From: _____
To: Human Resources

Subj: EMPLOYMENT TIME REPORT FOR _____, _____
Month Year

1. Per NHCCHASNINST 5300.1E, the following is submitted for my off-duty employment at _____

DATE	HOURS AT NHCC	HOURS AT CIVILIAN EMPLOYMENT	TOTAL REST HOURS

2. This is to certify that this report is an accurate record of my off-duty employment for the reported month.

_____
Signature