



Cleveland Federal Executive Board Tutoring Program

Supervisor Approval Form

The requirements to be a tutor are:

1. You must be a federal employee or federal retiree.
2. You must be authorized to participate by your agency employer/supervisor.
3. Each tutor will be given six hours (which includes tutoring and commute) of authorized absence* (AA) per academic month in order for you to participate during your work hours.
4. You must be willing to follow a tutoring protocol that will be covered in the orientation sessions.
5. Attending the following meetings are highly recommended and encouraged:
 - Tutor Orientation at school of choice (2.5 hours **AA granted – scheduled at end of school day).
 - Tutor Mid-Year Meeting is a one hour Teleconferenced meeting. Meeting date and time TBA.
 - Tutor End of Year (EOY) meeting and Ceremony (3 hours **AA granted).

6. AA, or your agency's documented approval of authorized time away, is granted (one hour covers your tutoring session and one hour travel time). You must be committed to tutoring twice a month or every other week for one hour. The success of the program depends on this commitment. **Tutor Orientation and End of Year meeting and Ceremony (EOY) are two hours in length, with an additional hour time granted for travel.

How to join?

1. Complete this supervisor approval form and return to the FEB Tutor Program Manager or Facility Point of Contact (POC).
2. After your supervisor has signed the form, please:
 - a) Return the form to: dfas.cleveland-oh.jb.mbx.feb-tutoring-program@mail.mil
*****Please courtesy copy: darren.e.thompson6.civ@mail.mil,
angellete.d.holman.civ@mail.mil, emma.j.carter8.civ@mail.mil, and
ryan.p.serne.civ@mail.mil**
3. You're ready to tutor! We will contact you via email with the day/time for orientation.

Name (print): _____

Agency: _____

Preferred School (check one): Clark Memorial

Work Email: _____ Phone: _____

Signature: _____ Date: _____

Supervisor Name (print): _____

Supervisor Signature: _____ Date: _____

Return signed form to:

Cleveland Federal Executive Board Tutor Program Manager

Address: Anthony J. Celebrezze Federal Office Building
1240 East Ninth Street
Cleveland, Ohio 44199

Email: dfas.cleveland-oh.jb.mbx.feb-tutoring-program@mail.mil

*****Please courtesy copy above*****

Phone: 216-522-6871