

VERIFICATION OF CIVILIAN EMPLOYMENT

Effective School Year 2009/2010

Employee's Name (Last, First, MI) _____ Last 4 SSN: _____

Sponsor's DSN Number _____ Email Address _____

Requesting Employee or Spouse Signature _____

TO BE COMPLETED BY THE EMPLOYEE'S CIVILIAN PERSONNEL OFFICE ONLY

Employee's DoD Agency (see reverse) _____

Is the employee listed above a US Citizen/National? Yes No

DoD civilian paid with appropriated funds? Yes No Employed full time? Yes No

DoD civilian paid with non-appropriated funds? Yes No Employed full time? Yes No

Is the employee a CONUS hire or receiving CONUS hire entitlements? (LQA w/dependents + Civilian Transportation Agreement for the current position) Yes No

Effective date of employment (for locally hired employee) _____

Overseas Tour Expiration Date (DEROS) _____

*Note: If the DEROS is indefinite or if the sponsor is a local hire, a new form is required each school year to support enrollment. The form is due **no sooner** than the first day of attendance or within 48 hours after the first day of attendance.*

Printed Name (Last, First, MI) of CPO/HRO/CPAC/DoDDS District HRO _____ Signature _____

DSN Telephone Number _____ Email Address _____ Date Signed _____

Note: By signing and dating this form you are certifying that the listed information is valid. The form cannot be post dated or certification date purposely left blank. Violation of this policy will directly result in the suspension of educational services being provided to the listed student(s).

TO BE COMPLETED BY _____ SCHOOL PERSONNEL ONLY

School Name

STUDENT NAME (Last, First, MI) & BIRTH DATE

STUDENT NAME (Last, First, MI) & BIRTH DATE

STUDENT NAME (Last, First, MI) & BIRTH DATE

STUDENT NAME (Last, First, MI) & BIRTH DATE

STUDENT NAME (Last, First, MI) & BIRTH DATE

STUDENT NAME (Last, First, MI) & BIRTH DATE

Department of Defense Agency

Department of the Army Civilian	Defense Finance and Accounting Service
Department of the Navy Civilian	Defense Systems Information Agency
U.S. Marines Civilian	DoD Intelligence Agencies
Department of the Air Force Civilian	DoDEA/DoDDS
U.S. Coast Guard Civilian	Defense Security Cooperation Agency
Defense Commissary Agency	Defense Threat Reduction Agency
AAFES	OSD Missile Defense Agency
NEX	Defense POW/MIA Activity
Stars and Stripes	Security Assistance Program
Defense Audit Agency	Foreign Military Sales
Defense Contracting Agency	Defense Logistics Agency

If there is a DoD agency not listed please contact the Enrollment and Eligibility Office in DoDDS-Europe at DSN 338-7613 or German civilian 49(0)611-380-7613, or via email: DoDDS-E.Eligibility@eu.dodea.edu