

## REQUEST FOR PERSONNEL ACTION (PO-200)

3557

(1987)

The PO-200 is used to initiate changes in position status. It originates at the work unit level when there is a need to fill a position, reclassify a position for upgrade or recruitment, abolish a position, administratively establish a position, or establish a permanent or temporary help position.

### **The Budget Office**

Verifies that the position is in the budget.

Verifies the PCA code on the PO-200 to make sure it is funded and consistent with the funding authority.

If it is a Schedule A or camp position, verifies that the position is authorized by the Schedule A or camp contract.

Ensures that the Item #10 statement is clear and concise and consistent with the information that is acceptable to the Department of Finance.

Checks on funding for upgrades. If money is not available to pay for an upgrade to meet job duties, the Budget office may have to initiate a TBA to move funds to the unit.

Returns the PO-200 to the Personnel office for processing or to have a 607 generated.

The Budget office does not have the responsibility for DPA certifications, job descriptions, or organization charts.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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