

FORMS INDEX

STANDARD FORMS

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
1	Printing and Binding Requisition	3 13	6 2
1A	Binding Instructions	3 13	6 2
1B	List of Books to be Bound	3 13	6 2
1C	Printing and Binding Requisition for Specialty Items	3 13	6 2
2	U.S. Government Lease for Real Property	3	3
2B	U.S. Government Lease for Real Property Short Form	3	3
7	Service Record (obsolete as of Dec. 31, 1994)	1	2
7A	Service Record - Continuation (obsolete as of Dec. 31, 1994)	1	2
7B	Employee Record (obsolete as of Dec. 31, 1994)	1	6
7D	Position Identification Strip (obsolete as of Dec. 31, 1994)	1	11
14	Telegraphic Message	12	3
15	Application for 10-Point Veteran Preference	1	1
18	Request for Quotation	3	3,5
24	Bid Bond	3	3
25	Performance Bond	3	3

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
25A	Payment Bond	3	3
25B	Continuation Sheet (For Standard Forms 24, 25, and 25A)	3	3
26	Award/Contract	3	3,5
28	Affidavit of Individual Surety	3	3
30	Amendment of Solicitation/Modification of Contract	3	3,5
33	Solicitation, Offer and Award	3	3,5
34	Annual Bid Bond	3	3,5
35	Annual Performance Bond	3	3,5
39	Request for Referral of Eligibles	1	5,33
39A	Request and Justification for Selective Factors and Quality Ranking Factors	1	5,33
44	Purchase Order - Invoice - Voucher	3 6	3 1
44a-d	Purchase Order - Invoice - Voucher	3 6	3 15 50
	Notification of Personnel Action	1	1,14
50B	Notification of Personnel Action	1	1,14
52	Request for Personnel Action	1	1,33
59	Request for Approval of Non-Competitive Action	1	1
61	Appointment Affidavits	1	1
61B	Declaration of Appointee	1	1
62	Agency Request to Pass Over a Preference Eligible or Object to an Eligible	1	5

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
66	Official Personnel Folder	1	1
71	Application for Leave	2	6
81	Request for Space	11	2
83	Request for OMB Review (Replaced by OMB 83, Paperwork Reduction Act Submission)	16	6
82	Agency Report of Motor Vehicle Data	10	4
85	Questionnaire for Non-Sensitive Positions	18	22
86	Questionnaire for National Security Positions	18	22
91	Motor Vehicle Accident Report	10	5
94	Statement of Witness	10	5
97	The United States Government Certificate to Obtain Title to a Vehicle	4 10	3 6
98	Notice of Intention to Make a Service Contract and Response to Notice	3	11
98A	Notice of Intention to Make a Service Contract and Response to Notice (Attachment A)	3	11
99	Notice of Award of Contract	3	3
113A	Monthly Report of Federal Civilian Employment	1	16
114	Sale of Government Property - Bid and Award	4	3
114A	Sale of Government Property - Item Bid Page - Sealed Bid	4	3
114B	Sale of Government Property - Item Bid Page - Sealed Bid	4	3

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
114C	Sale of Government Property - General Sale Terms and Conditions	4	3
114C-1	Sale of Government Property - Special Sealed Bid Conditions	4	3
114C-2	Sale of Government Property - Special Sealed Bid - Term Conditions	4	3
114C-3	Sale of Government Property - Special Spot Bid Conditions	4	3
114C-4	Sale of Government Property - Special Auction Conditions	4	3
114D	Sale of Government Property - Amendment of Invitation for Bids/Modification of Contract	4	3
114E	Sale of Government Property - Negotiated Sales Contract	4	3
114F	Sale of Government Property - Item Bid Page - Spot Bid or Auction	4	3
115	Request for Records Disposition Authority	16	2
115A	Request for Records Disposition Authority - Continuation	16	2
119	Statement of Contingent or Other Fees	3	3,5,16
120	Report of Excess Personal Property	4	2
120A	Continuation Sheet (Report of Excess Personal Property)	4	2
121	Annual Report of Utilization and Disposal of Excess and Surplus Personal Property	4	2
122	Transfer Order - Excess Personal Property	4	2
123	Transfer Order - Surplus Personal Property	4	2

