APPROVAL OF FIRST 40-HOUR TOUR OF DUTY

(REFERENCE MPG 3600.1, ATTENDANCE AND LEAVE, AND THE APPROPRIATE UNION AGREEMENT)

APPROVAL OF A FIRST 40-HOUR TOUR OF DUTY IS REQUESTED FOR THE EMPLOYEES LISTED BELOW WITH THE FOLLOWING JUSTIFICATION: **(Only requests for employees at the grade level of GS-9 and below need to be routed to the Human Resources Department. All other requests should be maintained by the requesting supervisor for their records.)**

☐ AT THE REQUEST OF THE LISTED EMPLOYEES, THE TWO-WEEK NOTICE PERIOD HAS BEEN WAIVED.

REQUESTING ORGANIZATION MUST COMPLETE ALL ITEMS

SOCIAL SECURITY NUMBER	NAME OF EMPLOYEE	REGULAR WORK HRS.		PERF. ACT. CODE	GRADE
		FROM	TO		

☐ INDEFINITE OR

BEGINNING DATE:

MO.	DAY	YEAR
		2 0

ENDING DATE:

MO.	DAY	YEAR
		2 0

I hereby request approval of a first 40-hour tour of duty for the employees listed above. The employees understand that this schedule is for the convenience of MSFC and not for their personal convenience. I have advised the employees of the requirements of this tour of duty as described in MPG 3600.1, Attendance and Leave.

Requests for employees at the grade level of GS-9 and below will require an endorsement from the Human Resources Manager and should be routed to CD10/Human Resources Department. A copy of forms endorsed by the Human Resources Manager will be forwarded to RS10/NASA Payroll and Center Personal Services Office and the original will be returned to the requesting supervisor.

SIGNATURE OF SUPERVISOR:	DATE:
ENDORSEMENT OF HUMAN RESOURCES MANAGER (If required):	DATE: