

Date: _____

Name
Address
City, State, Zip + 4

Subject: Continuation of Light Duty

In accordance with the provisions outlined in the Collective Bargaining Agreement, we are currently in the process of reviewing light duty assignments. The purpose of this review is to determine the need for your continuation in the current light duty assignment you occupy.

In order to make a proper determination relative to your light duty assignment, it is necessary that you provide an updated medical statement from a licensed physician or licensed chiropractor to support your continuing need for light duty. The documentation should include the medical reasons to support the need for light duty including specific physical limitations/restrictions and the anticipated duration of your recovery period. If the condition requiring modification of your duty assignment is permanent, it must be specified in the medical statement from your treating physician.

Please provide the required documentation to your immediate supervisor no later than 5 days prior to the expiration of your current light duty approval assignment. Failure to provide the timely documentation to support your continued need for a light duty assignment may result in you not being allowed to report for duty until the appropriate medical documentation is submitted.

Upon receipt of the aforementioned documentation, it will be forwarded to the District Medical Officer for review, and you will be notified in writing by your supervisor regarding the disposition of your assignment to light duty.

If you have any questions or require further clarification regarding any information contained in this memorandum, contact your supervisor or installation head.

Installation head

cc: PMunson, OHNA, Bay-Valley