



# Career Lattice Upgrades

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DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
Personnel Analyst

FROM: \_\_\_\_\_  
Personnel Technician II

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Position: Escape #: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Status: \_\_\_\_\_

Current Position: \_\_\_\_\_ Hours: \_\_\_\_\_

Current Location: \_\_\_\_\_

**The employee listed above qualifies to be upgraded based upon submission of transcripts and experience.**

New Position: \_\_\_\_\_ Hours: \_\_\_\_\_

Effective Date: \_\_\_\_\_

A vacancy requisition is attached for processing and approval.

Thank you.

Attachment: Transcripts

