

# Reclamation Manual

Directives and Standards

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## Surplus Employee Placement Program List

Duty Station:						
Employee Name	Title, Series, Grade/Pay	Also Qualified (Series)	Work Schedule	Acceptable Locations	Available Date	Expected Separation Date

Servicing Office \_\_\_\_\_ Date \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

Submit to: Human Resources Program Management Group, 84-25100