

Letterhead from your Unit/Office

Office Symbol (Ex. NGHI-HRO)

Day Month Year (Ex. 22 September 2017)

MEMORANDUM THRU

Immediate supervisor (name, position, unit, unit address)

Second level supervisor (name, position, unit, unit address)

Army/Air Guard Commander (name, Commander, address)

FOR The Adjutant General, State of Hawaii, ATTN: NGHI-HRO-A, 3949 Diamond Head Road,
Honolulu, HI 968216-4495

SUBJECT: Request to Continue Outside Employment for **Rank Name**

1. Name and address of current outside employer.
2. Exact position title.
3. Days and hours to be worked per week. Specific duties and responsibilities you do.
4. Name, position, and contact information for supervisor of outside employment.
5. Proposed method to mitigate any readiness or workplace safety issues caused by outside employment.
6. I **Rank Name** agree to fully and willfully cooperate with my supervisor or Chain of Command to verify my outside employment work schedule, including the review of compensation documents or other employment records.

Your Signature

First Name Last Name
Rank, HIARNG
Technician job position title