

## **3 FAH-1 H-2350 PERSONNEL RECORDS**

*(TL:POH-092; 06-06-2003)  
(Office of Origin DIR)*

### **3 FAH-1 H-2351 CIVIL SERVICE EMPLOYEES**

#### **3 FAH-1 H-2351.1 Right (Permanent) Side of the Official Personnel Folder**

*(TL:POH-092; 06-06-2003)  
(State Only)  
(Applies to Civil Service Employees)*

The following documents are filed on the right (permanent) side of the Civil Service official personnel folder (OPF):

- (1) Prior Federal Civilian Service or Transcript(s) thereof;
- (2) Form SF-75, *Request for Preliminary Employment Data*;
- (3) Form SF-171 or Form OF-612, *Personnel Qualifications Statement*;
- (4) Form SF-144, Statement of Prior Federal Civilian and Military Service;
- (5) Form DD-214, Report of Separation from the Armed Forces of the UNITED STATES; also Veteran's Preference Claims;
- (6) Form DSP-80 (Discontinued), Statement Regarding Actions on Behalf of Foreign Principals;
- (7) OPM—Notice of Rating, Notice of Results, approval of supergrade positions, etc. A Notice of Rating may be recorded on the Form SF-171 or Form OF-612 submitted in connection with an OPM Examination. Examination and/or answer sheets **are not filed in the OPF** (OPM Form 4008.C-*Discontinued*);
- (8) Request for Outside Hire Approval memorandum (if any, behind Appointment Form SF-50 *Notification of Personnel Action*));
- (9) Form DS-1507, *Notification of Security Clearance*; also clearances for 180 days, and those for non-sensitive positions (Form OF-10 *Discontinued*);

- (10) Seasonal Employment Statement of Understanding and Agreement;
- (11) Form SF-2817, *Life Insurance Election*;
- (12) Form SF-2823, *Designation of Beneficiary (FEGLI)*;
- (13) Pre-Appointment Certification Statement for Selective Service Registration;
- (14) Form SF-61, *Appointment Affidavit*;
- (15) Form SF-2809, *Health Benefits Registration*;
- (16) Form SF-2810, *Notice of Change in Health Benefits Enrollment*;
- (17) Form SF-50B, *Notification of Personnel Action*;
- (18) Federal Pay Raise Notice (ADP Printout);
- (20) Form SF-182, *Request, Authorization, Agreement and Certification of Training (no longer filed in OPF as of September 1998)*;
- (21) Continued Service Agreement;
- (22) Mustang Agreement;
- (23) Form DS-755, *Request for Training (no longer filed in OPF as of September 1998)*;
- (24) OPM Form 1528, *Notification of Earnings for Medicare Eligibility (Discontinued)*;
- (25) Form SF-2815, *Employee Service Statement (Discontinued)*;
- (26) OPM Form 1514, *Military Deposit Worksheet*;
- (27) TSP-1, *Thrift Savings Plan* ;
- (28) OPM Form 1555, *FERS (Discontinued)*;
- (29) Form SF-1150, *Record of Leave Data (employee departing from the Agency)*; and
- (30) Form SF-312, *Classified Information Nondisclosure Agreement*.

### **3 FAH-1 H-2351.2 Left (Temporary) Side of the Official Personnel Folder**

*(TL:POH-092; 06-06-2003)*

*(State Only)*

*(Applies to Civil Service Employees)*

The following documents are filed on the left (temporary) side of the Civil Service official personnel folder:

- (1) Form DS-1031A, *Biographic Data Sheet*;
- (2) Form SF-52, *Request for Personnel Action (without supporting documents)*;
- (3) Form OF-8, *Position Description* (most current);
- (4) Department of State Conditions of Employment;
- (5) Department of State—Status of FEGLI and Health Insurance;
- (6) Reprimand or Warning letter(s);
- (7) Form OPM 1495 (*Discontinued*), *Financial Eligibility Statement for Student and Summer Aid Programs*;
- (8) Offer of Employment;
- (9) Conflict of Interest Statement (memorandum from L);
- (10) Form SF-1152, *Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee*;
- (11) Travel Agreement for New Employee;
- (12) TMFOUR—Travel Message;
- (13) Retirement Agreement;
- (14) Justice Department Form I-9, *Employment Eligibility Verification*;  
and
- (15) Form SF-2821, *Agency Certification of Insurance Status*.

