

**Request for Preliminary Employment Data**  
*(Safeguard The Confidential Nature Of The Data On This Request)*

Standard Form 75  
 Revised August 1998  
 U.S. Office of Personnel Management  
 Date Of This Request

Type or print the name and address of the activity to which this request is being sent and your return address at the bottom.

TO 

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**To Whom It May Concern:**  
 The person named below is tentatively selected for an appointment in this agency. Please complete this form using the instructions on page 4 and mail to the address at the bottom of this form.

**Part I -- To be Completed By Activity Requesting Information**

1. Name of Tentative Selectee <i>(Last, First, Middle)</i>		2. Social Security Number	3. Date of Birth
4-A. Title of Position for Which Tentatively Selected		B. Pay Plan and Occupation Code	C. Grade or Level
5. Agency in Which Position is Located <i>(Enter Code From Block 47 on SF 50)</i>		6. Personnel Office that Services the Position <i>(Enter Code From Block 48 on SF 50)</i>	
7. Entry on Duty <i>(EOD)</i> Date Desired by this Activity			
8-A. Name of Person Requesting Information		B. Requester's Title	
C. Requester's Signature		D. Date Signed	E. Requester's Telephone Number <i>(include Area Code)</i>
9. Additional Data Requested			

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Please Return This Completed Request To:

**PAGE 1**

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 NSN 7540-00-682-6750

**Part III -- To be Completed By Activity Giving Information**

(Complete the following and provide any additional data requested in Item 9, Part I. Follow the instructions on page 4.)

**Section A -- Identification Shown on Personnel Records**

1. Name <i>(Last, First, Middle)</i>	2. Social Security Number	3. Date of Birth
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**Section B -- SF 50 Data**

4-A. Employment Status

<input type="checkbox"/> Currently on the Rolls of This Agency	<input type="checkbox"/> Separated <i>(Specify Date)</i>	<input type="checkbox"/> Separation Incentive Paid
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B. Location of OPF/MRPF

<input type="checkbox"/> On File in This Office	<input type="checkbox"/> On File in Another Office <i>(Name and Address Of That Office) →</i>
<input type="checkbox"/> Sent to NPRC <i>(Specify Date) →</i>	

5. Position Title

6. Pay Plan	7. Occ. Code	8. Grade or Level	9. Step or Rate	10. Total Salary	11. Pay Basis
12-A. Basic Pay	12-B. Locality Adj.	12-C. Retention Allow.	12-D. Supv'y Differential	12-E. Availability Pay	12-F. AUO %

13. Name and Location of Position's Organization

14. Veterans Preference	15. Tenure	16. VP for RIF	17. FEGLI Code and Coverage <i>(If Code "B", enter date of waiver cancellation)</i>
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18. Annuitant Indicator	19. Pay Rate Determinant	20. Retirement Plan	21. Service Comp. Date <i>(Leave)</i>	22. Work Schedule	23. Position Occupied
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24. Duty Station	25. Agency Code	26. Pers. Office Code
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**Section C -- Other Personnel Data**

27. Education Level	28. Year Degree Attained	29. Academic Discipline	30. Citizenship <input type="checkbox"/> U.S. <input type="checkbox"/> Other	31. Veterans Status
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**Section D -- Retirement Data**

32-A. Branch of Service	B. Retired Rank	C. Check One and Specify Date <input type="checkbox"/> Retired → <input type="checkbox"/> Transferred to Fleet Reserve →
D. Creditable Military Service Years      Months	33-A. Civilian Retirement Date	B. Retirement System Paying Annuity
34. Frozen Service Years      Months	35. FERS Coverage <input type="checkbox"/> Elected FERS <input type="checkbox"/> Covered Automatically <input type="checkbox"/> Never Covered	

**Section E -- Grade and Pay Data**

36. Date Entered Current Grade and Step/Rate	37. Date of Last Within-Grade Increase <i>(WGI)</i>	38. If WGI Was Denied, Date of Denial	39. Date of Last Quality Step Increase (QSI)
40-A. Highest Previous Grade/Step Held	B. Dates Held From →      To →		C. Salary for That Grade/Step
D. Was Salary Based on Special Authority?	<input type="checkbox"/> Yes--Cite Authority → <input type="checkbox"/> No	41-A. Is the Applicant Now on Grade Retention? <input type="checkbox"/> Yes <input type="checkbox"/> No--Go to item 42.	
B. Retained Pay Plan, Grade, and Step or Rate	C. Date Two-Year Period of Grade Retention Began	42. Is the Applicant Now on Pay Retention? <input type="checkbox"/> Yes <input type="checkbox"/> No	
43-A. If Not Listed Above, Highest Salary Held on a Federal Appointment	B. Dates Held From →      To →		

**Section F -- Performance Data**

Ratings of Record

44. Level	Pattern	Period	45. Level	Pattern	Period	46. Level	Pattern	Period	47. Level	Pattern	Period
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**Section G -- Appointment Data**

48. Nature of Action (NOA) for B. Authority for That Appointment C. Date

49. If the Employee is Now Career or Has Held Career Appointment in the Competitive Service, Dates Served to Attain Career Tenure B. Nature of Action and Authority for Appointment That Began That From To

50. If the Employee Has Not Held a Career Appointment, Date of Most Recent Career-Conditional Appointment 51. Authority for That Appointment

**Section H -- Probation Data**

52-A. The Employee is Now Serving An Initial Appointment Period That Began on (Month/Day/Year) B. Has Already Completed Initial Appointment Probation Period Beginning Ending

Table with 5 columns: Other Probationary Periods, Date Began, Date Completed, Not Completed, Exempt. Rows include Supervisory, Managerial, and SES.

