

**U.S. OFFICE OF PERSONNEL MANAGEMENT**  
**OPERATING MANUAL UPDATE**

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Washington, DC 20415  
July 30, 2004

## The Guide to Personnel Recordkeeping

Update 9

Summary of Changes

### NOTE TO USERS

**The Guide to Personnel Recordkeeping** is in electronic format only. It has not been printed and distributed by the U.S. Government Printing Office since fiscal year 2000. A complete and current copy of the Guide can be found on OPM's website by selecting **APersonnel Recordkeeping** at <http://www.opm.gov/feddata/persdoc.asp>.

Remove		Insert	Explanation of Changes
Page	Identification	Page	
1-12	Update 6 October 31, 2000	1-12	Updates the name of the System owner and room number and e-mail address.
1-15	Update 5 December 31, 1998	1-15	Updates the name of the System owner and room number and e-mail address.
2-6	Update 4 October 31, 1997	2-6	Includes the name of the Transportation Safety Administration in the list of agencies whose records are filed in a Merged Records Personnel Form (MRPF).
2-8	Update 4 October 31, 1997	2-8	Corrects the name to capital letters.
2-15	Update 4 October 31, 1997	2-15	Includes the name of the Transportation Safety Administration in the list of agencies outside the Office of Personnel Management's Recordkeeping Authority.

3-24	Update 1 March 15, 1996	3-24	Adds filing information for TSP-1-C and authorizes electronic signature for TSP-1 and TSP-1-C.
3-29	Update 3 July 31, 1997	3-29	Updates the information that the OF 69 only needs to be filed if it is dated prior to 5-13-87.
6-4	Update 6 October 31, 2000	6-4	Updates the name of the System owner and room number and e-mail address.
6-5	Update 6 October 31, 2000	6-5	Updates the name of the System owner and room number and e-mail address.
6-14	Update 4 October 31, 1997	6-14	Changes the title from Civilian Intelligence Personnel Management System to Defense Civilian Intelligence Personnel System (DCIPS).
6-15	Update 4 October 31, 1997	6-15	Changes the title from Civilian Intelligence Personnel Management System to Defense Civilian Intelligence Personnel System (DCIPS). Correct the address for Army DCIPS and Navy CIPO.
8-2 thru 8-9	Update 7 May 3, 2001	8-2 thru 8-9	Revises index to reflect changes in Chapter 3 – new form added, new pagination.

## Storing Official Personnel folders in Media Other Than Paper, Continued

<p><b>Microforms</b></p>	<p>The Office of Personnel Management may approve requests to create microform Official Personnel Folders both for storage while the employee is serving with the office that creates the microform and for transfer to the next employing office or the National Personal Records Center. (Note: the forms listed under Exclusions may not be part of the microform Folder).</p> <p>Microform Official Personnel Folders must meet the National Archives and Records Administration standards for microform records. These standards are found in <a href="#">part 1230 of title 36, Code of Federal Regulations</a>.</p> <p>Offices planning to maintain microform Official Personnel Folders should obtain a copy of the Guidelines and Control Requirements for Microform Official Personnel Records. These Guidelines include information on the format, organization, and maintenance of microform records. Address requests to:</p> <p style="padding-left: 40px;">Deputy Associate Director Center for HR Systems Requirements and Strategies, Room 6H31 Office of Personnel Management 1900 E Street, NW. Washington DC 20415-6000 email: <a href="mailto:hssystempolicy@opm.gov">hssystempolicy@opm.gov</a>.</p> <p>Offices must submit a microforms operations plan that describes how they will create and maintain microform Official Personnel Folders that meet the National Archives and Records Administration and Office of Personnel Management requirements. After the microforms operations plan is approved, the office may create microform folders but must continue to maintain paper folders for the period specified in the plan's approval. At the end of that period, the office must certify that their microform system meets all requirements in the operations plan. The Office of Personnel Management and the National Archives and Records Administration may authorize retention of the microform Official Personnel Folders as the official record. On that joint approval, the office may destroy the paper folders except for the forms listed under Exclusions. The microform folders will then be the official records.</p> <p>Offices maintaining microform Official Personnel Folders as the official record will transfer those microform records just as they would transfer paper records.</p>
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## Storing Official Personnel folders in Media Other Than Paper, Continued