### **3 FAH-1 H-2351.3 Right (Permanent) Side of the Employee Performance Folder**

*(TL:POH-092; 06-06-2003)*

*(State Only)*

*(Applies to Civil Service Employees)*

The following documents are filed on the right (permanent) side of the Civil Service employee performance folder:

(1) Form DS-1966 or Form DS-1815, Employee Performance Plan, Progress Review, and Appraisal Report

(2) Form DS-1816 *(Discontinued)*, Merit Pay Employee Performance Appraisal;

(3) Form DS-1786c *(Discontinued)*, Upward Mobility Progress Evaluation Report;

(4) Form DS-1765, *Warning of Unsatisfactory Performance*;

(5) Documentation submitted by the employee to clarify or refute statements in the Performance Appraisal Report; and

(6) Inspectors Evaluation Reports (IER).

### **3 FAH-1 H-2351.4 Left (Temporary) Side of the Employee Performance Folder**

*(TL:POH-57; 12-15-1999)*

*(State Only)*

*(Applies to Civil Service Employees)*

The following documents are filed on the left (temporary) side of the Civil Service employee performance folder:

(1) Recommendations for promotion;

(2) Documentation and justification for performance and honor awards, e.g., QSI, cash awards based on performance;

(3) Form DS-1764, *Evaluation of Probationary Employee*;

(4) Form DS-1798, *Certification of Completion of Probationary Period* for supervisors, as well as supporting documentation;

(5) Letters of commendation or achievement which are performance based—may be from the Department of State or other Federal Government officials, Congress, or private citizens, etc.; and

(6) Written recommendations for training.

### **3 FAH-1 H-2352 EXPERTS AND CONSULTANTS**

#### **3 FAH-1 H-2352.1 Right (Permanent) Side**

*(TL:POH-092; 06-06-2003)*

*(State Only)*

*(Applies to Experts and Consultants)*

The following documents are filed on the right (permanent) side of the experts and consultants official personnel folder:

(1) Prior Federal Civilian Service or Transcript(s) thereof;

(2) Form SF-171 or Form OF-612, *Personnel Qualifications Statement*;

(3) Form SF-86, *Security Investigation Data for Sensitive Position* (not filed if revisions date after 8/64);

(4) Official justification showing need for and qualifications of consultants/expert (file behind Appointment Form SF-50);

(5) Memo containing necessary approval for appointment;

(6) Form JF-1 (*Discontinued*), *Conflict of Interest Statement*;

(7) Form DS-1507, *DS Clearance*;

(8) Consultant Certificate;

(9) Form SF-61, Appointment Affidavit;

(10) Form SF-50B, Notification of Personnel Action with position description attached; and

(11) Federal pay raise notification (ADP printout).

### **3 FAH-1 H-2352.2 Left (Temporary) Side**

*(TL:POH-57; 12-15-1999)*

*(State Only)*

*(Applies to Experts and Consultants)*

The following documents are filed on the left (temporary) side of the experts and consultants official personnel folder:

- (1) Form DS-1031A, Biographic Data Sheet;
- (2) Request for Personnel Action (Form SF-52) (without supporting documents); and
- (3) Form SF-1152, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee.

### **3 FAH-1 H-2353 FOREIGN SERVICE EMPLOYEES**

#### **3 FAH-1 H-2353.1 Right (Permanent) Side of the Official Personnel Folder (Administrative)**

*(TL:POH-092; 06-06-2003)*

*(State Only)*

*(Applies to Foreign Service Employees)*

The following documents are filed on the right (permanent) side of the Foreign Service official personnel folder (administrative):

- (1) Prior Federal Civilian Service or Transcript(s) thereof;
- (2) Form SF-75, *Request for Preliminary Employment Data*;
- (3) Form DSP-34 (*Discontinued*), *Supplement to Personnel Qualifications Statement*;
- (4) Form SF-171 or Form OF-612, *Personnel Qualifications Statement*;
- (5) Form SF-144, *Statement of Prior Federal Civilian and Military Service*;
- (6) Form DD-214, *Report of Separation from the Armed Forces of the United States; also Veteran's Preference Claims*;

(7) Request for Outside Hire Approval Memorandum (if any, behind Appointment Form SF-50);

(8) OPM—Notice of Ratings, Notice of Results, approval of super grade positions, etc. A Notice of Rating may be recorded on the Form SF-171 or Form OF-612 submitted in connection with OPM examination (Examinations and answer sheets are not filed in the OPF);

(9) Form DS-1507, *Notification of Security Clearance*;

(10) Form SF-2817, *Life Insurance Election*;

(11) Form SF-2823, *Designation of Beneficiary (FEGLI)*;

(12) Continued Service Agreement;

