

REQUEST FOR PERSONNEL (IHA)		1. DATE OF REQUEST	2. REQUEST NO.
		3. THRU: (USFJ PERSONNEL OFFICE)	
5. TO: (NAME & ADDRESS OF RDB/RDO) <i>Refer applicants to the USFJ Personnel Office</i>		6. JOB TITLE & GRADE	
		9. SEX	10. TYPE OF EMPLOYMENT
7. NUMBER REQUIRED	8. AGE LIMIT	11. WORK SCHEDULE	
12. ACCOUNTING DATA FUNDS ARE AVAILABLE _____ <i>Initials of OIC or Auth. Rep</i>			
13. JOB DESCRIPTION			
14. QUALIFICATIONS			
15. GENERAL COMMENTS			
16. REQUESTED BY (TYPED NAME, TITLE & PHONE NO.)	SIGNATURE		17. DATE
18. APPROVED BY (TYPED NAME & TITLE OF OIC OR AUTH REP)	SIGNATURE		19. DATE
20. VERIFIED BY (TYPED NAME OF USFJ PERSONNEL OFFICER)	SIGNATURE		21. DATE

INSTRUCTIONS FOR PREPARATION OF REQUEST FOR PERSONNEL

1. Reference: Paragraph 10, Supplement #14.

2. General:

a. The request will be prepared by the requiring USFJ Article XV organization and forwarded to the appropriate USFJ Personnel Office in original and three signed copies. The USFJ Personnel Office will forward first copy to the appropriate RDB/RDO. One or more personnel to be employed for the same job title may be requisitioned on a single request form, provided all other factors are the same.

b. In the event that there is insufficient space in any of the numbered blocks of the form, additional information may be entered on separate sheets by referencing the appropriate block numbers.

3. Entries in numbered blocks (self-explanatory blocks omitted) :

a. Block 2: Enter organization request number, e.g., CZOOM-1.

b. Block 5: To be entered by the USFJ Personnel Office.

c. Block 9: Enter "F" for female, "M" for male, or "E" if either sex is acceptable.

d. Block 10: Enter "Daily", "Limited Term", "Seasonal", "Trial Period", "Permanent", or "Special Term", as applicable.

e. Block 11: Enter days to be worked, hours per day (showing rest or sleeping hours), and normal rest days. For example: 0800 to 1700 hours, Monday through Friday, lunch period 1200 to 1300 hours. For daily employees specify time and date(s) required.

f. Block 12: Enter the accounting data to which the costs of personnel requested are chargeable and for which the available balances are sufficient to cover the costs thereof, if appropriate. The officer in charge of the USFJ Article XV organization or his/her authorized representative will initial block 12 to certify that funds are available.