**State of California
Department of Fish and Wildlife**

**M e m o r a n d u m**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

From:

 Classification and Pay Unit

 California Department of Fish and Wildlife

Subject: Out-of-Class Assignment

Effective \_\_\_\_\_\_\_\_\_\_\_\_\_, you have been approved to serve an Out-of-Class (OOC) assignment for the position of Assistant Deputy Administrator (CEA) for the Office of Spill Prevention within the Department of Fish and Wildlife.

The OOC assignment will continue for the period of \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_, for a total of \_\_\_\_\_\_\_\_\_ days, unless the need for termination of the appointment arises before \_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions, please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Personnel Analyst, at \_\_\_\_\_\_\_\_\_\_\_\_\_.