

Request for Personnel Action

Action Request			Date Received		
Employee Information					
Name	Rank	SSN	DOB	MOS	
Position Details					
Permanent	Indefinite	Temporary			
Position Title	Pay	OCC	Grade	Position Description (PD)	
Unit	Duty Location			Target Grade PD	
Vice	Reason for Vacancy			Target Grade	
Announcement Details (Vacancies Only)					
Area of Consideration	Specific AOC			Announcement Length	
Security Clearance	Security Clearance Options			Min Rank	Max Rank
Supervisor	Supervisor Email			Supervisor Phone Number	
Selecting Official	Selecting Official Email			Selecting Official Phone Number	
Access to USA Staffing? (<i>Selecting Official Only</i>) Yes No					
Remarks and Additional Requirements					
Signatures					
Requester	Approved By			Army Remote	