

1. Name (Las	t, First, MI.)				2. Employee	2. Employee Number 3. 0		mber	4. Date of Birth (mm-dd-yyyy)				
5. Sex	6. Service Cor	mp. Dates (1-	-Leave, 2-Seve	rance Pay)	7. Effective D (mm-dd-yy	ate yyy)	8. Authority (Authorization Cable)						
9. Leave Plan	Local U.S. Style	10. Retire	ement(s)		1	11. Annuit			Tenure Code				
13a. NOAC		e of Action						14.	Citizenship 1 - U.S. 2 - FN				
15. From: Pos	ition Number,	Series Code	, and Position T	itle	23. To: Position Number, Series Code, and Position Title								
	Agency, Location					24. Name of Agency, Location of Employing Office							
17. Pay Plan	18. Grade	19. Step	20. Salary	21. Pay Basis	25. Pay Plan	26. Gra	ade 27. Step	28. Salary	29. Pay Basis				
22. Work Sch	edule			•	30. Work Sch	30. Work Schedule							
31. Duty Stati	31. Duty Station												
	g Classification		1				1 1.		La Project				
a. Agency	b. Appropria	ation	c. Allotmen	t	d. Organization/L	ocation	e. Function 1	f. Sub-Object	g. Project Resource				
33. Remarks  33a. Social Security Number (SSN)  33b. CPSS Number 33c. Action Control Number 33d. TCN Origin													
(SS	SN)												
34. Signature	of Personnel/A	Administrativ	e Officer	35. Date (mm-c	<i>dd-yyyy)</i> 36. Sigr	nature of Co	ontracting Office	r 37. E	Date (mm-dd-yyyy)				
38. Employing	Department o	or Agency			l			I					

JF-0062 01-2006 Distribution (Circle One)



1. Name (Las	2. Er	nployee Nu	oloyee Number 3. Co			Contract Number		4. Date of Birth (mm-dd-yyyy)					
5. Sex	6. Service Cor	np. Dates (1	1-Leave, 2-Seve	rance Pay)	7. Ef	7. Effective Date (mm-dd-yyyy) 8. Authority (Authorization Cable)					)		
9. Leave Plar		10. Retir	rement(s)		•			11. A	nnuitant 1	- CS	12. Ter	nure Code	
	· Local · U.S. Style			2 - FS 3 - N/A									
13a. NOAC	13b. Natur	e of Action			14. Citizenship 1 - U.S. 2 - FN								
15. From: Pos	ition Number,	Series Code	23. 1	23. To: Position Number, Series Code, and Position Title									
16. Name of A		24. Name of Agency, Location of Employing Office											
17. Pay Plan	18. Grade	19. Step	20. Salary	21. Pay Basis	25. F	Pay Plan	26. Gra	ide	27. Step	28. Salary		29. Pay Basis	
22. Work Sch	edule				30. V	30. Work Schedule							
31. Duty Stati	on												
	g Classification	n Codes											
a. Agency	b. Appropria	ation	c. Allotmen	t	d. Orgar	Organization/Location e. Function f. Sub-			. Sub-Obje	ect S	j. Project Resource		
33. Remarks													
33a. Social S (S	ntrol Nui	mber			33d. TCN	Origin							
34. Signature	of Personnel/A	Administrativ	37. Date (mm-dd)					: (mm-dd-yyyy)					
38. Employing	Department o	r Agency											

Distribution (Circle One)



1. Name (Las	t, First, MI.)		2. Er	nployee Nu	mber	3. Cc	ntract Nur	umber 4. Date (mm-		Date of Birth mm-dd-yyyy)		
5. Sex	6. Service Cor	Service Comp. Dates (1-Leave, 2-Severance Pay)  7. Effective Date (mm-dd-yyyy)  8. Authority (Authorization Cable)									)	
9. Leave Plan	l	10. Reti	rement(s)		<b> </b>			11. A	nnuitant 1	- CS	12. Ter	nure Code
	Local U.S. Style						- FS - N/A					
13a. NOAC		e of Action		14. Citizenship 1 - U.S. 2 - FN								
15. From: Pos	ition Number,	23. T	23. To: Position Number, Series Code, and Position Title									
16. Name of A	24. N	24. Name of Agency, Location of Employing Office										
17. Pay Plan	18. Grade	19. Step	20. Salary	21. Pay Basis	25. P	ay Plan	26. Gra	ide	27. Step	28. Salary		29. Pay Basis
22. Work Sch	edule				30. V	Vork Schedu	ıle			•		
31. Duty Stati	on				•							
32. Accountin	g Classification											
a. Agency	b. Appropria	ation	c. Allotmen	t	d. Orgar	Organization/Location e. Function f. Sub-Object g. Project Resource					g. Project Resource	
33. Remarks												
33a. Social S (S	ntrol Nur	mber			33d. TCN	Origin						
34. Signature	37. Date (mm-dd-					e (mm-dd-yyyy)						
38. Employing	Department o	or Agency		<u>'</u>								

Distribution (Circle One)



1. Name (Las	t, First, MI.)		2. Er	nployee Nu	mber	3. Cc	ntract Nur	umber 4. Date (mm-		Date of Birth mm-dd-yyyy)		
5. Sex	6. Service Cor	Service Comp. Dates (1-Leave, 2-Severance Pay)  7. Effective Date (mm-dd-yyyy)  8. Authority (Authorization Cable)									)	
9. Leave Plan	l	10. Reti	rement(s)		<b> </b>			11. A	nnuitant 1	- CS	12. Ter	nure Code
	Local U.S. Style						- FS - N/A					
13a. NOAC		e of Action		14. Citizenship 1 - U.S. 2 - FN								
15. From: Pos	ition Number,	23. T	23. To: Position Number, Series Code, and Position Title									
16. Name of A	24. N	24. Name of Agency, Location of Employing Office										
17. Pay Plan	18. Grade	19. Step	20. Salary	21. Pay Basis	25. P	ay Plan	26. Gra	ide	27. Step	28. Salary		29. Pay Basis
22. Work Sch	edule				30. V	Vork Schedu	ıle			•		
31. Duty Stati	on				•							
32. Accountin	g Classification											
a. Agency	b. Appropria	ation	c. Allotmen	t	d. Orgar	Organization/Location e. Function f. Sub-Object g. Project Resource					g. Project Resource	
33. Remarks												
33a. Social S (S	ntrol Nur	mber			33d. TCN	Origin						
34. Signature	dd-yyyy) 36. Signature of Contracting Officer 37. Date (mm-dd-					e (mm-dd-yyyy)						
38. Employing	Department o	or Agency		<u>'</u>								

Distribution (Circle One)