



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, BOX 7000
APO AE 09096-7000**

MEMORANDUM FOR TEMPORARY APPOINTMENT EMPLOYEES

SUBJECT: Temporary Appointments – Not To Exceed Appointments (NTE)

Temporary appointments are made for the needs of the school or the agency. As a temporary employee you may find that the needs have changed since your original appointment due to lower enrollment, school closures, and/or other situations. If this happens, your appointment may be terminated. As a temporary and Excepted Service employee you are not entitled to grievance or appeal rights.

This is neither an adverse action nor in any way is it to be construed as a reflection on you, or your abilities. If you wish to have your name forwarded for consideration for other position for which you qualify, we will continue to do so. If your intent is to resign, please complete Part E Standard Form (SF) 52 – Resignation – and have your secretary coordinate this through the servicing personnel field office. If you are moving with your sponsor and wish to go on Leave Without Pay you will need to request this through your school and provide them with a copy of your orders.

Gloria J. Gladden
Chief, Human Resources
DoDDS-Europe

I _____ agree to the conditions of employment as a temporary employee NTE of DoDDS-E.