<p><b>Approval Process</b></p>	<p>Requests for approval to establish electronic Official Personnel Folders should describe how the proposed system will meet requirements set by the National Archives and Records Administration, Office of Management and Budget, and Office of Personnel Management. Offices should request approval to create electronic Official Personnel Folders from:</p> <p style="padding-left: 40px;">Deputy Associate Director Center for HR Systems Requirements and Strategies, Room 6H31 Office of Personnel Management 1900 E Street, NW. Washington DC 20415-6000. e-mail: <a href="mailto:hssystempolicy@opm.gov">hssystempolicy@opm.gov</a></p> <p>After the Office of Personnel Management approves the system, the office may create electronic Official Personnel Folders but must continue to maintain paper folders for the period specified in the approval. At the end of the specified period, the office must certify that their system is fully operational and meets all applicable requirements. As appropriate, the Office of Personnel Management will then work with the National Archives and Records Administration to authorize retention of the electronic Official Personnel Folder as the official record. On that joint approval, the office may destroy the paper folders except for the forms listed under Exclusions.</p>
<p><b>Transferring Electronic Official Personnel Folders</b></p>	<p>When an employee with an electronic Official Personnel Folder moves to another agency or separates from Federal service, the servicing office must:</p> <ol style="list-style-type: none"> <li>1. create paper copies of the electronic Official Personnel Folder records;</li> <li>2. put the records in chronological order;</li> <li>3. ensure the records are complete and accurate;</li> <li>4. file the records in an Official Personnel Folder (Standard Form 66);</li> <li>5. transfer the paper Official Personnel Folder.</li> </ol> <p>When standardized electronic records are widely used, agencies may be authorized to transfer such records to other agencies and to the National Personnel Records Center. Until that time, these procedures must be used for transferring electronic Official Personnel Folders.</p>

## Establishing Folders, Continued

<p><b>The Merged Records Personnel Folder</b></p>	<p>The Standard Form 66 C, Merged Records Personnel Folder must be used instead of the Standard Form 66, Official Personnel Folder, when the employee has service both under the Office of Personnel Management's recordkeeping authority and under one of the personnel systems listed below. Records under these systems are combined with records created under the Office of Personnel Management's recordkeeping authority in a single folder but each agency retains "ownership" of its records.</p> <ul style="list-style-type: none"> <li>• Administrative Office of the U.S. Courts</li> <li>• Civilian Intelligence Personnel Management System within the Department of Defense</li> <li>• Federal Judicial Center</li> <li>• General Accounting Office</li> <li>• Library of Congress</li> <li>• Medical positions filled under title 38 United States Code within the Department of Veterans Affairs</li> <li>• National Security Agency</li> <li>• Non-Appropriated Fund Instrumentalities within the Department of Defense</li> <li>• Transportation Safety Board</li> <li>• U.S. Postal Service</li> <li>• White House - Executive Office of the President</li> </ul> <p>Table 2-A contains more information on how to identify records for personnel systems not under the Office of Personnel Management's recordkeeping authority.</p>
<p><b>Foreign Service Folder</b></p>	<p>The Foreign Service (Administrative) Folder must be used when the employee has any Foreign Service experience. Once a Foreign Service Folder has been created, all of the employee's personnel records are kept in that Folder. Table 2-A lists the agencies that make Foreign Service appointments.</p>

