



kindex[®]

< Scan QR to view this original record online, or visit <https://jfk.kindex.org/s/473775>

Title: **104-10291-10013_p17.png**

Category: **Uncategorized**

Provenance:

Person:

Date:

SECRET

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE 31 August FOR THE FOLLOWING REASON:

(Signature of Employee)

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND RECORDS, TO THE FOLLOWING ADDRESS: (Number, Street, City, State, Zip Code)

185 H St. NW

Washington DC

INSTRUCTIONS:

Items 1 thru 7 - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 15 require information which pertains only to the resigning employee, and NOT to the current status of the employee which possibly has been changed.

Item 8 - "Category of Employment" should show one of the following entries:

Regular

Part Time

Temporary

Temporary-Part Time

Summer

Detail Out

Detail In

Consultant

Military

Item 9 - "Organizational Designations" should show all levels of organization identifying the location of the position:

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 as listed in Handbook of Official Occupational Titles and Codes for the duties actually to be performed by the employee. If different from the official title of the position occupied as shown on the master current edition of the Position Control Register or Form 261a, Staffing Complement Change Authorization, explain under Item 18 - Remarks.

Item 18 - Signature should be that of the official

authorized to approve for the Career Service to which the employee is assigned. If more than one Career Service is involved, the gaining Career Service will be indicated, and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original copy 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 20-200-1, which require advance approval of the Director, the Office of Security or the Office of Finance, one copy only will be sent to each office.

SECRET