Administrative Services Handbook

FORM NO.	TITLE
AD- 107	REPORT OF TRANSFER OR OTHER DISPOSITION OR CONSTRUCTION OF PROPERTY

ORIGINATOR	Responsible Field Staff	CONTACT
ACCOUNTABLE OFFICER	ASA/SECY	MBS Property

DISTRIBUTION/REFERENCE

If acquisition cost was <$5000, file locally. >$5000, submit orig to MBS Property. Retain copy in suspense file. REF: AD-212.1; 246.1; ADM NOTE A-82-5 & AM-201.

FORM NO.	TITLE
AD- 112	REPORT OF UNSERVICEABLE LOST OR DAMAGED PROP (Items cost > $500)

ORIGINATOR	Responsible Field Staff	CONTACT
Accountable Officer	ASA/SECY	MBS Property

DISTRIBUTION/REFERENCE

Orig to MBS Property. Retain cc in suspense. (PPQ veh accidents: ALSO SUBMIT SF-91 w/AD-112. Submit AD-700 if repairs are necessary. GSA MTRPOOL VEH: Sumibt orig accident forms to GSA.) REF:AD232.1,246.1,&AM-201.

FORM NO.	TITLE
AD- 332	Position Description

ORIGINATOR	Responsible Field Staff	CONTACT
Supervisor	ASA/SECY	MBS Class

DISTRIBUTION/REFERENCE

1.After position mgmt approval, establish a new position (nonstandard jobs), ASA/SECY prepares & submits PD to MBS. 2. MBS processes and establishes position. 3. MBS returns completed AD-322 & PD to ASA/SECY & files in POL records/updates NFC.

FORM NO.	TITLE
AD- 334	STATEMENT OF EARNINGS AND LEAVE STATEMENT

ORIGINATOR	Responsible Field Staff	CONTACT
NFC	ASA/SECY	MBS L&C

DISTRIBUTION/REFERENCE

Option: FORM IS SENT TO DESIGNATED ADDRESS from NFC
Option: Available on employee express.
Option: Request copy of data record from MBS L&C or Processing

Administrative Services Handbook

FORM NO.	TITLE
AD- 349	EMPLOYEE ADDRESS

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	ASA/SECY	MBS Processing

DISTRIBUTION/REFERENCE

Option: Employee Express
Option: complete form FOR PERMANENT EMPLOYEES/TEMP--FORWARD COMPLETED FORM TO MBS.

FORM NO.	TITLE
AD- 382	Employee Claim for Loss or Damage to Personal Property

ORIGINATOR	Responsible Field Staff	CONTACT
		MBS Claims

DISTRIBUTION/REFERENCE

Employee completes and submits to MBS Claims.Requires Supv statement.

FORM NO.	TITLE
AD- 411	VACANCY ANNOUNCEMENT

ORIGINATOR	Responsible Field Staff	CONTACT
CR PER	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

MBS Staffing publishes vacancy announcements through various means. Ensure field has access to information or consult with MBS Staffing regarding vacancy announcments.
APHIS Vacancies are on the MBS Website.

FORM NO.	TITLE
AD- 435	Performance Appraisal

ORIGINATOR	Responsible Field Staff	CONTACT
SPHD/PD	ASA/SECY	MBS Process

DISTRIBUTION/REFERENCE

Orig & copy with performance plan to MBS Processing. Copy to employee, supervisor. Mgmt & Adm personnel use MRP102A & MRP102B.

Administrative Services Handbook

FORM NO. AD- 474

TITLE: Transmittal-telephone and utilities. Establishes account at NFC.

ORIGINATOR: MBS Telecom/Purch/Acctg

Responsible Field Staff:

CONTACT: MBS Telecom

DISTRIBUTION/REFERENCE:
1. Unit work with MBS to establish telephone & utilities. Opt1: MBS Telecom prepares the telephone Utilities transmittal. Opt2: Regional Budget office prepares transmittal form. 3. Copies to Regional Budget Office & ASA/SECY location.

FORM NO. AD- 507

TITLE: Probationary or Trial Period Reports

ORIGINATOR: SPHD/PD

Responsible Field Staff: SPHD/PD

CONTACT: MBS Process

DISTRIBUTION/REFERENCE:
SPHD/PD review and complete form. Orig to MBS Processing. Copy to supervisor. Copy to employee

FORM NO. AD- 643

TITLE: TRANSMITTAL--GSA MOTOR POOL to establish account

ORIGINATOR: MBS Property

Responsible Field Staff: ASA/SECY

CONTACT: MBS Property

DISTRIBUTION/REFERENCE:
1. ASA/SECY contacts local GSA office for BOAC number. 2. Consult NFC for completion instructions. Complete form & submit to NFC to establish account. RETAIN SUSPENSE COPY. REF: NFC PROCEDURES MANUAL.

