UNITED STATES NUCLEAR REGULATORY COMMISSION Office of Administration

NUREG/BR-0062, Vol. 1, No. 1

NRC FORMS FACSIMILE HANDBOOK

SUPPLEMENT NUMBER 2		PERIOD COVERED August 1983 - August 19		ISSUED mber 5, 1984
DACE	S TO BE RE	FILING INSTRUC		TO BE INSERTED
ITEM	PAGES	EDITION DATE	PAGES	EDITION DATE
ALPHABETIC INDEX	1 - 9	3-83	1 - 10	9-84
NRC FORM	2	3-82	(Superseded by	NRC Form 313, 1-84)
			12	7-84
	33	4-83	33	1-84
	39	3-82	39	7-84
			71	6-84
	72	4-83	72	1-84
	73	3-75	73	3-75
	91	5-83	91	1-84
	103	3-82	103	1-84
	103A	3-80	103A	1-84
	103C	3-82	103C	1-84
	115	5-82	115	4-84
	121	1-76	121	5-84
	122	11-80	122	7-83
	122	11-00	134	9-83
		4-81	136	4-84
	136	5-79	173	1-84
	173		1/3	2-07
	174	5-83	176	6-83
	176	8-80	176	1-76
			185	
	189	3-81	189	1-84
	1970	12-82	197D	7-64
			197E	6-84
			197F	6-84
	199	2-76	199	7-84
	205	2-76	205	2-84
	209	10-78		
	237	7-81	237	7-83
	259	3-80	259	7-84
	267	3-78	267	1-84
	289	9-80	289	10-83
	299	10-78	233	10-00
	299	10-78	299	10-83

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NRC FORMS FACSIMILE HANDBOOK

SUPPLEMENT NUMBER

Р	AGES TO BE REM	OVED	NEW PAGES T	O BE INSERTED
ITEM	PAGES	EDITION DATE	PAGES	EDITION DATE
NRC FORM	302	12-82	302	10-83
	306	10-82	306	10-83
	3131	12-81	313	1-84
	313M	9-81	313	1-84
	313R	4-82	313	1-84
	313T	2-82	313	1-84
	314	11-82	314	11-82
	335	o-83	335	2-84
	351	4-82	351	5-84
	351A	9-81	351A	5-84
	356	4-82	356	7-84
	359	3-80	359	5-84
	359A	6-80	359A	8-83
	366	12-81	366	9-83
			366A	9-83
			366B	9-83
	368 & 368A	6-83	368 & 368A	3-84
	374	3-83	374	5-84
	374A	8-82	374A	5-84
	374T	12-81		
	374TA	12-81		
	374TB	12-81		
			378	8-83
			379	10-83
			380	3-84
			381	4-84
			382	5-84
	399	4-82	399	11-83
	412	2-82	412	8-84
	412A	4-82	412A	4-82
			436	10-83
			438	12-83
	700	1-78		
TIONAL FORM			17	10-83

PAGES TO BE REMOVED NEW PAGES TO BE INSERTED				O BE INSERTED
ITEM	PAGES	EDITION DATE	PAGES	EDITION DATE
STANDARD FORM	7	*180	7	12-80
			18	10-83
			24	10-83
			25	10-83
			25A	10-83
			258	10-83
			26	10-83
			30	10-83
	50B	1-82	50B	1-84
	52	1-82	52	1-84
	618	9-70	618	10-81
			98	2-73
			115	8-83
			119	10-83
	123	10-77	123	6-82
	129	2-77	129	10-83
			133	6-77
			135	6-76
			135A	6-76
			144	9-79
			210	7-81
			211	2-82
			215	5-78
			224	5-82
			238	4-75
			279	10-82
			281	10-82
			294	10-83
	361	*11-79	361	11-79
	1034	* 1-80	1034	1-80
	1034A	* 1-80	1034A	1-80
			1035	9-73
		4	1081	9-82
	1094	4-80	1094	10-83
			1098	7-80

 $[\]star$ Forms Facsimile contained in NUREG/BR-0062 does not show an edition date.

NRC FORMS FACSIMILE HANDBOOK

SUPPLEMENT NUMBER

PAC	GES TO BE RE	MOVED FILING INSTR		O BE INSERTED
ITEM	PAGES	EDITION DATE	PAGES	EDITION DATE
STANDARD FORM			1129A	2-82
			1150	12-77
	1169	* 3-77	1169	3-77
			1184	11-75
			1193	5-73
	1198	* 3-82	1198	3-82
			1199A	1-78
			1402	10-83
			1403	10-83
			1404	10-83
			1407	10-83
			1408	10-83
			1409	10-83
		A NOTE OF THE REAL PROPERTY.	1411	10-83
			1412	10-83
			1423	10-83
			1424	10-83
			1428	10-83
			1429	10-83
			1430	10-83
			1431	10-83
			1432	10-83
			1433	10-83
			1434	10-83
			1435	10-83
			1436	10-83
			1437	10-83
			1438	10-83
			1439	10-33
			1440	10-83
			1442	10-83
			1443	10-83
R AGENCY FORM, De	partment of th	e Treasury		
TFS FORM			3864	5-84

^{*} Forms Facsimile contained in NUREG/BR-0062 does not show an edition date.

TITLE CF FORM	FORM NUMBER	TITLE OF FORM	FORM NUMBER
bstract of Offers and Continuation Page	SF-1409	Appointment Affadavits	SF-61
Access Authorization, Request	NRC-237	Authority to	
accession Changes	NRC-88B	Hand-Carry Classified Matter Release Information	NRC-123 NRC-259
cknowledgment Card (NMSS:RLB)	NRC-46	Authorization for Deposit of Federal	SF-1199A
ction		Recurring Payments	
Item Control Form	NRC-56 NRC-62	Award/Contract	SF-26
Slip	NRC-62A	Background and Signature Tab	NRC-8B
activity		Bibliographic Data Sheet	NRC-335
Assignment Control Form (NMSS) Report on Security Alarm Systems, NRC	NRC-197B NRC-182	Bid Bond	SF-24
Buildings		Bidder's Mailing List Application	SF-129
ADP		Bill for Collection	NRC-399
Correction Card Transcription Sheet (80 Col.)	NRC-332 NRC-53A	Blue Bag Mail Service	NRC-234
Work Request (Parts II and III)	NRC-186	Bomb Threat	NRC-221
Agency Recertification Follow-Up	TFS-3864	Bond Input Transmittal	NRC-706
Agreement Covering Discoveries, Inventions and Improvements	NRC-203	Budget Typing Guide - Unclassified	NRC-141
Allegation Data	NRC-307	Building Alteration Inspection Report	NRC-342
Amendment		Business Reply Postal Card (LPDR)	NRC-165A
of Solicitation/Modification of Contract to Personal Qualifications Statement	SF-30 SF-172	"By Special Messenger" Label	NRC-421
Annua l		Candidate	
Distribution List Survey Leave Restoration Request Based on Exigency of Public Business	NRC-382 NRC-328	Development Program, Senior Executive Service Evaluation, Certification and Selection Record	NRC-357 NRC-178
Report of Record Holding and Disposition Report of Utilization and Disposal of Excess	NRC-317 SF-121	Car Rental Payment	NRC-239
and Surplus Personal Property Summary Retirement Fund Transactions Telephone Utilization Survey and Inventory	SF-2807-2 NRC-387	Career Opportunity Announcement Continuation Page	NRC-114 NRC-114A
Appendix C Statement of Costs	NRC-228	Casework Control NMGS (PPSAS)	NRC-197C
Applicant Card	NRC-72	Cash Receipt (Book)	NRC-346
Application for		Cashier Reimbursement Voucher and/or	SF-1129A
Government Employment Leave	SF-171 SF-7	Accountability Report	
License to Export Byproduct, Source, or	NRC-7	Certificate of	
Special Nuclear Material Material License Motor Vehicle Operator's Identification Partial Payment Senior Executive Service Candidate Development Program	NRC-313 NRC-97 SF-1440 NRC-356	Appointment (Contracting Officer) Compliance for Radioactive Materials Packages and Conditions Continued Destruction Disposition of Materials	SF-1402 NRC-618 NRC-618A NRC-81 NRC-314
Vacancy (Vacancy Application Status Notice)	NRC-115	Medical Examination Transmittal and Report Medical History Proficiency in Typing and/or Shorthand	NRC-396A NRC-396 NRC-310

TITLE OF FORM	FORM NUMBER	TITLE OF FORM	FOR! NUMB
Charge Out Record	NRC-22	Cost Consideration Worksheet	NRC 425
Civil Service Retirement System		Course Registration, In-House	NRC 121
Annual Summary Retirement Fund Transactions	SF-2807-2	Courier Assignment Record	NRC-128
Register of Separations and Transfers	SF-2807	Current Occupational External Radiation Exposure	NRC-5
Claim for			
Exemption From Submission of Certified Cost or Pricing Data	SF-1412	Custodial Receipt for Sensitive Personal Property	NRC-119
Reimbursement for Expenditures on Official Business	SF-1164	Daily	
Classification Record	NRC-790	Record of Remittances Vehicle Usage Report	NRC-139 CF-108
Classified		Data	
Document Receipt Repository - Monitor Record	NRC-126 NRC-184	Control and Computer Operations Documentation Checklist	NRC-96
Commission Staff Paper File System	NRC-281	Control Set-Up Instructions File Exterior Label	NRC-100 NRC-150/
Committee		File Exterior Label Worksheet for Nonsensitive or Noncritical -	NRC-150 SF-85A
Correspondence	NRC-158	Sensitive Position, National	31 -03M
to Review Generic Requirements Correspondence (Envelope)	NRC-278	Agency Check Input for General Master/Text/Date	NRC-376
Communications Acknowledgment and Referral Notice	NRC-42	Records Input for Material/Component Records	NRC-377
Regarding a Commission Public Notice	NRC-41	Report on Spouse	NRC-354
Computer Facility Access/Change Request	NRC-380	Declaration of Appointee	SF-618
Concise Note	NRC-740M	Delinquent Travel Advances Transfer/ Log of Funds Payable to NRC Travelers	NRC-360
Concurrence and Signature Tab	NRC-8A	Deposit Ticket	SF-215
Confidential Statement of Employment and Financial Interests		Discrepancy in Shipment Report	SF-361
Consultants, below GG 16, or less than	NRC-443	Disposal, Report of Records/Nonrecords	NRC-355
60 days per year Full-Time Federal Government Employees	NRC-269	Distribution Recommendation Sheet	NRC-6
Confirmatory Measures Data Sheet	NRC-767	Document	
Contract		Control System (DCS) Data Input	NRC-435
File Request	NRC-12	Control System (Chain Envelope) Distribution and Control	NRC-283
Pricing Proposal Cover Sheet	NRC-147 SF-1411	Duplication Request	NRC-33 NRC-171
Contractor's Request for Progress Payment	SF-1443	Record Request/Control	NRC-156 NRC-122
Control			
Card Form - Official Personnel File	NRC-206 NRC-40	Documentation Report on Draft Performance Elements and Standards Continuation	NRC-413 NRC-413A
Conversation Record	0F-271	DOE Source Selection Justification	NRC-367
Copy Machine Monthly Production Report	NRC-409	Earnings and Leave Statement	NRC-709
Correspondence		Employee	
Cover Sheet Tracking	NRC-8C NRC-422	Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Duty Station	NRC-264

TITLE OF FORM	FORM NUMBER	TITLE OF FORM	FORM NUMBER
imployee (Continued) Career Record Claim for Loss or Damage to Personal Property	NRC-369 NRC-600	Final Certification of Acceptable Costs for Negotiated Contracts	NRC-291
Locator Notification	NRC-15		NDC 422
Moving Expense Record Performance Approisal (Non-SES Employees) Summary (Non-SES Employees) Request for NEC Document	NRC-303 NRC-412A NRC-412 NRC-180	Data Code Sheet Plan (Pages 1 and 2) Plan Changes, Request for	NRC-433 NRC-289 NRC-289A
Suggestion	NRC-363	Fingerprint Card (Dept. of Justice)	FD-258
Employee's Withholding		Flexitime Work Schedule	NRC-708
Allowance Certificate (DC)	D-4 W-4	Flow Charting Worksheet	NRC-107
Allowance Certificate (Federal) Allowance Certificate (MD) Exemption Certificate (VA)	MW-507 VA-4	Foreign Residence Addendum to the Personnel Security Questionnaire (NRC Form 1)	NRC-1A
Enve lope		Form(s)	
Committee to Review General Requirements Correspondence Document Control System Executive Controlled Correspondence	NRC-278 NRC-238 NRC-231	Management Services Request Record Request for Review of	NRC-160 NRC-164 NRC-162 NRC-161
for Personnal Security Questionnaire (Part 2) for T.S. mansaction/Receipt Record "To Be Opened by Addressee Only" "To Be Opened by Addressee Only" (window)	NRC-E-1 NRC-247e NRC-149 NRC-149A	Status Notice Transmittal Notice	NRC-378
10 Be Opened by Addressee Only (Window)	HKC-143A	Individual Contract Action Report	NRC-330
Evaluation for Violations Involving Elevated Enforcement	NRC-79	(\$10,000 or less) Individual Contract Action Report (over \$10,000)	SF-279
Action of Suggestion of Training (not available separately from NRC Form 368)	NRC-364 NRC-368A	Summary of Contract Actions of \$10,000 or Less	SF-281
		Government Vehicle	NDC 07
Event Notification	NRC-361	Application for Operator's Identification	NRC-97
Examination Report		Assignment to Automotive Unit	NRC-220 0F-108
Operator Senior Operator Senior Operator Upgrade	NRC-157A NRC-157B NRC-157C	Daily Usage Report Operator's Record Special Authorization for Overnight Storage	NRC-98 NRC-257
Export License	NRC-250	Trip Log (Headquarters)	NRC-32
Conditions	NRC-250A	Guard Repository Checklist	NRC-185
Facility Data		Health Benefits Registration	SF-2809
Card Complaint Report	NRC-170 NRC-381 NRC-169	Holdings, Comments, and Publisher/Vendor Changes	NRC-88
Facsimile Transmittal Request	NRC-386	Hours of Work Request	NRC-707
Federal Employees Health Benefits Program	SF-2811	Identification Badge	NRC-490
Transmittal and Summary Report	31-2011	Imprest Fund Balance Verification Quarterly Report	NRC-229
File(s)	W00 61		
Inventory Maintenance and Disposition Plan Continuation Page Summary Sheet	NRC-61 NRC-306 NRC-306A NRC-225	Incoming and Signature Tab Facsimile/Data Control Log	NRC-8 NRC-388
Transfer Record	NRC-405	Indemnity Agreement Record	NRC-273
Filing Equipment Request Analysis	NRC-134		

TITLE OF FORM	FORM NUMBER	TITLE OF FORM	FORM NUMBER
be vidual		Law Library - Charge-Out Card	NRC-73
Development Plan (IDP) Retirement Record	NRC-321 SF-2806	Layout Sheet	
Toll Call Certification	NRC-230	2-up, Scaled at 61.5% NRC News Release	NRC-111 NRC-262
Information Cover, 10 CFR 2.790 In-House Course Registration	NRC-415	Leave	
Input Files Required from Data Library	NRC-121	Application for Chart for Leave Year	SF-71 NRC-204
Inspector's Report and Supplement	NRC-766&A	Letter	
Intelligence Cover Sheet	INC 7000A	of Credit Monthly Statement of Transactions	SF-1193 NRC-265
Confidential Secret	NRC-274 NRC-275	Transmitting Documents Concerning NRC Review of Subject Facility	NRC-21
Interlibrary Loan Request Inventory	SF-162	Letterhead Sets (six-part & two-part)	NRC-318A NRC-318C
Basis, Settlement Proposal	SF-1-5	Library	mic 3100
Disposal Report	SF-2474	Accession Changes	NRC-88B
A (Metals in Mill Product Form)	SF- 1426 SF-1427	Borrower's Card	NRC-172 NRC-172A
B (Partial/Final)	SF-1428	Journal Entry	NRC-172B NRC-88C
C (Work in Process)	SF-1429 SF-1430 SF-1431	Location Entry Publication Form	NRC-88D NRC-109
D (Special Tooling and Special Test Equipment)	SF-1432	Routing Entry Serial Information Control System	NRC-88E NRC-88
E Termination Verification Survey	SF-1433 SF-1434 SF-1423	Holdings, Comments and Publisher/ Vendor Changes Services Request	NRC-76
Investigations Status Record	NRC-305	Specific Copy Entry	NRC-88F
Invoice for Inspection Fees for	NRC-288	License	
Facilities and Materials Licenses		Application/Amendment/Renewal Log to Export Byproduct, Source or Special	NRC-397
Issuance Clearance and Approval Sheet	NRC-486	Nuclear Material, Application for	NRC-7
Job Control Language Card	NRC-1218A	Licensee Event Report Failure Continuation	MRC-366B
Green Pink		Text Continuation	NRC-366A
Salmon Yellow		List of College Courses & Certificate of Scholastic Achievement	KRC-371
Journal Communication of the C		Log of	
Entry Voucher and Report of Withholdings and Contributions for Health Benefits, Group Life Insurance and Civil Service Retirement	NRC-88C SF-2812	Clips Purchased from Press International Monies Received Monies Received by Offices Other than Division of Accounting and Finance	NRC-99 NRC-359 NRC-359A
Justification to Enter Into A Consultant Contract	NRC-400A	Lost Badge Report	NRC-217
Keypunch	4 4.1.	Magnetic	
and Key Verifying Services Request Instruction	NRC-117 NRC-95	File Requirements Tape Use History	NRC-151 NRC-325
Labels for Distribution Boxes	NRC-9401	Mail Control Form (six-part & nine-part)	NRC-326 NRC-3265

TITLE OF FORM	FORM NUMBER	TITLE OF FORM	FORM NUMBER
ailing Label (with Headquarters		Motor Vehicle Operator's Record	NRC-98
Return Address)		Movement of Household Goods, Request for	NRC-267
Business Reply Without Postal Indicia With Postal Indicia	NRC-18B NRC-18A NRC-18	National Agency Check Data for Nonsensi- tive or Noncritical-Sensitive Position	SF-85A
anagement Objectives - Milestone Plan	NRC-403	News Release Computer Input	NRC-59
anpower System		Nomination	
(MPS) I&E (MPS) I&E	NRC-721A NRC-721B NRC-721C	and Authorization for Cash Award for High Quality Increase	NRC-365 NRC-252
anual Transmittal Notice	NRC-489	Notice	NRC-131
lanuscript, Status of	NRC-379	of Confirmation of Intention to Make a Service Contract	SF-98
laterials		and Response to Notice of Unsafe or Unhealthful Working	NRC-219
Data Input	NRC-782	Conditions of Within-Grade Increase	NRC-714
License, Byproduct Supplementary Sheet Status Report (NRC/DOE Form)	NRC-374 NRC-374A NRC-742	to Bidder to Employee (map showing regions)	0F-17 NRC-3
Medical Advisory Committee Appraisal	NRC-272	Notification of	NDC OFF
		Contract Execution Event	NRC-255 NRC-361
Memorandum	SF-63	Personnel Action	SF-50B
of Call Order and Supplementary Specifications	GP0-2511	NRC	
Transmitting Federal Register Notices (to SECY from NRR)	NRC-102	Administered Requalification Examination Results Summary	NRC-71
Messenger Envelope		Announcement	NRC-9
Committee to Review Generic Requirements Correspondence	NRC-278	Nuclear Material Transaction Report and Continuation Page	NRC/DOE- 741 & 741A
Document Control System Executive Controlled Correspondence	NRC-231	Obligation, Expenditure and Cost Record	NRC-133
Secret and Confidential 9½ x 12½"	NRC-188 NRC-188A	Occupational External Radiation Exposure	NRC-4
11 x 14" 13 x 16½"	NRC-188B	Official	
U.S. Government 9-3/4 x 12"	SF-65B	Bid/Proposal Receipt	NRC-417
12 x 16"	SF-65C	Personnel Folder Tab Insert	SF-66 SF-66A
Microform		Record Copy	NRC-318 NRC-190B
Blowback Request	NRC-1718 NRC-171A	Use Only Information (Flag 8½ x 14")	100 000
Duplication Request Micrographic Services, Request for	NRC-358	OMB Reporting Requirements (Request for Review and/or Notification of Approval)	NRC-406
Milestone Data Card	NRC-65	Operator Examination Report	NRC-157A
		Oral Exam Audit	NRC-308
Minicomputer	NRC-276		
Failure Log Use/Error Message Log	NRC-276A	Order (Invoice) Continuation Page	NF.C-103A
Miscellaneous Input Data	NRC-88A	With DC Address Without DC Address	NRC-103 NRC-103C
Monthly			
Activity Schedule Cost Report for Contracts Under Letter of	SF-67 NRC-266		
Credit Schedule (Calendar)	NRC-29		

