

NAF PERSONNEL ACTION WORKSHEET NO. 1

CODE AND TYPE OF PERSONNEL ACTIONS	ENTER NOA, EMPLOYEE NAME AND SSN FOR EACH ACTION REVIEWED									
ACCESSIONS										
N010-Appointment	N016-Renistatement									
N012-Appointment NTE	N021-Transfer In									
N015-Appointment PL101-508	N024-Reemployment									
N018-Appointment - Transfer of Function										
COMPLIANCE ITEMS										
Qualifications Met										
Legal Appointment: Age										
Citizenship										
Proper Selection from ASF										
Eligible for Reinstatement										
Eligible for Conversion										
180-day Waiver for Retired Military										
Complies with Labor Agreement										
Guaranteed Hours										
Hiring Priorities Followed (RPL, MSP, THP, VET, etc.)										
Pay Determination										
Physical Requirements (When SF 78 needed)										
Security Requirements (NAC, SCHR, IRC, etc.)										
EOD Waiver (i.e. positions of trust, etc.)										
Effective Date										
Probationary Period										
Service Computation Date										
Health Insurance Election or Waiver										
Life Insurance Election or Waiver										
AFNAF Retirement Coverage or Waiver										
Other										
DISCREPANCIES										
Investigative Requirements on AF Forms 2548/2545										
Current PD/PG filed in OPF										
Employment Inquiries Annotated										
Veteran's Preference Verified										
NOA and Terminology										
SF 61 and OF 306 (Affidavit and Declaration)										
Current Application Filed in OPF										
Remarks on AF Form 2545										
Material Properly Filed in OPF										
Physical/Health Requirements on AF Form 2548										
Qualifications on AF Form 2548										
Prior DoD NAFI Service Statement (AF Form 2549) Filed in OPF										
Required or Extraneous Forms Filed in OPF										
Other										
REMARKS										

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).