FORM NO. AD- 658P

TITLE: WITHIN GRADE INCREASE RECORD

ORIGINATOR: NFC

Responsible Field Staff: ASA/SECY

CONTACT: MBS Processing

DISTRIBUTION/REFERENCE:
NFC FORWARDS TO SPHD. TO SUPERVISOR. SUPERVISER KEEPS THE SUPERVISOR COPY. FIELD RETURNS TO MBS. IF SUPERVISOR ANTICIPATES DENIAL OF WGI CONTACT ERS FOR TECHNICAL ASSISTANCE 60-90 DAYS PRIOR TO WGI.

FORM NO.	TITLE
AD- 663	PAYROLL: REQUEST FOR ISSUANCE OF SUBSTITUTE/REPLACEMENT CHECK

ORIGINATOR	Responsible Field Staff	CONTACT
MBS Leave & Compensation	ASA/SECY	MBS L&C

DISTRIBUTION/REFERENCE

To report a lost/stolen check, contact MBS Leave & Compensation by phone and fax T&A.

FORM NO.	TITLE
AD- 700	REQUISITION FOR SUPPLIES, EQUIPMENT, OR SERVICE

ORIGINATOR	Responsible Field Staff	CONTACT
Requesting OFFICE	ASA/SECY	MBS Purchasing

DISTRIBUTION/REFERENCE

Upon recvg appropriate approval for purchase, >$2500 enter request in PRISM and submit to MBS Purchasing. <$2500 purchase via purch card. REF: APHIS DIR 210.1, 210.2, 213.1. Enter e-mail addresses in requisition

FORM NO.	TITLE
AD- 717	AUDIT FOR LEAVE YEAR

ORIGINATOR	Responsible Field Staff	CONTACT
T&A Contact Timekeeper	ASA/SECY, Timekeeper	MBS L&C

DISTRIBUTION/REFERENCE

ASA/SECY completes when leave balances are not in agreement with leave&earning statement. Timekeeper will complete & forward to MBS. Use for 1040-hour appt balances, too.

FORM NO.	TITLE
AD- 838	PURCHASE ORDER

ORIGINATOR	Responsible Field Staff	CONTACT
MBS PUrchasing	MBS Purchasing	MBS Purchasing

DISTRIBUTION/REFERENCE

MBS Purchasing e-mail notification of PO and ASA/SECY prints. MBS Purchasing sends hard copy of PO to requesting office.

FORM NO.	TITLE
AD- 838-A	Partial Receipt Notification

ORIGINATOR	Responsible Field Staff	CONTACT
Consignee/ASA/SECY	ASA/SECY	MBS Purchasing

DISTRIBUTION/REFERENCE

Original to NFC. Copy to purchase order issuing office.

FORM NO.	TITLE
AD- 838-B	INVOICE - RECEIPT CERTIFICATION

ORIGINATOR	Responsible Field Staff	CONTACT
CONSIGNEE/ASA/SECY	ASA/SECY	MBS Purchasing

DISTRIBUTION/REFERENCE

W/UNIT PREPARES, SUBMITS TO NFC ALONG WITH STMT/RECEIPTS. Items costing >$5000 and Firearms, submit a copy with Serial #'s, Acct Ofc ID#, Model# to MBS Property.

FORM NO.	TITLE
AD- 838-D	BPA - INVOICE-RECEIPT CERTIFICATION

ORIGINATOR	Responsible Field Staff	CONTACT
CONSIGNEE/ASA/SECY	ASA/SECY	MBS Purchasing

DISTRIBUTION/REFERENCE

Consignee W/UNIT PREPARES, SUBMITS TO NFC ALONG WITH INVOICES.

FORM NO.	TITLE
AD- 872	Property Damage Incident

ORIGINATOR	Responsible Field Staff	CONTACT
Employee/SPHD/PD	Employee at scene of accident	MBS Property

DISTRIBUTION/REFERENCE

Orig & green to MBS Property. Blue to employee. Yellow to SPHD/PD.

