

Supervisor Approval Form / Application for Detail/Temporary Promotion

Current Title, Series and Grade:

Current Program Unit and Duty Location:

Email Address:**Phone Number:**

Temporary Assignment:

Program Unit of Temporary Assignment:

Please note the Dates of Your Availability for the Temporary Assignment (are you able to serve the entire duration of the detail?):

Employees must obtain approval from their current supervisor to apply for a detail/temporary promotion assignment. The signature below are required for consideration.

Applicant's Signature:	Date:
Supervisor's Signature:	Date:
Supervisor's Name and Title:	Email Address and Phone Number:
<p>Supervisor's Decision:</p> <p><input type="checkbox"/> Approve</p> <p><input type="checkbox"/> Disapprove</p> <p>Justification for Decision:</p>	