

The Applications Development Branch, OCIO, issued Forms Release 041 on February 6, 2004. This release contains the following new and revised forms:

New Forms

AD1147 - Public Transportation Benefit Program Application
OPM1643 - Child Care Subsidy Application Form
OPM1644 - Child Care Provider Information for the Child Care Subsidy Program for Federal Employees
REE183 - Service Agreement (replaces ARS183)

Revised Forms and Databases

AD435P - Performance Appraisal
SF30 - Amendment of Solicitation/Modification of Contract
SF1152 - Designation of Beneficiary
TSP20 - Loan Application

Since all of the forms listed under **revised forms and databases** required database modifications, previously saved records for these forms will not be available to you once this release has been installed at your location. If you need to keep the data you previously entered and saved for any of these forms, print the forms with the data prior to the installation of these new forms.

Form ARS183 - Service Agreement has been replaced with Form REE183 and will no longer be available once this release has been installed at your location. If you need to keep the data you previously saved for this form, print the forms with the data prior to the installation of this release.

If you have all of the electronic forms stored on either a LAN or your PC, then downloading the file associated with this notice will give you all the files needed to access the revised and new forms using the [menu screen](#). If you just need a copy of any of the forms, either new or revised, the individual file can be found with our downloadable forms under the appropriate functional area. If you connect to a LAN, do not download any of the individual form files before contacting your LAN administrator.

All of the attached files should be copied to the directory of your choice. The file rel-041.exe is a zipped file containing setupmn.arv, setup.arv and rel-041.exe. The execution of this file will allow you to extract these three files. Once the files are extracted, execute rel-041.exe, which will install the forms and databases. These files install to c:\inf41 by default. You can change this to the drive and directory of your choice. The rel041.bat file should be executed to copy the databases from your LAN directory to the individual users PC. This will create a backup of existing database files on the individual user PC prior to copying the new databases. This file is currently configured to copy from s:\apps\inf41\database; you should change this to reflect your LAN configuration.

If you encounter any problems or have any questions, please contact Brenda Clark (bclark@ars.usda.gov or 301-504-1117).