

Data Required on Each Employee	Travel Expenses (Section B)	Pay Advances (Section C)	Superior Qualifications Appointments (Section D)	Recruitment and Relocation Bonuses (Section E)	Retention Allowances (Section F)	Pay for Critical Positions (Section G)
Name	X	X	X	X	X	of each person
Organizational Title	X	X	X	X		X
Geographic Location of Duty Station (City, Country, State)	X	X	X			X
Date of Appointment	X	X	X			X
Position Title	X	X	X	X	X	X
Series, Grade & Step	X	X	X	X	X	X
Annual (Starting) Salary	X	X	X	X	X	X
Copy of Signed Justification	X	X	X	X include copy of AD-1073	X include copy of AD-1073	X include copy of AD-1073
Name of Authorizing Official	X	X	X			
Date of Authorization	X	X	X			
Position Title of Authorizing Official	X	X	X			
Submit Info Within 60 days to SPO	X	X	X	X	X	
Maintain Data for at Least 2 Years						