TITLE OF FORM	FORM NUMBER	TITLE OF FORM	FORM
Organization and Personnel Activities Report for	NRC-216	Preaward Survey of Prospective Contracto (Continued)	or
Outgoing Facsimile/Data Control Log	NRC-389	General Technical	SF-1403
Overtime			SF-1404
Surcharge Authorization Work Report	NRC-350 NRC-130	Principal Correspondence Control control numbered unnumbered	NRC-232
Payment			NRC-232
Bond Bond Continuation Voucher on Letter of Credit	SF-25A SF-25B	Prior Federal Civilian and Military Serv Statement of Privacy Act Statement	ice SF-144
Payroll Change Form - Employee	TSF-5401	and Instructions for Completion of Security Forms Packet	NRC-254
Earnings One Field	NRC-705B NRC-705C	Request and Approval Probationary (Trial) Period Appraisal	NRC-163
Performance			NRC-199
Bond	SF-25	Process Index Card	NRC-87
Evaluation (Carriers of Household Goods) Planning and Appraisal, Senior	NRC-299	Procurement Compliance Notice Continuation	NRC-280 NRC-280A
Executive Service Continuation Page	NRC-351	Project	
Personal	NKC-351A	and Budget Proposal for NRC Work File Identification	NRC-189 NRC-385
History and Employment Summary Qualifications Statement	NRC-702 SF-171	Specifications Property	NRC-290
Continuation Qualifications Statement - Licensee	SF-171A NRC-398	Data Base Maintenance Report	NRC-138A
Personnel		Proprietary Information	0F-7
Action Request Security	SF-52	Public Public	NRC-190
Clearance Request and Notification Questionnaire (Envelope) Questionnaire, Parts I and II	NRC-236 NRC-E-1 NRC-1	Document Room - Request for Records Voucher for Purchases and Services Other than Personal	NRC-57 SF-1034
hoto Badge Request - Headquarters	NRC-89	Continuation	SF-1035
hysical Inventory		Publications	
Listing (NRC/DOE Form) Record	NRC-742C NRC-137	Purge Card - General Use (Typing Guide) Release for Unclassified NRC	NRC-235
lain Bond Sets (six-part and two-part)	NRC-3188 NRC-3180	Contractor & Consultant Reports Staff Reports	NRC-426A NRC-426
lant and Equipment Record	NRC-37	Punched Card Format	NRC-105
osition Action and Evaluation		Purchase Order	
Grades 1-15 Ungraded, and Locality Rate Grades 16-18 STS and SES	NRC-772A NRC-772B	(Invoice) Continuation Page W/DC Address W/O DC Address	NRC-103A NRC-103
ostal Card			NRC-103C
Business Reply w/LPDR as Addressee Request for Miscellaneous Material	NRC-165A NRC-165B	Qualifications Investigation Administrative Positions Technical Positions	NRC-212A
reaward Survey of Prospective Contractor			NRC-212
Accounting System Financial Capability	SF-1408 SF-1407	Quality Assurance Program for Radioactive Material Packages	NRC-311
	3, 1407	Quarterly Report Layout (I&E)	NRC-329

alignment Change Coding for Automated Personnel System ceipt Cash (Book) for Certified Mail for Transportation Request Book ceiving Report (ADM/TIDC/PPM) commendation for Acquisition of Library Materials commended Distribution Sheet cord of Destruction Disclosure Leave Data Time Spent Preparing & Presenting Grievances & Cases at Arbitration (Sign-In/Sign-Out Sheet) Translation	NRC-346 PS-3800 NRC-193 NRC-349 NRC-245 NRC-6 NRC-6 NRC-81 NRC-286 SF-1150 NRC-339	Request and Authorization for Expenditures of Official Entertainment Funds Irregular or Occasional Overtime or Compensatory Time Official Travel Change of Station Request for Access Authorization Additional Information Annual Leave Restoration Based on Exigency of Public Business Appointment of a Consultant, Expert or Member Approval of Official Foreign Travel Building Alterations and Services Certified and Registry Mailing Change or Establishment of Imprest Fund Computer Printout Copying Equipment Financial Plan Changes Forms Management Services Investigation	NRC-468 NRC-145 NRC-279 NRC-279A NRC-271 NRC-271 NRC-328 NRC-445 NRC-445 NRC-445 NRC-47 SF-211 NRC-401 NRC-401 NRC-289A NRC-160 NRC-392
Personnel System ceipt Cash (Book) for Certified Mail for Transportation Request Book ceiving Report (ADM/TIDC/PPM) commendation for Acquisition of Library Materials commended Distribution Sheet cord of Destruction Disclosure Leave Data Time Spent Preparing & Presenting Grievances & Cases at Arbitration (Sign-In/Sign-Out Sheet) Translation	PS-3800 NRC-193 NRC-349 NRC-245 NRC-6 NRC-6 NRC-81 NRC-286 SF-1150 NRC-339	Expenditures of Official Entertainment Funds Irregular or Occasional Overtime or Compensatory Time Official Travel Change of Station Request for Access Authorization Additional Information Annual Leave Restoration Based on Exigency of Public Business Appointment of a Consultant, Expert or Member Approval of Official Foreign Travel Building Alterations and Services Certified and Registry Mailing Change or Establishment of Imprest Fund Computer Printout Copying Equipment Financial Plan Changes Forms Management Services Investigation	NRC-145 NRC-279 NRC-279A NRC-279A NRC-237 NRC-271 NRC-328 NRC-448 NRC-445 NRC-445 NRC-245 NRC-47 SF-211 NRC-401 NRC-401 NRC-401 NRC-289A NRC-160
Cash (Book) for Certified Mail for Transportation Request Book ceiving Report (ADM/TIDC/PPM) commendation for Acquisition of Library Materials commended Distribution Sheet cord of Destruction Disclosure Leave Data Time Spent Preparing & Presenting Grievances & Cases at Arbitration (Sign-In/Sign-Out Sheet) Translation	PS-3800 NRC-193 NRC-349 NRC-245 NRC-6 NRC-6 NRC-81 NRC-286 SF-1150 NRC-339	Irregular or Occasional Overtime or Compensatory Time Official Travel Change of Station Request for Access Authorization Additional Information Annual Leave Restoration Based on Exigency of Public Business Appointment of a Consultant, Expert or Member Approval of Official Foreign Travel Building Alterations and Services Certified and Registry Mailing Change or Establishment of Imprest Fund Computer Printout Copying Equipment Financial Plan Changes Forms Management Services Investigation	NRC-279 NRC-279A NRC-271 NRC-271 NRC-328 NRC-448 NRC-445 NRC-445 NRC-445 NRC-47 SF-211 NRC-401 NRC-410 NRC-410 NRC-289A NRC-160
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Destruction Disclosure Leave Data Time Spent Preparing & Presenting Grievances & Cases at Arbitration (Sign-In/Sign-Out Sheet) Translation	NRC-286 SF-1150 NRC-339	Approval of Official Foreign Travel Building Alterations and Services Certified and Registry Mailing Change or Establishment of Imprest Fund Computer Printout Copying Equipment Financial Plan Changes Forms Management Services Investigation	NRC-245 NRC-47 SF-211 NRC-401 NRC-410 NRC-289A NRC-160
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			NRC-392
Tournet on Manhabana		Micrographic Services	NRC-358
Inventory Worksheet	NRC-317A	Movement of Household Goods	NRC-267
Retirement Identifier (label) Transfer Continuation Sheet	NRC-120 NRC-35 NRC-35A	Name Check Official Change of Station Order Information in Accordance with	NRC-70 NRC-211
edemption of Unused Ticket (4-part)	SF-1170	NRC Travel Regulations Official Time for Union Representa- tional Function	NRC-338
egister of Separations and Transfers	SF-2807	Personnel Action Premium Cost Mail Service	SF-52 ARC-420
egistration Certificate		Printing, Graphic, Audiovisual, and	NRC-20
In Vitro Testing w/Byproduct Material Under General License	NRC-483	Photographic Services Procurement Action	NRC-400
Medical Use of Byproduct Material Under General License	NRC-482	Part 1 Part 2	pt 1 NRC-400
Use of Depleted Uranium Under General License	NRC-244	Quotations Records	pt 2 SF-18 NRC-57
eport Layout	NRC-763	Disposition Authority	SF-115
eport of		Restoration of Annual Leave Based on Exigency of Public Business	SF-115A NRC-328
Property for Survey Proposed Activities in Non-Agreement States	NRC-395 NRC-241	Review of Form Stop Payment - Unavailable Check Cancellation	NRC-162 SF-1184
Record/Nonrecords Disposal Safety or Health Hazards	NRC-355 NRC-14	Technical Security Services (U) Telecommunication Services	NRC-337 NRC-238
Security Infraction	NRC-183	Translation of Foreign Document Visit or Access Approval	NRC-430 NRC-277
eport on Budget Execution	SF-133	Request to	
equest by Employee for	A total	Remail Undeliverable Check and/or Bond	TD-1664R
Allotment of Pay for Credit to Savings Account with a Financial Organization	SF-1198	Update Master Mailing List Requisition	NRC-293
Payment of Salaries or Wages by Credit to Account at a Financial	SF-1189	for Copying Services for Supplies	NRC-20A NRC-34A

TITLE OF FORM	FORM NUMBER	TITLE OF FORM	FORM NUMBE
Requisition (Continued)		Senior	
for Supplies, Equipment or Labor Services	NRC-34	Executive Service Development Program	
Log	NRC-31	Application for	NRC-356
Log, Procurement Return Notice	NRC-166	Appraisal (first cr second	MKC-336
	NRC-348	level supervisor's rating)	NRC-357
Restart Instructions	NRC-153	Performance Planning and Appraisal Continuation Page	NRC-351
Return Paraint Parity		Operator Examination Report	NRC-351A NRC-157C
Return Receipt, Registered, Insured, and Certified Mail	PS-3811	Upgrade Operator Examination Report	NRC-1578
Revenue Log	NRC-416	Separation Clearance	NRC-270
Routing		Service	
		Record	SF-7
Entry and Transmittal Slip	NRC-88E	Request	NRC-251
Slip	0F-41	Cattleman Carry	1
8½ x 11"	NRC-17	Settlement Proposal	
5½ x 8½" (Two per 8½ x 11" sheet)	NRC-17A	for Cost-Reimbursement Type Contracts	SF-1437
EUU	NRC-414	Inventory Basis Short Form	SF-1435
		Total Cost Basis	SF-1438 SF-1436
afety		Shuttle Bus Pass	NRC-242
and Health Inspection		SIBAC Adjustment Voucher for Charge-Backs	1111
Hazard	NRC-11 NRC-14A	The Augustiment voucher for Charge-Backs	NRC-238
Inspection	NRC-14A NRC-591	Sign In/Out Log For Flexitime	NRC-703
alaries and Expenses Appropriation Advice of		Signature Card for Authorizing Official to Approve Withdrawal of Imprest	NRC-345
Allotment	NRC-287	Funds	
Suballotment	NRC-287A	Simulator Exam Audit	NRC-309
avings Bond Authorization for Purchase and Request for Change, U.S.	SF-1192	Sketch Sheet	NRC-179
chedule		Solicitation	
by Month		Mailing List Application	SF-129
of Accounting Information	NRC-29	Offer and Award	SF-129
of Canceled or Undelivered Checks	SF-1439 SF-1098	Special	
cheduling Chart (23 x 36")	3. 1036		17.17
		Authorization for Overnight Storage of Government Vehicle	NRC-257
General Use (Blank) Name, Destination, Time Out, Expected	NRC-411A	Messenger Service Request	NRC-207
Time of Return	NRC-411	Nuclear Material Inventory Balance	NRC-327
coping of Cost Consideration Worksheet	NRC-425	Report, Part 1 Part 2 (Region Review and Evaluation)	NRC-327
ecretariat Action Slip, Yellow	1110 123	Specific Copy Record Entry	NRC-88F
Serially numbered	l une es	Standard Order for DOE Work	ND0 175
Unserially numbered	NRC-62 NRC-62		NRC-173
ecurity		Standard 80-Column Tab Card	NECC-508
Acknowledgment		Confidential When Punched, Formerly Restricted Data	
Classification Requirements	NRC-176	Secret When Punched, National	NRC-333A
Container Information	NRC-187 NRC-198	Security Information	NHC-333B
Container Lock Report	NRC-146	Confidential When Punched, Restricted	NRC-333C
Education/Awareness Briefing Attendance Incident Report	NRC-268	Data Secret When Punched, Formerly	
Survey Report	NRC-135	Restricted Data	NRC-334A
Termination Statement	NRC-140A NRC-136		

TITLE OF FORM	FORM NUMBER	TITLE OF FORM	FORM NUMBER
tendard 80-Column Tab Card (Continued)		Time and Attendance (Continued)	
Confidential When Punched, National	NRC-334B	New Employee	NRC-704A
Security Information Secret When Punched, Restricted Data	NRC-334C	Report Terminating Employee	NRC-704 NRC-704C
tatement		Top Secret	
and Acknowledgment of Contingent or Other Fees of Prior Federal Civilian and Military Service	SF-1413 SF-119 SF-144	Document Inventory Statement Folder Transaction/Receipt Record	NRC-261 NRC-260 NRC-247 NRC-247e
tatus of		Envelope	NKC-24/6
Allotments	NRC-101	Training	
Manuscript	NRC-379	Evaluation (Available as part of NRC-368)	NRC-368A
iticker for Safe, "Unclassified"	NRC-63	In-house Course Registration Request and Authorization	NRC-121 NRC-368
tock Record	NRC-85	Transfer	
Subcontracting Report for Individual Contracts	SF-294	of Cash Among Principal, Alternate	NRC-294
Summary Data Sheet	NRC-312	Order Surplus Personal Property Continuation	SF-123 SF-123A
Supervisor's Supplementary Report of	NRC-436	Translation(s)	
Federal Occupational Injuries and Illnesses		Evaluation Record	NRC-431 NRC-348
Supply Room Stack Request	NRC-91	Service Work Order	NRC-438
Task Control, Office of Nuclear Reactor Research	NRC-197D	Transmittal and Summary Report to Carrier, Federal Employees Health Benefits Program	SF-2811
Tax Exemption Certificates, U.S.	SF-1094	of Invoice for Goods/Services Rendered	NRC-370
Technical Assignment Control, Office of	1	Transportation Request, U.S. Government	SF-1169
Nuclear Material Safety and Safeguards,	NRC-197E	(4-part)	
Division of Waste Management	NRC-197	Travel	100
Nuclear Reactor Regulation Nuclear Regulatory Research Resource Management	NRC-1970 NRC-197F	Reservation Request Reservations Request (Includes	NRC-116 NRC-209
Technical Security Survey Report (U)	NRC-336	travel, lodging and rental car) Voucher Part 1	NRC-64
Telegram	0F-151	Part 2, Expenses and Amounts Claimed	NRC-64A
Telegraphic Message	SF-14	Trial Period Appraisal	NRC-199
		Trip Report	NRC-402
Telephone Request for Information	NRC-316	Two Up Lay-Out Sheet (Scaled at 61.5%)	NRC-111
Utilization Survey and Inventory	NRC-316	Two-Way Memo	05-27
Teletype	1-1-1	Typing	
Ticket Listing Traffic Log	NRC-249 NRC-90	Guide (Scaled at 77%) Service Work Order, CRESS	NRC~110 NRC~302
Temporary Badge Request/Receipt (Due to Lost or Forgotten Badge)	NRC-80	Unavailable Check Cancellation (Request for Stop Payment)	SF-1184
Time Allocation File Update	NRC-301	Unclassified Sticker for Safe	NRC-63
Time and Attendance		United States Tax Exemption Certificates	SF-1094
Control Card Corrected Card	NRC-751 NRC-7048	"URGENT" Label	NRC-142

TITLE OF FORM	FORM NUMBER	TITLE OF FORM	FORM NUMBER
Vacancy			
Announcement, Career Opportunity Application Status Notice	NRC-114 NRC-115		
Virginia Employee's Withholding Exemption Certificate	VA-4		
Visitor Register	NRC-205		
Vital Records			
Plan Identification Label	NRC-340 NRC-341		
Voucher and Schedule of Payments Continuation Page Withdrawals and Credits Cover Sheet With 8-line, 25-digit grid for Professional Services Log Transmittal for Review and Approval Prior to Payment Wage and Tax Statement	SF-1166 SF-11670CR SF-1081 NRC-240 NRC-240A NRC-148 NRC-295 NRC-292		
Weekly Activity Report (OI-Investigators)	NRC-304		
Overtime Report	NRC-127		
Word Processing Service(s) Request and Control Work Order (CRESS)	NRC-39 NRC-302		
Work			
Assignment Management System Event, or IRS, SER and SER Screening Records Data Input (AEOD)	NRC-423		
Item Tracking System (WITS, NMSS) Request	NRC-300 NRC-125		
Worksheet for Benchmark Correlation of a			
GG-1 to -15 Position GS-16 to -18 or STS	NRC-323A NRC-323B		

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NRC FORMS FACSIMILE HANDBOOK

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NRC FORMS FACSIMILE HANDBOOK NRC FORMS 72 & 73

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NRC FORMS FACSIMILE HANDBOOK NRC FORM 103, PART 1, FACE

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PURCHASE ORDER TERMS

- DEFINITIONS. As used throughout this contract, the following terms shall have the meaning set forth below:
 (a) the term "Commission" means the United States Nuclear Regulatory Commission or any duly authorized representative thereof, including the Contracting Officer except for the purpose of deciding an appeal under the clause
- entitled "Disputes."

 (b) The term "Contracting Officer" means the person executing this Contract on behalf of the Government, and includes his successors or any duly authorized representatives of any such person.
- 2. VENDOR'S BILLING INSTRUCTIONS. Vendor's invoices shall contain the following information: Contract or proposal number (if any), order number, and flam number, description of supplies or services, sizes, quantities, unit prices, and extended totals. Bill of lading number and weight of shipment will be shown for shipments made on Government, bills of lading, it prepaid parcelpost charges are billed the gross weight and shipping point must be shown on
- PAYMENT. -- In the absence of a discount, the contractor shall be paid upon the submission of a proper and correct invoice or voucher in approximately thirty (30) days after submission or date of delivery, whichever is later, the prices alliquit, and herein for supplies delivered and accepted, as herein provided. If this order provides for a discount, the contractor shall indicate the order's discount on the sivoice or vouche
- 3. COVENANT AGAINST CONTINGENT FEES. The Contractor war nanis that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, trotherage, contingent fee excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without sability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contin-

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- 4. OFFICIALS MOT TO BENEFIT. No member of or delegate to Congress or resident commissioner shall be admitted to any share or part of this construct or to any benefit that may arise therefrom but this provision shall not be construed to extend to this contract if made with a corporation for its general
- 8. EQUAL OPPORTUNITIES IN EMPLOYMENT. The Equal Opportunity clause in FPR 1-12.803-2 is incorporated herein by reference and is applicable unless this contract is exempt under the rules and regulations of the Secretary of Labor issued pursuant to Executive Order No. 11246 of September 24, 1965 (30 F.R. 12319, Sept. 28, 1865).
- 6. CONVICT LABOR. -- In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment at hard labor.
- 7. BUY AMERICAN ACT. (a) In acquiring end products, the Buy American Act (41 U.S. Code 10 a-d) provides that the Government give preference to domestic source and products. For the purposes of this clause:
- (i) "components" means those articles, materials, and supplies, which are city incorporated in the end product,
 (ii) "and products" means those articles, materials, and supplies, which
- (iii) and products "means those arcicles, materials, and supplies, which is to be acquired under this contract for public use, and (iii) a "domestic source end product" means (A) an unmanufactured end roduct which has been mined or produced in the United States and (B) an end roduct manufactured in the United States if the cost of the components thereof high are mined, produced, or manufactured in the United States exceeds 50 ercent of the cost of all its components. For the purposes of this (a) (iii) (B), components of loreign origin of the same type or kind as the products referred to in (b) (ii) or (iii) of this clause shall be treated as components mined, produced or
- ufactured in the United States.
 (b) The Contractor agrees that there will be delivered under this contract
- (b) The Contractor agrees that there will be derivered under this contract is domestic source and products.

 (i) which are for use outside the United States;

 (ii) which are for use outside the United States;

 (iii) which the Government determines are not mined, produced, or manifulated in the United States in sufficient and reasonably available commercial intelless and of a satisfactory quality;

 (iii) as to which the Commission determines the domestic pre-ference to be insistent with the public interest; or

- (iv) as to which the Commission determines the cost to the Government to
- be unreasonable.

