

MEMORANDUM

From: _____, SSN*

*contains information subject to the Privacy Act of 1974, as amended

To: NETPDTC Customer Support Representative (N8112)

Via: (1) DD/SA
(2) OS812

Subj: WORK SCHEDULE CHANGE

1. Request change in my work hours and regular day off as indicated below:

*****PAY PERIOD TOUR OF DUTY*****							
	SUN	MON	TUE	WED	THU	FRI	SAT
WK 1							
SHIFT							
NGT DIFF							
<hr style="border: 2px solid black;"/>							
WK 2							
SHIFT							
NGT DIFF							

SUN PAY DAY 7
SUN PAY DAY 7

Signature/Date

ENDORSEMENTS

1. Approved. Following information forwarded for Work Schedule Change:

ACT-UIC: 00062 DIST: _____ EFFECTIVE DATE: _____ AWS CODE: _____

STANDING JOB ORDER NUMBER: 00062 _ _ _ _ _ (from organizational timesheet)

Approving Official (DD/SA)
Signature/Date