**Section I -- Unfavorable Data**

54. Does OPF/MRPF Contain Removal, Suspension, Discharge or Change to 55. Is There Unfavorable Information in Other Files, e.g., Letters of Warning, Admonishment, Reprimand, Suitability or Letter of Decision on an Adverse Action?

56. If "Yes" to Question 54 or 55, Name of Person to Contact for More Information B. Telephone Number (Indicate DSN and Commercial -- Show Area Code)

**Section J -- FEHB Data**

57. Enrollment Status: Waived, Canceled, Ineligible, Enrolled

**Section K -- Security Data**

58-A. Most Recent Investigation: NAC, NACI, BI, SBI, LBI, MBI, PRI B. Date Investigation Completed

C. Other Type of Investigation--Explain D. Level of Current Clearance 59-A. If Investigation is Pending, Show type, Date Initiated and Agency Conducting It

B. Name of Security Officer to Contact for More Information C. Telephone Number (Indicate DSN and Commercial -- Show Area Code)

**Section L -- Service Obligation**

60-A. Does Employee Have an Obligation to Remain in Government Service for a Specific Period Because of Training Received? B. Date Obligation Expires

61-A. Does Employee Have an Obligation Because of a Recruitment or Relocation Bonus, a Government-Paid Move or a Student Loan Repayment? B. Date Obligation Expires

**Section M -- Employee Payroll and Thrift Savings Plan Data**

62-A. Employee's Payroll Office Address B. Payroll Office Number (8-Digit Identifying Number) C. Person to Contact for Leave and Pay Information D. Telephone Number (indicate DSN and commercial -- Show Area Code)

63-A. Year-To-Date Basic Pay B. Year-To-Date Earnings

64. Year-To-Date FICA Deductions 65. Year-To-Date FHIT (Medicare) Deductions

66. Is Employee Currently on LWOP? 67-A. Does Employee Have B. If "Yes", Show Number of

68. Thrift Savings Plan

68-A. TSP Service Computation Date			B. TSP Vesting Code	C. TSP Status Code	D. TSP Status Date			E. Does Employee Have a Loan?		
Month	Day	Year			Month	Day	Year	YES	NO	(Circle One)

F. If Yes, Provide the Following Information for Each Loan

Account Number		Account Number		Per Weekly		Biweekly		Monthly	
Payment Amount: \$		Payment Amount: \$		Per Weekly		Biweekly		Monthly	

(Circle One)

69. TSP Allocation

69-A. Percentage of Basic Pay	B. Whole Dollar Amount	C. G FUND-GOV'T SECURITIES	D. F FUND-FIXED INCOME INDEX	E. C FUND-COMMON STOCK INDEX	F. TOTAL
.00 OR \$		.00%	.00%	.00%	100.00%

70-A. Name and Signature of Official Certifying TSP Information

B. Date Signed

**Section N--Losing Agency Release Data**

71-A. Is EOD Date in Part I, Item 7, Acceptable?	B. If Unacceptable, Show Earliest Possible Release Date
C. Name of Person to Call To Discuss Release Date	D. Telephone Number (Indicate DSN and commercial -- Show Area Code)
72-A. Name of Person Giving Information	B. Address (Building, Street, City, State, ZIP Code)
C. Title	
D. Signature and Date Signed	E. Telephone Number (Indicate DSN and commercial -- Show Area Code)

## Instructions for Activity Requesting Information

Use the SF 75 to obtain pre-employment information when the applicant's Official Personnel Folder (OPF) or Merged Records Personnel Folder (MRPF) is not available for review. This most often occurs when the applicant works for a different agency, when the applicant works in the same agency but receives personnel service from another office, when the applicant's OPF/MRPF is on file in another agency even though the applicant is not employed there, or when the applicant's OPF/MRPF has been retired to the National Personnel Records Center (NPRC) but the last employer has most of the information needed.

Use the information provided on the SF 75 to: (1) verify information on the applicant's application; (2) make decisions regarding the applicant's eligibility for appointment, pay and benefits; and (3) to complete the processing necessary.

The SF 75 may **not** be used for any other purposes (such as to obtain references or to voucher a prospective employee). Be sure to request SF 75 information sufficiently in advance of the projected date of the action to enable the office that receives the form to complete and return it or to provide the information by telephone before the effective date of the employment action.

You may request SF 75 information by telephone or be mail. When requesting the information by mail, complete Part I and circle the items in Part II that are needed. If additional information is required (e.g., dates of a detail, the number of hours an intermittent employee has been in pay and duty status, etc.), list it in Item 9 of Part I.

After you receive the SF 75 information, follow your agency's procedures to refer the form to the personnel specialist who will effect the appointment

## Instructions for Activity Providing Information

The name of the person on whom information is requested is in Part I, Item 1, of this form. Use the most recent SF 50 on which the data appear to complete Part II, Sections A and B. Use the OPF/MRPF, Employment Performance Folder (EPF), and the agency information systems that include adverse action, and agency security/suitability files to complete Part II. Contact the Payroll office to complete this Part as well. Review both the right (long-term records) side of the OPF/MRPF and left (temporary records).

### Instructions for Filing the SF 75

Agencies must prepare an accounting of disclosure for release of information outside the agency, unless the agency as the employee's prior written consent to release the information. This should be done for each system of records used to prepare the information. The accounting of disclosure for OPF information should be put on the right side of the OPF/MRPF. The accounting of disclosure need only be a statement that "SF 75 information on (name of employee) was disclosed to (name and address of agency) on (date)." If the gaining office has the employee's written consent to get pre-employment information from the current agency, no accounting of disclosure is necessary. Example: OF 306 includes a section where applicant consents to release of information about ability and fitness by employers, etc.