## Establishing Folders, Continued

<p><b>Use the existing personnel folder</b></p>	<p>If there is an existing personnel folder, use it unless it is in poor condition. Check to make sure the records are filed in the correct type of folder. Create a new folder if needed.</p>
<p><b>Folder label</b></p>	<p>The Official Personnel Folder, Merged Records Personnel Folder, and Employee Medical Folder (Standard Forms 66, 66 C, and 66 D) all require the same type label. The position of the label on the right side of the folder is indicated on the folder. The label must have the following three items.</p> <p><b>NAME:</b> Type the employee's name exactly as it is on the Standard Form 50, Notification of Personnel Action.</p> <p><b>DATE OF BIRTH:</b> Type the date of birth in month, day and year order in six numerals with dashes between day, month, and year.</p> <p><b>Example:</b> January 14, 1994 is typed 01-14-94.</p> <p><b>SOCIAL SECURITY NUMBER:</b> Type the employee's social security number (SSN) directly under the name. Show an SSN for all United States citizens and for all foreign nationals serving in the 50 states and nonforeign areas listed in <a href="#">section 591.202 of title 5, Code of Federal Regulations (5 CFR 591.202)</a>.</p> <p><b>Example:</b> DOE, JANE R. SSN: 999-99-9999</p> <p>Use "FNO" instead of the social security number for foreign nationals serving in locations other than the 50 states or nonforeign areas listed in 5 CFR 591.202.</p>

**Table 2-A: Employment Systems Outside the Office of Personnel Management's Recordkeeping Authority, Continued**

Table, Continued	<b>Employment System or Agency</b>	<b>Description</b>
	Nonappropriated Fund Instrumentalists- Department of Defense	Identify service by Nonappropriated Fund folder and/or to nonappropriated fund, exchange services, open mess or other services provided by Defense agencies. Transfers personnel folders. Use the Merged Records Personnel Folder.
	Tennessee Valley Authority	Identify service by the agency name. Service documented by a transcript on microfiche. Use the Official Personnel Folder.
	Transportation Safety Administration	Identify service by the agency name. Transfers personnel folders. Use the Merged Records Personnel Folder.
	U.S. Botanical Gardens	Identify service by the agency name. Service documented by a transcript. Use the Official Personnel Folder.
	U.S. House of Representatives	Identify service by the agency name. Service documented by a transcript. Use the Official Personnel Folder.
	U.S. Postal Service	Identify service by Postal Service, folder and/or PS form numbers on record. Transfers personnel folders. Use the Merged Records Personnel Folder
	U.S. Senate	Identify service by the agency name. Service documented by a transcript. Use the Official Personnel Folder.
	White House- Executive office of the President	Identify service by the agency name or title 3, United States Code on records. Transfers personnel folders. Use the Merged Records Personnel

		Folder.	
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DOCUMENT	PERSONNEL FOLDER FILING INSTRUCTIONS
THRIFT SAVINGS PLAN	
<p><b>TSP 1</b> Thrift Savings Plan Election Form</p> <p><b>TSP-1-C</b> Catch up Contribution Election Form</p> <p><b>TSP-967-AO</b> Notice That Employee Contributions Cannot Be Made Because a Financial Hardship In-Service Withdrawal Has Been Issued</p> <p><b>TRANSCRIPT</b> Transcript of thrift savings plan changes approved for use by the Federal Retirement Thrift Investment Board</p>	<p>File these documents on the <b>right side</b>.</p> <p>The Federal Retirement Thrift Investment Board authorizes the use of electronic signature for TSP-1 and TSP-1-C.</p>

DOCUMENT	PERSONNEL FOLDER FILING INSTRUCTIONS
<p><b>NOTIFICATION OF PERSONNEL ACTION</b>, Continued</p> <p><b>Other documents</b> used in lieu of the Standard Form 50 as authorized in THE GUIDE TO PROCESSING PERSONNEL ACTIONS. Examples include:</p> <p><b>Computer printed notice</b> of pay increase</p> <p><b>List forms</b></p> <p><b>Optional Form 69</b> Assignment Agreement - Title IV of the Intergovernmental Personnel Act of 1970 (prior to 5-13-87)</p> <p><b>Pay schedule</b> annotated to indicate new pay rate</p> <p><b>Standard Form 52</b> Request for Personnel Action</p> <p><b>Standard Form 1126 (obsolete)</b> Payroll Change Slip</p>	<p>File these documents on the <b>right side</b>.</p> <p>These documents are authorized for long-term retention only as they document personnel actions.</p> <p><b>Example:</b> pay slip that documents a within-grade increase.</p> <p><b>Non-Example:</b> pay slip that describes an employee's pay in a particular pay period.</p> <p><b>Optional Form 69</b> Do not file agreements dated after 5-13-87.</p>
<p><b>PMRS TERMINATION</b></p> <p>Notification letter to employee that the Performance Management and Recognition System ended</p>	<p>File the notification on the <b>right side</b>.</p>
<p><b>RECONSTRUCTED HISTORY UNDER PUBLIC LAW 95-454</b></p> <p><b>Office of Personnel Management Form 1368 (obsolete)</b> Pay Authorization Under the Civil Service Reform Act of 1978</p>	<p>File the document on the <b>right side</b>.</p>

