

## Generic Agency List - v 3.2

Form Name/Number	Form Description	Type	NOAC	From Date	To Date	Side	Double Sided X = Yes	Alias
ACKNOWLEDGEMENT DOCUMENT	ACKNOWLEDGEMENT DOCUMENTS	EMPLOYEE				Temporary	X	
ACTIVE DUTY BENEFITS ELECTION	ELECTION OF BENEFITS FOR EMPLOYEES ENTERING MILITARY ACTIVE DUTY (30 DAYS OR MORE)	BENEFITS				Permanent	X	DG 52
AGREEMENT DOCUMENT	AGREEMENT DOCUMENTS - TRAINING, DRIVER'S LICENSE, EMPLOYMENT,	EMPLOYEE				Temporary		
APPOINTMENT DOCUMENT	TEMPORARY APPOINTMENTS - CONDITIONS OF EMPLOYMENT	EMPLOYEE				Permanent	X	DG 38
AUTHORIZATION DOCUMENTS	WRITTEN AUTHORIZATION REQUIRED BY AGENCY FOR PLACEMENT IN THE	ACTION/SUPPORT DOC				Permanent	X	DG 22
AWARD DOCUMENTS	AWARD FORMS, CERTIFICATES, AND LETTERS	EMPLOYEE				Temporary		
CA1	Employee's Notice of Injury or Occupational Disease	EMPLOYEE				Temporary	X	
CD 133	APPLICATION FOR OPERATORS ID	EMPLOYEE				Temporary	X	
CD 150	Request for Authorization of Travel/Moving Expenses	EMPLOYEE				Temporary	X	
CD 184	CERTIFICATE OF RECOGNITION	EMPLOYEE				Temporary	X	
CD 237	Buyout Form	EMPLOYEE				Temporary	X	
CD 251	Notification of Personnel Action	ACTION/SUPPORT DOC				Permanent	X	ADDED TO MASTERLIST
CD 252	Notification of Personnel Action	ACTION/SUPPORT DOC				Permanent	X	ADDED TO MASTERLIST
CD 314	Statement Relating to Employee Responsibilities and Conduct	EMPLOYEE				Temporary	X	
CD 314LF	Statement Relating to Employee Responsibilities and Conduct	EMPLOYEE				Temporary	X	
CD 326	Recommendation for Recognition	EMPLOYEE				Temporary	X	
CD 35	PROBATIONARY OR TRIAL PERIOD REPORT (HISTORICAL)	EMPLOYEE				Temporary	X	
CD 352	Certification of Satisfactory Completion of Probationary Period	EMPLOYEE				Temporary	X	
CD 383	Position Source Document	POSITION				Temporary	X	
CD 416	Certification for WGI	EMPLOYEE				Permanent	X	ADDED TO MASTERLIST
CD 476	DOC Cooperative Education Program Work/Study Agreement (2 pages)	TRAINING				Temporary	X	

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CD 516	Classification and Performance Management Record	EMPLOYEE				Temporary	X	
CD 525	Employee Address	EMPLOYEE				Temporary	X	
CD 541	Demonstration Project Performance Management Record	EMPLOYEE				Temporary	X	
CD 67	Agreement for Employees Assigned to Training through Non-gov Facilities	TRAINING				Temporary	X	
CD 70	Standard Conditions of Appointment for U.S. Citizens Stationed at Overseas Posts	EMPLOYEE				Temporary	X	
CD 72	Secrecy Agreement	EMPLOYEE				Permanent	X	ADDED TO MASTERLIST
CD 852	Certification of Satisfactory Completion of Probationary Period	ACTION/SUPPORT DOC				Temporary	X	
CERTIFICATE OF PAYMENT	CERTIFICATION OF PAYMENT OF ADMINISTRATIVELY UNCONTROLLABLE OVERTIME	EMPLOYEE				Temporary		
CERTIFICATE OF TRAINING	CERTIFICATION DOCUMENTS DEMONSTRATING THE SUCCESSFUL COMPLETION OF A COURSE, CLASS, OR PROGRAM	EMPLOYEE				Training		
CERTIFICATION DOCUMENT	CERTIFICATION DOCUMENTS - FEHB/FEGLI COVERAGE ELIGIBILITY, MANAGERIAL CERTIFICATION, LAW ENFORCEMENT AVAILABILITY PAY	EMPLOYEE				Temporary		
CSC 1170	List of Colleges and Certificate of Academic Achievement	EMPLOYEE				Temporary	X	
CSC 3458	INFORMATION REQUIRED TO COMPLETE APPLICATION	EMPLOYEE				Permanent	X	ADDED TO MASTERLIST
CSC 3636	ANSWER SHEET	EMPLOYEE				Temporary	X	
CSC 4008	NOTICE OF RATING	EMPLOYEE				Permanent	X	ADDED TO MASTERLIST
CSC 4907	RATINGS SHEET	EMPLOYEE				Temporary	X	
CSC 680	Certificate of Proficiency	Employee				Temporary		
CSC 911B	MID LEVEL POSITIONS QUALIFICATIONS BRIEF	EMPLOYEE				Temporary		
CSC 953	QUALIFICATIONS BRIEF	EMPLOYEE				Temporary		
DA 2496-1	Disposition form	ACTION/SUPPORT DOC				Temporary	X	
DIRECTED REASSIGNMENT	MANAGEMENT DRIECTED REASSIGNMENT-STATEMENT OF	EMPLOYEE				Permanent	X	DG 38

