

PERSONNEL RECORDS TRANSFER/REQUEST

3ND-GEN-12290/1 (REV 12-74)

S/N 0192-LF-502-2601

ORIGINATOR'S SYMBOL:

DATE:

FROM:

NAME OF EMPLOYEE	DATE OF BIRTH	REFERENCE (If applicable)
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 10px;"></div> </div>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 10px;"></div> <div style="border: 1px solid black; width: 40px; height: 40px; margin: 10px;"></div> </div>	<p>ENCLOSURE(S) (Please acknowledge receipt by return endorsement)</p> <p><input type="checkbox"/> PERSONNEL FOLDER</p> <p><input type="checkbox"/> STANDARD FORM 1150</p> <p><input type="checkbox"/> OTHER (Specify)</p>

Fold here

APPLICABLE ITEMS ARE CHECKED

- | | |
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| <p><input type="checkbox"/> 1. IT IS REQUESTED THAT PERSONNEL FOLDER BE FORWARDED TO THIS ACTIVITY. IF THIS FILE IS NO LONGER AT YOUR ACTIVITY, PLEASE FORWARD THIS REQUEST TO YOUR CENTRAL OFFICE.</p> <p><input type="checkbox"/> 2. PERSONNEL FOLDER IS FORWARDED HERewith. EMPLOYEE TRANSFERRED TO YOUR ACTIVITY EFFECTIVE:</p> <p><input type="checkbox"/> 3. CONSOLIDATE ENCLOSED PAPERS WITH PERSONNEL FOLDER WHICH WAS SENT TO YOUR ACTIVITY ON:</p> <p><input type="checkbox"/> 4. CORRESPONDENCE IS ENCLOSED FOR APPROPRIATE ACTION.</p> <p><input type="checkbox"/> 9.</p> | <p><input type="checkbox"/> 5. PERSONNEL FOLDER HAS BEEN SENT TO THE ACTIVITY NAMED BELOW. REQUESTS FOR INFORMATION SHOULD BE MADE DIRECTLY TO THAT ACTIVITY.</p> <p><input type="checkbox"/> 6. RECORDS ARE NOT IN CUSTODY OF THIS ACTIVITY.</p> <p><input type="checkbox"/> 7. RECORD OF SERVICE AT THIS ACTIVITY IS SHOWN BELOW.</p> <p><input type="checkbox"/> 8. EMPLOYEE CLAIMS FORMER EMPLOYMENT AT YOUR ACTIVITY. DATES LISTED ON EMPLOYMENT FORMS ARE SHOWN BELOW.</p> |
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REMARKS:

AUTHORIZING SIGNATURE

END. I		END. II	
FROM	DATE	FROM	DATE
TO		TO	
<input type="checkbox"/> RECEIPT OF ABOVE ENCLOSURE(S) IS HEREBY ACKNOWLEDGED. <input type="checkbox"/> PERSONNEL FOLDER OF ABOVE EMPLOYEE IS FORWARDED HERewith.		<input type="checkbox"/> RECEIPT OF PERSONNEL FOLDER FORWARDED BY ENDORSEMENT I IS HEREBY ACKNOWLEDGED.	
SIGNATURE & TITLE		SIGNATURE & TITLE	