

REQUEST FOR NON-APPROPRIATED FUND (NAF) PERSONNEL FOLDER (SEPARATED EMPLOYEE)	1. DATE OF REQUEST:
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SECTION 1 - TO BE COMPLETED BY REQUESTING AGENCY

2. CURRENT NAME (LAST, FIRST, MIDDLE)	2A. NAME UNDER WHICH FORMERLY EMPLOYED NAF ACTIVITY (IF DIFFERENT THAN ITEM 2)
3. DATE OF BIRTH	4. SOCIAL SECURITY NUMBER

REQUESTING AGENCY ADDRESS: (SUBMIT IN DUPLICATE FOR EACH FOLDER REQUESTED. ORIGINAL WILL BE USED TO SEND FOLDER OR REPLY TO YOUR AGENCY. DUPLICATE WILL BE USED AS CHARGE-OUT RECORD BY THE RECORDS CENTER).

5. PREVIOUS EMPLOYMENT WITH NON-APPROPRIATED FUND ACTIVITY

ACTIVITY	LOCATION	FROM	TO

NON-APPROPRIATED FUND

REMARKS:

PRIVACY ACT STATEMENT: A PERSONNEL OFFICE EMPLOYEE BASED UPON OTHER DOCUMENTS SUBMITTED BY THE EMPLOYEE FILLS OUT THIS FORM. IT IS SENT TO THE FEDERAL PERSONNEL RECORDS CENTER TO OBTAIN THE EMPLOYEES OFFICIAL PERSONNEL FOLDER (OPF). THE SOCIAL SECURITY NUMBER (SSN) IS COLLECTED UNDER THE AUTHORITY OF EXECUTIVE ORDER 9397 (NOVEMBER 22, 1943). THAT ORDER REQUIRES AGENCIES TO USE THE SSN FOR THE SAKE OF ECONOMY AND ORDERLY ADMINISTRATION IN THE MAINTENANCE OF PERSONNEL RECORDS. THE SSN IS BEING INCLUDED ON THIS FORM SO THAT THE OPF FROM PREVIOUS FEDERAL EMPLOYMENT MAY BE OBTAINED AND CONSOLIDATED WITH THE CURRENT RECORD. THE FORM IS USED SOLELY FOR THAT PURPOSE.

SECTION II - FOR USE BY RECORDS CENTER

<p>7. <input type="checkbox"/> FOLDER ENCLOSED <input type="checkbox"/> FOLDER WAS SENT TO YOUR AGENCY ON _____ <input type="checkbox"/> FOLDER FORWARDED IN PLACE OF INFORMATION REQUESTED. RETAIN IF PERSON IS REHIRED. <input type="checkbox"/> FOLDER NOT RECEIVED. SUGGEST YOU CONTACT LAST EMPLOYING OFFICE.</p>	<p><input type="checkbox"/> FOLDER NOT LOCATED. SUGGEST FURTHER SEARCH IN YOUR AGENCY. IF STILL UNLOCATED, VERIFY CORRECTNESS OF NAME AND FURNISH DATE FORWARDED AND SEVERAL NAMES OF OTHER FOLDERS IN SAME SHIPMENT <input type="checkbox"/> FOLDER BELIEVED IN CUSTODY OF FOLLOWING AGENCY FOR ACTION:</p> <p>DATE: _____ INITIALS: _____</p>
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SECTION III - TO BE COMPLETED BY REQUESTING ACTIVITY

8. COMPLETE ADDRESS TO WHICH FOLDER OR REPLY IS TO BE MAILED.
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