



PERSONAL SERVICES CONTRACTING ACTION

| | | | | | | | | | |
|--|------------------|---|--------------------------|----------------------------|---|--------------------------------------|------------------------------------|---|---------------|
| 1. Name (Last, First, MI.) | | | | 2. Employee Number | | 3. Contract Number | | 4. Date of Birth (mm-dd-yyyy) | |
| 5. Sex | | 6. Service Comp. Dates (1-Leave, 2-Severance Pay) | | | 7. Effective Date (mm-dd-yyyy) | | 8. Authority (Authorization Cable) | | |
| 9. Leave Plan <input type="checkbox"/> 1 - Local <input type="checkbox"/> 2 - U.S. Style | | 10. Retirement(s) | | | 11. Annuitant <input type="checkbox"/> 1 - CS <input type="checkbox"/> 2 - FS <input type="checkbox"/> 3 - N/A | | 12. Tenure Code | | |
| 13a. NOAC | | 13b. Nature of Action | | | | | | 14. Citizenship <input type="checkbox"/> 1 - U.S. <input type="checkbox"/> 2 - FN | |
| 15. From: Position Number, Series Code, and Position Title | | | | | 23. To: Position Number, Series Code, and Position Title | | | | |
| 16. Name of Agency, Location of Employing Office | | | | | 24. Name of Agency, Location of Employing Office | | | | |
| 17. Pay Plan | 18. Grade | 19. Step | 20. Salary | 21. Pay Basis | 25. Pay Plan | 26. Grade | 27. Step | 28. Salary | 29. Pay Basis |
| 22. Work Schedule | | | | | 30. Work Schedule | | | | |
| 31. Duty Station | | | | | | | | | |
| 32. Accounting Classification Codes | | | | | | | | | |
| a. Agency | b. Appropriation | c. Allotment | d. Organization/Location | e. Function | f. Sub-Object | g. Project Resource | | | |
| | | | | | | | | | |
| 33. Remarks | | | | | | | | | |
| 33a. Social Security Number (SSN) | | 33b. CPSS Number | | 33c. Action Control Number | | | 33d. TCN Origin | | |
| 34. Signature of Personnel/Administrative Officer | | | | 35. Date (mm-dd-yyyy) | | 36. Signature of Contracting Officer | | 37. Date (mm-dd-yyyy) | |
| 38. Employing Department or Agency | | | | | | | | | |



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