(13) Foreign Service Assignments and Policy Commitments;

(14) Statement of Understanding of Terms of Employment;

(15) Form SF-61, *Appointment Affidavit*;

(16) Form SF-2809, *Health Benefits*;

(17) Form SF-2810, Notice of Change in Health Benefits Enrollment;

(18) Form SF-52, Request for Personnel Action (without supporting documents attached);

(19) Form SF-50, Notification of Personnel Action;

(20) Federal Pay Raise Notice (ADP Printout);

(21) Form SF-1150, Record of Leave Data (employee departing from the agency);

(22) OPM Form 1528, Notification of Earnings for Medicare Eligibility (Discontinued);

(23) Form OF-109, Separation Statement;

(24) Form SF-2815, Retirement Insurance (Discontinued);

(25) OPM Form 1514, Military Deposit Work Sheet;

(26) Waiver of Salary Payment;

(27) TMFOUR—Travel Message;

(28) Pre-Appointment Certification Statement for Selective Service Registration;

(29) Federal Retirement Reconsideration Form (Decision to Maintain Current Retirement Coverage);

(30) Senior Foreign Service Election;

(31) Mustang Agreement;

(32) TSP-1, *Thrift Savings Plan Election*;

(33) Security Acknowledgment;

(34) Certification of Requisite Experience;

(56) Ambassadors' Letters of Resignation;

(36) Form *DS-144 (Previously SF-144), Temporary Duty (TDY) Official Travel Authorization.*;

(37) *DS-755, Request for Training* (as of October 1, 1997) **(no longer filed in OPF as of September 1998)**;

(38) Form SF-312, *Classified Information Nondisclosure Agreement*;

(39) Form SF-182, *Request, Authorization, Agreement and Certification of Training* **(no longer filed in OPF as of September 1998)**; and

(40) Justice Department Form I-9, *Employment Eligibility Verification*

### **3 FAH-1 H-2353.2 Left (Temporary) Side of Official Personnel Folder (Administrative)**

*(TL:POH-57; 12-15-1999)*

*(State Only)*

*(Applies to Foreign Service Employees)*

The following documents are filed on the left (temporary) side of the Foreign Service *official personnel folder (administrative)*:

(1) Form DS-1031A, *Biographic Data Sheet*;

(2) Department of State—Status of FEGLI and Health Insurance;

(3) Form SF-2303 (Discontinued), *Application to Make Deposit or Re-deposit*;

(4) Form OF-126, *Residence and Dependency Report*;

- (5) Offer of Employment;
- (6) Notification of Death/Travel;
- (7) Form SF-1152, *Designation of Beneficiary—Unpaid Compensation of Deceased Civilian Employee*;
- (8) Conflict of Interest Statement (Memorandum from L);
- (9) Justice Department Form I-9, *Employment Eligibility Verification*;
- (10) Form SF-2821, *Agency Certification Statement for Selective Service Registration*;
- (11) Confirmation of Appointment (Letter);
- (12) Retirement Agreement;
- (13) Confirmation of Approval of Extension of Secondment Letter; and
- (14) Interim Civil Service Retirement Election Letter.

### **3 FAH-1 H-2353.3 Right Side of the Foreign Service Performance Folder No. 1**

*(TL:POH-57; 12-15-1999)*  
*(State Only)*  
*(Applies to Foreign Service Employees)*

a. The form numbers cited in this section are those in current use, but other numbers may appear for equivalent forms in preceding or subsequent years.

b. The following documents are filed on the right side of the Foreign Service performance folder number 1:

- (1) Form DS-1829, *Foreign Service Employee Evaluation Report*;
- (2) Form DS-917, *Inspector's Evaluation Report*;
- (3) Statements in lieu of regular performance;
- (4) Employee's rebuttal, if any, to performance report;
- (5) Reports on full-time training not covered by regular performance reports, e.g., long-term language university training, War College or other military institution assignments, senior or special research seminars, etc. These may be submitted on Form DS-1106A, *University Training Report*, or in letter or memorandum form;

(6) Special training evaluation reports on such functions as communications and records, consulting operations, etc.;

(7) Memoranda or statements authorizing the removal of specific right-side documents and filed in lieu thereof;

(8) Form DS-1822, *Detail Evaluators Report*;

(9) Form DS-1791 (*Discontinued*), *Supplementary Performance Report* Form;

(10) Memoranda of Performance prepared in lieu of Form *DS-1829*; *and*

(11) Report of Training—four (4) weeks or more.

