

INTERDEPARTMENTAL PERSONNEL ACTION WORKSHEET

1. DEPT REQUEST # _____

2. ACTION REQUESTED: Recruitment
 Reassignment
 Promotion
 Other (specify) _____

3. EMPLOYEE NAME: _____

4. FROM: POSITION TITLE/PAY PLAN/SERIES/LEVEL: _____ ORG-CODE _____

5. TO POSITION TITLE/PAY PLAN/SERIES/LEVEL: _____ ORG-CODE _____

6. DUTY STATION: _____

7. L/SD (Coversheet Only) ATTACHED? YES NOT APPLICABLE
(If position is DAWIA include DAWIA coding sheet.)

FROM APPROVAL: BRANCH: _____ DATE: _____
DIVISION: _____ DATE: _____
DEPT: _____ DATE: _____
EXEC DIRECTOR: _____ DATE: _____

TO APPROVAL: BRANCH: _____ DATE: _____
DIVISION: _____ DATE: _____
DEPT: _____ DATE: _____
EXEC DIRECTOR: _____ DATE: _____

REMARKS: _____

FOR RECRUITMENT: Attach duty statement and KSAs.
FOR ACCRETION OF DUTY PROMOTIONS (AOD): Attach Memo and AOD statement.

INSTRUCTIONS FOR COMPLETING THE INTERDEPARTMENTAL PERSONNEL ACTION WORKSHEET

1. Complete. The department should assign its own tracking number for the worksheet.
2. Indicate the personnel action being requested.
3. Complete if required. Leave this item blank if the action requested is recruitment.
4. This item refers to the employee's current position and location in the organization. This item is blank on recruitment worksheets. Example: Engineer, DP-0855-III J522
5. Enter the identifying information for the new position. This item must be completed on recruitment worksheets.
Example: Engineer, DP-0855-III J743
6. Enter the geographic duty location of the position (city and state).
7. Include a completed Level/Specialty Descriptor (L/SD) Coversheet for all recruitment, reassignment and promotion actions. If the position is DAWIA, include a DAWIA Position Survey. NOTE: The Executive Director (09) is the Classification Official for all DP-IV positions.

Approval up to the Department level is required for all personnel actions. All recruitment actions require Executive Director (09) approval.

All reassignments across department lines require Executive Director (09) approval.

For separation actions, such as resignation or retirement, include a signed and dated memorandum from the employee with the reason for resignation or retirement.