
Departmental Forms

Form No	Title	Date Issued (PN)	Instruction No	Distribution	FMI Date
AD-0067	Request for Prior Approval	6-85	2054-M	P-NO	
AD-0068	Length of Service Certificate (40 years)				
AD-0068D	Length of Service Certificate				
AD-0074	Publication Shipping Order	9-5-56	2015-D	WSC	9-5-96
AD-0105	Check or Bond Forwarding Record				
AD-0106	Property Record				

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AD-0107	Report of Transfer or Other Disposition or Construction of Property	2-19-92	2024-H		2-19-92
AD-0112	Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property	4-24-96	2024-H		4-24-96
AD-0114	Executive Correspondence Jacket				
AD-0139	Final Salary Payment Report	11-29-89	2024-B&H	WSDC	11-29-89
AD-0184	Application for Motor Vehicle Operator's Identification Card	11-3-65	2018-G	WS	
AD-0187	Motor Vehicle Operations And Utilization				

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AD-0202	Travel Authorization/Advance	4-88	2009-A, 2036-A		
AD-0202M	Travel Authorizatiion/Advance Attachment for Multiple Travelers	4-88			
AD-0206	Authorization Amendment (Travel)	11-60	2015-D		
AD-0241	Committee Control Record	7-15-71		WS	
AD-0287	Employee Suggestion	3-14-90	2006-H	WSDC	3-14-90
AD-0287-2	Recommendation And Approval of Cash Award or Quality Increase		2006-H & 2009-	WS	

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AD-0287-3A	Referral and Appraisal of Employee Suggestion		2006-H		
AD-0287-4	Merit Pay Cash Award		2009-C	WS	
AD-0311	Speed-memo		2030-A	WSC	
AD-0321-3	Time and Attendance Report		2009-C	WSC	
AD-0332	Position Description		2048-B P	P	
AD-0337	Transmittal - Personnel and Payroll Forms		2006-H P	P	

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AD-0343	Payroll Action Request	5-15-87	1951-C, FL 1951	WSDC	5-15-87
AD-0349	Employee Address			P	
AD-0367	Reports Evaluation Checklist		2006-K	W	
AD-0368	Reports Analysis And Clearance Sheet		2006-K	WSC	
AD-0382	Employee Claim for Loss or Damage to Personal Property	5-8-96	2039-A, (DR) 25		5-8-96
AD-0400-1-50	State Map (Counties)				

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AD-0424	Employee Application for Reimbursement of Expenses Incurred Upon Sale/Purchase of Resident			WSC	
AD-0425	Contractor's Affirmative Action Plan for Equal Employment Opport. Under Executive Order 11246 & Executive Order 11375	3-10-71	1901-E	WSC	3-10-71
AD-0435	Performance Appraisal	4-29-87	2060-A&B, 2063		4-29-87
AD-0435-A	Performance Appraised Worksheet	4-29-87	2060-A		
AD-0435-B	Performance Appraised Worksheet Continuation	4-29-87	2060-A		4-29-87
AD-0474	Transmittal - Telephone And Utilities	5-8-85	2030-B	WS FO	5-8-85

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AD-0475-C	"....And Justice For All		1901-E	WSDC	
AD-0495	Honor Award Nomination		2063-B	WS	
AD-0497	Request for TR Action				
AD-0507	Probationary or Trial Period Report		2024-U	P	
AD-0575	Annual Report of Printing Procured Through GPO Regional Offices	2-19-92	2027-B		2-19-92
AD-0581	Lump-Sum Leave or Compensatory Time Payments			P	

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AD-0582	Authorization for restored annual Leave		2066-A	W	
AD-0616	Travel Voucher	8-20-97	2036-A	WSC	
AD-0617	Travel Voucher Continuations Sheet	8-20-97	2036-A	WSC	
AD-0622	Notice Of Preapplication Review Action		1942-A, 1940-L,	WSC	
AD-0651	Motor Vehicle Accident Report Kit		2042-B	WSC	
AD-0658	Within Grade Increase Record		2054-A	WSDC	

