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 _____________________

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

   ☐ Approved  ☐ Disapproved

   Signature _______________________________ Date _________________

HRD Use Only