

THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES			
Correctional Operations Personnel Transaction Transmittal Promotion, Lateral Transfer, Demotion			
Transaction Initiated By: DPSCS Human Resources Services Division – Recruitment Section			
Transaction Type: Promotion Lateral Transfer Demotion			
Recommended Candidate Name:			
W Number:	Current Grade:	Current Step:	Salary:
New Position Title:	New Grade:	New Step:	New Salary:
PIN:	New Assigned Facility / Division:		
Human Resources Services Division			
HRSD Promotional Oversight			
Approve		Disapprove	
Signature		Date	
HRSD Review of Documents			
Personnel File Summary	Vetting Approval	Application	Selection Results
HRSD Executive Director			
Approve		Disapprove	
Signature		Date	
Deputy Secretary / Assistant Secretary			
Approve		Disapprove	
Signature		Date	
Secretary			
Approve		Disapprove	
Signature		Date	