

ENCLOSURE

(ORGANIZATION LETTERHEAD)

FOR: DIRECTOR, NATIONAL CAPITAL REGION MEDICAL DIRECTORATE (NCR MD)

FROM:

SUBJECT:

In accordance with DoDI 1440.25-V300 DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense, the following request is submitted:

- a. Name of annuitant:
- b. Position Title, Pay Plan, Series, Grade of position held prior to retirement:
- c. Position Title:
- d. Position Title, Pay Plan, Series, Grade of position held if requesting an extension for an annuitant:
- e. Activity Name:
- f. UIC:
- g. Duty Station:
- h. Proposed Effective Date:
- i. Not to Exceed Date:
- j. Justification for Employment:
- k. Statement of Duties:

RECOMMENDATION: That the NCR MD, Chief of Personnel, approve by signing below.

On this Date:

Approve: _____ Disapprove: _____