HRD 397a
(7/03, Rev. 3/5/04)

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

I. Department of _____

II. Appointee's Name _____ _____ _____
Last First MI

III. POSITION INFORMATION

Job Title _____ Position No. _____ SR/BU_____

Kind of Position

❑ Permanent ❑ Temporary From _____ To _____

❑ Permanent position being filled temporarily From _____ To _____

Reason _____

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 _____

_____

V. APPOINTING AUTHORITY SIGNATURE

_____ Date _____

HRD Use Only

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

❑ Disapproved

Signature _____ Date_____