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
123A	Transfer Order - Surplus Personal Property (Continuation Sheet)	4	2
126	Report of Personal Property for Sale	4	2
126A	Report of Personal Property for Sale (Continuation Sheet)	4	2
127	Request for Official Personnel Folder (Separated Employee)	1	17
132	Apportionment and Reapportionment Schedule	5	4
133	Report on Budget Execution	5	3
135	Records Transmittal and Receipt	16	2
135A	Records Transmittal and Receipt (Continuation)	16	2
144	Statement of Prior Federal Service	1	1
145	Telephone Service Request	3 12	3 2
150	Deposit Bond - Individual Invitation, Sale of Government Personal Property	4	3
151	Deposit Bond - Annual Sale of Government Personal Property	4	3
152	Request for Clearance or Cancellation of a Standard or Optional Forms or Exception	16	3
180	Request Pertaining to Military Records	14	21
182	Request, Authorization, Agreement and Certification of Training	1	1
203	Annual Audiovisual Report	16	4
215	Deposit Ticket	6	1

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
224	Statement of Transactions (Classified According to Appropriation, Fund and Receipt Account, and Related Control Totals)	6	1
225	Report on Obligations	5	3
252	Architect-Engineer Fixed-Price Contract	3	3
254	Architect-Engineer and Related Services Questionnaire	3	3
255	Architect-Engineer and Related Services Questionnaire for Specific Project	3	3
258	Agreement to Transfer Records to National Archives of the United States	16	2
269	Financial Status Report (Long Form)	3	3
270	Request for Advance or Reimbursement	3	3
271	Outlay Report and Request for Reimbursement for Construction Programs	3	3
272	Federal Cash Transactions Report	3	3
272A	Federal Cash Transactions Report - Continuation	3	3
273	Reinsurance Agreement for a Miller Act Performance Bond	3	3
274	Reinsurance Agreement for a Miller Act Payment Bond	3	3
275	Reinsurance Agreement in Favor of the United States	3	3
278	Executive Branch Personnel - Public Financial Disclosure Report	1	24
278A	Assets and Income Public Financial Disclosure Report	1	24

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
279	Federal Procurement Data System FPDS Individual Contract Action Report	3	3
308	Request for Wage Determination and Response to Request	3	3
311	Agency Information Security Program Data	18	1
312	Classified Information Nondisclosure Agreement	18	25
344	Multiuse Standard Requisitioning/Issue System Document	3	8
360	Request to Approve an Interagency Reporting Requirement	16	3
361	Transportation Discrepancy Report	9	2
362	U.S. Government Freight Loss/Damage Claim	9	2
364	Report of Discrepancy	9	2
701	Activity Security Checklist	18	7b
702	Security Container Check Sheet	18	7b
1012	Travel Voucher	6	1
1012A	Travel Voucher (Memorandum)	9	1
1013A	Payroll for Personal Services	2	2
1034	Public Voucher for Purchases and Services Other Than Personal	6	1
1034A	Public Voucher for Purchases and Services Other Than Personal (Memorandum)	6	1
1035	Public Voucher for Purchases and Services Other Than Personal (Continuation Sheet)	6	1