 (The foregoing requirements are administered in accordance with Executive Order No. 10582, dated December 17, 1954.)
- DISCOUNTS. In connection with any discount offered, time will be computed from date of delivery of the supplies to carner when delivery and acceptance are at point of origin, or from date of delivery at destination or port of embarkation when delivery and acceptance are at either of these points, or from date correct invoice or voucher is received in the office specified by the Govern-ment if the latter date is later than the date of delivery. Payment is deemed to be me se for the purpose of earning the discount, on the date of mailing of the
- 9. INSPECTION Except as may be otherwise provided in this contract, final inspection and acceptance will be made at destination. Supplies rejected at destination for nonconformance with specifications shall be removed by the Contractor at his expense promptly after notice of rejection.
- CONTRACT WORK HOURS STANDARDS ACT OVERTIME COM-PENSATION. — This contract, to the extent that it is of a character specified in the Contract Work Hours Standards Act. — Overtime Compensation (40 U.S.C. 33-45), is subject to the following provisions and to all other provisions and exceptions of said Contract Work Hours Standards Act.
- (a) No contractor or subcontractor contracting for any part of the contract work shall require or permit any laborer or mechanic to be employed on such work in excess of eight hours in any calendar day or in excess of torty hours in any workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-haif times his basic rate of pay for all hours worked in
- excess of eight hours in any calendar day or in excess of forty hours in such workweek, whichever is the greater number of overtime hours. (b) In the event of any violation of the provisions of paragraph (a) the Contractor and any subconfract responsible for such violation shall be kable to any affected employee for his unpaid wages. In addition, such Contractor or subconfractor shall be kable to the United States for liquidated damages. Such individual leads to the Contractor shall be kable to the United States for liquidated damages. liquidated damages shall be computed, with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph (1), in the sum of \$10 for each calendar day on which such employee was required or permitted to work in excess of eight hours or a excess of forty hours in a workweek without payment of the required overtime wages.
- (c) The Contracting Officer may withhold, or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor, the full amount of wages required by this contract and such sums as may administratively be determined to be necessary to satisfy any liabilities of such Contractors or subcontractor for liquidated damages as provided in paragraph.
- (d) The Contractor shall insert paragraphs (a) through (d) of this clause in all subcontracts, and shall require their inclusion in all subcontracts of any tier (e) The Contractor shall maintain payroll records containing the informa
- tion specified in 29 CFR 516.2(a). Such records shall be preserved for 3 years from the completion of the contract
- 11. FEDERAL, STATE, AND LOCAL TAXES. Except as may be other provided in this contract, the contract price includes all applicable Federal taxos in effect on the date of this contract but does not include any State or local sales, use, or other tax directly applicable to the completed supplies or services covered by this contract nor any other tax from which the Contractor or this transaction is exempt. Upon request of the Contractor, the Government shall furnish a lax examption certificate or similar evidence of exemption with respect to any such tax not included in the contract price pursuant to this clause. For the purpose of this clause, the term "date of this contract" means the date of the Contractor's quotation or, if no quotation, the date of this purchase order.
- 12. RENEGOTIATION If this contract is aubject to the Renegotiation Act of 1951, as amended, the contract shall by werner to contain all the provisions required by section 104 of said Act
- 13. PRIORITIES, ALLOCATIONS, AND ALLOTMENTS. The Contractor shall follow the provisions of D.M.S. Regulation 1 and all other applicable regulations and orders of the Business and Defertse Service Administration in obtaining controlled materials and other products and materials needed to fill.

NRC FORMS FACSIMILE HANDBOOK NRC FORM 103, PARTS AS MARKED NRC Form 103 (1-84) THIS NUMBER MUST AFFEAR ON ALL PACKAGES AND PAPERS RELATING TO THIS ORDER. ORDER ORDER NUMBER POINT OF ISSUE: U. S. NUCLEAR REGULATORY COMMISSION REQUISITION NUMBER PURCHASE ORDER PER YOUR_ OF DATE DELIVERY ORDER UNDER CONTRACT NUMBER ALLOTMENT BAR NUMBER CONSIGNEE AND DESTINATION (Ship to) RE: P.O. NUMBER TO Mallaci NRC FORM 103, PART 2 FOR SILLING ADDRESS SEE SELOW

GOVERNMENT B/L NUMBER DISCOUNT TERMS DELIVERY F.O.B. TIME FOR DELIVERY Please furnish the following on the terms specified on both sides of this sheet and on the attached, if any, except that any such terms which might be inconsistent with the terms of any existing Federal contract or agreement under which this Order is pleased will not apply. Negotiated pursuant to the authority of 41 USC 252 (C) (3). FTEM NO. ARTICLES OR SERVICES QTY. UNIT UNIT PRICE AMOUNT PERSON TO CONTACT REGARDING THE ORDER TOTAL SIGNATURE CONTRACTING OFFICER Small Purchases Section Administrative Contracts Branch Division of Contracts NRC FORM 103, PARTS 3, 4, 8, 9, PERSON TO CONTACT REGARDING THIS ORDER TOTAL NRC FORM 103, PARTS 5, 6, & 7 PERSON TO CONTACT REGARDING THIS ORDER TOTAL CONSIGNEE CERTIFICATION RESPONSIBILITIES. The consignee identified in this order is responsible for certifying in writing the receipt of the goods and/or services specified herein. Where maintenance services are required, the contractor shall prepare a service stake for the services randered. The service ticket in the contractor shall prepare a service stake of the contractor shall prepare a service stake of the service tracket of the service tracket of the service tracket of the service tracket. The service ticket shall be signed by the consignee accomprishing the certification required by this article. Certification of the receipt of goods well be accomplished by completing and signing the Receiving Report copies of this order. RECEIVING REPORT. To be signed upon receipt of material using date goods or services actually received and returned immediately to

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PURCHASE ORDER TERMS

1. DEFINITIONS -- As used throughout this contract, the following terms

shall have the meaning set forth below:
(a) the term "Commission" means the United States Nuclear Reg. Commission or any duly authorized representative thereof, including the Contracting Officer except for the purpose of deciding an appeal under the clause entitled "Disputes.

(b) The term "Contracting Officer" means the person executing this Contract on behalf of the Government, and includes his successors or any duly

authorized representatives of any such person

VENDOR'S BILLING INSTRUCTIONS. - Vendor's invoices shall contain the following information: Contract or proposal number (if any), order number, and item number, description of supplies or services, sizes, quantities. unit prices, and extended totals. Bit of lading number and weight of shipment will be shown for shipments made on Government bits of lading. If prepaid parcel-poet charges are bitled the gross weight and shipping point must be shown on

PAYMENT. - In the absence of a discount, the contractor shall be paid upon the submission of a proper and correct involve or voucher in approximately thirty (30) days after submission or date of delivery, whichever is later, the prices stipulated herein for supplies delivered and accepted, as herein provided. If this order provides for a discount, the contractor shall indicate the order's discount terms on the invoice or soucher.

- 3. COVENANT AGAINST CONTINGENT FEES. The Contractor was rants that no person or selling agency has been employed or retained to solicit or secure this contract upon an egreement or understanding for a commission percentage, prokerage, contingent fee excepting bona fide employees or bona fide established commercial or celling agencies maintained by the Contractor for the purpose of securing business. For breact or violation of this warranty the Government shall have the right to annul this contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contin-
- 4. OFFICIALS NOT TO BENEFIT. No member of or delegate to C in gress or resident commissioner shall be admitted to any share or part of this contract or to any benefit that may arise therefrom but this provision shall not be construed to extend to this contract if made with a corporation for its general
- 5. EQUAL OPPORTUNITY IN EMPLOYMENT. The Equal Opportunity clause in FPR 1-12.803-2 is incorporated herein by reference and is applicable unless this contract is exempt under the rules and regulations of the Secretary of abor issued pursuant to Executive Order No. 11246 of September 24, 1965 (30 F.R. 12319, Sept 28, 1865)
- CONVICT LABCR. In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment at hard labor
- BUY AMERICAN FCT (a) in acquiring end products, the Buy American Act (41 U.S. Code 10 a-d) provides that the Government give preference to domestic source and products. For the purposes of this clause

(i) "components" means those articles, materials, and supplies, widirectly incorporated in the end product.

(ii) "end products" means those articles, materials, and supplies, which are to be acquired under this contract for public use, and (iii) a "domestic source end product" means (A) an unmanufactured end product which has been mined or produced in the United States and (B) an end product manufactured in the United States if the cost of the components thereof which are mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. For the purposes of this (a) (iii) (B). components of foreign origin of the same type or kind as the products referred to in (b) (ii) or (iii) of this clause shall be treated as components mined, produced or

utactured in the United States.
(b) The Contractor agrees that there will be delivered under this contract

only domestic source and products, except and products.

(i) which are for use outside the United States.

(s) which the Government determines are not miner, produced, or mancured in the United States in sufficient and reasonably available commercial inities and of a satisfactory qualify.

(iii) as to which the Commission determines the domestic preference to be

ant with the public interest; or

(iv) as to which the Commission determines the cost to the Government to

(The foregoing requirements are administered in accordance with Executive Order No. 10582, dated December 17, 1954.)

- In connection with any discount offered, time will be 8. DISCOUNTS. computed from date of delivery of the supplies to carrier when delivery and acceptance are at point of origin, or from date of delivery at destination or port of embarkation when delivery and acceptance are at either of these points, or from date correct invoice or voucher is received in the office specified by the Government if the latter date is later than the date of delivery. Payment is deemed to be nade for the purpose of earning the discount, on the date of mailing of the Government check.
- 9. INSPECTION. Except as may be otherwise provided in this contract. final inspection and acceptance will be made at destination. Supplies rejected at destination for nonconformance with specifications shall be removed by the Contractor at his expense promptly after notice of rejection
- CONTRACT WORK HOURS STANDARDS ACT OVERTIME COM-PENSATION — This contract, to the extent that it is of a character specified in the Contract Work Hours Standards Act — Overtime Compensation (40 U.S.C. 327-330) and is not covered by the Walsh-Healey Public Contracts Act (41 U.S.C. 35-45), is subject to the following provisions and to all other provisions and exceptions of said Contract Work Hours Standards Act.

(a) No contractor or subcontractor confracting for any part of the contract work shall require or permit any laborer or mechanic to be employed on such work in excess of eight hours in any calendar day or in excess of forty hours in kweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times his basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of forty hours in such workweek, whichever is the greater number of overtime hours. (b) In the event of any violation of the provisions of paragraph (a) the

Contractor and any subcontract responsible for such violation shall be liable to any affected employee for his unpaid wages, in addition, such Contractor or subcontractor shall be vable to the United States for liquidated damages. Such inquidated damages shall be computed, with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph (1), in the sum of \$10 for each calendar day on which such employee was required or perwork in excess of eight hours or in excess of forty hours in a workweak without payment of the required overtime wages.
(c) The Contracting Officer may withhold, or cause to be withheld, from any

moneys payable on account of work performed by the Contractor or subcontractor, the full amount of wages required by this contract and such sums as may ined to be necessary to satisfy any liabilities of such Contractors or subcontractor for significant damages as provided in paragraph

(d) The Contractor shall insert paragraphs (a) through (d) of this clause in all subcontracts, and shall require their inclusion in all subcontracts of any tier

(e) The Contractor shall maintain payroll records containing the informa-tion specified in 29 CFR 516 2(a). Such records shall be preserved for 3 years.

- FEDERAL STATE, AND LOCAL TAXES Except as may be otherwise provided in this contract, the contract price includes all applicable Federal taxos in effect on the date of this contract but does not include any State or local sales. urie, or other tax directly applicable to the completed supplies or services covered by this contract nor any other tax from which the Contractor or this transaction is exempt. Upon request of the Contractor, the Government shall furnish a tax exemption certificate or similar evidence of exemption with respect plany such tax not included in the contract price pursuant to this clause. For the surpose of this clause, the term "date of this contract" means the date of the to any su Contractor a quotation or, if no quotation, the date of this purchase order
- 12. RENEGOTIATION If this contract is subject to the Renegotiation Act of 1951, as amended, the contract shall be deemed to contain all the provisions required by section 104 of said Act.
- 13. PRIORITIES, ALLOCATIONS, AND ALLOTMENTS shall follow the provisions of D.M.S. Requisition 1 and all other applicable regulations and orders of the Business and Defertise Service Administration in obtaining controlled materials and other products and materials needed to fill

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FORMS MANAGEMENT DATA 6/84									
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NRC FORMS	FACSIMILE	HANDBOOK	
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NRC FORMS FACSIMILE HANDBOOK

	NHC	FORMS FACS	IMILE HANDBOOK	NRC FORM 134
RC F		QUIPMENT REQUES		MMISSION DATE
0:	NAME	MAIL CODE		
	OFFICE/DIVISION		Management MAIL CODE Branch, TIDC	PHONE NUMBER
The	e requisitions listed helow are heing retur	ned disapproved because of i	nsufficient justification of need as cited in	Manual Chapter 5201 Part V and
	MR 101-11,306.			
	ovide the information requested below on appropriate.	d return to the sender listed	in "From" above. A seperate sheet may b	be used to continue explanations,
4.	Why doesn't the present branch/division	office file or reference cente	r meet your needs?	
b.	Why doesn't the Document Control Syst	em (DCS) meet your needs?		
6.	Can your requirement be met by the use	of microform?	Yes No	Explain below
				أعلله المساعدة
d.	Explain in detail the nature, volume, dur member's office until August 1983 to su	ation, and source of your rec pport a special inquiry direct	quire, e.g., Region I needs to file three cut ted by GAO. These documents will be sub	oic feet of TMI transcripts at a staff mitted to GPU and not entered into
	DCS.			
	the request is for mechanized or specializ Cost/benefit statement, as per Manual C	hapter 5201, Part V, C.	copy of:	
_	Certification required by Manual Chapte			
a. b.	the request is for filing cabinets, provide: The file plan which governs the files to b Designation of the records turnover or d	pe stored in the requested equisposition schedule that is to		
c.	Certification required by Menual Chapte	r 5201, Part V, E.		

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NRC FORMS FACSIMILE HANDBOOK NRC FORM 135

U. S. NUCLEAR REGULATORY COMMISSION WASHINGTON, D. C.

SECURITY TERMINATION STATEMENT

NAME: (Print full name)	PRESENT EMPLOYER:
CONTRACT NUMBER OR OTHER IDENTIFYING NUMBER:	FACILITY OR INSTALLATION WHERE TERMINATED:
DATE OF TERMINATION:	
y Commission: I have destroyed in accordance with NRC securi Regulatory Commission all classified documents and	coming termination of my access authorization granted by the Nuclear ity regulations or transferred to persons designated by the Nuclear material with which I was charged or which I had in my possession.
have gained knowledge except as authorized by law officials of the Nuclear Regulatory Commission employed	w. requiations of the Nuclear Regulatory Commission, or in writing by
I am aware that I may be subject to criminal penal statement is false or if I willfully conceal any material	ities if I have made any statement of material facts knowing that such I fact (Title 18, U.S. Code, Section 1001).
to Commun	sion desires to be informed when persons who have been granted NRC nist-controlled countries. This does not apply to individuals who obtain NRC classified information solely as employees of other Government
(Signature of Person Conducting Interview)	(Signature of Person Whose Access Authorization Is Being Terminated)

	FORMS	MANAGEMENT DA	ATA		6/84	
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(Title of Position)

(Date)

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			BAR NUMBER		
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	FORMS	MANAGEMENT DA	ATA		6/84	
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NAC FORM 176 (6-83) NRCM 2101

U.S. NUCLEAR REGULATORY COMMISSION WASHINGTON, D.C. 20555

SECURITY ACKNOWLEDGMENT

ollo	out	ig statement with the understanding and intent its obligation to protect the security of Restrict					
1	.	understand that it is the policy of the NRC to National Security Information in such a manner	control the dissemination of Restricted Data and r as to assure the common defense and security.				
	2.	the standard of the standard o	policy, the NRC has issued and will issue and revise, and regulations pertaining to the control and dissemi-				
		I shall not reveal to any person any Restricted Data or National Security Information, of which knowledge as a result of my employment, assignment, or duties, except in accordance with officinstructions and regulations of the NRC or except as may be hereafter authorized by officials en powered to grant such authority.					
		I understand that "he provisions of the Atomic Energy Act of 1954 prescribe the penalties for the closure of Restrored Data to unauthorized persons, and the provisions of U. S. Code, Title 18, "Crimes and Criminal Procedures," prescribe penalties for the disclosure to unauthorized persons of information respecting the national defense, and for loss, destruction or compromise of such information through gross negligence.					
	5.	I understand that revealing or disclosing Restri unauthorized person may constitute sufficient nuclear regulatory program.	cted Data or National Security Info. mation to any cause for termination of my association with the				
	6.	NRC security clearance propose to travel to co	nmission desires to be informed when persons granted ommunist controlled countries in order to inform the ety in view of the classified information known to the h travel normally diminishes as the period of access mation becomes more remote.				
	7.	charges (including charges that are dismissed), ment authorities, for any violation of any Fed	ision of Security as soon as it is practicable of all arrests or detentions by Federal, State or other law enforcemental law, State law, county or municipal law, regulation or which a fine of \$100 or less was imposed, occurring learance or which occurred subsequent to the completion which I executed on				
		tion of the resonner security assessment	(Insert date of Personnel Security Questionnal				
DAT	-		SIGNATURE				
1		AT WHICH SECURITY ACKNOWLEDGMENT IS SIGNED	NAME OF EMPLOYER				

	FORMS	MANAGEMENT DA	ATA		6/84	
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NRC FORM 11 (1-76)								

	6/84					
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NRC FORMS FACSIMILE HANDBOOK

NRC FORM 189, FACE

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NRC FORMS FACSIMILE HANDBOOK NRC FORM 189, REVERSE

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NRC FORM 237, FACE

AC 1 210	м 237		U.S. NUCLEAR REGULATORY COMMISSION APPROVED BY OMB 3150-0060
	REQUEST FOR ACCI	ESS AUTHORIZATI	ON
NSTRUC	TIONS: Prepare in duplicate. Detailed instructions are	on reverse.	1. DATE
TO:		3. FROM:	
	Chief		
P	Personnel Security Branch		
	Division of Security U.S. Nuclear Regulatory Commission	4. SIGNATURE	
	Washington, DC 20555	4. SIGNATURE	
	EST THE BELOW NAMED APPLICANT, A U.S. CITIZEN, BE DICATED:	PROCESSED FOR AN NR	C ACCESS AUTHORIZATION
	D "a"	וייני 🗆 ייטי	□ "R"
NAME	OF APPLICANT (Last, First, Middle)		7. DATE OF BIRTH
9. NRCS	SPON ORING OFFICE OR DIVISION (See instructions)	10. CONTRACT NUME	BER OR OTHER IDENTIFYING NUMBER
	SPON ORING OFFICE OR DIVISION (See instructions)	(DG 8	OT WRITE IN THIS SPACE)
11. ENC		(00 N	OT WRITE IN THIS SPACE)
11. ENC	CLOSURES. NRC FORM 1, PERSONNEL SECURITY QUESTIONNAIRE (Part I)	IZ APPROVAL BY N	OT WRITE IN THIS SPACE)
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11. ENC	CLOSURES. NRC FORM 1, PERSONNEL SECURITY QUESTIONNAIRE (Part 1) NRC FORM 1, PERSONNEL SECURITY QUESTIONNAIRE (Part 11) (Sealed in NRC Form E-1, Envelope for Part II, Personnel Security Questionnaire.) SF-85A, DATA FOR NONSENSITIVE OR NONCRITICAL.	IZ APPROVAL BY N	OT WRITE IN THIS SPACE)
11. ENC	CLOSURES: NRC FORM 1, PERSONNEL SECURITY QUESTIONNAIRE (Part I) NRC FORM 1, PERSONNEL SECURITY QUESTIONNAIRE (Part II) (Seaked in NRC Form E-1, Envelope for Part II, Personnel Security Questionnaire.) SF-85A, DATA FOR NONSENSITIVE OR NONCRITICAL- SENSITIVE POSITION. (Must be typed) FD-258, FINGERPRINT CARDS (Two Copies). NRC FORM 176, SECURITY ACKNOWLEDGEMENT (For	IZ APPROVAL BY N	OT WRITE IN THIS SPACE)
11. ENC	NRC FORM 1, PERSONNEL SECURITY QUESTIONNAIRE (Part I) NRC FORM 1, PERSONNEL SECURITY QUESTIONNAIRE (Part II); (Sealed in NRC Form E-1, Envelope for Part II, Personnel Security Questionnaire.) SF-85A, DATA FOR NONSENSITIVE OR NONCRITICAL-SENSITIVE POSITION. (Must be typed) FD-258, FINGERPRINT CARDS (Two Copies).	12. APPROVAL BY N	OT WRITE IN THIS SPACE)

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TP/(Tab Paper/Number of Parts)		STOCKING PO	DINT			
ENVL OTHER (Specify)		X WAREHOUSE X SI				

INSTRUCTIONS

A. PURPOSE OF FORM:

This form is to be used for requesting NRC access authorizations on personnel of NRC contractors, subcontractors, licensees, employees of other government agencies, or other individuals who are not applicants for employment with NRC.

3. WHO PREPARES FORM:

The agency or firm employing the individual normally prepares this form (except in the case of a subcontractor in which case the prime contractor would prepare this form). The NRC Sponsoring Office or Division may prepare this form if it feels it would be more expedient.

C. APPROVALS REQUIRED:

Item 4 must be signed by the agency or firm security officer (or other authorized official). If this request is in connection with an NRC contract, or anticipated contract (e.g. basic ordering agreement), Items 9 and 10 must be completed and the request must be approved in Item 12.

D. SUBMITTING REQUEST:

All requests may be submitted to the address in Item2; however, if approval in Item 12 is required, it would avoid delay in processing if this request is submitted through the approving official. Security forms completed by the applicant are to be firmly attached to this form.

E. PRIOR INVESTIGATIONS AND SECURITY CLEARANCES:

To assist in the processing of this request, please list in Item 8:

- Any prior investigations on the applicant. Give date, type (i.e. background investigation or national agency checks), and investigating agency; and,
- Any current or prior security clearances (i.e. access authorizations) held by the applicant with NRC or any other agency. Give dates held, level (i.e. Top Secret, Secret, Confidential, "Q", or "L"), and agency granting clearance.