*Table 3-F Continued on next page*

**Request from Current Employee**, Continued

<b>Examples</b>	<p>An employee files a Privacy Act amendment request to correct his or her date of birth. If the employee provides adequate documentation (for example, birth certificate), the request should be granted and the records changed.</p> <p>An employee files a Privacy Act amendment request to change the nature of action on the Standard Form 50 documenting his separation from “removal” to “resignation.” The request should be denied since the individual could have challenged the personnel action through an adverse action appeal to the Merit Systems Protection Board.</p> <p>An employee files a Privacy Act amendment request to add a copy of a publication he authored to the right side of the Official Personnel Folder. The request should be denied since the material to be added is not authorized for long-term retention by this <i>Guide</i>.</p> <p>An employee files a Privacy Act amendment request to remove a Standard Form 50 documenting a 15 day suspension from her Official Personnel Folder. The employee submits documentation that the suspension was overturned by the Merit Systems Protection Board. The request should be granted.</p>
<b>Review of denial of an amendment request</b>	<p>When an agency denies an employee's request to amend a personnel record, the decision should notify the employee that he or she may ask for an administrative review of the decision. The request for a review should be directed to the Deputy Associate Director, Center for HR Systems Requirements and Strategies, Office of Personnel Management, 1900 E Street, NW, Room 6H31, Washington, DC 20415-6000. The request for a review should include a copy of the amendment request, the initial denial, and a statement of the specific reasons why the initial denial is believed to be in error.</p>

## Request from Former Employee

<p><b>Access requests</b></p>	<p>Former employees may receive copies of their own personnel and medical folders. Requests for copies must be made in writing and should include: the full name (or names) used while employed; social security number; date of birth; year of separation; and last employing agency (if known).</p> <p>Requests for individual documents or for complete copies of personnel and medical folders, should be sent to the National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118-4126.</p> <p>If the folder contains documents created under an employment system outside the Office of Personnel Management's recordkeeping authority, the National Personnel Records Center will refer that portion of the request to the appropriate agency.</p>
<p><b>Amendment requests</b></p>	<p>Former employees submit requests to amend records created under the Office of Personnel Management's recordkeeping authority to the Deputy Associate Director, Center for HR Systems Requirements and Strategies, Office of Personnel Management, 1900 E Street, NW, Room 6H31, Washington, DC 20415-6000. Requests to amend other records should be sent to the agency that created the record.</p> <p>Requests to amend records should be in writing and should:</p> <ul style="list-style-type: none"> <li>• include the information needed to identify the employee's records (full name, social security number, and date of birth);</li> <li>• identify the records and data believed to be incorrect;</li> <li>• identify any records believed missing from the folder;</li> <li>• identify any documents believed inappropriately filed in the folder;</li> <li>• explain why the identified items are not correct or complete; and</li> <li>• explain what the correct content of the documents should be.</li> </ul> <p>To ensure proper handling, the words "Privacy Act Amendment Request" should be on the request and on the envelope.</p>

**Table 6-A: Request for information Owned by Other Agencies,** Continued

Addresses, continued	Agency	Address
	Department of Agriculture  Animal and Plant Health Inspection Service  (Foreign Service employees)  Foreign Agriculture Service  (Foreign Service employees)	Chief, Resource Management Support Staff International Services Animal and Plant Health Inspection Service U.S. Department of Agriculture 4700 River Road, Unit 65 Riverdale, MD 20737  Personnel Officer Foreign Agriculture Service U.S. Department of Agriculture 14th & Independence Avenue Washington, DC 20250
	Department of Air Force  (Defense Civilian Intelligence Personnel Management System employees)  (Nonappropriated Fund employees)	Department of the Air Force HQUSAF/DPCE 1040 Air Force Pentagon Washington, DC 20330-1040  Department of the Air Force HQ AFMWRSA/MWXHC 550 C Street W, Suite 56 Randolph AFB, TX 78150-4758