FORM NO.	TITLE		
AD- 955	GSA Telephone Transmittal (est, chg, delete acctg codes)		
ORIGINATOR		Responsible Field Staff	CONTACT
			MBS Telecom

DISTRIBUTION/REFERENCE

1. ASA/SECY work with MBS Telecom. Copy of forms to Reg Bud & location ASA/SECY.

FORM NO.	TITLE		
AD- 999	Motor Vehicle Accountability & Data Record		
ORIGINATOR		Responsible Field Staff	CONTACT
Acct Officer		ASA/SECY	MBS Property

DISTRIBUTION/REFERENCE

Orig to MBS Property.

FORM NO.	TITLE		
AD-1042	Leave Transfer Program--Donor application		
ORIGINATOR		Responsible Field Staff	CONTACT
Employee/Donor		ASA/SECY	MBS L&C

DISTRIBUTION/REFERENCE

Employee submits to MBS L&C for agency review & approval.

FORM NO.	TITLE		
AD-1043	Leave Transfer Program Application Web form available on MBS Website		
ORIGINATOR		Responsible Field Staff	CONTACT
Employee		Employee/Donator	MBS L&C

DISTRIBUTION/REFERENCE

1. Employee submits application to MBS. 2. MBS processes and submits application to NFC. 3. MBS contacts the timekeeper with adjusted leave balances & eff date. 4. TK adjusts leave balances on effective payperiod of donation deductions and increases.

FORM NO.	TITLE
AD-1046	Leave Transfer Recipient Application & Documentation

ORIGINATOR	Responsible Field Staff	CONTACT
Employee	Supervisor/Employee	MBS L&C

DISTRIBUTION/REFERENCE

1. Supv submits application & documentation to MBS L&C. 2. MBS contacts employee, timekeepers with leave adjustments & effective dates.

FORM NO.	TITLE
AD-1073	RECOMMENDATION AND APPROVAL OF A RECRUITMENT/RELOCATION BONUS OR RETEN

ORIGINATOR	Responsible Field Staff	CONTACT
SUPERVISOR	Supv/SPHD	MBS Staffing

DISTRIBUTION/REFERENCE

Consult with MBS Staffing or REFER TO SUPV DESK GUIDE, 4500 SERIES: SECTION E FOR RECRUITMENT/RELOCATION BONUS; SECTION F FOR RETENTION ALLOWANCES;

FORM NO.	TITLE
APHIS- 31	NOTICE OF ACKNOWLEDGMENT RECEIPT OF APPLICATION

ORIGINATOR	Responsible Field Staff	CONTACT
CR PER OR HRO		MBS Staffing

DISTRIBUTION/REFERENCE

Pending automated system for response.

FORM NO.	TITLE
APHIS- 32	CONTRACT DELIVERY RECEIPT

ORIGINATOR	Responsible Field Staff	CONTACT
CONSIGNEE/COR	ASA/SECY/COR	MBS Payments

DISTRIBUTION/REFERENCE

CONSIGNEE COMPLETES AND FWD TO MBS Payments, YELLOW TO CONTRACTING OFFICER MBS or RWBS Contracting. GOLDENROD TO MBS Property if ACCOUNTABLE PROPERTY ITEMS ONLY. RETAIN PINK CC FOR FILE.

FORM NO.	TITLE
APHIS- 40	EMPLOYEE EXIT INVENTORY

ORIGINATOR	Responsible Field Staff	CONTACT
SUPERVISOR	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

FORWARD TO MBS WITH AD-581, FINAL T&A, LEAVE AUDIT. SF-52 FOR EMPLOYEES LEAVING WILL NOT BE PROCESSED WITHOUT APHIS-40.

FORM NO.	TITLE
APHIS- 66	JOB ANALYSIS-MAJOR DUTY IDENTIFICATION

ORIGINATOR	Responsible Field Staff	CONTACT
SUPERVISOR	ASA/SECY	MBS Class

DISTRIBUTION/REFERENCE

Consult with MBS Class. Review library of Job Analysis for samples. PREPARED BY SUPERVISOR. Enter duties & examples of selection criteria. REFER TO LIKE POSITION PREVIOUSLY ANNOUNCED. Submit to MBS-Staffing. Also includes APHIS 67 & 68.

FORM NO.	TITLE
APHIS- 67	JOB ANALYSIS-KNOWLEDGE, SKILLS, AND ABILITIES DETERMINATION

ORIGINATOR	Responsible Field Staff	CONTACT
SUPERVISOR	ASA/SECY	MBS Class

DISTRIBUTION/REFERENCE

PREPARED BY SUPERVISOR. REFER TO LIKE POSITIONS PREVIOUSLY ANNOUNCED.