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
1035A	Public Voucher for Purchases and Services Other Than Personal (Memorandum) (Continuation Sheet)	6	1
1038	Advance of Funds Application and Account	6 9	1 3
1047	Public Voucher for Refunds	6	1
1048	Memorandum - Public Voucher for Refunds	6	1
1049	Public Voucher for Refunds	6	1
1050	Public Voucher for Refunds (Memorandum)	6	1
1069	Voucher for Allowances at Foreign Posts of Duty	6	1
1080	Voucher for Transfers Between Appropriations and/or Funds	6	1
1081	Voucher and Schedule of Withdrawals and Credits	6	1
1093	Schedule of Withholdings Under the Davis-Bacon Act (40 U.S.C. 276a) and/or The Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)	3	3,11
1094	U.S. Tax Exemption Certificates	3	12
1094A	U.S. Tax Exemption Certificate Accountability Record	3	12
1096	Schedule of Voucher Deductions	6	1
1098	Schedule of Canceled or Undelivered Checks	6	1
1103A	U.S. Government Bill of Lading - Memorandum Copy	9	1
1104	U.S. Government Bill of Lading - Shipping Order	9	1

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
1109A	U.S. Government Bill of Lading - Continuation Sheet – Memorandum	9	1
1113	Public Voucher for Transportation Charges	6	1
1113A	Public Voucher for Transportation Charges (Memorandum)	6 9	1 1
1128	Payroll for Personal Services - Payroll Certification and Summary	6	1
1128A	Payroll for Personal Services - Payroll Certification and Summary - Memorandum	2	2
1145	Voucher for Payment Under Federal Tort Claims Act	6	1
1145A	Voucher for Payment Under Federal Tort Claims Act - Memorandum	6	1
1150	Record of Leave Data	2	9a
1151	Nonexpenditure Transfer Authorization	6	1
1152	Designation of Beneficiary - Unpaid Compensation of Deceased Civilian Employee	1	1
1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	6	1
1156	Public Voucher for Fees and Mileage of Witnesses	6	1
1156A	Public Voucher for Fees and Mileage of Witnesses - Memorandum	6 9	1 3
1157	Claims for Witness Attendance Fees, Travel, and Miscellaneous Expenses	9	3
1164	Claim for Reimbursement for Expenditures on Official Business	6 9	1 3

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
1165	Receipt for Cash - Subvoucher	6	1
1166	Voucher and Schedule of Payments	6	1
1166A	Voucher and Schedule of Payments - Memorandum	6	1
1167	Voucher and Schedule of Payments (Continuation Sheet)	6	1
1167A	Voucher and Schedule of Payments (Continuation Sheet) - Memorandum	6	1
1169A	U.S. Government Transportation Request - Memorandum Copy	9	1
1170	Redemption of Unused Tickets	9	1
1176	Public Voucher for Unpaid Pay and Allowances Due a Deceased Member of the Armed Forces	6	1
1176A	Public Voucher for Unpaid Pay and Allowances Due a Deceased Member of the Armed Forces - Memorandum	6	1
1177	U.S. Savings Bond Issue File Action Request	2	14c
1182	Subscriber List for Issuance of United States Savings Bonds	2	14b
1183	Subscriber List for Issuance of United States Savings Bonds	2	14b
1186	Transmittal for Transportation Schedules and Related Basic Documents	9	1
1187	Request for Payroll Deductions for Labor Organization Dues	2	15b
1188	Cancellation of Payroll Deductions for Labor Organization Dues	2	15b

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
1198	Request by Employee for Allotment of Pay for Credit to Savings Accounts with a Financial Organization	2	15b
1199a	Direct Deposit Sign-up Form	2	17
1203A	U.S. Government Bill of Lading, Privately Owned Personal Property - Memorandum Copy	9	1
1204	U.S. Government Bill of Lading, Privately Owned Personal Property - Shipping Order	9	1
1205	U.S. Government Freight Waybill - Privately Owned Personal Property - Original	9	1
1218	Statement of Accountability (Foreign Service Account)	6	1
1219	Statement of Accountability	6	1
1220	Statement of Transactions According to Appropriations, Funds, and Receipt Accounts	6 6	1 5
1221	Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account)	6 6	1 5
1303	Request for Federal Cataloging/Supply Support Action	3 3	2 4
2800	Application for Death Benefits - Civil Service Retirement System	1	1
2801	Application for Immediate Retirement under the Civil Service Retirement System	1	1
2801-1	Certified Summary of Federal Service - Civil Service Retirement System	1	1
2802	Application for Refund of Retirement Deductions - Civil Service Retirement System	1	1