NRC FORM 289 (7-84) NRCM 2101, PART VI

UNITED STATES NUCLEAR REGULATORY COMMISSION

AUTHORITY TO RELEASE INFORMATION FOR A SECURITY CLEARANCE INVESTIGATION

To Whom It May Concern:

I hereby authorize any Special Agent, investigator, or other authorized representative of the Federal Bureau of Investigation (FBI) or the Office of Personnel of Investigation (OPM) bearing this release, or oppy thereof, within one year of its date, to obtain any information from schools, residential management agents, employers, criminal justice agencies, medical institutions, hospitals, or other reporteries of medical records, credit bureaus, financial or lending institutions, consumer reporting agencies, retail business establishments, or individuals, relating to my activities. This information may include, but is not limited to, academic, residental, achievement, performance, attendance, personal history, disciplinary, medical, credit, arrest, and conviction records.

I hereby request you to release such information upon request of the borner. This release is executed with full knowledge and understanding that the information is for the efficial use of the FBI or OPM in conducting an investigation for the U.S. Nuclear Regulatory Commission under the authority of the Atomic Energy Act of 1954, as amended. Consent is granted for the FBI or OPM to furnish such information, as a described above, to their parties in the course of fulfilling their official responsibilities.

I hereby release you, as the distodian of such records, and any school college diviversity, owether educational institution, residential management agent, employer, criminal fusific agency, medical institution, hospital, or other repository of medical records, credit bureau, financial optending institution, consumer reporting agency, or retail business establishment, including its officers, employees or related personnel, both individually and collegionary, from any and all liability for damages of whatever kind or nature, which may a my time result to me, my heirs or assigns, family or associates, because of compliance with this request and authorization to release information, or any attempt to control with it. Should there be any question as to the validity of the release, you may contact me as indicated below.

IK)NATURE (Full Name)		DAT	E
FULL NAME (Figed or pristed)	TELEPHONE	AREA CODE	NUMBER
	HOME		
	WORK		
OTHER NA	MES USED		
CURRENT ADDRESS			
SIGNATURE OF PARENT OR GUARDIAN (Required if applicant is age 17 or younger.)		DA	TE

		FORMS	MANAGEMENT DA	ATA		6/84	
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NRC FORM 267

NRC FORM 267 (1-84)	REQUEST FOR MOV	EMENT OF HOUSEHOL	D GOODS	JLATORY COMMISSI
EMPLOYEE'S NAME	(Last, First, Middle Initial)	7	TELEPHONE NUMBE	28
	Last, Frat, Wildre House,	a. HOME	b. OFFIC	
	3. TRAVEL FROM:		4. TRAVEL TO:	
CITY - COUNTY - STA	ATE	CITY - COUNTY - S	TATE	
5. APPROXIMATE MO	VING DATE	6. ESTIMATED WEIG	HT OF HOUSEHOLD E	FFECTS
		OR/STAIR CARRY NEEDED ply to single family dwellings)		
	a. ORIGIN		b. DESTINATION	
ELEVATOR	□ NO □ YES	ELEVATOR	□ NO	□ YES
FLIGHTS OF STAIR	S NUMBER	FLIGHTS OF STAI	AS, NUMBER	
	8. STORA a. PLACE	AGE IN TRANSIT DESIRED		
			b. TIME	
AT ORIGIN 9. REMARKS	AT DESTINATION	□ UP TO 30 DAYS	UP TO 60 DAYS	
	☐ AT DESTINATION	U OP TO 30 DAYS		UP TO 90 DAYS

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NRC FORMS FACSIMILE HANDBOOK NRC FORM 289, PAGE 1

NRC FORM 289 (10-83)		FINANCIAL PLAN (Dollars in thousands)	U.S.	NUCLEAR REGULATO	RY COMMISSION	N.
ISSUED TO				APPROPRIATION		1
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OR AS MODIFIED TO RE	FLECT CURRENT BASE AS APPLIC	ABLE. NOTE FOOTNO	TE NARRATIVE	ON PAGE 2.		1
ISSUED BY:	R. DIVISION OF BUDGET AND AN			DATE		1
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NRC FORMS FACSIMILE HANDBOOK NRC FORM 289, PAGE 2

NRC FORM 289 (10-83) NRCM 1301	FINANCIAL PLAN (Dollars in thousands)	U.S. NUCLEAR REGULATORY COMMISSION
ISSUED TO		APPROPRIATION *
		PLAN NUMBER
	FOOTNOTES	

NRC FORM 299

10-83)	NAME OF CARRIER		
PERFORMANCE EVALUATION (Carriers of Household Goods)	DATE OF MOVE		
O: FROM AND RET	URN TO:		
	Travel Services Branch, MNBB 11716		
To establish and maintain a complete historical file on the performance of the vari necessary for you to respond to the evaluation factors listed below. If you wish to comment on any item, please do so under "remarks".	ous moving companies that we employ,	it is	
EVALUATION FACTORS		YES	NO
. The overall move was satisfactory.			
Household goods were picked up on schedule.		1	
Household goods were delivered on schedule.		-	
3. Packing was satisfactory,		-	
4. There was damage to household goods. (If yes, 🗆 minimal 🗀 excessive)		-	
Sufficient number of packers was supplied.	A CONTRACTOR OF THE PARTY OF TH		-
Sufficient number of employees was supplied for unpacking.		-	_
6. I would use this company again and would recommend it to others.		+	-
The Travel Services Branch provided adequate assistance to effect the move.		-	_
7. The Travel Services Branch responded satisfactorily to all problems reported. (If you	answer "no", indicate under remarks		
how you could have been better assisted.)			_
EMPLOYEE'S SIGNATURE	OATE		

	FORMS	MANAGEMENT DA	ATA		6/84	
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	3. SERV	ICES REQUESTED /U	on 18M 5520, Mag	Card or Systi	em 6)		4 DATE RE	EQUIRED	
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7. PERSON TO CONTACT	REGARDING WORK	TOTAL LINES	COST DA	-	na price per linaj	IBER AYS	SUBTOTAL	PHONE NUMBER GRAND	TOTAL

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NRC FORM 306

U.S. NUCLEAR REGULATORY COMMISSION 1. DATE PREPARED 10-831 NACM 9231 FILES MAINTENANCE AND DISPOSITION PLAN 3. CONTACT (Name of Files Outcoden)									
ORGANIZATION /Office	e Division, Branch)	3. CONTACT (Name of Files Custodien)							
RECORDS LIAISON OFFICER TYPED NAME AND POSITION TITLE									
5. FILE PLAN									
	5. FILE PLAN	DISPOSITION							
ITEM NO.	TITLE OR DESCRIPTION OF RECORDS SERIES	(Insert number of applicable records disposition standards from NRCM 0231, and complete disposition instructions, including cut aff retirement, or descrution actions. If standard cannot be found, enter "None".)							
1100									

	FORMS	MANAGEMENT DA	TA		6/84	
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NRC FORM 313, FACE

DATE

NRC FORMS FACSIMILE HANDBOOK NRC FORM 313 (1-84) 10 CFR 30, 32, 23, 34, 35 and 40 U.S. NUCLEAR REGULATORY COMMISSION APPROVED BY OMB 3150-0120 APPLICATION FOR MATERIAL LICENSE INSTRUCTIONS: SEE THE APPROPRIATE LICENSE APPLICATION GUIDE FOR DETAILED INSTRUCTIONS FOR COMPLETING APPLICATION. SEND TWO COPIES OF THE ENTIRE COMPLETED APPLICATION TO THE NRC OFFICE SPECIFIED BELOW. FEDERAL AGENCIES FILE APPLICATIONS WITH IF YOU ARE LOCATED IN ILLINGIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISS: URI, OHIO, OR WISCONSIN, SEND APPLICATIONS TO U.S. NUCLEAR REGULATORY COMMISSION DIVISION OF FUEL CYCLE AND MATERIAL SAFETY, NMSS WASHINGTON, DC 20585 U.S. NUCLEAR REGULATORY COMMISSION, REGION III MATERIALS LICENSING SECTION 799 ROOSEVELT ROAD GLEN ELLYN, IL 60137 ALL OTHER PERSONS FILE APPLICATIONS AS FOLLOWS, IF YOU ARE LOCATED IN: CONNECTICUT, DELAWARE, DISTRICT OF COLUMBIA, MAINE, MARYLAND, MASSACHUSETTS, NEW JERSEY, NEW YORK, PENNGYLVANIA, RHODE ISLAND, OR VERMONT SEND APPLICATIONS TO: ARKANSAS, COLORADO, IDAHO, KANSAS, LOUISIANA, MONTANA, NEBRAFRA, NEW MEXICO, NORTH DAKOTA, OKLAHOMA, BOUTH DAKOTA, TEXAS, UTAH, OR WYOMING, SEND APPLICATIONS TO U.S. NUCLEAR REGULATORY COMMISSION, REGION I NUCLEAR MATERIAL SECTION 8 (3) PARK AVENUE KING OF PRUSSIA, PA. 19406 U.S. NUCLEAR REGULATORY COMMISSION, REGION IV MATERIAL RADIATION PROTECTION SECTION 811 HYAN PLAZA DRIVE, SUITE 1000 ARLINGTON, TX 78011 ALABAMA, FLORIDA, GEORGIA, KENTUCKY, MISSISSIPPI, NORTH CAROLINA, PUERTO RICO, SOUTH CAROLINA, TENNESSEE, VIRGINIA, VIRGIN ISLANDS, OR WEST VIRGINIA, SEND APPLICATIONS TO: ALASKA, ARIZONA, CALIFORNIA, HAWAII, NEVADA, OREGON, WASHINGTON, AND U.S. TERRITORIES AND POSSESSIONS IN THE PACIFIC, SEND APPLICATIONS U.S. NUCLEAR REGULATION Y COMMISSION, REGION II MATERIAL RADIATION PROTECTION SECTION 101 MARIETTA STREET, SUITE 2900 ATLANTA, GA 36223 U.S. NUCLEAR REGULATORY COMMISSION, REGION V MATERIAL GADIATION PROTECTION SECTION 1450 MARIA CANE, SUITE 210 WALNUT CREEK, CA. 94596 PERSONS LOCATED IN AGREEMENT STATES SEND APPLICATIONS TO THE U.S. NUCLEAR REGULATORY COMMISSION ONLY IF THEY WISH TO POSSESS AND USE LICENSED MATERIAL IN STATES SUBJECT TO U.S. NUCLEAR REGULATORY COMMISSION JURISDICTION. 1. THIS IS AN APPLICATION FOR (Check appropriate item. 2 NAME AND MAILING ADDRESS OF APPLICANT (Include 2 in Code) A. NEW LICENSE 8. AMENDMENT TO LICENSE NUMBER C. RENEWAL OF LICENSE NUMBER . 1 ADDRESSIES WHERE LICENSED MATERIAL WILL BE USED OR POSSESSED 4 NAME OF PERSON TO BE CONTACTED ABOUT THIS APPLICATION TELEPHONE NUMBER SUBMIT ITEMS 5 THROUGH 11 ON BY 4 11" PAPER. THE TYPE AND SCOPE OF INFORMATION TO BE PROVIDED IS DESCRIBED IN THE LICENSE APPLICATION GUIDE RADIOACTIVE MATERIAL

a. Eliment and mass number, b. chemical and/or physical form, and c. maximum amount which will be possessed at any one time. 6. PURPOSEIS! FOR WHICH LICENSED MATERIAL WILL BE USED INDIVIDUALISI RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE. 8. TRAINING FOR INDIVIDUALS WORKING IN OR FREQUENTING RESTRICTED AREAS. R. FACILITIES AND EQUIPMENT IO. RADIATION SAFETY PROGRAM 12 LICENSEE FEES (See 10 CFR 170 and Section 170.31)
FEE CATEGORY
AMOUNT
ENCLOSED \$ I WASTE MANAGEMENT 13. CERTIFICATION. (Must be completed by applicant). THE APPLICANT UNDERSTANDS THAT ALL STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE SINDING UPON THE APPLICANT. THE APPLICANT AND ARY OFFICIAL EXECUTING THIS CERTIFICATION ON BEHALF OF THE APPLICANT, NAMED IN ITEM 2, CERTIFY THAT THIS APPLICATION IS PREFARED IN CONFORMITY WITH TITLE ID. COOR OF FEDERAL REGULATIONS, PARTS 30, 32, 33, 34, 36, AND 40 AND THAT ALL INFORMATION CONTAINED HEREIN, IS THUS AND CORRECT OF THE 88ST OF THEIR XNOWLEDGE AND SELIEF. WARNING 18 U.S.C. SECTION 1001 ACT OF JUNE 25, 1985, 62 STAT, 749 MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY FALSE STATEMENT OR REPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTER WITHIN ITS JURISDICTION.

TYPED/PRINTED NAME

FEE CATEGORY

SIGNATURE -CERTIFYING OFFICER

SISOK SIM-3.5

\$250K -500K

AMOUNT RECEIVED

\$500K-750K \$750K-1M

\$3.5M-7M

57M-10M >\$10M

CHECK NUMBER

FEELOG

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PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the Nuclear Regulatory Commission on NRC Form 313. This information is maintained in a system of records designated as NRC-3 and described at 40 Federal Register 45334 (October 1, 1975).

- 1. AUTHORITY: Sections 81 and 161(b) of the Atomic Energy Act of 1954, as amended (42 U.S.C. 2111 and 2201(b)).
- PRINCIPAL PURPOSE (3): The information is evaluated by the NRC staff pursuant to the criteria set forth in 10 CFR
 Parts 30, 32, 33, 34, 35 and 40 to determine whether the application meets the requirements of the Atomic Energy Act of
 1954, as amended, and the Commission's regulations, for the issuance of a radioactive material license or amendment
 thereof.
- 3. ROUTINE USES: The information may be (a) provided to State health departments for their information and use; and (b) provided to Federal, State, and local health officials and other persons in the event of incident or exposure, for their information, investigation, and protection of the public health and safety. The information may also be disclosed to appropriate Federal, State, and local agencies in the event that the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding. In addition, this information may be transferred to an appropriate Federal, State, or local agency to the extent relevant and necessary for an NRC decision or to an appropriate Federal agency to the extent relevant and necessary for that agency's decision about you.
- 4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVID-ING INFORMATION: Cisclosure of the requested information is voluntary. If the requested information is not furnished, however, the application for radioactive material license, or amendment thereof, will not be processed. A request that information be held from public inspection must be in accordance with the provisions of 10 CFR 2.790. Withholding from public inspection shall not affect the right, if any, of persons properly and directly concerned need to inspect the document.
- 5. SYSTEM MANAGER(S) AND ADDRESS: U.S. Nuclear Regulatory Commission
 Director, Division of Fuel Cycle and Material Safety
 Office of Nuclear Material Safety and Safeguards

Washington, D.C. 20555

NRC FORM 314

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INSTRUCTIONS

NRC FORM 335, BIBLIOGRAPHIC DATA SHEET, IS BASED ON GUIDELINES FOR FORMAT AND PRODUCTION OF SCIENTIFIC AND TECHNICAL REPORTS, ANSI Z39,18—1974 AVAILABLE FROM AMERICAN NATIONAL STANDARDS INSTITUTE, 1430 BROADWAY, NEW YORK, NY 10018. EACH SEPARATELY BOUND REPORT—FOR EXAMPLE, EACH VOLUME IN A MULTIVOLUME SET—SHALL HAVE ITS UNIQUE BIBLIOGRAPHIC DATA SHEET.

- REPORT NUMBER. Each individually bound report shall carry a unique alphanumeric designation (NUREG) essigned by the Division of Technical Information and Document Control, ADM, in accordance with American National Standard ANSI Z39.23—1974, Technical Report Number (STRN), Use uppercase letters, Arabic numerals, slashes, and hyphens only, as in the following examples: NUREG-0100, NUREG/CP-0010, NUREG/CR-0100, and NUREG/BR-0010.
 For reports in a series add Vol., Supp., Revision, and Addendum, when necessary. Add contractor cross-reference identification number (if any) below NUREG number, e.g., PNL-XXXX, SANDXX-XXXX, SAI-XXXX.
- 2. TITLE AND SUBTITLE, Title should indicate clearly and briefly the subject (coverage) of the report; including any subtitle to the main title. When a report is prepared in more than one volume, repeat the primary title, add volume number and include subtitle for the specific volume. Use upper and lower case letters, but capitalize computer code names. Do not use acronyms and initialisms in titles; may be added in parenthesis.
- 3. LEAVE BLANK
- DATE REPORT COMPLETED. Each report shall carry a date indicating month and year project/task completed.
- AUTHOR(S), Give name(s) in conventional order (e.g., John R. Doe, J. Robert Doe). List author's affiliation if it is different from the performing organization.
- DATE REPORT ISSUED, Each report shall carry a date indicating month and year published.
- PERFORMING ORGANIZATION NAME AND MAILING ADDRESS. Give name, street, city, state, and ZIP code. List no more than two levels of an organizational hierarchy. Display the name of the organization exactly as follows: Division, Office, Organization or Government agency, and address.
- PROJECT/TASK/WORK UNIT NUMBER. Use the project, task and work unit numbers under which the report was prepared (if any).
- Fin OR GRANT NUMBER. Insert the FIN or grant number under which report was prepared.

- SPONSORING ORGANIZATION. List NRC Division, Office, U.S. Nuclear Regulatory Commission, Washington, DC 20555.
- a. TYPE OF REPORT. State draft, final, preliminary, topical, technical, regulatory, quarterly, etc., and, if applicable, inclusive dates.
 - b. PERIOD COVERED.
- 12. SUPPLEMENTARY NOTES, Enter information not included eisewhere but useful, such as: Prepared in cooperation with . . . Presented at conference of . . To be published . . Docket No. . . When a report is revised, indicate whether the new report supersedes or supplements the older report.
- 13. ABSTRACT. Include a brief (200 words or less) factual summary of the most significant information contained in the report. If the report contains a significant bibliography or literature survey or multiple volumes, mention it here. Abstract is to be prepared by author or project manager.

14. DOCUMENT ANALYSIS

- a. KEY WORDS/DESCRIPTORS. Select from the Energy Data Base Subject Thesaurus, DOE/TIC-700R R-5, the proper authorized terms that identify the major concept of the research and are sufficiently specific and precise to be used as index entries for cataloging.
- b. IDENTIFIERS AND OPEN-ENDED TERMS, Use identifiers for project names, code names, equipment designators, etc. Use open-ended (keywords) terms written in descriptor form (14a) for those subjects for which no descriptor exists in the thesaurus.
- AVAILABILITY STATEMENT. Denote public releasability, for example "unlimited", or limitation for reasons other than security.
- SECURITY CLASSIFICATION, Enter U.S. Security Classification in accordance with U.S. Security Regulations (i.e., unclassified).
- 17. NUMBER OF PAGES. Leave blank. (Added by NTIS)
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NRC FORM 348

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NRC FORM 361

U.S. NUCLEAR REGULATORY COMMISSION

SES PERFORMANCE APPRAISAL RESPONSIBILITIES AND SEQUENCE OF STEPS

For all continuation pages, use NRC Form 351A, "SES Planning and Appraisal Continuation."
Use NRC Form 149, "ADDRESSEE ONLY" envelopes for transmitting this performance appraisal.

OFFICIAL(S) RESPONSIBLE	ITEM DESIGNATION	INSTRUCTIONS
SENIOR EXECUTIVE AND SUPERVISING EXECUTIVE	STEP 1	TO BE COMPLETED AT BEGINNING OF RATING PERIOD (\$75PS 1, 2, A AND B) PERFORMANCEPLANNING DEVELOP CRITICAL ELEMENTS A. PROGRAM GOALS (at least one is mandatory)
		Specific Program Goal Elements)
		Subelements, which are based on assignments. There may be more than one Subelement,
		the sequence of additional Subelements should be listed alphabetically (a., b., c., etc.) B. MANAGEMENT EFFECTIVENESS GGAL (mandatory) a. f. Subelements as stated on the form. Additional Subelements, as appropriate, listed alphabetically (g., h., i., etc.) C. INDIVIDUAL PERFORMANCE (mandatory) a. ft b. Subelements as stated on the form. Additional Subelements as appropriate, listed alphabetically (c., d., e., etc.).
	STEP 2	IDENTIFY PERFORMANCE STANDARDS after each CRITICAL ELEMENT and SUBELE- MENT. Complete performance planning and forward to next level supervisor for approval.
REVIEWING OFFICIAL (next level supervisor over Supervising Executive)	STEP 3	Review (or return for modification if necessary), approve, and return the performance plan to the Supervisory Executive, who signs form.
SUPERVISING EXECUTIVE	NOTE	Upon receipt of an approved performance plan from the Reviewing Official, give one copy to the Senior Executive and retain the original form until the end of the rating period. Performance plan may be changed during the rating period as outlined in NRCM 4152, following the same steps. Interim review should also occur.
SUPERVISING EXECUTIVE	STE, 4	TO BE COMPLETED AT END OF RATING PERIOD. PERFORMANCE EVALUATION/ APPRAISAL including narrative and ratings for each subelement and critical element in the space previously allowed after each Standard, Place summary rating, any recommended pay levisl change, reassignment or removal action in STEP 4 AND 6 CONTINUED, on the Summary Page.
	STEP 4A STEP 4B	If reviewing official used in office forward to that official (STEP 5) If reviewing official not used, proceed to STEP 6.
REVIEWING OFFICIAL	STEP 5	Review, but cannot change appraisal. Check form to indicate review has occurred, within three
Optional by Office: SUPERVISING EXECUTIVE	STEP 6	days. Return form to Supervising Executive. Discuss appraisal with Senior Executive. Sign and date (mandatory) STEP 4 AND 8 CONTINUED on the Summary Page. NOTE: If there is another supervisory level between Supervising Executive and Ranking Official,
		send an information copy to that official.
SENIOR EXECUTIVE	STEP 7	Sign (mandatory), provide comments (optional), and request Independent Review within 5 workdays (optional), and return the original of the appraisal to the Supervising Executive.
SUPERVISORY EXECUTIVE	STEP 8 STEP 8A	On receipt: If Independent Review is requested, forward appraisal to the Performance Review Board ISTEP 9).
	STEP 88	If Independent Review is not requested, forward the appraisal to the Ranking Official (STEP 11).
PERFORMANCE REVIEW BOARD (PRB)	STEP 9	Appoint and forward appraisal to the Independent Executive Reviewer (mandatory) within two workdays.
INDEPENDENT EXECUTIVE REVIEWER	STEP 10	Conduct review within five workdays of assignment [mandatory]. Indicate below whether you eigree or disagree with the Supervisor's rating and why. On the Summary Page, STEP 10 CONTINUED place the recommended summary rating any recommended pay level change, reassignment or removal action, and sign.
RANKING OFFICIAL	STEP 11	Rank Senior Executive, if appropriate, and recommend award consideration (mandarory), within five workdays. Recommend pay level change, reassignment or removal (optional). Forward appraisal to FRB
PERFORMANCE REVIEW BOARD	STEP 12	Review, evaluate, and document recommendations on summary rating, pay level change, award and reassignment and removal (mandatory). Forward original of the appraisal to the Rating Official Appointing Authority.
RATING OFFICIAL/ APPOINTING AUTHORITY	STEP 13	Consider recommendations of PRB (mandatory) and give final summary rating, decideon reassignment and removal, if necessary. Forward any appraisals requiring award and pay level change decisions to the Awarding Authority. Return other appraisals to the Chair, PRB.
AWARDING AUTHORITY	STEP 14	Consider recommendations of PRB (mandatory), and make final award and pay level change decisions. Forward completed appraisals to the Chair. Performance Review Board.