FORM NO.	TITLE
APHIS- 68	JOB ANALYSIS RATING PLAN

ORIGINATOR	Responsible Field Staff	CONTACT
SUPERVISOR		MBS Class

DISTRIBUTION/REFERENCE

PREPARED BY SUPERVISOR. REFER TO LIKE POSITIONS PREVIOUSLY ANNOUNCED.

FORM NO.	TITLE
APHIS- 114	REQUEST TO ESTABLISH, CLOSE, Relocate or EXPAND

ORIGINATOR	Responsible Field Staff	CONTACT
FIELD OFFICE	SPHD or Port Director	MBS Realty

DISTRIBUTION/REFERENCE

Consult REGION AND MBS Realty for action.

FORM NO.	TITLE
APHIS- 145	APPOINTMENTS ABOVE THE MINIMUM RATE

ORIGINATOR	Responsible Field Staff	CONTACT
SUPERVISOR	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

Consult with MBS Staffing or SEE SUPV DESK GUIDE, 4531 SECTION D; SUBMIT RPT W/INFO IN SECTION D, (RECORDS) TO MBS Staffing before effective date of appoint.

FORM NO.	TITLE
APHIS- 146	STATEMENT OF UNDERSTANDING

ORIGINATOR	Responsible Field Staff	CONTACT
SUPERVISOR	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

Consult with MBS Staffing or REFER TO SUPV DESK GUIDE 4500.

FORM NO.	TITLE
APHIS- 147	ANNUAL SALARY COMPUTATION SHEET FOR APPTS ABOVE THE MINIMUM RATE

ORIGINATOR	Responsible Field Staff	CONTACT
SUPERVISOR	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

REFER TO SUPV DESK GUIDE, 4500 SECTION D; Associate with package including APHIS-0145.

FORM NO. APHIS- 197

TITLE: NEw Employee Orientation Supervisor's Checklist

ORIGINATOR: Supervisor

Responsible Field Staff: ASA/SECY

CONTACT: MBS Staffing

DISTRIBUTION/REFERENCE:
Supv and ASA/SECY take new employees through orientation and complete employment forms in packet. Explain benefits, etc. Retain at the location of Appointment.

FORM NO. APHIS- 198

TITLE: NEW EMPLOYEE ORIENTATION

ORIGINATOR: AGENCY

Responsible Field Staff: ASA/SECY

CONTACT: MBS Staffing

DISTRIBUTION/REFERENCE:
MBS Sends out package for new permanent appointees. Forms are returned as necessary for processing to MBS Processing.

FORM NO. APHIS- 219

TITLE: NON-STANDARD TOUR OF DUTY OR SPLIT SHIFT

ORIGINATOR:

Responsible Field Staff:

CONTACT: MBS L&C

DISTRIBUTION/REFERENCE:
Office records as determined by supervisor, employee, ASA/SECY for T&A file.

FORM NO. APHIS- 231

TITLE: PROMOTION CERTIFICATE

ORIGINATOR: MBS Staffing

Responsible Field Staff: Selecting Official

CONTACT: MBS Staffing

DISTRIBUTION/REFERENCE:
ORIGINAL AND 1 COPY FORWARDED TO SELECTING OFFICIAL. WHEN SELECTION IS MADE, submit SIGNED ORIGINAL to MBS staffing.

FORM NO.	TITLE
APHIS- 370	REQUEST FOR OUTSIDE EMPLOYMENT OR ACTIVITY

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	Employee	MBS Staffing

DISTRIBUTION/REFERENCE

Consult www.usda.gov/da/employ/apsd/bul7351.htm for complete information.

FORM NO.	TITLE
FMS-2231	Fast Start Direct Deposit

ORIGINATOR	Responsible Field Staff	CONTACT
Employee		MBS Processing

DISTRIBUTION/REFERENCE

Employee express.

FORM NO.	TITLE
GSA-2957	REIMBURASABLE WORK AUTHORIZATION

ORIGINATOR	Responsible Field Staff	CONTACT
GSA, MBS Realty WORK UNIT	SPHD/ASA/SECY	MBS Realty

DISTRIBUTION/REFERENCE

Over $500, MBS Realty will work the action. Fed Buldgs & GSA leased space use. INSTRUCTIONS ATTACHED ON THE FORM. <$500 for incidential services and actions, ASA can establish a "blanket" RWA (extra keys, etc.) Send copy to MBS Realty for Real Prop Rec

FORM NO.	TITLE
I-9	EMPLOYMENT ELIGIBILITY VERIFICATION

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

EMPLOYEE COMPLETES PART 1 AND SIGNS. SUPERVISOR COMPLETES PART 2, VERIFIES, AND SIGNS. COPY TO MBS Staffing.