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DOMESTIC VIOLENCE STATEMENT	DOMESTIC VIOLENCE STATEMENT (LAUTENBERG STATEMENT)- QUALIFICATIONS DECLARATION AND INQUIRY FOR POSITIONS REQUIRING THE POSSESSION OF FIREARMS OR	EMPLOYEE				Temporary		
DS 1030	Request for Personnel Action	ACTION/SUPPORT DOC				Temporary	X	
DS 1032	Notification of Personnel Action	ACTION/SUPPORT DOC				Permanent	X	ADDED TO MASTERLIST
DSP 34	Supplement to Personal Qualification Statement	EMPLOYEE				Permanent	X	ADDED TO MASTERLIST
DSP 80	Statement Regarding Actions on Behalf of Foreign Principals	EMPLOYEE				Temporary	X	
ENF J-IC	Certificate to Carry firearms	EMPLOYEE				Temporary	X	
EPA 1480-2	Personal Security Action	EMPLOYEE				Permanent ONLY IF IT DOCUMENTS THE ADJUDICATION OF THE	X	ADDED TO MASTERLIST
ESSA 52-6	EMPLOYEE APPRAISAL	APPRAISAL				Performance	X	
ESSA 58	STATEMENT RELATIVE TO OUTSIDE INTERESTS	EMPLOYEE				Temporary	X	
FE 2004	Life Insurance Election	BENEFITS				Permanent	X	DELETE AS THIS FORM IS INCLUDED IN THE
FIREARMS DOCUMENTS	FIREARMS DOCUMENTS: POLICY STATEMENTS; QUALIFICATIONS; REQUEST FOR AUTHORIZATION TO CARRY A PERSONALLY-OWNED, SERVICE-APPROVED FIREARM	PERSONNEL ACTION/SUPPORT DOC				Temporary		
GS DOCUMENTS	GS DOCUMENTS	POSITION				Temporary	X	
INDEBTEDNESS DOCUMENT	HEALTH BENEFITS: DOCUMENTATION OF INDEBTEDNESS TO HEALTH	BENEFITS				Temporary		
LANGUAGE CERTIFICATION	VERIFICATION OF BASIC QUALIFICATIONS: SPANISH	ACTION/SUPPORT DOC				Temporary		
MARRIAGE DOCUMENTS	MARRIAGE LICENSE/CERTIFICATE	EMPLOYEE				Permanent	X	DG 46
MASS CHANGE	MASS CHANGE	EMPLOYEE				Permanent	X	DG 74, related to position with

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MILITARY REDEPOSIT VERIFICATION	VERIFICATION OF MILITARY REDEPOSIT	EMPLOYEE				Permanent	X	DG 66
NOAA 51-2	Military Status of Employee	EMPLOYEE				Temporary	X	
OF 137	Designation of Beneficiary	BENEFITS				Permanent	X	Des Ben for which program? SF 1152 (UNPAID COMP) , SF 2808 (CSRS), SF 2823
OF 170	REQUEST, AUTHORIZATION, AGREEMENT AND CERT. OF TRAINING	TRAINING				Temporary		
OF 37	NOMINATION FOR INTERAGENCY	TRAINING				Temporary		
OF 8	POSITION DESCRIPTION	POSITION				Temporary		
OFFER LETTER	FIRM OFFER LETTER	EMPLOYEE				Temporary		
OFFICER'S STATEMENT	OFFICER'S STATEMENT	EMPLOYEE				Temporary		
OPM 1495	FINANCIAL ELIGIBILITY STMT FOR STUDENT & SUMMER AID PROGRAMS	EMPLOYEE				Temporary		
OPM 71	REQUEST FOR LEAVE OR APPROVED ABSENCE	PAYROLL				Temporary		
OPM 775	DIRECT HIRE AUTHORITY AND REPORTING FORM	EMPLOYEE				Permanent		DELETE AS THIS FORM IS INCLUDED IN THE
PAY ACTION REQUEST	PAY ACTION REQUEST	EMPLOYEE				Temporary	X	
PAY ADJUSTMENT DOCUMENTS	NOTIFICATION OF COMPARABILITY PAY ADJUSTMENT	PAYROLL				Permanent		DG 31
PAY RETENTION DOCUMENT	DOCUMENTATION OF THE APPLICATION OF GRADE AND PAY RETENTION ENTITLEMENT: A COPY OF A LETTER TO THE EMPLOYEE DESCRIBING THE CIRCUMSTANCES WARRANTING THE GRADE AND/OR PAY RETENTION AND NATURE OF THE	EMPLOYEE				Permanent	X	DG 65
PHYSICIAN'S STATEMENT	VERIFICATION OF MILITARY SERVICE: VETERANS PREFERENCE SUPPORTING DOCUMENTATION:	PERSONNEL ACTION/SUPPORT DOC				Permanent	X	DG 40
POSITION DESCRIPTION	POSITION DESCRIPTION	POSITION				Temporary	X	

