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DATE:

TO: Director, Center for Cancer Research, NCI, NIH

FROM:

Through:

Subject: Request to Convert Employee Name, Title to a Commissioned
Corps Appointment

The (BRANCH Name) of the Center for Cancer Research, National Cancer Institute, NIH is requesting approval to convert Employee to a Commissioned Corps appointment.

Describe employee education and certifications and associations

Describe employee specific CCR duties.

Describe employee performance

Describe the benefits of this conversion to the CCR.

As part of this memorandum of request, with the guidance of PHS liaison Ken Diepold, an analysis of costs to the institute and benefits to the individual which is attached.

Thank you for your consideration of this request.