FORM NO.	TITLE
OF- 5	INQUIRY AS TO AVAILABILITY

ORIGINATOR	Responsible Field Staff	CONTACT
MBS Staffing Specialist	MBS Staffing	MBS Staffing

DISTRIBUTION/REFERENCE

MBS Staffing sends and maintains files.

FORM NO.	TITLE
OF-306	Declaration for Federal Employment

ORIGINATOR	Responsible Field Staff	CONTACT
Applicant	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

ASA/SECY collects from applicant. Supervisor reviews and verifies prior to selection. Copy sent to MBS Staffing. Upon appointment date, appointee signs the retained original. ASA/SECY sends original to MBS Processing.

FORM NO.	TITLE
SBD-2003	SAVINGS BOND AUTHORIZATION

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	ASA/SECY	MBS Processing

DISTRIBUTION/REFERENCE

Option: Employee Express
Option: Complete form and send to MBS Processing

FORM NO.	TITLE
SBD-2090	Savings Bond Authorizations

ORIGINATOR	Responsible Field Staff	CONTACT
Employee	ASA/SECY/Employee	MBS Processing

DISTRIBUTION/REFERENCE

Option: Employee Express
Option: complete form and submit to MBS processing

FORM NO.	TITLE
SF- 1	PRINTING AND BINDING REQUISITION

ORIGINATOR	Responsible Field Staff	CONTACT
ASA/SECY	ASA/SECY	MBS Purchasing

DISTRIBUTION/REFERENCE

Option: MBS Purchasing can complete this form and process. OR ASA ORI & 1 CC TO GPO, RETAIN ISSUING OFFICE CC, FWD ONE CC TO NFC, FWD RECEIPT AND CONSIGNEE COPIES TO SHIPPING POINT. WHEN ORDER IS RECEIVED, RECEIPT COPY FORWARDED TO NFC. REF: AD-271.2.

FORM NO.	TITLE
SF- 8	NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

ORIGINATOR	Responsible Field Staff	CONTACT
MBS Processing/ASA/SECY	ASA/SECY	MBS Processing

DISTRIBUTION/REFERENCE

DIRECTLY TO EMPLOYEE. REF:AD-402.6; ADM NOTICE H-88-43.

FORM NO.	TITLE
SF- 15	APPLICATION FOR CLAIM FOR 10-POINT VETERAN PREFERENCE

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	ASA/SECY/MBS Staffing	MBS Staffing

DISTRIBUTION/REFERENCE

ALL APPLICANTS CLAIM 10 POINT VP SUBMIT TO MBS Processing. REF: AD-408.1.

FORM NO.	TITLE
SF- 39	REQUEST FOR REFERRAL OF ELIGIBLES

ORIGINATOR	Responsible Field Staff	CONTACT
MBS Staffing	MBS Staffing	MBS Staffing

DISTRIBUTION/REFERENCE

MBS Staffing completes & submits.

FORM NO.	TITLE
SF- 52	REQUEST FOR PERSONNEL ACTION (PATS)

ORIGINATOR	Responsible Field Staff	CONTACT
ASA/SECY	ASA/SECY	MBS PATS

DISTRIBUTION/REFERENCE

1. Obtain record of appropriate approval. 2. ASA/SECY completes appropriate data through PATS. 3. Enter appropriate cc:'s in PATS to send info copies of 52 data. 4. Submit to MBS. 5. Include appropriate attachments or comments

FORM NO.	TITLE
SF- 61	APPOINTMENT AFFIDAVITS

ORIGINATOR	Responsible Field Staff	CONTACT
SUPERVISOR/EMPLOYEE	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

FORWARD TO MBS Processing

FORM NO.	TITLE
SF- 61B	DECLARATION OF APPOINTEE--Obsolete, see OF-306

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

FORWARD TO MBS Staffing

FORM NO.	TITLE
SF- 71	APPLICATION FOR LEAVE

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE/Supv	ASA/SECY	MBS L&C

DISTRIBUTION/REFERENCE

TO SUPERVISOR FOR APPROVAL, THEN FILE WITH EMPLOYEE'S OFFICIAL FILE COPY OF T&A AT CONTACT POINT.