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PROBATIONARY PERIOD STATEMENT	PROBATIONARY PERIOD STATEMENT; PROBATIONARY PERIOD STATEMENT FOR APPOINTMENT TO CAREER OR CAREER-CONDITIONAL APPOINTMENT; PROBATIONARY PERIOD STATEMENT FOR NEWLY APPOINTED	EMPLOYEE				Temporary		
PS 2526	REQUEST FOR PERSONNEL ACTION	EMPLOYEE				Temporary		
PTO 73-4	APPOINTMENT NOTICE (HISTORICAL)	EMPLOYEE				Temporary	X	
PTO 779	PARTIAL SIGNATURE AUTHORITY	EMPLOYEE				Temporary	X	
PTO 780	FULL SIGNATURE AUTHORITY	EMPLOYEE				Temporary	X	
PTO 795	CERTIFICATION FOR WITHIN GRADE INCREASE (historical, became CD416L)	BENEFITS				Temporary	X	
PTO 806	PATENT EXAMINER AUDIT	EMPLOYEE				Temporary	X	
PTOL 207	APPOINTMENT NOTICE (HISTORICAL)	EMPLOYEE				Temporary	X	
RETIREMENT SUPPORTING DOCUMENT	ELECTION OF RETIREMENT COVERAGE (SF 3109) SUPPORTING DOCUMENTATION; NOTICE EMPLOYEE ELECTED TO RETAIN COVERAGE UNDER NONAPPROPRIATED FUND	BENEFITS				Permanent		SF 3109
RI 76-27	FEGLI OPEN ENROLLMENT ELECTION FORM	BENEFITS				Permanent		DELETE AS THIS FORM IS INCLUDED IN THE
SALARY INCREASE DOCUMENTS	NOTIFICATION OF SALARY INCREASE	PAYROLL				Permanent		DG 31
SERVICE COMPUTATION DOCUMENTS	SERVICE COMPUTATION DATE REPORT;	EMPLOYEE				Permanent	X	DG 53
SF 1126D	PAYROLL CHANGE SLIP	PAYROLL				Permanent	X	ADDED TO MASTERLIST
SF 71	REQUEST FOR LEAVE OR APPROVED ABSENCE	PAYROLL				Temporary		
TRANSCRIPTS	TSP, HEALTH BENEFITS, ETC.	EMPLOYEE				Permanent	X	DG 62, DG 63 or DG 64
Treasury 36-98	Employee Data change Notification	EMPLOYEE				Permanent	X	Permanent only if it serves the same function as an SF 50.
TRIAL PERIOD STATEMENT	TRIAL PERIOD STATEMENT; TRIAL PERIOD STATEMENT FOR VETERANS READJUSTMENT APPOINTMENTS	EMPLOYEE				Temporary		

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WAIVER OF BACKGROUND INVESTIGATION	INVESTIGATIVE NOTICE: PREEMPLOYMENT WAIVER OF THE BACKGROUND INVESTIGATION	INVESTIGATIONS/SECURITY CLEARANCE				Permanent		DG 04
WB 130-5	EDUCATION SUMMARY	EMPLOYEE				Permanent	X	DG 05 or DG
WB 144-1	REPORTS ON CONFLICTS OF INTERES AND PRIVATE BUSINESS ACTIVITIES	EMPLOYEE				Temporary	X	
WORKSHEET	GRADE DETERMINATION WORKSHEETS; RECORD OF TIME WORKED; QUALIFICATION SHEET FOR BORDER PATROL AGENT; QUALIFICATION SHEET FOR CUSTOMS	PERSONNEL ACTION/SUPPORT DOC				Temporary		