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AD-0687	Forms Action Request And Notice			WSC	
AD-0700	Procurement Request	3-11-92	2024-G&O		3-11-92
AD-0703	Operating Plan			S	
AD-0704	Allotment Advice	5-27-87	2009-D	W	5-27-87
AD-0705	Advice of Allocation of Funds	5-27-87	2009-D	W	5-27-87
AD-0728	Request and Authorization for Home to Work Transportation	11-13-96	2018-G		11-13-96

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AD-0734	Request for Candidates		2045-C	WSC	
AD-0735	Evaluation for Candidates		2045-C	WS	
AD-0757	Miscellaneous Payment System		2024-A, 2036-A	WSDC	
AD-0763	Work Plan		2006-D		
AD-0767	Equal Employment Opportunity Contract Compliance Notices		1924-A		
AD-0773	Supervisory or Managerial Probationary Period Report		2054-U	Distr	

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AD-0838	Purchase Order	7-21-93	2021-A, 2024-A,	WSDC	7-21-93
AD-0872	Property Damage Incident		2069-A&B		
AD-0997	Unit Certifying Officer Signature Card	10-17-83	2024-P	WS	10-17-83
AD-1010	USDA Occupational Safety And Health Poster				
AD-1030	USDA-Photographic Identification Card		1980-A & 2024-	W	
AD-1043	Leave Transfer Program - Donor Application		2066-A		

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AD-1046	Leave Transfer Program - Recipient Application		2066-A		
AD-1047	Certification Regarding Debarment Suspension	1-92	HB-1-3565, 194	WSDC	12-18-98
AD-1048	Certification Regarding Debarment Suspension; Ineligibility And Voluntary Exclusion -Lower Tier Covered Transactions	12-18-98	1940-M,4284-F,	WSDC	12-18-98
AD-1049	Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - For Grantees Other Than Individuals	8-12-94	1940-M, 1942-G	WSDC	8-12-94
AD-1050	Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II - For Grantees and Individuals	4-11-89	HB-1-3565	WSDC	4-11-89
AD-1058	Framework For Change			WSDC	

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AD-1061	Building On The Framework For Change				
AD-2001	Designation of Tour of Duty Biweekly Schedule	5-00	2051-F	WSDC	
AD-2002	Time and Attendance Record	5-00	2051-F	WSDC	
CA-0001	Federal Employee's Notice of Traumatic and Claim for Continuation of Pay/Compensation		2069-A&B, 2042		
CA-0002	Federal Employee's Notice of Occupational Disease and Claim for Compensation		2069-A&B		
CA-0002a	Notice of Recurrence of Disability	4-7-71	2069-B		4-7-71

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CA-0003	Report of Termination of Total or Partial Disability or/"Report of Death"	12-9-52	2069-B		12-9-52
CA-0005	Claim for Compensation on Account of Injury or Occupational Disease and Attending Physical Report	12-9-52	2069-A&B		12-9-52
CA-0006	Official Superior's Report of Employee's Death		2069-B		
CA-0007	Claim for Compensation on Account of Traumatic Injury	7-1-81	2069-B		7-1-81
CA-0008	Claim for Continuance of Compensation on Account of Disability	3-4-53	2069-B		3-4-53
CA-0010	What a Federal Employee Should Do When Injured	9-8-71	2069-B		9-8-71

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CA-0011	When Injured at Work		2069-B		
CA-0013	Work Injury Benefits for Federal Employees		2069-B		
CA-0016	Request for Examination and/or Treatment	4-7-71	2069-B		4-7-71
CA-0017	Duty Status Report	7-1-81	2069-B		
CA-0020	Attending Physician's Report	4-7-71	2069-B		4-7-71
CA-1333	Federal Employee's Compensation Program Medical Providers Claim Form	7-14-82	2069-B		7-14-82

