

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
SUPERVISOR PERMISSION FORM  
FIELD PROGRAM SPECIALIST DETAIL**

Name

Date

Current Position Title

Series &amp; Grade

Email

Phone Number

Agency / Sub-Agency

Supervisor Name

Agency HR POC Name

Supervisor Phone

Agency HR POC Phone

Supervisor Email

Agency HR POC Email

I possess a security clearance.

Employee Signature

Yes

No

I confirm this employee is in good performance standing and has no current or pending disciplinary actions.

I approve this employee participating in the detail.

Yes

Yes

No

No

Supervisor Signature

**Privacy Act Statement**

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement informs you of why OPM is requesting the information from you.

**Authority:** OPM is collecting this information to implement the Memorandum to all Executive Departments and Agencies from the Office of Personnel Management of March 25, 2021, requesting federal employee volunteers for up to a 120 day detail in support of the humanitarian efforts of the Administration at the facilities for unaccompanied children along the Southwest United States border ("the detail"). **Purpose:** Your supervisor will use the information in this form to indicate whether you have the approval to perform the detail with the Department of Health and Human Services (HHS). OPM and HHS will use the information on this form in evaluating and processing your application for the detail.

**Routine Uses:** In addition to the purpose referenced previously, the information on this form may be shared externally to OPM and HHS as a routine use pursuant to the OPM/ Gov't 1 and OPM/ Gov't 5 Systems of Records Notices, including to conduct any required investigation of you relevant to performing the detail. A complete list of the routine uses can be found in the relevant SORNs, available at [opm.gov/privacy](http://opm.gov/privacy). **Disclosure:** Providing this information is voluntary. However, if you do not provide this information and obtain supervisor approval, your detail application will not be processed, and you will not be considered for deployment in support of this effort.