FORM NO. SF- 85

TITLE DATA QUESTIONNAIRE FOR NONSENSITIVE OR NONCRITICAL SENSITIVE POSITION

ORIGINATOR MBS Processing Security O

Responsible Field Staff ASA/SECY

CONTACT MBS Processing

DISTRIBUTION/REFERENCE

Submit to MBS Processing. Rrequired for L/A employed more than 6 months.

FORM NO. SF- 86

TITLE SECURITY INVESTIGATION FOR SENSITIVE QUESTIONNAIRE FOR POSITION

ORIGINATOR EMPLOYEE (UPON REQUEST FR

Responsible Field Staff ASA/SECY

CONTACT MBS Processing

DISTRIBUTION/REFERENCE

SUBMIT ORIGINAL AND TWO COPIES DIRECTLY TO THE APHIS SECURITY OFFICER MBS Processing. SENDS DIRECTLY TO EMPLOYEE Workunit.

FORM NO. SF- 87

TITLE U.S.CIVIL SERVICE COMMISSION FINGERPRINT CHART

ORIGINATOR HRO (UPON REQ ONLY)

Responsible Field Staff ASA/SECY

CONTACT MBS Processing

DISTRIBUTION/REFERENCE

Complete fingerprints, send to MBS processing. Completed for L/A appts >6 months.

FORM NO. SF- 91

TITLE OPERATOR'S REPORT OF MOTOR VEHICLE ACCIDENT

ORIGINATOR OPERATOR

Responsible Field Staff ASA/SECY

CONTACT MBS Property

DISTRIBUTION/REFERENCE

ORI AND 3 CC TO SUPVR. SUPVR FWDS ORI & 2 CC TO MBS Property and Regional Safety Ofcr. SUBMIT WITH AD-112, SF-91, AND SF-94. Send police report ASA/SECYP. REF: AD230.1; 304.1; MOTOR VEH F

FORM NO.	TITLE
SF- 95	CLAIM FOR DAMAGE, INJURY, OR DEATH

ORIGINATOR	Responsible Field Staff	CONTACT
CLAIMANT, LEGAL REP., AUT	ASA/SECY	MBS Claims

DISTRIBUTION/REFERENCE

Ports can give form to claimant in cases other than motor vehicle accidents. Ensure Minneapolis Claims address: UDSA, APHIS, 100 N 6th St, Minneapolis, MN 55403. Refer claimant to MBS Claims for forms and information in motor vehicle accident cases.

FORM NO.	TITLE
SF- 120	REPORT OF EXCESS PERSONAL PROPERTY (FORMALLY AD-109)

ORIGINATOR	Responsible Field Staff	CONTACT
Accountable Officer	Accountable Officer	MBS Property

DISTRIBUTION/REFERENCE

ORIGINAL to MBS Property; RETAIN COPY IN Property FILE. REF: AD-82-57; AD-246.1, AND PERSONAL PROPERTY MANUAL. For items that have remaining useful life.

FORM NO.	TITLE
SF- 144	Statement of prior federal service

ORIGINATOR	Responsible Field Staff	CONTACT
Employee	ASA/SECY	MBS Processing

DISTRIBUTION/REFERENCE

ASA/SECY submits to MBS Staffing as requested.

FORM NO.	TITLE
SF- 145	Telephone Service Request

ORIGINATOR	Responsible Field Staff	CONTACT
SPHD/PD	ASA/SECY	MBS Telecom

DISTRIBUTION/REFERENCE

Submit to MBS Telecom

FORM NO.	TITLE
SF- 171	APPLICATION FOR FEDERAL EMPLOYMENT AND CONTINUATION (Obsolete form)

ORIGINATOR	Responsible Field Staff	CONTACT
APPLICANT	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

IN ACCORDANCE WITH APPLICABLE INSTRUCTIONS. NOTE: EMPLOYEES SHOULD NEITHER PREPARE SF-171 ON OFFICIAL TIME NOR MAIL IN FRANKED ENVELOPES UNLESS MANAGEMENT HAS SPECIFICALLY REQUESTED SUBMISSION OF THIS FORM. THIS PROHIBITION APPLIES TO RESPONSES TO

FORM NO.	TITLE
SF- 172	AMENDMENT TO APPLICATION FOR FEDERAL EMPLOYMENT (Obsolete form)

