



PERSONAL SERVICES AGREEMENT ACTION

1. Name (Last, First, MI.)				2. Employee Number		3. Agreement 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
20A. Basic Pay	20B. Sep.Paid Comp.	20C. Total Comp.	20D. Other Pay	28A. Basic Pay	28B. Sep.Paid Comp.	28C. Total Comp.	28D. Other Pay		
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		33b. CPSS Number		33c. Action Control Number			33d. TCN Origin		
34. Signature of Funds Certifying Officer			35. Date (mm-dd-yyyy)		36. Signature of Personnel/Administrative Officer			37. Date (mm-dd-yyyy)	
38. Employing Department or Agency					39. Employee Signature				



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