



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

MEMORANDUM FOR SUBSTITUTE TEACHER

SUBJECT: Termination of Substitute Teaching Appointment

Substitute appointments are made to cover the period of your sponsor's tour in the overseas area. If and when you decide that you no longer wish to substitute – for any reason – you must complete Part E of the Standard Form (SF) 52 – Resignation – and have your school secretary coordinate this through the servicing personnel office. If you do not fill out this form and resign your position, a letter will be sent to you notifying you that a termination action will be processed.

Gloria J. Gladden
Chief, Human Resources
DoDDS-Europe

I _____ acknowledge that I have read and understand the conditions of employment as stated.