**Table 6-A: Request for information Owned by Other Agencies, Continued**

Addresses, continued	Agency	Address
	Department of Army  (Defense Civilian Intelligence Personnel Management System employees)  (Nonappropriated Fund employees)	HQDA, ODCS, G-2 Attn: DAMI-CP 1000 Army Pentagon Washington, DC 20310-1000  Department of Army NAF Personnel Division Human Resources, HQDA (CFSC-HR-P), Room IN39, Hoffman 2 200 Stovall Street Alexandria, VA 22331-0532
	Department of Commerce  (Foreign Service employees)	Department of Commerce Office of Foreign Service Personnel, Room 3226 14th and Constitution Avenue, NW. Washington, DC 20230
	Department of Navy  (Defense Civilian Intelligence Personnel Management System employees)	Department of Navy Civilian Intelligence Personnel 4251 Suitland Road, Room 2A101 Washington, DC 20395-5720

## Index of Documents by Form Number

### Civil Service Commission

Form Number	Page
8 .....	3-7
226 .....	3-8
492 .....	3-9
493 .....	3-9
617 .....	3-9
618 .....	3-9
648 .....	3-9
1170 .....	3-8
2800a .....	3-10
2800b .....	3-10

### Department of Defense

Form Number	Page
214 .....	3-11

### Office of Federal Investigation

Form Number	Page
36 .....	3-26

### Optional

Form Number	Page
69 .....	3-29
306 .....	3-11
and .....	3-12
612 .....	3-7

### Office of Personnel Management

Form Number	Page
813 .....	3-7
1170/17 .....	3-8
1368 .....	3-29
1468 .....	3-36
1514 .....	3-20
1515 .....	3-20
1528 .....	3-36

### Office of Personnel Management

Form Number	Page
1555 .....	3-22
1556 .....	3-22
1560 .....	3-22
1561 .....	3-22
1583 .....	3-12
1635 .....	3-37

### Retirement And Insurance

Form Number	Page
RI 20-97 .....	3-20

RI 38-130 .....	3-22
-----------------	------

### Standard

Form Number	Page
14 .....	3-15
15.....	3-15
50 .....	3-27
and.....	3-28
50-A .....	3-27
and.....	3-28
52-A .....	3-29
and .....	3-30
57 .....	3-7
58 .....	3-7
59 .....	3-10
60 .....	3-7
61 .....	3-9
61 .....	3-11
75 .....	3-34
85 .....	3-25
and.....	3-26
85- P.....	3-26
86 .....	3-26
87 .....	3-26
127 .....	3-34
144 .....	3-14

Standard

Form Number .....	Page
172.....	3-7
173.....	3-7
177.....	3-35
181.....	3-36
189.....	3-33
256.....	3-35
312.....	3-33
813.....	3-11
1126.....	3-29
1150.....	3-36
1150-A .....	3-36
2801-1 .....	3-23
2802.....	3-23
2803.....	3-20
2804.....	3-23
2806.....	3-23
2809.....	3-18
2810.....	3-18
2815.....	3-23
2816.....	3-22
3100.....	3-23
3102.....	3-20
3107-1 .....	3-23
3108.....	3-20
3109.....	3-22
3110.....	3-22
3111.....	3-22

