

# 退職願 (55歳以上・勤続15年以上)

REQUEST FOR SEPARATION AT AGE 55 OR OVER WITH  
15 YEARS OR MORE OF CONTINUOUS SERVICE  
Par 3i, Ch 10, MLC / Par F12, Ch II, MC / Par 5, Sec D, Suppl #20, IHA

## PRIVACY ACT STATEMENT

AUTHORITY: 5 US Code Section 552a(e)(3)

PRINCIPAL PURPOSE(S): To maintain resignation request from employees.

ROUTINE USE(S): Used by both USFJ installations and the Government of Japan in effecting resignation requests. The information provided may be disclosed to any DoD component in the pursuit of their official duties.

DISCLOSURE: Furnishing this information is mandatory (e-mail address is voluntary) for officials of both USFJ installations and the Government of Japan effecting resignation requests. Failure to furnish this information may impede effecting the personnel action request in accordance with the Master Labor Contract, Mariners Contract, and Indirect Hire Agreement.

1. 宛：契約担当官代理者 / I H A 管理官代理者

To: Contracting Officer's Representative / IHA Administrator's Representative

経由：部隊

Via: Organization

2. 発：

From:

a. 部隊 \_\_\_\_\_

Organization

b. 従業員氏名 \_\_\_\_\_

Employee's Name

c. 従業員番号 \_\_\_\_\_

Employee No.

d. 職名/職番 \_\_\_\_\_

Job Title & No.

e. 要求退職日 \_\_\_\_\_

Requested Date of Separation

f. 届出年月日 \_\_\_\_\_

Date of Request

g. 従業員署名/捺印 \_\_\_\_\_

Employee's Signature and Han



3. 退職理由 (具体的に) :

Provide Reason(s) for Separation

4. 退職後の住所および電話番号：

Address and Phone Number after Separation

5. 退職後のメールアドレス (任意)

Email Address after Separation (Optional)

本退職届は少なくとも要求退職日の45日以上前に監督者に提出すること。

This form shall be submitted to Supervisor at least 45 days or more prior to the requested date of separation.

[ ] 認可 Approved

[ ] 不認可 Disapproved

監督者氏名 Name of Supervisor

監督者署名 Signature of Supervisor

日付 Date