

## REQUEST FOR NON-CIVIL SERVICE TEMPORARY APPOINTMENT OUTSIDE THE LIST APPROVAL

I. Department of \_\_\_\_\_

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II. Appointee's Name \_\_\_\_\_  
Last First MI

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### III. POSITION INFORMATION

Job Title \_\_\_\_\_ Position No. \_\_\_\_\_ SR/BU \_\_\_\_\_

Kind of Position

Permanent  Temporary From \_\_\_\_\_ To \_\_\_\_\_

Permanent position being filled temporarily From \_\_\_\_\_ To \_\_\_\_\_

Reason \_\_\_\_\_

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### IV. EXTENSION OF APPOINTMENT

Period: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Extension:

- Recruitment failed to produce qualified eligibles.
  - Establishment of the eligible list is delayed.
  - Extension of temporary federal fund or special project.
  - Leave without pay of incumbent is extended.
  - Filling of permanent position on a temporary basis continues to exist.
  - Pending position classification action, administrative review or appeal of a classification action.
  - Pending reorganization.
  - Budgetary restrictions.
  - Other \_\_\_\_\_
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### V. APPOINTING AUTHORITY SIGNATURE

\_\_\_\_\_ Date \_\_\_\_\_

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HRD Use Only

VI. YOUR REQUEST FOR APPROVAL OF THE ABOVE ACTION IS:  Approved  
 Disapproved

Signature \_\_\_\_\_ Date \_\_\_\_\_