Thrift Savings Plan

Form Number .....	Page
TSP 1 .....	3-24
TSP-1-C .....	3-24
TSP-967-AO.....	3-24

## Index of Documents by Title

Acknowledgement letter from Selective Service.....	3-12	Application to Make Voluntary Contributions .....	3-23
Agency Award Form .....	3-17	Application for Refund of Retirement Deductions .....	3-23
Agency substitute for the Standard Form 144-A .....	3-14	Appointment Affidavit .....	3-9
Alcohol Abuse .....	3-32	Arbitral award.....	3-33
Amendment to Application for Federal Employment .....	3-7	Assignment Agreement - Title IV of the Intergovernmental Personnel Act of 1970 .....	3-29
Appeals .....	3-32	Attachments to:	
Applicant's statement of Selective Service Registration Status.....	3-12	Applications .....	3-8
Application for Federal Employment .....	3-7	FERS Designation of Beneficiary.....	3-21
Application Form .....	3-7	Health Benefits enrollment .....	3-18
Application for 10-Point Veteran Preference .....	3-15	Request for Waiver, Extension or Search in Connection with election of FERS .....	3-22
Application to Establish Eligibility for Conversion to Career-Conditional .....	3-9	Election of Coverage for retirement .....	3-22
Application to Establish Eligibility for Reinstatement to Career-Conditional .....	3-9	Authorization of a Career-Conditional Appointment .....	3-10
Application to Make Deposit or Redeposit - Civil Service Retirement System .....	3-20	Authorization of individual action.....	3-10
Application to Make Service Credit Payment for Civilian Service- Federal Employees Retirement System .....	3-20	Authorized by specific directive.....	3-32
		Award justification.....	3-17
		Awards.....	3-17
		Birth certificate.....	3-32
		Briefing documents .....	3-33

---

Certificate of Release or Discharge from Active Duty .....	3-11	Debriefing documents .....	3-33
Certification of Investigation Notice .....	3-25	Decisions .....	3-33
Certification of Scholastic Achievement .....	3-8	Declaration of Appointee .....	3-11
Certified Summary of Federal Service.....	3-23	Declaration for Federal Employment .....	3-11
Claim for Veteran's Preference .....	3-15	and .....	3-12
Classified Information Nondisclosure Agreement .....	3-33	Demonstration project.....	3-34
Closed-Discontinued Notice .....	3-25	Deposits for Military Service .....	3-20
Closed-Incomplete Notice.....	3-25	Disability Retirement.....	3-21
Complaints .....	3-33	Disclosure from Personnel Folder.....	3-34
Computer-printed notice of pay increase.....	3-29	Drug Abuse.....	3-32
Continuation Sheet for Standard Form 171 .....	3-7	Drug Testing Records .....	3-34
Coverage determinations.....	3-20	Election of Retirement Coverage .....	3-21
Court order .....	3-33	Election of Federal Employees Retirement System with Credit for Nonappropriated Fund Instrumentality Service under Public Law 104-106 .....	3-21
Data for Non-sensitive or Noncritical Sensitive Positions .....	3-25	Election of Retroactive Nonappropriated Fund Instrumentality Retirement Coverage by Federal Employees Retirement System Employees under Public Law 104-106.....	3-21
and .....	3-26	Employee Leave Record .....	3-36
Data for Public Trust Positions .....	3-26	Employee Service Statement.....	3-23

Chapter 8: Index of Documents  
Index of Documents by Form Number

8-6

---

Estimated Earnings during Military Service.....	3-20	Job Qualification Statement .....	3-7
Federal Employees Retirement System Designation of Beneficiary .....	3-20	Leave records.....	3-36
Financial Chart .....	3-26	License.....	3-8
Fingerprint Chart.....	3-26	Life Insurance Forms.....	3-19
Form or letter authorizing individual action .....	3-20	List Forms.....	3-29
Former Spouse's Consent to Federal Employees Retirement System Election .....	3-22	Managerial Probation .....	3-37
Garnishment .....	3-35	Medical Disability .....	3-35
Grade and Pay Retention.....	3-27	Medical Records .....	3-35
Grievance .....	3-35	Military academy service .....	3-11
Health Benefits Registration Form.....	3-18	Military Deposit Worksheet.....	3-20
Health unit files.....	3-35	Military Service Deposit Election.....	3-20
Indebtedness to the Health Benefits Fund .....	3-19	Minority Group Identifiers .....	3-36
Individual Retirement Record.....	3-23	National Guard service .....	3-11
Investigation Scheduled Notice .....	3-26	Notice of Approval of Disability Retirement Application .....	3-21
Investigative Notices.....	3-25	Notice of Change in Health Benefits .....	3-18
Investigative Report Material.....	3-26	Notice employee elected coverage under Nonappropriated Fund Retirement Plan.....	3-21
Job Application.....	3-7	Notice that Employee Contributions Cannot Be Made Because a Financial Hardship In-Service Withdrawal Has Been Issued.....	3-24

