

**STAFF SUMMARY SHEET**

	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE		TO	ACTION	SIGNATURE (Surname), GRADE AND DATE
1	19 FSS/FSMC	Coord		6			
2		Approval	One working day - Supv Approval More than one day - 2nd level app	7			
3	19 FSS/FSMC	Action		8			
4				9			
5				10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
-------------------------------------	--------	-------	-------------------	---------------

SUBJECT	DATE
Time Off Award	

SUMMARY

- PURPOSE:** To gain approval for the Civilian Time Off Award
- BACKGROUND:** The attached letter and justification identifies the civilian deserving an (number of hrs) hour time off award.
- Provide the reason for recognition for the award.
- I verify that the official records of (name of employee), during the inclusive dates of the proposed award , do not contain any disciplinary or adverse action information nor is any action pending that reflects unfavorably on the exemplary performance deserving recognition.
- Other Data:  
Name:                      Last 4    Position Title   Series            Grad
- Inclusive Dates of Award: N/A  
Previous award Recognition and Dates: N/A
- See attached justification per AFI 36-1004, paragraph 2.18, December 2009 (justification in bullet format on bond paper)
- RECOMMENDATION:**

Requestor's official signature block 1 Attachment