ORIGINATOR	Responsible Field Staff	CONTACT
APPLICANT	ASA/SECY	MBS Staffing

DISTRIBUTION/REFERENCE

SAME AS SF-171/171A

FORM NO.	TITLE
SF- 177	Statement of Physical Abiliy for Light Duty Work

ORIGINATOR	Responsible Field Staff	CONTACT
Applicant/employee	ASA/SECY	MBS Process

DISTRIBUTION/REFERENCE

Submit with appointment documents to MBS Processing

FORM NO.	TITLE
SF- 181	RACE AND NATIONAL ORIGIN IDENTIFICATION

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	ASA/SECY	MBS Processing

DISTRIBUTION/REFERENCE

Employee completes form & submit to MBS Processing.

FORM NO. SF- 182

TITLE REQUEST, AUTHORIZATION, AGREEMENT, AND CERTIFICATION OF TRAINING

ORIGINATOR EMPLOYEE/SUPERVISOR

Responsible Field Staff ASA/SECY

CONTACT MBS Paymts/proc

DISTRIBUTION/REFERENCE

SEE ADM NOTICE 00-2, 06-20-2000. Copy to vendor to reserve space for training. Copies to employee. Other copies for pending files and training file. Copies distributed to Regional Budget, MBS Personnel & ERS after training completed.

FORM NO. SF- 256

TITLE SELF IDENTIFICATION OF MEDICAL DISABILITY REPORTABLE HANDICAP

ORIGINATOR EMPLOYEE

Responsible Field Staff ASA/SECY

CONTACT MBS Staffing

DISTRIBUTION/REFERENCE

FORWARD TO MBS Staffing

FORM NO. SF-1103-9

TITLE U.S.GOVERNMENT BILL OF LADING

ORIGINATOR Freight holder/MBS Moves

Responsible Field Staff ASA/SECY

CONTACT MBS Moves

DISTRIBUTION/REFERENCE

Completion instructions on form.Wh issued by local office, include estimated or actual amount on cc's only.Send cc to ARD & Consignee. Use for freight charges > $100. REF: AD-211.1
Option: consult with MBS Move Coordinator and MBS can issue the form.

FORM NO. SF-1152

TITLE Designation of Beneficiary (unpaid compensation)

ORIGINATOR Employee

Responsible Field Staff ASA/SECY

CONTACT MBS Benefits

DISTRIBUTION/REFERENCE

Orig & copy to MBS Benefits. Retain copy for employee records. MBS verifies, files original in OPF, and returns completed copy to employee.

FORM NO.	TITLE
SF-1164	CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	ASA/SECY	MBS Payments

DISTRIBUTION/REFERENCE

Approving official issue check for reimbursements within authority. Over authority submit to MBS for payment. SUPVR MUST FWD HIS/HER VCHR TO NEXT SUPVRY LEVEL. REF: AD-303.1; 341.1; 360.1; 363.1.

FORM NO.	TITLE
SF-1187	REQUEST FOR PAYROLL DEDUCTION FOR LABOR ORGANIZATION DUES

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	Union/Association President	MBS Processing

DISTRIBUTION/REFERENCE

Employee sends TO USDA, APHIS, HRD, LMR. DO NOT USE FRANKED ENVELOPE. REF: AD-464.5.

FORM NO.	TITLE
SF-1188	REVOCATION OF DUES

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	Union/Association President	MBS Processing

DISTRIBUTION/REFERENCE

SAME AS SF-1187. DO NOT USE FRANKED ENVELOPES. REF AD-464.2, 464.5.

FORM NO.	TITLE
SF-1199A	DIRECT DEPOSIT SIGN-UP FORM

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	ASA/SECY	MBS Processing

DISTRIBUTION/REFERENCE

Option: Employee Express
Option: Send completed form to MBS Processing. MBS Processing will return appropriate copies to financial Institution and employee.
Direct deposit overwrites Checkmailing address from AD-349.

FORM NO.	TITLE
SF-2801	APPLICATION FOR IMMEDIATE RETIREMENT UNDER THE CSRS

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	Employee	MBS Benefits

DISTRIBUTION/REFERENCE

Submit original to MBS. PREPARE SF-52 AND SUBMIT TO MBS through PATS.

FORM NO.	TITLE
SF-2802	APPLICATION FOR REFUND OF RETIREMENT DEDUCTIONS CSRS

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	Employee	MBS Benefits

DISTRIBUTION/REFERENCE

Employee (resignee) sends ORIGINAL TO OPM 30 days after resignation. EMPLOYEE SHOULD MAKE A COPY for their RECORDS.