### **3 FAH-1 H-2353.4 Left Side of the Foreign Service Performance Folder No. 1**

*(TL:POH-57; 12-15-1999)*

*(State Only)*

*(Applies to Foreign Service Employees)*

a. The form numbers cited in this section are those in current use, but other numbers may appear for equivalent forms in preceding or subsequent years.

b. The following documents are filed on the left side of the Foreign Service performance folder number 1:

(1) Official commendations from State personnel, other Federal agencies, members of Congress, White House, international organizations, etc.;

(2) Official reprimands and warnings, (excluding security violation report forms and letters of charges);

(3) Approved nominations for honor awards, quality step increases, and cash awards for employee suggestions adopted;

(4) Memoranda or letters to employee commending or criticizing the employee's ratings on subordinates or for delinquent reports;

(5) Training and/or certificates relating to short-term on-the-job or extracurricular training, including orientation courses, which are not covered by evaluation reports filed on right side of folder;

(6) Form DS-755, Request for Training form filed in the administrative folder as of 10/1/97 (**no longer filed in OPF as of September 1998**);

(7) Other documents specifically requested by employee to be put in the folder and approved by the Office of Performance Evaluation (PER/PE) for inclusion, including performance evaluations from other personnel systems pursuant to 3 FAH-1 H-2812.2-2;

(8) All unofficial commendations; and

(9) Form DS-1354, *Language Proficiency Report*.

### **3 FAH-1 H-2353.5 Foreign Service Performance Folder No. 2**

*(TL:POH-57; 12-15-1999)*

*(State Only)*

*(Applies to Foreign Service Employees)*

a. Documents listed in 3 FAH-1 H-2353.3, paragraph b, which were created for service prior to 1980 are filed on the right side of Foreign Service performance folder number 2.

b. Documents listed in 3 FAH-1 H-2353.4, paragraph b, which were created for service prior to 1980 are filed on the left side of Foreign Service performance folder number 2.

### **3 FAH-1 H-2354 PART-TIME INTERMITTENT TEMPORARY (PIT) AND U.S. AMERICAN FAMILY MEMBER (AFM) FOREIGN SERVICE OFFICIAL PERSONNEL FOLDER**

#### **3 FAH-1 H-2354.1 Right Side of the PIT or U.S. AFM Foreign Service Official Personnel Folder**

*(TL:POH-092; 06-06-2003)*

*(State Only)*

*(Applies to PIT and U.S. AFM Employees)*

The following documents are filed on the right side of the PIT or U.S. AFM Foreign Service official personnel folder:

(1) Prior Federal Civilian Service or Transcripts thereof;

(2) Form SF-171 or Form OF-612, *Personnel Qualifications Statement*;

(3) Form SF-144, *Statement of Prior Federal Civilian & Military Service*;

- (4) Form DS-1507, Notification of Security Clearance;
- (5) Form SF-61, Appointment Affidavit;
- (6) Telegraphic Request for Personnel Action;
- (8) Form SF-50, Notification of Personnel Action;
- (9) Federal Pay Raise Notice (ADP Printout);
- (10) Form SF-1150, Record of Leave Data (employee departing from agency); and
- (11) Pre-Appointment Certification Statement for Selective Service Registration.

### **3 FAH-1 H-2354.2 Left Side of the PIT/AFM Foreign Service Official Personnel Folder**

*(TL:POH-57; 12-15-1999)*  
*(State Only)*  
*(Applies to PIT and U.S. AFM Employees)*

The following documents filed on the left side of the PIT or U.S. AFM Foreign Service official personnel folder:

- (1) Performance documents (filed under cover sheet);
- (2) Form JF-57, *Foreign Affairs Agencies Performance Appraisal Report for Overseas Temporary Resident and American Family Members Employees*;
- (3) Form DS-755, *Request for Training and/or certificates relating to on-the-job or extracurricular training (no longer filed in OPF as of September 1998)*;
- (4) Official reprimands and warnings (excluding security violation report forms and letters of charges);
- (5) Memoranda or letters to employees commending work performance;
- (6) Official commendations from State personnel, other Federal Agencies, etc.;
- (7) Other documents specifically requested by employee and approved by the bureau to be filed in the folder;

- (8) Form SF-1152, Designation of Beneficiary, Unpaid compensation of Deceased Civilian Employee;
- (9) Justice Department Form I-9, Employment Eligibility Verification;
- (10) Statement of Understanding (Temporary Appointment); and
- (11) Voluntary Separation Incentive Payment Statement.

**3 FAH-1 H-2355 THROUGH H-2359  
UNASSIGNED**