

TO JOB FY195

DATE _____

[illegible][illegible]

1. Complete 1, 2 or 3 lines of grouping and time span information (top portion of page) starting with line 1.
2. Complete up to 50 lines of detail group selection (lower portion of page) for each line of group and time span information used (at top of this page). For each line enter the group (1, 2, or 3) that you wish the data to associate with.
 - a. To Select By Occupation Enter 'Occupation XXX' into box positions 14-27 (where XXX is the desired occupation code).
 - b. To Select By Report Area Enter 'Report Area XXXXX' into box positions 13-29 (where XXXXX is the desired area code e.g. 05020).
 - c. To Select By Old Department No. as used prior to 1972, enter 'Old Dept XXX' into box positions 16-27 (where XXX is the desired (former) department code e.g. 050, or 114).
 - d. To Select By Employee Number, Enter 'Employee No XXXX' into box positions 13-28.
Note that History information will select to one group only, and that entry data must be exact.
3. Submit the completed form to MISD Operations.