

REQUEST FOR FLSA DESIGNATION

(b)(3)

1. EMPLOYEE TYPE (Staff or Contract) Staff (detail)	2. DATE PREPARED 11 May 1979
3. SOCIAL SECURITY NUMBER	4. NAME (Last-First-Middle)
5. FLSA EFFECTIVE DATE (Month-Day-Year) 04/30/79	6. DESIGNATION (Exempt or Nonexempt*) Exempt
7. OFFICE ABBREVIATION NFAC/NIO	8. POSITION NUMBER
9. EMPLOYEE OCCUPATIONAL TITLE MAR General Officer	10. POSITION TITLE National Intell Officer
11. SUFFIX	12. EMPLOYEE SCHEDULE/GRADE MAR 08 0
13. POSITION SCHEDULE/GRADE	

4. REMARKS

5. SIGNATURE & TITLE OF REQUESTING OFFICIAL Gerald K. Hughes, Jr. C/NFAC/Personnel	DATE
6. SIGNATURE & TITLE OF CS APPROVING OFFICER	DATE
7. SIGNATURE OF OFFICE OF PERSONNEL OFFICER	DATE

8. FOR OFFICE OF PERSONNEL USE ONLY

*Exempt or Nonexempt from the overtime provisions of the Fair Labor Standards Act

INSTRUCTIONS:

1. The original of this form with all items completed is to be forwarded with the following type Request for Personnel Action (Form 1152) or Request for Contract Employee Personnel Action (Form 3804) as appropriate:
 - a. Entrance on Duty (includes detailees) (Staff)
Initial Entry (Contract)
 - **b. Reassignment
 - c. Return to Duty
 - **d. Promotion (Staff)
Contract Amendment for Pay Increase (Contract)
 - **e. Change to Lower Grade
 - **f. Change of Occupational Title

**Only when FLSA Designation changes.
2. Form is to be submitted alone when an employee's FLSA designation changes but a request for personnel action is not required.
3. Form is to be submitted through normal Request for Personnel Action channels for staff and contract employees. After Office of Personnel review and processing it will be filed in employee's file in the Office of Personnel.
4. When correcting a FLSA designation include the word "Correction" in item 6 along with the appropriate designation, e.g., Exempt - Correction.