



Office of General Services

Business Services Center

Human Resources, Benefits Unit
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CERTIFICATE OF ATTENDANCE FOR MILITARY LEAVE

This certifies that the person named below was in attendance for performance of assigned duties at the location, dates and times provided.

TO BE COMPLETED BY EMPLOYEE

Form section for employee completion including fields for Name, Title, N #, Agency, and Regular Days Off.

TO BE COMPLETED BY COMMANDING OFFICER

Form section for commanding officer completion including fields for Location of Military Services, Beginning/Ending Date and Time, and Signature/Date.