REQUEST FOR CREDIT TOWARDS ANNUAL LEAVE ACCRUAL RATE BASED ON WORK-RELATED SERVICE/EXPERIENCE

1. EMPLOYEE/APPLICANT NAME *(Last, First, MI)*	2. TITLE/SERIES/PAY PLAN/GRADE/CAREER LEVEL

3. RPA NO.	4. ORGANIZATION CODE	5. RD NO.

6. NUMBER OF YEARS REQUESTED TOWARDS LEAVE ACCRUAL RATE	7. CREDIT BASED ON (*Choose one)* ☐ NONFEDERAL EXPERIENCE ☐ EXPERIENCE GAINED UNDER HONORABLE ACTIVE-DUTY UNIFORMED SERVICE

8. DESCRIBE HOW EXPERIENCE AND SKILLS ACQUIRED THROUGH DUTIES IN A NONFEDERAL CIVILIAN SERVICE OR UNDER HONORABLE ACTIVE-DUTY UNIFORMED SERVICE ARE DIRECTLY RELATED TO THE DUTIES OF THE NRL POSITION AND HOW SUCH EXPERIENCE AND SKILLS ARE ESSENTIAL TO NRL'S MISSION AND GOALS

9a. DIVISION HEAD *(Name and Title)*	9b. SIGNATURE	9c. DATE SIGNED

ENCLOSURE:
(1) APPLICANT'S RESUME WHICH CLEARLY DOCUMENTS THE LENGTH AND NATURE OF THE SERVICE TO BE CREDITED
(2) VACANCY ANNOUNCEMENT, IF APPLICABLE
(3) REQUIREMENTS DOCUMENT
(4) DD-214 IF BASED ON UNIFORMED SERVICE

FOR HUMAN RESOURCES OFFICE USE ONLY

10. ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL _____ NUMBER OF YEARS CREDITED TOWARDS ANNUAL LEAVE ACCRUAL RATE

11a. HUMAN RESOURCES OFFICIAL *(Name and Title)*	11b. SIGNATURE	11c. DATE SIGNED

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12. ☐ APPROVED ☐ DISAPPROVED

13a. DIRECTOR OF RESEARCH *(Name)*	13b. SIGNATURE	13c. DATE SIGNED

Clear Form