

Personnel Requisition Form

Position Title: _____ Contract Project: _____ Date: _____
Work Location: _____ Reports To: _____ Position Type: _____
Proposed Starting Salary: _____ Trip Wires: _____ Direct/Indirect: _____
Date Needed: _____ Clearance Needed: _____ NGEN Account Required: _____
RED-INC Asset Required: _____ CAC Required: _____
Description of Duties: _____

Special Skills/Training Needed: _____

Relocation Requirements: _____

Advertising Request: somd.com nationjob.com washingtonpost.com
MD Workforce Exchange Other: _____

Resume Reviewed By: _____ Requested By: _____

Approvals: Is this position approved by the Customer/COR? Y N

MANAGER NAME TITLE SIGNATURE DATE

CEO/DEIVSION HEAD NAME TITLE SIGNATURE DATE

HR NAME TITLE SIGNATURE DATE