

REQUEST FOR MANAGERIAL/CONFIDENTIAL DESIGNATION

AGENCY _____ AGY/FAC CODE _____

FACILITY/LOCATION/
ORGANIZATIONAL UNIT _____

JOB TITLE _____ SALARY GRADE _____

ITEM NO. _____ JURISDICTIONAL CLASS _____ NEGOTIATING UNIT NO. _____

INCUMBENT NAME _____ STATUS OF INCUMBENT _____

WORK ADDRESS _____

WORK PHONE# _____

SUMMARY OF DUTIES: (Be specific; attach copy of current job description)

NARRATIVE JUSTIFICATION FOR M/C DESIGNATION: If seeking a confidential designation, fully develop correlation between incumbent's duties and the relevant M/C criterion. For all positions, reference must be made to changes in job content that occurred since the current designation of the position. Failure to elaborate here may result in the immediate rejection of your request.