

1. FILE		2. NAME (Last-First-Middle)		3. RETURN TO CIA Background Use Only Do Not Reproduce	
4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT			
7. FINANCIAL ANALYSIS NO. CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE		12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
17. SALARY OR RATE		18. REMARKS			
18A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
19. ACTION CODE		20. EMPLOY. CODE		21. OFFICE CODING	
22. STATION CODE		23. INTEGREE CODE		24. HDQTRS. CODE	
25. DATE OF BIRTH		26. DATE OF GRADE		27. DATE OF LEI	
28. NTE EXPIRES		29. SPECIAL REFERENCE		30. RETIREMENT DATA	
31. SEPARATION DATA CODE		32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.	
34. SEX		35. VET. PREFERENCE		36. SERV. COMP. DATE	
37. LONG. COMP. DATE		38. CAREER CATEGORY		39. FEGLI/HEALTH INSURANCE	
40. SOCIAL SECURITY NO.		41. PREVIOUS CIVILIAN GOVERNMENT SERVICE		42. LEAVE CAT. CODE	
43. FEDERAL TAX DATA		44. STATE TAX DATA		45. POSITION CONTROL CERTIFICATION	
46. O.P. APPROVAL		DATE APPROVED			

036501 HICKS, CALVIN E.

REASSIGNMENT

7 31 66

REGULAR

V TO V V TO CF CF TO V CF TO CF

7235 0400

DDP/WH BRANCH 3 LIAISON SECTION

WASHINGTON, D.C.

CPS OFFICER (13)

1392

D

GS

0136.01

13 4

\$14,217

REMARKS: DDP/WH/CS & DEV COMP/9997 03

MR. HICKS IS REPLACING MR. [REDACTED] WHO IS BEING REASSIGNED.

- 1 - FINANCE
- 1 - SECURITY

Date: 27 JUL 1966

Security Approval has been granted for the use contemplated by this request.

William X. ...
Chief, Personnel Security Division

ROBERT D. CASHMAN C/WH/PERS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

EOD DATA

1/PV

RESIGN EFFECTIVE _____ FOR THE FOLLOWING REASON:
(Date)

OFFICE OF PERSONNEL

AUG 3 3 20 PM '66

MAIL ROOM

MY LAST WORKING DAY WILL BE—	DATE SIGNED	SIGNATURE OF EMPLOYEE
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FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, State, Zip Code)

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a — The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains *only* to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 — "Category of Employment" should show one of the following entries:

- | | | |
|---------------------|------------|------------|
| Regular | Summer | WAE |
| Part Time | Detail Out | Consultant |
| Temporary | Detail In | Military |
| Temporary-Part Time | | |

Item 9 — "Organizational Designations" should show *all* levels of organization pertinent to identifying the location of the position:

- FIRST LINE
- Major Component (*Director, Deputy Director, etc.*)
 - Office, Major Staff, etc.
 - Foreign Field or U.S. Field (*if pertinent*)
 - Division or Staff (*subordinate to first line*)
 - Branch
 - Section
 - Unit

Items 11 and 15 — "Position Title" and "Occupational Series" should be the standard abbreviated title and corresponding occupational series in Handbook of Official Occupational Titles and Codes for the duties actually to be performed by the employee. If different from the title and series of the position occupied as shown on the most current edition of the Position Control Register or Form 261, Staffing Complement Change Authorization, explain under Item 18—Remarks.

Item 18b — Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, *the gaining Career Service should approve* and the other Career Service should concur in Item 18, Remarks.

ROUTING— The original only of this form will be forwarded to the Office of Personnel *through* the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.