<u>SF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
2803	Application to Make Deposit or Redeposit - Civil Service Retirement System	1	1
2804	Application to Make Voluntary Contributions - Civil Service Retirement System	1	1
2805	Request for Recovery of Debt Due the United States	2	18
2808	Designation of Beneficiary - Civil Service Retirement System	1	1
2809	Health Benefits Registration Form - Federal Employees Health Benefits Program	1	1
2810	Notice of Change in Health Benefits Enrollment	1	1
2811	Transmittal and Summary Report to Carrier - Federal Employees Health Benefits Program	2	22b
2812	Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement	2	22b
2812A	Report of Withholdings and Contributions for Health Benefits by Enrollment Code	2	22b
2823	Designation of Beneficiary - Federal		
	Employees' Group Life Insurance Program	6	1
5515	Debit Voucher	1	1

OPTIONAL FORMS

<u>OF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
7	Property Pass	11	4
8	Position Description	1	7
16	Sales Slip - Sale of Government Personal Property	4	3
30	Motor Vehicle Service and Inspection Work Orders	10	2
55	U.S. Government Identification (Card)	11	4
68	Record of Travel Expenses	9	3
101	Summary Worksheet for Estimating Reporting Costs	16	6
108	Daily Vehicle Usage Report	10	2
112	Classified Material Receipt	18	5
116	Record of Top Secret Material	18	5
117	Notice of a Security Violation	18	24
118	Record of Violation	18	18,24
119	Record of Material Removed for Overnight Custody	18	4,5
123	Top Secret Document Inventory Record	18	5
131	Stock Control Card	3	9
136	Application for Retirement - Foreign Service Retirement and Disability System	1	1
137	Designation of Beneficiary	1	1
138	Application for Refund of Compulsory Contributions - Foreign Service Retirement System	1	1

<u>OF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
140	Election to Receive Extra Service Credit Towards Retirement and Report of Residence of Spouse	1	1
141	Application for Service Credit	1	1
144	Temporary Duty (TDY) Official Travel Authorization	9	1
153	Telegram	12	3
153A	Telegram (Continuation Sheet)	12	3
158	General Receipt	6	1
164	Meritorious Service Increase Certificate	1	12
187	Telegram Repeat Request	12	3
189	Travel Reimbursement Voucher	6	1
189A	Travel Reimbursement Voucher - Memorandum	6 9	1 1
189B	Travel Reimbursement Voucher (Continuation Sheet) Schedule of Expenses and Amounts Claimed	6	1
189C	Travel Reimbursement Voucher (Continuation Sheet) - Memorandum Schedule of Expenses and Amounts Claimed	6 9	1 1
190	Foreign Service Emergency Locator Information	1	6
191	Outgoing Telegram	12	3
191A	Outgoing Telegram - Continuation Sheet	12	3
199	Notice of Shipment of Effects - Residence-to-Residence Method	9	1
200	Monthly Record of Vehicle Operation Costs	10	2

<u>OF NUMBER</u>	<u>TITLE</u>	<u>Schedule</u>	<u>Item</u>
202	Leave Record	2	7
202A	Leave Summary	2	7
205	Statement of Operating Cash Advance and Replenishment Voucher	6	1
206	Purchase Order, Receiving Report and Voucher	3	3
206A	Purchase Order, Receiving Report and Voucher (Continuation Sheet)	3	3
208	Statement of Collections - Foreign Service of the United States of America	6	1
612	Optional Application for Federal Employment	1	1,15, 32
1017G	Journal Voucher	7	4
1121	Bill of Lading Accountability Record	9	1
1130	Time and Attendance Report	2	7
1135	Time and Attendance Report	2	7
1136	Time and Attendance Report	2	7
1137	Leave Record	2	9