Other <input type="checkbox"/> 6 - 1 0	24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 1 - Permanent	<input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 3 - Indefinite	25. Agency Use <input type="checkbox"/>	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI <input type="checkbox"/>	31. Service Comp. Date (Leave) <input type="checkbox"/>		28. Annuitant Indicator <input type="checkbox"/>		29. Pay Rate Determinant <input type="checkbox"/>	
30. Retirement Plan <input type="checkbox"/>		32. Work Schedule <input type="checkbox"/>		33. Part Time Hours Per BiWeekly Pay Period <input type="checkbox"/>		

POSITION DATA

34. Position Occupied <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 2 - Excepted Service	<input type="checkbox"/> 3 - SES General <input type="checkbox"/> 4 - SES Career Reserved	35. FLSA Category <input type="checkbox"/> E -- Exempt <input type="checkbox"/> N -- Nonexempt	36. Appropriation Code 001/XXXXXX/XXXX	37. Bargaining Unit Status
38. Duty Station Code		39. Duty Station (City -- County -- State or Overseas Location)		
40. Agency Data	41.	42.	43.	44.