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CC-0257	Monthly Employment Utilization Report	4-2-86	1901-E		4-8-92
FEMA 81-93	Standard Flood Hazard Determination	10-98	RD 3550 Hdbk.,	WSDC	12-18-98
GPO-2511	Print Order		2027-B		
GSA 1217	Lessor's Annual Cost Statement		GSA 552, 570.8		
GSA 1364	Proposal to Lease Space		GSA 552, 570.8		
GSA 2485	Cost Comparison for Shipping Household Goods		2039-A		

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GSA 3517	General Clauses (Acquisition of Leasehold Interests in Real Property)		GSA 552, 570.8		
GSA 3517A	General Clauses		GSA 552, 570.8		
GSA 3517B	General Clauses		GSA 552, 570.8		
GSA 3518	Representations and Certifications		GSA 552, 570.8		
GSA 3518A	Representations and Certifications		GSA 552, 570.8		
GSA 3626	U.S. Government Lease for Real Property		GSA 552, 570.8		

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GSA 3627	Market Survey		GSA 552, 570.8		
HUD-00398	Settlement Cost Booklet				
HUD-00928.1	Equal Housing Poster		1901-E		
HUD-00928.1A	Equal Housing Poster (Spanish)		1901-E		
HUD-00934.1	Equal Housing Opportunity Logotype		1901-E		
HUD-00934.2	Equal Housing Opportunity Logotype		1901-E		

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HUD-00935.2	Affirmative Fair Housing Marketing Plan	12-18-98	1901-E, 1944-D,		12-18-98
HUD-09822	Physical Inspection Report		1930-C, HB-1-3		
I-2991	Lease Market Survey		GSA 552, 570.8		
I-9	Employment Eligibility Verification	3-24-88	Public Law 99-6		
IRS-8300	Report of Cash payments over \$10				
JCP No. 2	Commercial Printing Report		2027-B		

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OF-07	Property Pass	2-19-92	2024-H		2-19-92
OF-11	Reference Request - Federal Records Centers	8-11-93	2033-A		8-11-93
OF-41	Routing and Transmittal Slip		2030-A		
OGE-0450	Executive Branch Personnel Confidential Financial Disclosure Report	7-92	2045-EE,2045-B	WS	
OPM-1170	List of College Courses and Certificate of Scholastic Achievement		2045-E		
OPM-1210	Federal Employees Assistance Programs Annual Report	9-7-88	2063-F		9-7-88

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OPM-1311	Work Location Preference		2045-E		
OPM-1386	Background Survey Questionnaire				
SF-0001	Printing and Binding Requisition		2027-B, 2042-B		
SF-0008	Notice to Federal Employees about Unemployment Insurance		2006-D 2054-A	WS	
SF-0015	Application For 10-Point Veterans				
SF-0018	Request for Quotations	12-6-89	2024-A, 2027-B,	W	12-6-89

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SF-0026	Award/Contract	9-4-87	2024-A	WSDC	9-4-87
SF-0030	Amendment of Solicitation/Modification of Contract	9-4-87	2024-A	WSDC	9-4-87
SF-0033	Solicitation; Offer; and Award	9-4-87	2024-A	WSDC	9-4-87
SF-0050	Notification of Personnel Action			WSC	
SF-0052	Request For Personnel Action		2045-C 2054-Q	WSDC	
SF-0059	Request for Approval of Non Competitive Action				

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SF-0061	Appointment Affidavits		2045-Q&2054-		
SF-0066	Official Personnel Folder		2054-V	P	
SF-0066C	Merged Records Personnel Folder		2054-V		
SF-0066D	Employee Medical Folder		2054-V		
SF-0071	Application for Leave		2066-A, 2051-F		
SF-0075	Request for Preliminary Employment Data			P	

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SF-0081	Request for Space			W	
SF-0085	Data for Nonsensitive or Noncritical-Sensitive Position			P	
SF-0091	Operator's Report of Motor Vehicle Accident		2042-B		
SF-0091A	Investigation Report of Motor Vehicle Accident		2069-A&B	WSC	
SF-0094	Statement of Witness		2042-B		
SF-0095	Claim for Damage; Injury; or Death		2042-A, 2042-B	WSC	