A copy of the completed appraisal will be provided to the Senior Executive. The original will be kept in an Employee Performance File maintained by the PRB for five years in accordance with the System of Records designated as NRC 22.

NRC FORMS FACSIMILE HANDBOOK NRC FORM 351. PAGE 1. FACE

SENIOR EXECUTIVE SERVICE (SES) PERFORMANCE PLANNING AND APPRAISAL RATING PERIOD CAREER APPOINTEE ES LEVEL FROM TO YES NO SIGNATURE DATE SUPERVISING EXECUTIVE—TYPED NAME, TITLE, AND ORGANIZATION SIGNATURE DATE DATE PLANNING INSTRUCTIONS. At the beginning of the reting period the Senior Executive and Supervising Executive must jointly develop STEP 1 — CRITICAL ELEMENTS AND SUBELEMENTS, and identify the associated STEP 1 — CRITICAL ELEMENTS AND SUBELEMENTS, and identify the associated STEP 1 — PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE STANDARD. STEP 4 To be provided by the Complete to Notion remediately after each PERFORMANCE	NRC FORM 361 U.S. NUCLEAR REGULATORY COMMISSION	SENIOR EXECUTIVE	TYPED NAME (Last, first,)	middle initial TITLE	PAG	- 1
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NRC FORMS FACSIMILE HANDBOOK NRC FORM 351, REVERSE OF PAGES
1, 2 AND 3 (NRC Form 351A available separately)

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NRC FORMS FACSIMILE HANDBOOK NRC FORM 351, PAGE 2, FACE

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NRC FORM 351, PAGE 3, FACE

NRC FORM 361 5-84)	U.S. NUCLEAR REGULATORY COMMISSION SENIOR EXECUTIVE - TYPED NAM	E /Last, first, middle initial		IGE	-	
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NRC FORM 351. PAGE 4

PAGE 4 NRC FORM 361 (5-84) NRCM 4152 U.S. NUCLEAR REGULATORY COMMISSION | SENIOR EXECUTIVE - TYPED NAME (Last, first, middle initial) SENIOR EXECUTIVE SERVICE (SES) PERFORMANCE PLANNING AND APPRAISAL SUPERVISING EXECUTIVE: At the beginning of the rating period, STEPS 1, 2 and 3 are completed. At the end of the rating period complete STEP 4. STEP 4 -- PERFORMANCE APPRAISAL/EVALUATION (Continued). SUPERVISING EXECUTIVE: Place Summary rating (Mandatory), any recommended pay level change, reassignment or removal action in STEP 4 AND 6 CONTINUED, on the Summary Page, after STEP 6, sign and date. SUPERVISING EXECUTIVE's COMMENTS (Brief nerrative summary) May document areas for future emphasis or training and development needs. Begin performance planning for the next rating period, using STEP 4A — If Reviewing Official used in office, forward to that official (STEP 5). STEP 4B — If Reviewing Official not used, proceed to STEP 5.

STEP 5 — REVIEWING OFFICIAL (Optional by Office) Reviewer cannot change appraisal or rating, indicate only if review has been made. Complete and return within three workdays.

YES STEP 6 — SUPERVISING EXECUTIVE: Discuss appressel with Senior Executive. Sign and date STEP 4 AND 6 CONTINUED on the Summary Page. Note: If there is another supervising Executive and Ranking Official, send an information copy to that official. STEP 7 — SENIOR EXECUTIVE: I have reviewed and discussed my performance appraisal with my supervisor. My signature does not imply that I agree with the appraisal or rating omplete this step and return this appraisal to your supervisor within five workdays (REQUESTED NOT REQUESTED SENIOR EXECUTIVE'S SIGNATURE (Mandatory) DATE SENIOR EXECUTIVE'S COMMENTS (Optional Use additional page if necessary) STEP 8 - SUPERVISING EXECUTIVE On receipt of appruisal. STEP 8A — If an Independent Review is requested, send the appraisal to the Performance Review Board STEP 6B — If an Independent Review is not requested, send the original of the appraisal to the Ranking Official Control of the Review is not requested. STEP 8 — PERFORMANCE REVIEW BOARD Appoint an Independent Executive Reviewer, if requisited by the Senior Executive, within two workdays. (Mandetony, if require INDEPENDENT EXECUTIVE APPOINTED POSITION TITLE ORGANIZATION STEP 10 — INDEPENDENT EXECUTIVE REVIEWER: Conduct review within five workdays of assignment. (Mandetony) Indicate below whether you agree or disagree with the supervisor's recommended and why (Use additional pages if recessary). Place recommended summary rating, any recommended pay level change, reassignment or removal action in STEP 10 CONTINUED, on the Summary Pay

NRC FORM 351A

NRC FORM 361A U.S. NUCLEAR REGULATORY COMMISSION SENIOR EXCLUTIVE SERVICE (SES) NRCM 4152 PERFORMANCE PLANNING AND APPRAISAL (Continuation)		
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NRC FORM 356, FACE

NRC Form 356	U.S. NUCLEAR REGULATORY COMMISSION	APPLICANT S NAME	
(7.84)		POSITION TITLE	GRADE
APPLICATION FOR SENIOR EXECUTIVE SER	FOR SENIOR EXECUTIVE SERVICE	OFFICE	TELEPHONE MIMBER
		MAIL ADDRESS/MAIL STOP	
PART I - COMPETENCIES		PART 1 - COMPETENCIES	able non-work related
to supplement information contained in the SP-177, in You'lown words describe work asperience, raining and describing in the areas listed below. (Examples typifying ability or potential are shown for each areas.)	in your own words describe work experience, use the areas listed below. [Examples typifying ab	ility or potential are shown for each area.)	
A EFFECTIVE'SES IN N'EGRATING INTERNAL, AMD EXTERNAL, PROGRAMED'LCV 1550.ES (Undersamenting the impact of program activities, concluding printers with internal official, active diversiment agencies, indicators and indicator ground on ment agencies, indicators and indicator ground on the Keeping up to dere with referent social political, and accordance developments. Understanding New national and agencyworks goals and their application in carrying out his or her emportabilities.			
8. ABILLTY TO FUNCTION AS AN ORGANIZATIONAL REPRESENTATIVE AND LLAISON ON SUBSTANTIVE TO LAISON ON SUBSTANTIVE EACH CANNOW AS A SOMEWHERM OF NEW ONLY OF THE WITH OFFICE OF WHITH INCLUTY, PROTESTONAL OF OTHER STRUCKS OF THE MODERN'S AND THE STRUCKS OF			
C. ABILITY TO PROVIDE DIRECTION AND GUID. ANCE DE PROCRAMS. PROJECTS, OR POLICY ORVECOMMENT (Long-term and about men described of program/broyest arivative, formulate program goals and observance and the structure and browness associated and observance and observance and the structure and analysis, organizate adults in order interior gentless and effective designation or assignment of response billing.			
D. ABILITY IN RESOURCE ACQUISITION AND AD- MINISTRATION (Starting, work focus planing- including mountment and interpret. EEO and affirm- ative action planing, budgeting and contracting.)			

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PROVIDING INFORMATION — Disclosure is voluntary, however, failure to provide the requested information may prevent your being considered for the Candidate Development Program.

SYSTEM MANAGER AND ADDRESS — Director, Management Development and Training Staff, Office of Administration, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555.

E. ABILITY TO UTILIZE HUMAN RESOURCES (Developing, training, and managing a professional staff; EEO and affirmative action achievements.)					
F. ABILITY TO ANALYZE AND REVIEW PROGRAM/ PROJECT ACTIVITY RES'LTS AND SEEING THAT PLANS ARE IMPLEMENTED AND/OR ADJUSTED AS NECESSARY AND THAT APPROPRIATE RESULTS ARE BEING ACHIEVED (Periodically monitors and reviews programs, and provides program evaluation.)					
G. JUDGE THE TECHNICAL ACCURACY AND APPROACH IN A SPECIALTY-ENGINEERING, SCIENTIFIC, ADMINISTRATIVE MANAGEMENT, LEGAL (Keeps up-to-date on technological developments; has a keen grasp of theory, practice, and techniques tilized in his or her specialty, handles full range — webnical tasks in current position, comprehenc., techni, il issues; consults with other professionals to obtain their views.)					
PART II - COMMITMENTS (Check those you are w	illing to make, noting any m	nodifications/conditions.)			
Self Development: Contribute a portion of your own and personal improvements.	esources and time for study				METER NAME OF
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Be willing to accept developmental and possible future p other program or administrative NRC headquarters off developmental and possible future permanent assignme graphical location.	ces, and be willing to accept				
APPLICANT'S SIGNATURE					DATE
		PRIVACY ACT	STATEMENT		
Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Secti		(Public Law 93-579),	ROUTINE USES - Inform	ation on this form may be divulged to	o the Office of Personnel Management if required
the following statement is furnished to individuals who			to resolve questions of certif	lication for entry into the SES.	The state of the s

described at 40 Federal Register 45331 (October 1, 1975).

this program will be certified for entry into the SES.

AUTHORITY - Public Law 95-454 (Civil Service Reform Act) dated October 13, 1978 and 5 U.S.C. 1101-92

FRINCIPAL PURPOSE(S) - This information will be used to select candidates for the NRC Senior Executive Service (SES) Candidate Development Program. Applicants who are accepted for and successfully complete

NRC FORMS FACSIMILE HANDBOOK NRC FORM 359

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NRC FORM 368, PART 1. REVERSE

F. CONTINUED SERVICE AGREEMENT

NOTE: This agreement must be signed by the nominee for all non-government training that exceeds 80 hours and for which the Government approves payment of training costs before such training begins. Nothing contained in Section F below shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

SECTION F. EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE

- 1. IAGREE that, upon completion of the Government sponsored training described in this request, if I receive salary covering the training period, I will serve in the agency three times the length of the training period. If I receive no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than one month. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours of each day of training, up to a maximum of 40 hours a week.) NOTE: For the purpose of this agreement, the term agency refers to the employing organization (such as an Executive Department or independent establishment), not to a segment of such an
- If I voluntarily leave the agency before completing the period of service agreed to in Item 1 above, I AGREE to reimburse the agency for the fuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training. These amounts are reflected in Item
- I FUR /HER AGREE that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in Item 1 above, I will give my organization written notice of at least ten working days, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice. I AGREE to pay the amount of addition expense (5 U.S.C. 4109(a)(2) incurred by the Government in this training.
- I understand that any amounts which may be due to the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
- I FURTHER AGREE to obtain approval from my organization training officer and that person responsible for authorizing non-government training requests of any proposed change in my approved fraining program involving course and schedule changes, withdrawals or incompletions, and
- Lacknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that, if there is a transfer of my service obligations to another Federal agency or other organization in any branch of the Government, the agreements in Items 1, 2, and 3 of this section will remain in effect until 1 have completed my obligated service with that other agency or organization.

(Employee's Signature)

(Date)

G. SPECIAL REQUIREMENTS

- SPECIAL REIMBURSEMENTS
- GENERAL OR SPECIAL WAIVER OF STATUTORY LIMITATIONS FOR EMPLOYEES WITH LESS THAN ONE YEAR OF CURRENT, CONTINUOUS CIVILIAN SERVICE (Onlyfortraining through non-government facilities. Refer to Appendix, NRC Manual Chapter 4150.01.) Postponement of training is contrary to the public interest for the following reason(s)
 - Training is essential to protection of life, safety, or property

Training is essential to law enforcement activities.

Training that employee can take at little or no cost to NRC, other than salary expenses.

Training that is part of a formal apprentice training program in a skilled trade

Fraining that is relatively short, highly specialized, very closely job related and of immediate application.

Training that is an integral part of a formal, entry-level, development program.

H. FRAUDULENT CLAIMS

Double payment of Educational Allowances. Normally 38 U.S.C. 1781 prohibits educational assistances by the Veterans Administration (VA) to a veteran who is attending a course of education or training paid for under the Government Employees Training Act (GETA).

Fraud: The following applicable Federal Statutes provide criminal sanctions for willful fraud: 38 U.S.C. 3502 (Fraudulent receipt of funds from VA), 18 U.S.C. 1001 (False statement or representation to U.S.), and 18 U.S.C. 287 (Making false, fictitious, or fraudulent claims to the U.S.)

LINSTRUCTIONS

Prepare this form for all fraining requests. If the requester is handicapped or disabled and in need of special arrangements (Brailling, taping, interpreters, facility accessibility, etc.) describe the special arrangements on a separate sheet and attach to the TRAINING FACILITY copy. NOTE. The requester is not required to furnish this information. His/her signature on the descriptive sheet indicates agreement to release it to training facilities. Retain the TRAINEE PENDING copy, and forward the set, complete with required office approvals, through the office training coordinator to Management Development and Training Staff (MOTS). Office of Administration (ADM). The MDTS will log in the request and assign a Training Request Number. After the request is reviewed and approved by the Training Official, MDTS, an Authorization for Training letter is sent to the Training Facility, a copy of the NRC Form 368 is sent to the Office of Resource Management, Training Coordinator, and to the employee.

PRIVACY ACT STATEMENT

Pursuant to U.S.C. 552aies(3), enacted into law by Section 3 of the Privacy Act of 1974. (Public Law 93-579), the following statement is furnished to individuals who supply information to the Nuclear Regulatory Commission on NRC Form 388. This information is maintained in a system of records designated as NRC-11 and NRC-19 and described at 40 Federal Register 45337 and 45331, respectively (October 1, 1975).

1. AUTHORITY, 5 U.S.C. 4103 and Executive Order 11348 dated April 20, 1967.

2. PRINCIPAL PURPOSES, information entered on this form relates to: (a) nomination for requested training; (b) document for agoncy approval of training; (c) document authorizing training; (d) employment agreement to be used when training is given in a non-government facility; (e) billing document; (f) registration/acceptance form for training courses.

3. ROUTINE USES. Information on this form may be disclosed to the Office of Personnel Management, other Federal, States and local agencies and educational institutions for use in training programs related to NRC employees.

4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON (NOTVIDUAL OF NOT PROVIDING INFORMATION, Disclosure is voluntary. If the requested information is not provided, you might not receive full consideration for acceptance to a training course/program in which this information.

tary. If the requested information is not provided, you might not receive full consideration for acceptance to a training course/program in which this infor-SYSTEM MANAGER AND ADDRESS. Director, Management Development and Training Staff, Office of Administration, U.S. Nuclear Regulatory Com-

mission, Washington, D.C. 20555

NRC FORM 368, PART 3, FACE, NRC FORM 368A, FACE*

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NRC FORMS FACSIMILE HANDBOOK NRC FORM 381, PARYS 2 & 3

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BUILDING

NRC FORM 381, PART 4, FACE

ACILITY COMPLAINT NUMBER



UNITED STATES NUCLEAR REGULATORY COMMISSION WASHINGTON, D.C. 20888

DATE

FROM

CHIEF, BUILDING AND OPERATIONS BRANCH DIVISION OF FACILITIES AND OPERATIONS SUPPORT OFFICE OF ADMINISTRATION

CONTACT (Chief, Space Management Section)

TELEPHONE NUMBER

492-7227

ROOM NUMBER

MEMORANDUM FOR: SEE RECIPIENT'S NAME BELOW (Perforation) SUBJECT: FACILITY COMPLAINT

> THE BUILDING AND OPERATIONS BRANCH HAS RECEIVED A COMPLAINT FOR THE FOLLOWING LOCATION.

PROBLEM

THE BUILDING AND OPERATIONS BRANCH IS ATTEMPTING TO CORRECT THE SITUATION IMMEDIATELY. THE GENERAL SERVICES ADMINISTRATION BUILDING MANAGER HAS BEEN CONTACTED AND MY STAFF HAS BEEN INSTRUCTED TO FOLLOW UP TO ENSURE THAT THE REQUIRED SERVICES ARE PERFORMED.

IF FURTHER ASSISTANCE IS REQUIRED, OR YOU WISH TO INQUIRE AS TO THE STATUS OF THE COMPLAINT, CONTACT THE CHIEF, SPACE MANAGEMENT SECTION AT THE NUMBER PROVIDED ABOVE

COMPLETE AND RETURN THE LOWER HALF OF THIS MEMORANDUM UPON COMPLETION OF THE WORK. (Teer at perforation)

MEMORANDUM FOR JAND FROM

ORGANIZATION

BUILDING ROOM

LOCATION OF PROBLEM FACILITY COMPLAINT NUMBER

PROBLEM

COMMENTS

NAME

TELEPHONE NUMBER DATE

DATE PROBLEM CORRECTED

PLEASE RETURN THIS LOWER PORTION BY TEARING AT THE PERFORATION, FOLDING THIS SIDE IN SO THAT THE RETURN ADDRESS APPEARS ON THE OUTSIDE. NRC FORM 381 REQUESTER COPY

NRC FORMS FACSIMILE HANDBOOK NRC FORM 381, PART 4, REVERSE

W-360 CHIEF BUILDING AND OPERATIONS BRANCH

W-360 CHIEF BUILDING AND OPERATIONS BRANCH



UNITED STATES NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555

THE ADDRESS BELOW IS			COMPANY NAME (03)	
COARECT	iNCORRECT (Please provide all changes in this box		DIVISION (04)	MAIL STOP 108
		1	NAME (06)	
			717LE (07)	
			ADDRESS 1091	
TYPE OF BUSINESS		٦	CITY (10)	STATE 29 CODE

DEAR NAC PUBLICATION RECIPIENT:

YOU ARE CURRENTLY RECEIVING THE NRC PUBLICATIONS OR CATEGORIES OF INFORMATION LISTED BELOW. THE "GOVERNMENT PRINTING AND BINDING REGULATIONS" REQUIRE AN ANNUAL PURGE OF OUR MAILING LIST TO DETERMINE RECIPIENTS' CONTINUED NEED FOR OUR PUBLICATIONS BY COMPLETING AND RETURNING THIS FORM.

- 1. INDICATE ABOVE WHETHER ADDRESS IS CORRECT OR INCORRECT;
- 2. MAKE CHANGES TO ADDRESS IN BOX PROVIDED;
- 3. INDICATE TYPE OF BUSINESS IN THE SPACE PROVIDED;
- 4. PLACE A CHECK MARK (4) IN THE COLUMN PRECEDING THE PUBLICATION YOU WISH TO CONTINUE RECEIVING BELOW:
- 5. RETURN THIS LETTER BY FOLDING THE LETTER INWARD SO THAT OUR MAILING ADDRESS APPEARS ON THE OUTSIGE STAPLE OR TAPE THE END, PLACE A STAMP IN THE SPACE PROVIDED AND MAIL.