---

Notice of right to elect continued retirement coverage while serving in a non-Federal organization.....	3-21		
Notice of Short-Term Employment .....	3-27	Proof of Selection for Career (or Career-Conditional) Appointment .....	3-10
and .....	3-28		
Notification of Personnel Action .....	3-27	Race and National Origin Identification .....	3-36
and .....	3-28		
Notification of Earnings for Medical Eligibility .....	3-36	Race and National Origin Identification-Hawaii .....	3-36
Optional Application for Federal Employment.....	3-7	Ratings of Record .....	3-36
Pay Authorization Under the Civil Service Reform Act of 1978 .....	3-29	Recommendation for Conversion to Career Appointment .....	3-9
Pay schedule.....	3-29	Recommendation by Postmaster General .....	3-10
Payroll Change Slip .....	3-29	Reconstruction.....	3-37
Payroll records .....	3-36	Record of Leave Data .....	3-36
Performance records .....	3-36	Reference checks .....	3-12
Performance Ratings of Record .....	3-36	Request for Approval of Noncompetitive Action.....	3-10
Performance Management and Recognition System Termination.....	3-29	Request for Official Personnel Folder (Separated Employee) .....	3-34
Post Office Conversion.....	3-10	Request for Personnel Action.....	3-29
Pre-employment Inquiries.....	3-12	and .....	3-30
Premium Conversion/Waiver Election .....	3-19	Request for Preliminary Employment Data.....	3-34
		Request for Waiver, Extension, or Search in Connection with Election of Federal Employees Retirement System.....	3-22

---

Resignation.....	3-30	Statement of Physical Ability for Light Duty Work .....	3-35
Resume.....	3-7	Statement of Prior Federal Service .....	3-14
Retirement Fund Data .....	3-23	Statement of Prior Federal Service – Worksheet .....	3-14
Retirement reason .....	3-30	Statement of Selective Service Registration Status .....	3-12
Retirement Election for Certain Senior Officials .....	3-22	Statements of Understanding.....	3-15
Retirement, Life Insurance, and Health Benefits under the Indian Self-Determination and Educational Assistance Act.....	3-22	Supervisory Probation.....	3-37
School Transcripts.....	3-8	Supplemental Experience and Qualifications Statement .....	3-7
Security Investigation Data for Sensitive Positions .....	3-26	Supplemental Qualification Statement/List of College Courses and Certificate of Scholastic Achievement .....	3-8
Selective Service Registration .....	3-12	Supplemental Qualifications Statement .....	3-8
Self-Identification of Medical Disability.....	3-35	Supporting documentation for: Leave .....	3-14
Senior Executive Service .....	3-13	Veterans' preference .....	3-15
Settlement Agreement.....	3-33	Tax forms.....	3-36
Special Background Investigations Additional Data .....	3-26	Temporary Continuation of Health Benefits Coverage .....	3-19
Statement from Armed Forces .....	3-12	Test Material.....	3-15
Statement of creditable military service .....	3-14	Thrift Savings Plan Catch up Contribution Election Form.....	3-24
Statement of creditable volunteer service .....	3-14	Thrift Savings Plan Election Form.....	3-24
		Time and attendance records .....	3-36

Transcripts:

Health Benefits.....	3-18
School.....	3-8
Service.....	3-31
Thrift Savings Plan .....	3-24

Verification of a Military Retiree's Service in Nonwartime Campaigns or Expeditions .....	3-11
---	------

Verification of prior service .....	3-14
-------------------------------------	------

Welfare to Work Program.....	3-37
------------------------------	------

Workers' Compensation.....	3-35
----------------------------	------