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SF-0098	Notice of Intention to Make a Service Contract and Response to Notice		1955-D	WS	3-30-84
SF-0113A	Monthly Report Of Federal Civilian Employment	3-30-84		WS	
SF-0114	Sale of Government Property; Bid; and Award				
SF-0114A	Sale of Government Property -Item Bid Page- Sealed Bid				
SF-0115	Request for Records Disposition Authority				
SF-0115A	Request for Records Disposition Authority-Continuation				

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SF-0120	Report of Excess Personal Property	2-19-92	2024-H		2-19-92
SF-0122	Transfer Order Excess Personal Property	2-19-92			2-19-92
SF-0127	Request for Official Personnel Folder			WS	
SF-0135	Record Transmittal and Receipt	8-11-93	2033-A&C		8-11-93
SF-0135A	Records Transmittal and Receipt (Cont.)		2033-C	WS	
SF-0144	Statement of Prior Federal Service			WS	

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SF-0145	Telephone Service Request	5-8-85	2030-B	WSDC	5-8-85
SF-0149	U.S. Government National Credit Card		2018-G&2036-A		
SF-0182	Request Authorization Agreement and Certification	5-24-89		WSDC	5-24-89
SF-0220	Report on Financial Condition		1942-A		
SF-0269	Financial Status Report	6-19-97	1942-G,1948-B,		6-19-97
SF-0269A	Financial Status Report (Short Form)	11-15-90	1944-I		11-15-90

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SF-0270	Request for Advance or Reimbursement	11-15-90	1944-I, 1942-G		11-15-90
SF-0271	Outlay Report and Request for Reimbursement For Construction Programs	1-24-79	1942-A		1-24-79
SF-0272	Federal Cash Transactions Report	1-24-79	1942-A		1-24-79
SF-0279	Federal Procurement Data System (FPDS) Individual Contract Action Report	2-20-91	2024-A		2-20-91
SF-0308	Request for Determination and Response to Request	3-30-84	1955-D	WS	3-30-84
SF-0424	Application For Federal Assistance (For Nonconstruction)	7-97	1942-G, 1944-N	WSDC	

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SF-1034	Public Voucher for Purchases and Services Other Than Personal	2-3-86	2006-S & 2075-		2-3-86
SF-1035	Public Voucher for Purchases and Services Other Than Personal (Continuation)		2075-A		
SF-1047	Public Voucher for Refunds				
SF-1055	Claim Against the United States For Amounts Due in the Case of a Deceased Creditor				
SF-1081	Voucher and Schedule of Withdrawals and Credit		2009-D		
SF-1094	United States Tax Exemption Certificate				

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SF-1145	Voucher for Payment Under Federal Tort Claim				
SF-1147	Request for Insurance of Replacement Check Due to Error in Name And/Or Designation of Payee				
SF-1150	Record of Leave Data		2066-A		
SF-1154	Public Voucher for Unpaid Compensation Due a Decreased Civilian/Employee			W	
SF-1184	Unavailable Check Cancellation				
SF-1200	Government Bill Of Lading Correction Notice	6-21-89	2039-A	WSDC	6-21-89

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SF-1402	Certificate of Appointment	7-17-85	2024-A	WSDC	7-17-85
SF-2802	Application for Refund of Retirement Deductions				
SF-2803	Application to Make Deposit or Redeposit - Civil Service Retirement System				
SF-2804	Application to Make Voluntary Contributions - Civil Service Retirement System				
SF-2809	Employees Health Benefits Election Form				
SF-3107	Application For Immediate Retirement	1-97	OPM-CFR 844	WSDC	

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SF-3108	Application to Make Service Credit Payment for Civilian Service				
SF-5510	Authorization Agreement for Preauthorized Payments	7-89			7-7-99
W-4	Employee's Withholding Allowance Certificate 9-4-46			2006-T, 2030-C	
WH-0347	Payroll (For Contractor's Optional Use)	3-30-84	FAR		3-30-84