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	FORMS	MANAGEMENT DA	ATA		6/84	
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NRC FORM 382, REVERSE

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(2-84) NHC Form 382

COMPUTER DATA SYSTEMS, INC. ATTN: NRC CONTRACT 15700 CRABBS BRANCH WAY

YAVAUR TRIS NOITUBIRTRIG JAUNNA

ROCKVILLE, MD 20855

C Form 399			BILL NUMBER (Note on remittance)
431	BILL FOR COLLECTION		
MAKE CHECKS	PAYABLE TO THE U.S. NUCLEAR REGULATORY COMMISSION AND MAIL TO:		BILL DATE
	U.S. NUCLEAR REGULATORY COMMISSION OFFICE OF RESOURCE MANAGEMENT		PAYMENT DUE DATE
	DIVISION OF ACCOUNTING AND FINANCE WASHINGTON, DC 20656		LICENSE NUMBER (If applicable)
):			REFERENCE NUMBER (If applicable)
			CONTACT
			TELEPHONE
			AREA NUMBER
-			301
	DESCRIPTION		AMOUNT
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	erest will accrue from the bill date at the annual rate of	%, except that no in	sterest will be charged if the amount due
	d in full by the payment due date.		
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	FORMS	MANAGEMENT DATA		6/84	
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NRC FORM 412

NRC FORM 412 18-541 NRCM 4151 EMPLOYEE PERFORMANCE APP	U.S. NUCLEAR REGULATORY COMMISSION		NONSUPERVISORY
(Non-SES Employ	ees)	RATING FROM PERIOD	10
This Summary page applies to NRC Form 412A. Employee F EMPLOYEE'S NAME (Last, first, middle initial) POSITI	No. Trifile ON 1771.E		TION DESCRIPTION NO
ORGANIZATION (Office, dicision, branch)		OUTY STATION	
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SIGNATURE - SUPERVISOR	TYPED NAME AND TITLE		DATE
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SIGNATURE EMPLOYEE ISignature acknowledges only receipt of the purificulty elements and standards and does not necessarily esticate agreement with them: 1 (Asset biodystable Development Plac (IDP) if any.)	TYPED NAME AND TITLE	0	DATE
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2 APPRAISAL SUMMARY RATING To be completed at the provide narrative justification accordingly. The individual elements	e end of the rating period. Indicate overall rating and intrating for each critical and noncritical element will	SUMMARY RATING	"U FS € 0
form the sole basis for determining the summary rating. "O" — OUTSTANDING Exceeds established standards.	lished standards in all critical elements, but does	COMPLETE FOR BARGAINING UN	NIT EMPLOYEES ONLY
in all critical and noncritical elements.	not satisfy requirements for higher rating. U" — UNACCEPTABLE Fails to meet established	Only an employee whose summary	
fewer critical elements, exceeds established stan- dards in all but one critical element and at least	standards in one or more critical elements, regardless of performance in other critical or	exceeds "FS" may be considered to promotion to a higher grade level in	in his/her career
meets standards in remaining critical and all non- critical elements. If the performance plan has	noncritical elements. When an employee fails to meet the standard on any critical element.	ladder. The employee has been gividemonstrate ability to perform at the	ha next higher grade
more than five critical elements, exceeds estab- lished standards in all but two critical elements.	he/she must receive a summary rating of unac- ceptable. An unacceptable rating mandates	level in his her career ladder, but h ability to perform at that grade level	has not demonstrated el
and at least meets standards in remaining elements.	remedial action and the denial of a within-grade increase, and may be the basis for reassigning.		
"FS" - FULLY SUCCESSFUL. At least meets estab-	removing, or reducing the grade level of an employers.	(Check but below only if employee has perform at the next higher grade level.)	not semonstrated attemy to
*See NRC Appendix 4161, Part II, for required action when an ur SUPERVISOR'S NARRATIVE JUSTIFICATION	succeptable rating is assigned.		
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NRC FORM 412A

U.S. NUCLEAR REGULATORY COMMISSION

EMPLOYEE'S NAME (Last, first, middle in						
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NRC FORM 436, FACE

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E INSTRUCTIONS ON RE		ERAL OCCU	PATIONA	AL INJURIES AND ILLNESSES	
TO:	VERSE.			CAL	SE RILE NO. (Leave blank)
SAFETY AND HEAD	TH STAFF -	• □	HEADQUART	ERS D REGION	
NAME OF INJURED EMPLOY	EE (Last, first, and middle)		5000	3 JOB TITLE	
HOME ADDRESS Number and	d Stree			S DUTY STATION	
CITY	STA	TE ZIP CODE			
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			11/41/12		
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INSTRUCTIONS FOR COMPLETING NRC FORM 436, SUPERVISOR'S SUPPLEMENTARY REPORT OF FEDERAL OCCUPATIONAL INJURIES AND ILLNESSES

- Item 5. Enter division, office, board, panel, etc. in which the injured person is regularly employed, although the employee may be temporarily working in another duty station at the time of injury.
- It accident or exposure occurred on NRC premises, give address of building or establishment in which it occurred. Do not indicate department or division within the building or establishment.
- Item 6b. If accident or exposure occurred off NRC's premises at an identifiable adoress give that address. If it occurred on a public highway or any other place which cannot be identified by number and street, please provide landmark references locating the place of injury as accurately as possible.
- Provide specific statement. If tools, equipment or handling materials were being used, name them and tell what was being done with them.
- item 8. Give full details on all factors that led or contributed to the accident. (Use separate sheet for continuation, if needed).
 - (a) Describe fully the events that resulted in the injury or occupational illness.
 - (b) Explain what happened and how it happened. Use specific descriptive terms, e.g.: Struck (against, by flying objects or moving objects): Fell (on same or to a different level); Contacted (temperature extremes or electric current); Caught (in, on or between); Slip (not a fall); Over-exertion (strain, hernia, etc.); Inhalation; Absorption; Ingestion; Poisoning: Miscellaneous.
 - (c) List any objects or substances involved and tell how they were involved.
- Item 9. State in detail and indicate the affected body part, e.g.: amputation of right index finger at second joint; fracture of ribs; lead poisoning; dermatitis of left hand; etc.
- Name the machine or ican that was struck against or which struck the employee; the vapor or poison inhaled or swallowed; the chemical or radiation that irritated the skin; or in cases of strains, hernias, etc., the item that was being lifted, pulled, etc.
- Item 14. Provide recommendations you reel will help prevent this kind of accident from happening again. (Use separate sheet for continuation, if needed).

FOR DEFINITIONS OF TERMS FOR USE IN RECORDING FEDERAL OCCUPATIONAL INJURIES AND ILLNESSES, SEE NRCM APPENDIX 0507, PART VII [Exhibit 3 (Cont.)].

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REPRESENTATIONS, CERTIFICATIONS, AND PROVISIONS

The following representation applies when the contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia.

52:219-1 SMALL BUSINESS CONCERN REPRESENTATION (Apr 84)

The quoter represents and certifies as part of its quotation that it ____ is, ____ is not a small business concern and that ____ all, ____ not all supplies to be furnished will be manufactured or produced by a small business concern in the United States, its possessions, or Puerto Rico. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR 121.

The following provision is applicable if required on the face of the form:

52 219-2 Notice of Small Business Small Purchase Set-Aside (Apr 84)

Quotations under this acquisition are solicited from small business concerns only. Any acquisition resulting from this solicitation will be from a small business concern. Quotations received from concerns that are not small businesses shall not be considered and shall be rejected.

STANDARD FORM 18 BACK (REV. 10-83)

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SHEET, h to h	ADM: DC	FAR (48 CFR) 53.228(a)		Sheet	10-83
PD/(Pad/Sneet per Pad) US/(Unit Sets/Number of Parts) MP/(Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card)		STAT JS OF EXISTING STOCK USE FIRST OTHER DESTROY: (SPECIFY) IMMEDIA TELY WHEN NEW STOCK IMACVALLABLE			
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9	Name & Address			STATE OF INC.	\$	
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INSTRUCTIONS

- This form is authorized for use when a bid guaranty is required.
 Any deviation from this form will require the written approval of the Administrator of General Services.
- 2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that maresentative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
- The bond may express penal sum as a percentage of the bid price in these cases, the bond may state a maximum dollar limitation (e.g., 20% of the bid price but the amount not to exceed _______dollars).
- 4. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed herein. Where more than one corporate surety is involved, their names and addresses shall appear

- in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)". In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.
- (b) Where individual sureties are involved, two or more responsible persons shall execute the bond. A completed Affidavir of Individual Surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require these sureties to furnish additional substantiating information concerning their financial capability.
- 5. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal", and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.
- Type the name and title of each person signing this bond in the space provided.
- 7. In its application to negotiated contracts, the terms "bid" and "bidder" shall include "proposal" and "offeror".

STANDARD FORM 24 BACK (REV. 10-83)

PERFORMANCE BOND

DATE BOND EXECUTED (Must be some or later than date of contract)

		ctions on reverse)					
PAINCIPAL (Legal	I name and business address)			TYPE OF ORGANIZ	CATION ("X" one	PARTNERSHIP	
				TINDIVIDUAL.		JPAHTNEHSHIP	
				JOINT VENTU	_	CORPORATION	N
				STATE OF INCORP	ORATION		
SURETY (IES) (No	ime (a) and business address(s	4))			NAL SUM OF BON	OREDIST CENT	5
				CONTRACT DATE	CONTRACT NO		
OBLIGATION							-
We, the Principal sum. For payme where the Surel "severally" only jointly and seve	ent of the penal sum, we ties are corporations act of for the purpose of allow	bind ourselves, our ling as co-sureties, wing a joint action or for the payment of	heirs, executors, a re, the Sureties, b actions against an the sum shown o	merica (hereinafter called th administrators, and successo bind ourselves in such sum by or all of us. For all other opposite the name of the Su	rs, jointly and se "jointly and ses purposes, each S	everally. However verally" as well is Surety binds itsel	er. as
CONDITIONS							
The Principal ha	s entered into the contra	ct identified above.					
TH_REFORE:							
The above oblig	ation is void if the Princip	pai -					
of any guaranty	d any extensions thereof required under the cont	that are granted by tract, and (2) perfore	the Government, m and fulfills all t	ons, and agreements of the co with or without notice to the undertakings, covenants, re made. Notice of those m	the Surety(ies), a terms condition	and during the lit	fe es
(b) Pays to t	the Government the full a 270e), which are collect to which this bond is for	ted, deducted, or will	imposed by the thheld from wage	Government, if the said coles paid by the Principal in o	ntract is subject carrying out the	to the Miller Acconstruction co	it.
WITNESS							
The Principal an	nd Surety (ies) executed th	his performance bond	and affixed their	r seals on the above date.			
			PRINCIPAL.				-
Signature(s)			(Seul)			Coursest	
Nametal & Title(s) (Typed)			2		(Seel)	Corporate Seal	
		IND	NVIDUAL SURET	*(iES)			
Signature(s)			(Seal)			(Seal	
hiamers) (Typed)							
Thomas		COA	PURATE SURETY	TEST	LIMIY		
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Corporate Seal				2.			ignature(s)	L
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INSTRUCTIONS

- This form is authorized for use in connection with Government contracts. Any deviation from this form will require the written approval of the Administrator of General Services.
- 2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorization person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
- 3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A., Surety B., etc.) headed "CORPORATE
- SURETY(IES)". In the space designated "SURET" (IES)" on the face of the form insert only the letter identification of the sureties.
- (b) Where individual sureties are involved, two or more responsible persons shall execute the bond. A completed Affidavit of Individual Surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require these sureties to furnish additional substantiating information concerning their financial capability.
- 4. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal", and shall affix an adhesive seal if executed in Mains, New Hampshire, or any other jurisdiction requiring adhesive seals.
- 5. Type the name and title of each person signing this bond in the space provided.

STANDARD FORM 25 BACK (REV. 10-83)

SF 25A, FACE

			ENT BOND	date of contract)	be same or later than
RI	HCIPAL ILee	al name and business address)		TYPE OF ORGANIZATION ("X"	one)
				[] INDIVIDUAL	PARTNERSHI
				STAYE OF INCORPORATION	CORPORATIO
				STATE OF INCORPORATION	
LIR	ETY(IES) (N	fame(s) and business addressie	(4)	PENAL SUM OF	BOND HUNDREDIS) ICENT
				CONTRACT DATE CONTRACT	TNO.
181	LIGATION				
sen	re the Sur- verally" onli tly and sevi	eties are corporations act y for the purpose of allow	ing as co-sureties, we, the Sureties ving a joint action or actions against for the payment of the sum shown	a, administrators, and successors, jointly are bind ourselves in such sum "jointly and any or all of us. For all other purposes, ea opposite the name of the Surety. If no li-	d severally" as well sch Surety binds itse
101	NDITIONS				
The	above obli	gation is void if the Princ the Principal for furnishin	ng labor, material or both in the pr	persons having a direct relationship with osecution of the work pro-324 for in the are made. Notice of the amodifications	ne contract identifie
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	FORMS	MANAGEMENT DATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF	EDITION
SHEET, h to h	ADM:DC	FAR (48 CFR) 53,228(c)		Sheet	10-83
PD/(Pad/Sheet per Pad) US/(Unit Sets/Number of Parts) MP/(Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card)		STATUS OF EXISTING STOCK USE FIRST OTHER DESTROY: (SPECIFY) IMMEDIATELY WHEN NEW STOCK IS AVAILABLE			
TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		STOCKING POINT WAREHOUSE SUPPLY ROOMS X PROMULGATING OFFICE (ONLY)			

			CORPORATE SURETY(IE	S) (Continued)		
	Name & Address			STATE OF INC.	S LIABILITY LIMIT	
	Signature(s)		2.			Corporate
96	Name(s) & Title(s) (Typed)		2.		Date of the	
3	Name & Address			STATE OF INC.	LIABILITY LIMIT	
MEIL	Signature(s)		2.			Corporate Seal
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-	Name & Address			STATE OF INC.	S S	
SUMETT	Signature(s)	1.	2.		Corporati	
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2	Name & Address			STATE OF INC.	\$	
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204	Name(s) & Title(s) (Typed)	1.	2.	2.		
	Name & Address			STATE OF INC.	\$	
SUMEIT	Signature(s)	1.	2.			Corporate Seal
201	Name(s) & Title(s) (Typed)	1	2.	2.		
9	Name & Address			STATE OF INC.	S S	
SUMETY	Signature(s)	1.	2.			Corporate Seal
38	Name(s) & Title(s) (Typed)	1.	2.			

- 1. This form, for the protection of persons supplying labor and material, is used when a payment bond is required under the Act of August 24, 1935, 49 Stat. 793 (40 U.S.C. 270 a-270e). Any deviation from this form will require the written approval of the Administrator of General Services.
- 2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.
- 3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear

- in the spaces (Surety A. Surety B. etc.) headed "CORPORATE SURETY(IES)". In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.
- (b) Where individual sureties are involved, two or more responsible persons shall execute the cond. A completed Affidavit of Individual Surety (Standard Form 28), for each individual surety, shall accompany the bond. The Government may require these sureties to furnish additional substantiating information concerning their financial capability.
- 4. Corporations executing the bond shall affix their corporate seals, Individuals shall execute the bond opposite the word "Corporate Seal"; and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction regarding adhesive seals.
- Type the name and title of each person signing this bond in the space provided

STANDARD FORM 25-A BACK (REV. 10-83)

SF 25B, FACE

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AMENDMENT/MODIFICATION NO.	The Paragraph of	ATION OF CONTRACT			
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VI A THIS CHANGE OFFER IS ISSUED TRACT OFFER NO. IN ITEM 10A	FIES THE CONTRA	CT/ORDER NO. AS DESCR	BED IN ITEM 14.		ON-
B. THE ABOVE NUMBERED CONTRA appropriation date, stc.) SET FORTH	ACT/ORDER IS MODIL	TIED TO REFLECT THE ADMIN	STRATIVE CHANGES	lauch as changes in payl	ne office
C. THIS SUPPLEMENTAL AGREEME	NT IS ENTERED INTO	PURSUANT TO AUTHORITY	V:		
D. OTHER (Specify type of modification	on and authority)				
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Instructions for	items other	than	those	that are	self	-explanatory,	are as	follows:
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- (a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.
- (b) Item 3 (Effective date).
 - For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
 - (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
 - (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
 - (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
 - (5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.
- (c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.
- (d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.
- (e) Items 9, (Amendment of Solicitation No.—Dated), and 10, (Modification of Contract/Order No.— Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.
- (f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries:

(1) Accounting classification	
Net increase	\$

(2)	Accounting classification	
	Net decrease	\$

NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet"

- (g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)
- (h) Item 14 (Description of Amendment/Modification).
 - Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.
 - (2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:
 - (i) Total contract price increased by \$
 - (ii) Total contract price decreased by \$
 - (iii) Total contract price unchanged.
 - (3) State reason for modification.
 - (4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.
 - (5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to —
 - (i) A reference to the letter determination; and
 - (ii) A statement of the net amount determined to be due in settlement of the contract.
 - (6) Include subject matter or short title of solicitation/contract where feasible.
- (i) Item 168. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

STANDARD FORM 30 BACK (REV. 10-83)

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NOTICE TO EMPLOYEE

KEEP THIS DOCUMENT FOR YOUR RECORDS. IT IS YOUR COPY OF THE OFFICIAL RECORD OF A PERSONNEL ACTION AFFECTING YOUR EMPLOYMENT. PROMPTLY CALL ANY ERROR TO THE ATTENTION OF YOUR SUPERVISOR OR YOUR PERSONNEL OFFICE.

I. Conditions Pertinent to All Types of Personnel Actions

The personnel action identified on the face of this form is subject to all applicable laws, rules and regulations governing Federal employment and may be subject to investigation and approval by the U.S. Office of Personnel Management. The action may be corrected or canceled if not in accordance with all legal requirements, or if based upon your mistagresentation or fraud.

In addition, the grade of the position to which you are officially assigned may be reviewed and corrected by your agency personnel office, or by the U.S. Office of Personnel Management

Items 8 and 9 show common types of payroll deductions "FEGLI" for Federal Employees Group Life Insurance, "CS" for Civil Service Retirement, "FICA" for Social Security, and "FS" for Foreign Service Additional deductions may be made under the Federal Employees Health Benefits Program, and for income taxes, bonds, and other purposes authorized by law.

II. Information About Appointments

Appointments to positions in the competitive service. The Civil Service Act places most positions in the "competitive service." The U.S. Office of Personnel Management sets qualification requirements and controls recruitment for such positions. As a general rule, persons selected from civil service registers to fill continuing jobs in the competitive service are given career-conditional appointments. Such appointments are secured through direct competition with other members of the general public seeking similar work in Government agencies, and permit qualified employees to be assigned without further competitive examination to other jobs in the competitive service. Career-conditional appointments become career appointments upon completion of 3 years of substantially continuous creditable service.

The first year following a nontemporary competitive appointment generally is a probationary period during which an appointee must demonstrate full competence and fitness for Federal employment Reinstalements are also subject to a probationary period unless one was previously completed. Transfers, promotions, changes to lower grade, and reassignments during a probationary period are subject to completion of probation.

Temporary appointments do not confer a civil service status and do not lead to a career or career-conditional appointment without some further examination or qualification. Limited temporary appointments are made when there is no continuing need for a person's service, regardless of the manner in which he or she qualified for appointment, acceptance of such appointment will not remove a person's name from a civil service register on which he or she may later be reached for career-conditional appointment.

Appointments to positions in the excepted service. Excepted appointments are made to positions which are excepted from the competitive service by law or other special authority. Ge erally the employing agency sets qualification requirements and conducts recruitment for such positions. Such appointments do not conter a competitive civil service status or eligibility for movement to jobs in the competitive service, they may be made without restrictions on tenure, with a conditional or indefinite limitation, or with a definite time limitation. A trial period may be required at the discretion of the employing office.

Appointment to positions in the Senior Executive Service (SES) SES appointments are made to executive positions with managerial supervisory, or policy functions. Initial SES carer appointments are obtained through competition with other civil service employees, or civil service amployees and members of the general public. The first

year of an initial SES career appointment is a probationary period, during which the appointee must demonstrate full competence and fitness for such employment.

SES noncareer and limited appointments do not confer competitive civil service status or lead to SES career appointments

III. Information About Tenure Groups

Employees are ranked in tenure groups according to the nature of their appointment, those with unrestricted tenure are placed in Group. 1. Those serving under conditional appointments which automatically lead to full tenure after a prescribed time and without further qualification are placed in Group. 2, and those serving under temporary or indefinite appointments not limited to an exact time or date are placed in Group. 3. Within each tenure group, ranking is determined by veteran preference, performance rating, and total Federal service. If it should become necessary to reduce force, employees are selected for separation or change to lower grade according to the general ranking. Employees serving under competitive appointments and those serving under excepted appointments are ranked separately for reduction in force purposes.

Tenurs group as used for reduction in force purposes does not apply to the Senior Executive Service. Code 0 may be shown in the tenure group for these employees.

IV. Information About Your Status After Separation

If you are separated or placed in a nonpay status for an extended period, your employing agency will furnish you with Standard Form 8 explaining your rights for unemployment insurance benefits. If you were covered by the Civil Service Retirement System or Federal Employees Group Life Insurance, you have previously been furnished certificates describing these programs. Such certificates have information regarding your rights and possible benefits after separation.

If you are separated from a career or career-conditional appointment, you may have reinstatement eligibility and may apply directly to any Federal activity and may be employed without further competitive examination. If you are a nonveteran and you are separated from a career-conditional appointment your eligibility for reinstatement is generally limited to 3 years from the date of separation. If you are separated from a temporary or excepted appointment you have no reinstatement privileges based upon such service.

If you are separated from an SES career appointment, you may have reinstatement eligibility to the SES. You should apply directly to any Federal activity. If you are separated from an SES noncareer or limited appointment, you have no reinstatement privileges based upon such service.

You will be given any lump sum payment that may be due you for annual leave at the time of separation. Refund of an appropriate portion of this payment will be required if you are reemployed in a Federal agency in a position under the same leave system during the period covered by such payment.

V. Availability of Further Information

Consult your supervisor if you have questions about the above statements or the entries on the front of this form, or about other matters concerning your employment. This is particularly important on questions involving granting of leave, assignment of duties, and hours of work which are generally under the supervisor's control. If your questions are technical, your supervisor may refer you to your personnel office, which will have copies of controlling civil service regulations, as well as your individual records, and so can best explain how they apply in your case.

