



Administrative Manual PROCEDURE

SECTION

Personnel

SUBJECT

COMPLETING A
PERSONNEL ACTION REQUEST

The form shown below contains all necessary instructions for completion:

INSTRUCTIONS

- Return filling in this form, and necessary attached or annexed data, to the appropriate office.
- DO NOT FILL IN BLANK SPACES.
- Enter all information requested in the white sections at the end of form, in the section entitled "FOR POSITION ACTIONS ONLY", and in the information requested in check, check, or check a section. Each check mark must be made to read as either only 1 position action.
- To ASSIGN a position, complete 1 step only: On the "ASSIGNMENT FORM" box, fill in ALL blanks.
- To CREATE a position, complete 1 step only: On the "CREATION FORM" box, fill in ALL blanks.

To COMPLETE a position (transfer, reassignment, complete 2 steps: On the "REASSIGNMENT FORM" box, enter ALL information requested for the position at 1 step only. On the "CREATION FORM" box, enter ONLY the information to be changed.

- Single Agency/Person Must operate in the white check at the bottom of of form.
- See the appropriate Administrative Manual chapters for marking instructions.
- Do not leave to process any EMPLOY VOUCHER, EMPLOY REVIEW, or CHANGE SERVICE and the "EMPLOY FORM COPY" of the form is returned to you.

CITY OF BALTIMORE		PERSONNEL ACTION REQUEST		NAME OF AGENCY AFFECTED					
EMPLOY AGENCY FORM COPY TO		EMPLOY AGENCY		FOR USE ONLY PERSONNEL DIVISION					
FOR POSITION ACTIONS ONLY (TO BE USED ONLY BY CIVIL SERVICE DIVISION)									
AGENCY	CLASS NUMBER	CLASS TITLE	GRADE	POSITION	EMPLOY TO DATE				
0									
0									
0									
FOR POSITION ACTIONS ONLY									
AGENCY	JOB NUMBER	FUND	AGENCY	DEPT.	CLASS NUMBER	CLASS TITLE	GRADE	POSITION	EMPLOY TO DATE
0									
0									
0									
0									
0									
0									
GROUP OR CLASS AND AGENCY		CIVIL SERVICE DIVISION		HEAD OF DIVISION - EMPLOYING AGENCY					
DATE	DATE	DATE	DATE	DATE	DATE				
0	0	0	0	0	0				
0	0	0	0	0	0				
0	0	0	0	0	0				
0	0	0	0	0	0				
0	0	0	0	0	0				
0	0	0	0	0	0				

Form Number: 28-1418-5014 Order Unit : Specify "Package"
 Type : 7-Part Set Quantity of Forms : 25 Sets
 Size : 8 1/2" x 11" per Order Unit

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1] specifying Warehouse Division 02, and citing the above information.