FORM NO.	TITLE
SF-2803	APPLICATION TO MAKE DEPOSIT OR REDEPOSIT CSRS

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	Employee	MBS Benefits

DISTRIBUTION/REFERENCE

EMPLOYEE COMPLETES PART A AND SENDS TO MBS FOR COMPLETION OF PART B AND SUBMISSION TO OPM.

FORM NO.	TITLE
SF-2808	DESIGNATION OF BENEFICIARY CSRS

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	Employee	MBS Benefits

DISTRIBUTION/REFERENCE

ORIGINAL AND ONE COPY DIRECTLY TO OPM.

FORM NO.	TITLE
SF-2809	HEALTH BENEFITS REGISTRATION FORM

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	ASA/SECY	MBS Benefits

DISTRIBUTION/REFERENCE

FORWARD ENTIRE FORM TO MBS. AFTER PROCESSING, MBS RETURNS COPY TO EMPLOYEE.

FORM NO.	TITLE
SF-2817	LIFE INSURANCE ELECTION

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	Employee	MBS Benefits

DISTRIBUTION/REFERENCE

EMPLOYEE SUBMITS ENTIRE FORM TO MBS. WILL RETURN EMPLOYEE COPY AFTER CERTIFICATION IS MADE. MBS MUST BE RECEIVE WITHIN 30 DAYS OF EMPLOYMENT DATE FOR NEW EMPLOYEES.

FORM NO.	TITLE
SF-2818	CONTINUATION OF LIFE INSURANCE COVERAGE

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	Employee	MBS Benefits

DISTRIBUTION/REFERENCE

EMPLOYEE SUBMITS TO MBS AT THE TIME HE/SHE APPLIES FOR RETIREMENT.

FORM NO.	TITLE
SF-2823	DESIGNATION OF Beneficiary for LIFE INSURANCE

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	Employee	MBS Benefits

DISTRIBUTION/REFERENCE

ORIGINAL TO MBS.

FORM NO.	TITLE		
SF-3106	Application for Refund of Retirement Deductions FERS		
ORIGINATOR	Responsible Field Staff	CONTACT	
Employee	Employee	MBS Benefits	

DISTRIBUTION/REFERENCE

Employee sends original to OPM 30 days after separation. Employee should keep a copy.

FORM NO.	TITLE		
SF-3107	Application for immediate retirement (FERS)		
ORIGINATOR	Responsible Field Staff	CONTACT	
Employee	Employee	MBS Benefits	

DISTRIBUTION/REFERENCE

Employee completes and submits to MBS.

FORM NO.	TITLE		
SF-3108	Application to Make Service Credit Payment for Civilian Service FERS		
ORIGINATOR	Responsible Field Staff	CONTACT	
Employee	Employee	MBS Benefits	

DISTRIBUTION/REFERENCE

Employee completes part A & Sends to MBS for completion of part B. MBS submits to OPM.

FORM NO.	TITLE		
SF-3112	Documentation in support of Disability Retirement CSRS or FERS		
ORIGINATOR	Responsible Field Staff	CONTACT	
Employee	Employee	MBS Benefits	

DISTRIBUTION/REFERENCE

Employee gathers Dr. statements, submits those and his own statement to supervisor. Supervisor completes statement & sends to MBS. SF-52 required for preliminary disability retirement.

FORM NO.	TITLE	ORIGINATOR	Responsible Field Staff	CONTACT	DISTRIBUTION/REFERENCE
TSP- 1	Thrift Savings Plan, Election	Employee	ASA/SECY	MBS Benefits	Employee completes form and sends to MBS Processing. Also available through employee express.
TSP- 3	Thrift Savings Plan, Designation of Beneficiary Employee	Employee	ASA/SECY	MBS Benefits	Employee completes and submits to TSP New Orleans, LA
TSP-20	Thrift Savings Plan Loan application	Employee	ASA/SECY	MBS Benefits	Employee submit to MBS Benefits
TSP-30	Thrift Savings Plan Interfun Transfer Request	Employee	ASA/SECY	MBS Benefits	Submit to MBS Benefits

FORM NO.	TITLE
W-4	FEDERAL WITHHOLDING (TAX)

ORIGINATOR	Responsible Field Staff	CONTACT
EMPLOYEE	ASA/SECY	MBS Processing

DISTRIBUTION/REFERENCE

Option: Employee express.
Option: Original to MBS Processing. State & Federal