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SF 52, REVERSE

36 Approval			39 FPMIS Data				
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PRIVACY ACT STATEMENT

Sections 3301 and 3304 of title 5, U.S. Code, provide for the examination of individuals for employment, Executive Order 10450. Security Requirements for Government Employment, requires a suitability for employment determination for all employees, and section 8716 of title 5, U.S. Code, provides for the Office of Personnel Management to regulate enrollment of employees in the Government's Life Insurance program. Thus, solicitation of this information is authorized by these statutes or Executive Order. The information will be used primarily to determine your qualifications and suitability for employment, and your eligibility for insurance coverage. Responses are voluntary, but failure to provide all information may result in a determination that you are not qualified or suitable for employment, or result in incorrect life insurance withholdings being made from your pay.

STANDARD FORM 94 Rev. Feb. 1973 S. DEPARTMENT OF LABOR EMPLOYMENT STUTNARDS ADMINISTRATION	NOTICE OF INTE	D RESPONSE TO	NOTIC	Œ	A 4	27902
			2. Estim	ated solicit	ation date	(ser numerals)
MAIL TO:			Month		Day	Year
Γ.			3. Estim	ated date	bide or proj	posais to be opened or sergial
W	Idministrator Vage and Hour Division		Month		Day	Year
	J.S. Department of Labor Vashington, D.C. 20210		4.º Date contract performance to beg			begin (use numerols)
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A. Services now perfor		erformed by Federal	C.			resently being
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c. Name(s) of union(s) ing agreement(s). Impogaining agreements	if services are being performed unde ortant: Attach copies of current appli	r collective bargain-	A. []	(by D	epartmen ached was	O NOTICE t of Labor) te determination(s) o procurement.
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GENERAL EXPLANATION

The amended Service Contract Act requires the Secretary of Labor The amended Service Contract Act requires the Secretary of Labor to issue wage determinations applicable to employees engaged in the performance of service contracts in excess of \$2,500. Standard Ferm 98. Notice of Intention to Make a Service Contract, with Attachment A, provides an orderly procedure for a contracting agency to request such a wase determination and for the Department of Labor to respond. Any questions at to whether a notice is required in a particular procurement situation should be resolved by reference to Title 29, Part 4. Code of Federal Regulations, or by submission of the question to the Department of Labor. ment of Labor

ment of Labor.

Under normal circumstances the Department of Labor will respond
to a notice within 57 days of receipt. If there is urgent need for more
expeditious handling, this should be explained when the notice is submitted. In the event the receisary response is not received by the contracting agency on a timely basis, the Department of Labor should be contacted.

In any case where section 4/c) of the Act requires adherence to co

In any case where section 4/c) of the Act requires adherence to compensation provisions of a collective bargaining agreement applicable under a predocessor contract and the agency desires to request a hearing on the issue of substantial variance between the wares and frince benefits provided under such agreement and those prevailing in the locality, the request should be submitted with the notice of intent, in accordance with the provisions of 29 CFR 4.10, and sufficiently far in advance of the need for the ware determination to allow time for appropriate action as provided in that section of the regulations.

The notice is divided along functional lines: (1) that part which must be completed by the contracting agency. Items 2 through 10 of the batic form and Items 11 through 14 of the attachment; and '2' the Response to Notice to be completed by the Department of Lahes. The basic form and its attachment are provided in quadruplicar eris with cubon interest. The original and two copies of the basic form and of each set of attachments used (with snap-out carbons removed and the forms fastened to gether) are to be sent to the address preprinted on the basic form. One copy of the basic form and one copy of the attachment are to be retained by the agency.

INSTRUCTIONS-AGENCY PORTION OF NOTICE

Entries on Basic Form

Item I—This number is preprinted on the basic form for identification and control purposes. Refer to this number when contacting the Department of Labor about the notice.

Item 2—Enter the estimated solicitation date.

Item 3-Enter the date the bids or proposals are expected to be opened negotiations started.

or the necotiations started.

Item 5—Enter the date contract performance is expected to begin.

Item 5—The entry as to place of performance depends on a variety of factors. If the place of performance is fixed, as with a contract for janitorial services at a particular installation, enter the appropriate city, county and State. If performance is to be at several known places, attach a list. If the contract is for transportation services between points, enter the city, county and State of origin and of destination. If the place of performance may be anywhere, depending on who is awarded the contract (as, for example, certain laundry contracts), enter "unknown." If necessary for clarity, attach a brief explanation of the entry in Item 5.

Item 6-Describe the services to be performed in such a manner that it Item 6—Describe the services to be performed in such a manner that it will be clear what type or types of services are called for by the contract. In many instances simple entries will suffice: "Janitorial services at Headquarters Building, Fort Sill." "Food service and kitchen police service at Enlisted Mess, Camp A. P. Hill," "Laundry and drycleaning services for Base Hospital, Eglin AFB," "Garbage collection at Ft. Hood." Unusual types of services must be described in more detail. Item 7—Mark the appropriate box.

Item 8—It is very important under the amended Service Contract Act that appropriate entries be made in Item 8 if Box A of Item 7 has been marked.

marked

Enter the name and address of the incumbent contractor. Enter the number(s) of any wage determination(s) made part of the incumbent's contract. For example: 71-69 (Rev. 3) and 69-43 (Rev. 4).

6.5-43 (RCV. 4).

6. Enter the name(s) of union(s) if any of the services are being performed by the incumbent contractor under collective bargaining agreement(s). If an entry is required in c., a copy of all current applicable collective bargaining agreements must be fornished with the notice. The notice will be returned without action by the Department of Labor if this is not done.

Item 9-It is often necessary for the Department of Labor to get in touch with the contracting official who submitted the notice in order to clarify particular points and expedite a response. The name of this official should be printed or typed in the space provided and he should sign his name above. The telephone number, including area code, should be entered. Enter the date the notice is submitted. Item 10.—Print or type this entry in the space provided within the bracket. This is used by the Department of Labor to identify the contracting agency and for mailing purposes.

ENTRIES ON ATTACHMENT A

Item 11—Enter the notice number found in Item 1 of the basis form. Item 12—Enter the classes of service employees to be employed in performing the contract. A sire ple enter may suffice "Janitor "Wandow cleaner." "Automotive mechanic "Guard," "Stenocrapher." "Typins," "Warehouseman," "File clerk" Where more complex pole are involved, it will expedite handing to use a few lines below the elector of a class to describe briefly what the employee will co—a sort of captule job description. The entries in Item 12 are crucial as they enable the Department of Labor to "match" the job to be performed against existing wage determinations or available wage parment data. Item 13—Enter the number of employees to be employed in each class listed in Item 12. Do r to omit this figure even though it may be necessary to use a rough en mate.

listed in Item 12. Do n t omit this figure even though it may be necessary to use a rough en mate. Item 14.—The amended Service Contract Act (section 2/a/(5)) requires the contracting agency to include in the Contract, "A statem of of the rates that would be paid by the Federal agency to the various classes of service employees it section 5341 of Thile 5, United States Code, were applicable to them." The Secretary of Labor is required to give "due consideration" to such rates in making wave and fringe benefit determination. fit determinations

ht determinations.

For purposes of the entries in Item 14, assume that each clars of employees listed in Item 12 is to be Federall; employed that in to be employed directly as "wage board" or "blue rollar" employees by the contracting agency and who, if so employed, would receive wages as provided in 5 United States Code 5341. Enter the hourly wage rate that each ruch listed class would be paid. The agency is personnel office may be of help in determining the appropriate hourly rate entries. While the "statement" made part of the contract must include both the hourly wage rates and frings benefits that would be paid to the various classes, it is not necessary to furnish fringe benefits information as part of the notice. In giving due consuleration" to the fringe benefits that would be paid, the Department of Labor will consult the formula previously made available to all contracting agencies for use in preparing the "statement" required to be made part of the contract.

INSTRUCTIONS-RESPONSE PORTION OF NOTICE

(Completed by Department of Labor)

The original copy of the basic form and the original copy of the attachment will be returned to the contracting agency with appropriate entries by the Department of Labor in that portion of the basic form reserved for Response to Not.

A. If this box is marked, the wage determination(s) applicable will be listed by number and attached. The wage rates and fringe benefits reflected in the attached wage determination(s) are applicable to the procurement and must be made part of the contract. (If wage rates and frings benefits are not pro-

the contract. (If wage rates and fringe benefits are not provided in the wage determination(2) for particular classes of service employees to be employed on the contract conforming action must be taken as provided in Title 29, Part 4, section 6.6(b) (2), Code of Federal Regulations.)

B. If this box is marked, no wage determination applicable to the specified locality and classes of employers is in effect. However, successor contractors may not pay less than the collectively bargained wage rates and fringe benefits, including any prospective increases, applicable to employees of the predecessor contractor except where, upon a hearing, it is found that such wage rates and fringe benefits are substantially at variance with those that prevail in the locality. In no case may an employee be paid less than the minimum wage under section 6(a)(1) of the Fair Labor Standards Act. Labor Standards Act.

C. From time to time the Department of Labor receives a r with respect to a proposed contract which, on the basis of the information supplied by the contracting agency, is not subject to the Service Contract Act. If box G is marked, an explanation will be attached.

D. This box will be marked if the notice must be returned for additional information. An explanation will be attached so that the contracting agency will know what action to take.

ADDITIONAL WAGE DATA

The Department of Labor welcomes any wage rate and fringe benehis data the contracting terror may submit in connection with a notice, as well as any explanatory information that will assist in understanding the proposed procurement

				LEAVE BLANK	
REQUEST FO	R RECORDS DISPOSITION AUTH	IORITY	108 NO.		
	(See Instructions on reverse)				
GENERAL SERVICE	SADMINISTRATION	OTON DC 20100	DATE RECEIVE	ED	
FROM (Agency of establish	ES AND RECORDS SERVICE, WASHING	110N, DC 20408	N(OTIFICATION TO AGENC	Y
The later of the l			In accordance	with the crovisions of 4	4 U.S.C. 3303a
MAJOR SUBDIVISION			The disposal of	whilest including amendme	nts. 1 approved
			except for ite	ms that may be marked "withdrawn" in column 10 or disposar, the signature of	0. If no records
MINOR SUBDIVISION			not required.	or disposar, the signature of	the Archivist is
NAME OF PERSON WITH	WHOM TO CONFER 5	TELEPHONE EXT.	DATE	ARCHIVIST OF THE UN	TED STATES
			100		
CERTIFICATE OF AGEN					
	am authorized to act for this agenc			d	's sanarda:
GAO concurrence:	required under the provisions of Til	ry.			
DATE C. SIGNAT	URE OF AGENCY REPRESENTATIVE	D. TITLE			
1.	8 DESCRIPTION C	OF ITEM		9. GRS OR SUPERSEDED	10. ACTION TAKEN
ITEM NO.	(With Inclusive Dates or Re	tention Periode)		JOB	INARS USE ONLY)
115-108	NSN 75	540-00-634-4064		STANDARD FOR	4 115 (REV. 8-8

	FORMS	MANAGEMENT DATA		6/84		
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF ISSUE	EDITION	
SHEET CARD PD/ (Pad/Sheet per Pad)	ADM:TIDC:DM	FPMR (41 CFR) 101-11.4		US/5	8-83	
		STATUS OF EXISTING STOCK				
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TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)	li mil	STOCKING POINT WAREHOUSE SUPPLY ROOMS X PROMULGATING OFFICE (ONLY)				

GENERAL

Use Standard Form 115 (available from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115-A (available from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, DC 20408) to obtain authority to dispose of records or to request the scheduling of records for permanent retention. Detach the fifth copy from the set and keep it as your reference copy. Submit the first four copies of the set to the National Archives and Records Service (NARS). NARS will later return one copy to the agency as notification of the items authorized for disposal or scheduled for permanent retention. This copy will also indicate any items withdrawn or disapproved for disposition. Written approval from GAO must accompany each SF 115 requiring Comptroller General concurrence.

Offer nonrecurring series of records eligible for immediate transfer to the National Archives by submitting a Standard Form 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States. Do not submit an SF 115 to offer such records.

SPECIFIC

Entries 1, 2, and 3 should show what agency has custody of the records identified on the form and should contain the name of the department or independent agency and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 must be signed and dated on the four copies submitted by the agency official authorized to certify that the proposed retention periods reflect agency needs. Unsigned SF 115s will be returned to the agency without action. The number of pages involved in the request should be indicated.

One box under Entry 6A, GAO concurrence, must be checked. If neither box is checked, the form will be returned to the agency without action.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc. Subcomponents of items may be numbered consecutively as 1a, 1b, 1c, etc.

Entry 8 should describe the records to be scheduled. Follow these steps in describing the records:

- (1) Include centered headings for appropriate groups of items to indicate the office of origin if all records described on the form are not those of the same office or if they are records created by another office or agency as, for example, records inherited from a defunct agency.
- (2) Identify any nontextual records, such as photographic records, sound recordings, maps, architectual drawings, or machinereadable tapes or disks, as separate and distinct items.
- (3) Describe completely and accurately each series of records proposed for disposal or scheduled transfer to the National Archives. See 41 CFR 101-11.4 for more detailed requirements. Failure to comply with the provisions of that regulation will result in the return of the SF 115 for corrective action.
- (4) Provide clear disposition instructions for each item and subitem. These instructions should include file breaks: the time after which records are to be retired to Federal records centers, if applicable: for temporary records, the time after which they may be destroyed, and for permanent records, the time after which they will be transferred to the legal custody of the National Archives.
- (5) If immediate disposal is requested for past accumulations of records, indicate the volume and inclusive dutes of the records, and the Federal records center accession and box numbers, if applicable.
- (6) If future or continuing disposal authority is requested for records that have accumulated or will continue to accumulate, express the retention period in terms of years, months, etc., or in terms of future actions or events. Ensure that any future action or event that must precede disposal is objective and definite. Instructions for scheduled transfer of permanent records to the National Archives must also follow these guidelines.
- (7) If records are to be destroyed after microcopying or conversion to machine-readable media, schedule both the original paper copy and film or machine-readable file. If records are filmed, include on the SF 115 the certifications required by 41 CFR 101-11.5. Falure to do so will result in the return of the SF 115 without action.

Entry 9 must include the previous NARS job and item numbers: General Records Schedule and item numbers, if applicable; and agency directive or manual and item numbers, if applicable, as required by 41 CFR 101-11.4. Leave column 9 blank only if the items are being scheduled for the first time. For all other items, it is mandatory to provide information on superseded schedules or GRS cross-references. If such information is missing from column 9, the SF 115 will be returned without action.

Entry 10 is for NARS use only and should be left blank.

STANDARD FORM 116 BACK (REV. 8-83)

	MENT OF CONTINGENT OR OTHER R OBTAINING, OR RESULTING FROM AWARD		3090-0017
SOLICITATION NO. (If any)	2. CONTRACT NO. (or other identification)	3. GOVERNMENT CONTRAC	TING OFFICE
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IF THERE IS A WRITTEN CONTR	ACT OR AGREEMENT COVERING SUCH RELY	TIONSHIP, ATTACH A COPY n of conpensation and expense	IF NOT, STATE IN DETAIL THE
	CE IS NECESSARY, USE ITEM II OR ATTACH A		

	FORMS	MANAGEMENT DATA		6/84	
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	FORMS	MANAGEMENT DAT	ГА		6/84	
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CERTIFICATIONS, AGREEMENTS, AND ASSURANCES

The transferree specified in block 13a on the obverse of this transfer order, in consideration of and for the purpose of obtaining any or all property for donation covered by such transfer order, recognizes and agrees that any such transfer will be made by the United States in reliance on the following certifications, agreements, and assurances:

1. OFFICIAL SIGNING IN BLOCK 13b AS REPRESENTATIVE OF:
a. STATE AGENCY. (1) As a condition of the allocation of property listed in block 12, the State in the condition of the allocation of property to be distributed in an adjacent State, bursuant to an approved interstate Distribution Agreement as agent for an authorized representative of the adjacent State, hereby certifies.

(a) It is the agency of the State designated under State lew and as such has legal authority within the meaning of section 203(i) of the Federal Property and Administrative Services Act of 1949, 63 Stat. 386, as amended thereinafter referred to as the Act, and the regulations of the General Services Administrativo to receive surplus property for distribution within the State to eligible dones within the meaning of the Act and regulations.

lations.

(b) The property listed on this document or attachments hereto is usable and needed by a public agency for one or more public purposes, such as conservation, economic development, education, parks and :acreation public hearth, public safety, and programs for older individuals, by a eligible nonprofit organization or institution which is exempt from taxation in the State under section 501 of the Internal Revenue Code of 1954 for the purpose of aducation or public health (including research for any such purpose), or by an eligible nonprofit tax-exempt activity for programs for older individuals; ose), or sindividuals.

individuals.

(c) When the property is picked up by or shipped to a State agency, the State certifies that it has available adequate funds, facilities, and personnel to effect accountability, warehousing, proper maintenance, and distribution of the property.

(d) When the property is distributed by a State agency to a donee, or when delivery is made direct from a holding agency to a donee, that the donee who is acquiring the property is eligible within the meaning of the Act and the rigulations of the General Services Administration, and that such property is usable and needed by the donee.

of the Act and the rigulations of the General Services Administration, and that such property is usable and needed by the donee.

(2) With respect to donable property picked up by or shipped to a State agency, the State agency agrees to the following.

(a) The right to possession only is granted and the State agrees to basis, to donese eligible to accurate property, under section 203(s) of the Act donese slipible to accurate property, under section 203(s) of the Act donese have property executed the appropriate vertifications and agreements established by the State agency and/or the General Services Administration, the such property shall in the United States of title to the property shall nest shall be secured to the property shall nest shall be secured to the property shall pass to the eligible done when it executes the certifications and appropriate agreements required by the State agency and has taken possession of the property.

(c) The State agency further agrees that it will pay promotify the cost of care, handling, and shipping incident to taking possession of such property and that during the time the title remains in the United States of America, it will be responsible, as a ballee for mutual benefit, for such property from the time it is released to the State agency or to the transportation agent designated by the State agency and that in the event of any loss of or damage to any or all of the property, it will file such claim and/or institute and prosecute to conclusion such property and refer to conclusion such property the fair value of any such property lost or damaged.

(d) No surprus property hereafter approved for transfer by the General Services Administration in accordance with the provisions of a General Services Administration in accordance with the provisions of a General Services Administration in accordance with the provisions of a General Services Administration.

- (3) Where an applicant State agency is acting under an interstate distribution agreement approved by the General Services Administration as an agent and authorized representative of an adjacent State with which it shares a common boundary, the certifications and agreements required above shall also be made by the applicant State agency respecting the dones in such adjacent State to which distribution will be made and the property to be distributed in the adjacent State, and such certifications and agreements shall constitute the certifications and agreements of the adjacent State on whose behalf and as whose authorized representative the applicant State agency is acting.
- b SERVICE EDUCATIONAL ACTIVITY Pursuant to section 203(j) of the Act and regulations promulgated therwinder, and a designation of this organization by the Secretary of Defense as an aducational activity of special interest to the armed services, donation of the surplus personal property

listed in block 12 is requested. It is hereby certified that (1) the signer is appropriately authorized; (2) the property is usable and necessary to carry out the educational purposes of the transferse, is required for use to fill an existing need, and will be used for such purposes within 1 year after it is obtained; and (3) funds are available and will be paid, when requested, to cover cost of care and handling incident to the donation, including packing, preparation for shipment, loading, and transporting such property.

- c. PUBLIC AIRPORT. Pursuant to the Act and section 13(g) of the Surplus Property. Act of 1944, 58 Stat. 770, as amended, and regulations promulgated thereunder, request is hereby made for the property listed in block 12. The transferce agrees that (1) funds are available to pay the costs of care and handling incident to donation, including packing, preparation for shipping, loading, and transporting such property, and (2) if such property is donated to the transferce it will (a) not be used, sold, salvaged, or disposed of for other than sirport purposes without the consent of the Federal Aviation. Administration, (b) be kept in good repair, (c) be used for airport purposes. (d) be appropriately marked as Federal surplus property and will be made available for inspection upon reguest; and (e) at the option of the United States, revert to the United States, in its then existing condition, if all the aforesaid conditions are not met, observed, or complied with.
- STATE AGENCY, SERVICE EDUCATIONAL ACTIVITY, PUBLIC AIRPORT, OR DONEE (11) Assurance of Compliance with GSA regulations under Title VI of the Civil Rights Act of 1984, section 806 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, 17tile IX of the Education Amendments of 1972, as amended, and section 303 of the Age Discrimination Act of 1975.

nation Act of 1975.

