

PERSONNEL ACTION

REQUEST TO INCLUDE ATTACHED DOCUMENT INTO PERSONNEL FILE

PRINCIPLE PURPOSE: Used by Employee to request attached document(s) to be inserted into personnel file jacket on his/her behalf for Employer/Management reference.

DISCLOSURE: Voluntary.

SECTION I - Personal Identification

Name (*Last, First, MI*)

JobTitle

Employee or Social Security Number

SECTION II - Duty Assignment

Current Department

Date Assigned

Current Duty Assignment or Title

SECTION III - Inventory Description of Attached Documents

List Document Title(s):

SECTION IV - Requestors Signature

Printed Name:

Signature and Date (*YY/MM/DD*):

SECTION V - Certification/Approval/Disapproval

HAS BEEN VERIFIED RECOMMEND APPROVAL RECOMMEND DISAPPROVAL IS APPROVED IS DISAPPROVED

PERSONNEL OFFICER OR REPRESENTATIVE (*PRINT NAME*)

SIGNATURE

DATE (*YY/MM/DD*)