The transferee agrees that (a) the program, for or in connection with which any property covered by this transfer order is acquired by the transferee, will be conducted in compliance with, and the transferee will comply with and will require any other person (any legal entity), who through contractual or other arrangements with the transferee is authorized to provide services or benefits under said program, to comply with all requirements imposed by or pursuant to the regulations of the General Services Administration (4) CFR 101-62 or 101-81 issued under the provisions of Title VI of the Civil Rights Act of 1964, section 606 of Title VI of the Federal Property and Administrative Services Act of 1964, as amended, section 504 of the Rehabilitation Act of 1973, as amended. Title IX of the Education Amendments of 1972, as amended, and section 103 of the Age Discrimination Act of 1975, to the end that no person in the United States shall, on the ground of race, color national origin, sex, or agi or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from perticipation in the denied the benefits of ur be subjected to discrimination under any program or activity for which the transferee receives Federal assistance from the denied the benefits of ur be subjected to discrimination under any program or activity for which the transferee receives Federal assistance from the spects to the provisions of said regulations; (c) this agreement shall be subject in all respects to the provisions of said regulations; (c) this agreement shall obligate the transferee and any other person (any legal entity), who through contractual or other arrangements with the transferee is authorized to provide services or benefits under said program, for the period during which it retains ownership or possession of any such property. (d) the transferee will promotive take, and continue to take, such action as may be necessary to effectuate this agreement (e) the United States sha

(2) The transferee agrees that the Government assumes no liability for any damages to the property of the State or donee, any person, or public property, or for the personal injuries, illness, disabilities or death to employees of the State or donee, any other person subject to their control or any other person including members of the general public, arising from or incident to the property use, processing, disposition, or any subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of this item, or substance or material whether intentional or accidental. The State and/or donee agrees to hold harmless and indemnify the Government for any and all costs, ludgment, action, debt, liability costs and attorney's fees or any other request for monies or any type of relief arising from or incident to the transfer, donation, use, processing, disposition, or arry subsequent operation performed upon, exposure to or contact with any component, part, constituent or ingredient of this item, material or substance, whether intentional or accidental.

STATEMENT OF ADMINISTRATIVE ACTIONS

2. OFFICIAL SIGNING IN BLOCK 14b AS REPRESENTATIVE OF: a DEPARTMENT OF DEFENSE. The Department of Defense IDLA or Sponsoring Military Service) has determined that the nersonal property listed in block 12 is authorized and approved for donation to the service educa-tional activity in block 13a (subject to any interim request by a Federal

b FEDERAL AVIATION ADMINISTRATION. The Administrator of the Federal Aviation Administration has determined that the surplus personal property listed in block 12 is essential, suitable, or desirable for the development improvement, operation, or maintenance of a public airport, or reasonably necessary to fulfill the immediate and/or foreseeable future

equirements of the grantee for the development, improvement, operation, improvement, operation, improvement, operation,

3. OFFICIAL SIGNING IN BLOCK 14e AS REPRESENTATIVE OF GENERAL SERVICES ADMINISTRATION: The surplus personal property listed in block 12; except any disapproued items, is approved for transfer for donation purposes. Property listed hereon requested for transfer by a State agency is hereby allocated to that State Such property will be held by the holding agency for a period not to exceed 42 calimdar days from the surplus release date pending receipt of pickup or shipping instructions, whereupon it will be released to the donee.

STANDARD FORM 123 BACK (REV. 6-82)

	APPLICATION	I TYPE OF APPLICATION	VISION 2. DATE	FORM APPROVED
NOTE-Please complete all items on this for	rm. Insert N/A in item	s not applicable. Cas care	erse for Instruction	3090-0009
I. NAME AND ADDRESS OF FEDERAL AGEN SUBMITTED (Include ED code)	CY TO WHICH FORM IS	4. NAME AND ADDR	SS OF APPLICANT	(Include county and ZIP code)
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		ERS OWNERS OR PARTN	ERS	
A. PRESIDENT	B. VICE PRESIDENT		C. SECRETARY	
O. TREASUREA	E. OWNERS OR PAR	TNERS		
9 PERSONS AUTHO	RIZED TO SIGN OFFER	S AND CONTRACTS IN YO	UR NAME Godicete	if agent)
NAME		OFFICIAL CAPACIT		TELE, NO. (Include area rode
10. IDENTIFY EQUIPMENT, SUPPLIES, AND/Cliefing and instructions, (f any)	R SERVICES ON WHICH	YOU DESIRE TO MAKE A	N OFFER (See after	hed Federal agency's supplement
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	FORMS	MANAGEMENT DATA		6/84	
CONSTRUCTION OF FORM	PRCMULGATING OFFICE	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF	EDITION
SHEET, h to h	ADM: DC	FAR (48 CFR) 53.214(c)	W7540-01-152-8086	HD	10-83
PO/(Pad/Sheet per Pad) US/(Unit Sets/Number of Parts) MP/(Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card) TP/(Tab Paper/Number of Parts)		STATUS OF EXISTING STOCK USE FIRST OTHER DESTROY: (SPECIFY) IMMEDIATELY WHEN NEW STOCK IS AVAILABLE			
ENVL OTHER (Specify)		STOCKING POINT WAREHOUSE SUPPLY ROOM PROMULGATING OFFICE IONL			

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed and certified Solicitation Mailing List Application, together with such other lists as may be attached to this application form, with each procurement office of the Federal agency with they desire to do business. If a Federal agency has attached a Supplemental Commodity list with instructions, complete the application as instructed. Otherwise, identify in Item 10 the equipment supplies and/or services on which you desire to bid. (Provide Federal Supply Class or Standard Industrial Classification Codes if available.) The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list of an agency, your failure to respond (submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to solicitations will be understood by the agency to indicate lack of interest and concurrence in the removal of your name from the purchasing activity's solicitation mailing list for the items concerned.

SIZE OF BUSINESS DEFINITIONS

- a. Small business concern—A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)
- b. Affiliates—Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See Items 8 and 11A.)
- c. Number of employees—(Item 118) In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 anorths. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence based on the number of persons employed during each of the pay periods of the period that such concern has been in business.

TYPE OF OWNERSHIP DEFINITIONS (See Item 12.)

a. "Disadvantaged business concern"—means any business concern (I) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is

- owned by one or more socially and economically disadvantaged individuals, and (2) whose management and daily business operations are controlled by one or more of such individuals.
- b. "Women-owned business"—means a business that is at least 51 pcrcent owned by a woman or women who are U.S. citizens and who also control and operate the business.

TYPE OF BUSINESS DEFINITIONS (See Item 13.)

- a. Manufacturer or producer—means a person (or concern) owning, operating, or maintaining a store, warehouse, or other establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached.
- b. Service establishment—means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as part of the services performed.
- c. Regular dealer (Type 1)—means a person (or concern) who owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached, are bought, kept in stock, and sold to the public in the usual course of business.
- d. Regular dealer (Type 2)—In the case of supplies of perticular kinds (at present, petroleum, lumber and timber products, machine tools, raw cotton, green coffee, hay, grain, feed, or straw, agricultural liming materials, tea, raw or unmanufactured cotton linters and used AOPE), Regular dealer means a person (or concern) satisfying the requirements of the regulations (Code of Federal Regulations, Title 41, 50-201.101(a)(2)) as amended from time to time, prescribed by the Secretary of Labor under the Walsh-Healey Public Contracts Act (Title 41 U.S. Code 35.45). For coal dealars see Code of Federal Regulations, Title 41, 50-201.604(a).
- COMMERCE BUSINESS DAILY—The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.

STANDARD FORM 129 BACK (REV. 10-83)

issact	APPROPRIATION ON FUR	TITLE AND SYMBOL	-
SCREAG			
Description			
BUDGETARY RESOURCES			-
1. Rudget authority :			
A. Appropriations realized			
B. Appropriations anticipated (Indefinite)			
C. (ther new authority (
D. Net transfers (+ or :)			
2. Unobligated balance:			
A. Brought forward tylober 1			
B. Net transfers (+ set -)			
3. Reimbursements and other income:			
A. Earned(\$			
B. Change in unfilled customers' orders (+ or -)			
C. Anticipated for rest of year			
4. Recoveries of prior year oldigations:			
A. Actual			
B. Anticipated for rest of year			
5. Portion not available pursuant to P.L t - t			
fi. Restorations (+) and writeoffs (-)(\$			
7. TOTAL BUDGETARY RESIDENCE.			
STATUS OF BUDGETARY RESOURCES	CONTRACTOR OF STREET	STATE OF STATE OF STATE OF	
8. Obligations incurred(\$			
9. Unoddigated balances available .			
A. Appartioned, category A	94	- 5 Mar 15 Mar 1	
B. Apportioned, category B			
(! Other balances available			
10. Umbilgated balances not available:		The second state of	
A. Apportioned for subsequent periods*			
B. Withheld pending rescission*			
C. Deferred*			
D. Unapportioned balance of revolving fund*		A. 1. 1. 181. 181.	
E. Other balances not available			
11. Total Subgrasy Resources			
RELATION OF OBLIGATIONS TO OUTLAYS	and the contract of the	BORTO BETTER THE STREET	-
AND ACCRUED EXPENDITURES			
12. (Adigations incurred, net (8-5A-3H-4A)			
13. Net unpaid obligations			
A. Obligated balance, as of throber 1			
R Obligated balance transferred, net (+ nr -)			
the tildigated balance, end of period			
14. Outlays (12+13A+13H-13C)			
15. Change in accounts payable, net			
A. Accounts payable, net, as of (sctober 1			
B. Accounts parable transferred, net (+ or -)			
C. Accounts payable, net, end of period			
1d Accrued expenditures (14 - 15A - 15B + 15C) (\$)			-
*From S.F 172 133-102			

	FORMS	MANAGEMENT DATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF ISSUE	EDITION
SHEET	RM:A	OMB Circular A-34		Sheet	7-76
PD/ (Pad/Sheet per Pad) US/ (Unit Sets/Number of Parts) MP/ (Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card)		STATUS OF EXISTING STOCE USE FIRST OTHER DESTROY IMMEDIATELY WHEN NEW STOCK IS AVAILABLE			
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4 9 9 9 9	TRANSFERRIT TRANSF	ands ords	William Officers Administration		NG AGENCY LIAISON OFFICIAL (Name, uffice and telephon			AGENCY	BOX	

	FORMS	MANAGEMENT DATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF ISSUE	DATE
SHEET, h to h	ADM:TIDC:DM	FPMR (41 CFR) 101-11.4		Sheet	6-76
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TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		STOCKING POINT WAREHOUSE SUPPLY ROOMS X PROMULGATING OFFICE (ONLY)			

INSTRUCTIONS FOR COMPLETION OF STANDARD FORM 135

FOR COMPLETION BY THE TRANSFERRING AGENCY

Items 1, 2, 3 and 5 are self-explanatory. Specific instructions for item 6 are as follows:

Col.

Accession Number. A separate accession number is required for each series of records listed on the form. A series consists of records having the same disposal authority and disposal date, that are transferred together to the records center. The accession number is entered in three parts, consisting of:

- (a) The NARS record group number assigned to the records of the agency making the transfer;
- (b) The last two digits of the current fiscal year; and
- (c) A four digit sequential number obtained in advance from the records center. (Arrangements may be made with the center to have these numbers assigned by the agency records officer or other official.)
- (d) Volume. Enter the volume in cubic feet of each series of records being transferred.
- (e) Agency Box Numbers. Show the inclusive box numbers for each series of records being transferred. The agency shall number each carton sequentially as follows: 1 of 25, 2 of 25, etc. (Each new series of records should begin with carton number 1.) To facilitate control of the records and future reference service, the agency also shall mark each container with the assigned accession number prior to shipment.
- (f) Series Description. Describe the records in sufficient detail to allow the records center to check for proper application of the disposal schedule. Inclusive dates of the records should be indicated. Show the organizational component that created the records when it is other than that shown in item 5.
- (g) Restriction. Enter one of the following codes to show a restriction on use of the records. Restrictions other than (or in addition to) security classifications, such as limiting access to certain agency officials, are to be specified by a statement in the Series Description column (f).

Code	Restrictions
Q	Q security classification
T	Top Secret security classification
S	Secret security classification
C	Confidential security classification
R	Restricted use/witnessed disposal not required (specify in column (f))
W	Restricted use/witnessed disposal required (specify in column (f))
N	No restrictions

- (h) Disposal Authority. For each series of records, cite the agency schedule and specific item number authorizing disposal. Cite the NARS disposal job and item number if it has not been incorporated into an updated agency schedule.
- Disposal Date. Applying the disposal authority previously cited in column (h), enter the month and year in which the records may be destroyed.

FOR COMPLETICA BY THE RECORDS CENTER

Item 4 is self-explanatory. Specific instructions for item 6 are as follows: Col.

- (j) Location. The records center annotates the shelf location of the first carton for each series of records
- (k) Shelving Plan. The records center enters the appropriate code from Chap. 7-10e, HB, Records Center Operations (NAR P 1864.1A), to reflect the shelving system.
- Container Type. The records center enters the appropriate code from Chap. 7-10h, NAR P 1864.1A, to reflect the type of container in which the records are retired.
- (m) Automatic Disposal. The records center enters either Y (yes) to indicate automatic disposal applies or N (no) indicating that the agency wishes to receive disposal concurrence notice prior to destruction of the records. Automatic disposal is applied only when previously agreed upon by the agency.

Use Standard Form 135-A, Records Transmittal and Receipt Continuation, when additional space is required for listing records data.

Standard Form 135 Back (Rev. 6-76)

	O DESCRIPTION ASSESSMENT	SERIES DESCRIPTION SERIES OF RECIPION SERIES SERVING MATERIAL AND SERIES SERVING SERVI	
This form is to continue listing of Records Data when space on SF 135 is not adequate. Instructions for completion of SF 135 apply.	AGENCY	BOX	3
	-	(ca. ft.)	9
	-		
	IMBER	NUMBER	9
	ACCESSION INRER	BWIN A	

FORMS MANAGEMENT DATA 6/84								
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	of Prior Federal	Civilian	and Mi	ntary	SELAI		-		-
Privacy Act Statement Section 6303 of 5 U.S.C. "Annual leave, accrual", hourse collection of information to determine and record service that may be creditable for accrual of annual leave. Part 351,503, 5 U.F.R. Length of service." authorizers evolection of data to determine and record service that may be creditable for reduction in force retention purposes. Information about prior Federal civilian and military service is collected and maintained in your difficult Presonnel Folder (OPF). Information firmshed may be disclosed to other Federal agencies or Congressional			or Justicial Offices in order to obtain such verification or in connection with your application for a job, license, grant, or other benefit, it may also be disclosed to a national. State, or local law anforcement agent where there is indication of a violation or potential violation of our or criminal law or regulation, or to another Federal agency or opur whe the Government is party to a suit. Furnishing this information is voluntary, however, failure to do so mainsuit in your not receiving credit for prior creditable Federal service.					fit. it may ent agency on of civil court when do so may	
ART I-TO BE COMPLETED BY EMPLO	YEE						Z. Birthe	ate (Mo.,	Cau. Year)
Civilian service in the Federal or District of List below any periods of Federal or 0.C. Go you have not listed on your application for th	overnment service which	are being on a WAE	appointed basis, not	If any e this ur	of this sender "Typ	rvice v	ves part opointme	time, inter	milten, or
Name and Location of Ag		ancient secon	rom lanth: Day	Year	Tø Manth	2sv	Type	of Appoint	
4. During periods of employment shown in item	n 3, did you have a total of	more than	Acres		e withou				endar year?
*		Company of the Contract of the	frum	LIMI II	Yo.	ng mro	rmation	Total	
Type If known (L.W.O.P., Farlough, Suspension, or A.W.O.L.)		Year M	Fonth Day	Year	Month)wy	Years	Months	Dave
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of the United States, including active duty a service in the commissioned corps of the Pul	is a reservist, and active	the Natio	onal Oceani envice if it	interru	pted civil	an se	vice list	ed above	n item 3.)
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	FORMS	MANAGEMENT DATA		6/84	
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TP/(Tab Paper/Number of Parts) ENVL QTHER (Specify)		STOCKING POINT WAREHOUSE SUPPLY ROOM X PROMULGATING OFFICE (ONL)			

Standard			

TO BE COMPLETED BY THE PERSONNEL OFFICE

PART II—DETERMINATION OF CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES—(Set FPM Chapter 630 and Supplement 296–31, Appendix B.) NOTE: For year below, show only last two numbers; for months show numerical equivalent.

CREDITABLE SERVICE	App	(a) Appointment Date		Ser	(b) paration (Date	NONCREDITABLE SERVICE
for leave purposes.)	Year	Month	Osy	Year	Month	Day	's credited, such as "lost time" during military service.)
			-				
					- 1		
		1.4					
ntrance on duty date		-	-				
otal noncreditable service							
otal	(a)			(b)			
ervice Computation Date (a)—(b)				WWW.	COUNTY OF	UTINIA	

PART III—DETERMINATION OF CREDITABLE SERVICE AND SERVICE DATE FOR REDUCTION-IN-FORCE PURPOSES. (Complete only in cases where the amount of creditable service for reduction-in-force purposes differs from the amount creditable for leave purposes.) (See FPM Chapter 351 and Supplement 296–31, Appendix B.)

CREDITABLE SERVICE	(a) Appointment Date			(b) Separation Date			HONCREDITABLE SERVICE
	Year	Month	Day	Year	Month	Day	he credited, such as "lost time" during militar service.)
Service Computation Date (from Part II) Additional service creditable for RIF only							
otal noncreditable service		-					
'ota'	(8)			(5)	-	-	
ervice Cate (a)—(b)*				anning t	1000004	CONTRACTO	

*Enter as the "Service Date" on Standard Form 7, "Service Record,"

Remarks

SIGNATURE/DESIGNATION CARE FOR CERTIFYING OFFICER	AGENCY LOCATION CODE (Type religion ALC YOU (Mindred))
S DEPARTMENT ESTABLISHMENT OF AGENCY	> BUREAU OR OFFICE
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and the second second second second second second second	PROPERTY AND ADDRESS OF THE PARTY OF THE PAR
S CERTIFICATION AUTHORITY (Check CINE SOF GIVE	A Repaired SE 210 is required for reconception to
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OTHER (Specify)		WAREHOUSE SUPPLY ROOMS X PROMULGATING OFFICE (ONLY)				

Department of the Treasury TFRM 4-3000 211-103		
	REQUEST FOR CHANGE OR	ESTABLISHMENT OF IMPREST FUND
	SECTION 1 - IDENTIFICATION	OF DIS & ASING OFFICER AND CASHIER
NAME AND LOCATION	OF DISBURSING OFFICER	
NAME OF CASHIER		
AGENCY		
ADDRESS		
PHONE NO.		
	SECTION II	ACTION REQUESTED
EFFECTIVE DATE		
Revocation Class Change C	Change to Alternate Canage to Principal Canage to Principal Canage (Explain)	Decrease Advance Liquidation
	SECTION III - D	ESIGNATION INFORMATION
Class and Type of Cashier (IF)	Alternativ show name ist Principal)	
SECTION IV -	INCREASE OR NEW ADVANCE	SECTION V - DECREASE OR LIQUIDATION OF FUNDS
Increase or New Advance Total Number and Denominatio	an reserved bearing	Reimbourment Voorber Nets. Uncashed Treasury Check Nets.
		Depoys T, Act Nov.
Fund Transferred from		Depuys T Act Nos Net Balance for Which Cashier > Accountable
Fund Transferred from:	Signature (Head or Agents)	Net Balance for Which Cashier > Accountable
		Net Balance for Which Cashier - Accountable 6
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In accordance with disbursing in connection indicated below. Class I cordance with the Treasu	SECTION VI — DESIGNATION the provisions of paragraph 2 of sectivith the operations of the agency in D Cashiers may use their funds for ch	Net Balance for Which Cashier - Accountable 5
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Section 1 -

All items must be completed.

Section II -

Effective date requested must be completed. Applicable block(s) should be checked. Important note. More than one block may be checked for changes affecting only one cashier, e.g. combined designation and increase, cumbined revucation and liquidation. Separate SF-211 must be submitted for changes affecting more than one cashier, e.g. revocation of one cashier and designation of another.

Section III -

Must be Completed

Examples.

1. Class A - Principal 2. Class B - Alternate (John Doe Principal)

Section IV -

Must be completed if Designation, Change to Principal, and/or the Increase Advance block(s) was checked in Section II

Samples:

1. Designation of New Cashier and Establishment of New Fund

Current Balance	\$ -0-
Increase or New Advance Requested	\$ 3,000.00
Total	\$ 3,000.00
Number and Denomination of Checks Requested	

5 at 300 00 10 at 150 00

Fund Transferred from

3. Request for Increase:

Current Balance	\$ 1,500.00
Increase or New Advance Requested	\$ 1,500.00
Total	\$ 3,000.00
Number and Denomination of Checks Requested	,

10 at \$ 150.00 Fund Transferred from

2. Designation of New Principal Cashier

Current Balance Increase or New Advance Requested Total	\$	3,000.00
Number and Denomination of Checks Requested N/A		
Fund Transferred from Jane Doe	Δ	itarnate"

(SF-211 requesting "Revocation" or "Change to Alternate" for Jane Doe should accompany this SF-211. SF-1129 showing final accountability for Jane Doe and transfer to new principal cashier should be sent to Disbursing Center immediately after approved SF-211 is received and transfer has been made.)

4. Designation of New Cashier and Request for Increase

Current Balance	\$ 1,500.00
Increase or New Advance Requested	\$ 1,500.00
Total	\$ 3,000.00
N. where and Demonstrate of Charles Bangartad	

Number and Denomination of Checks Requested
10 at \$ 150.00
Fund Transferred from Jane Doe
(SF-211 requesting "Revocation" or "Change to Alternate"
for Jane Doe should accompany this SF-211. SF-1129
showing final accountability for Jane Doe and transfer to
new principal cashier should be sent to Disbursing Center
immediately after approved SF-211 is received and transfer
has been made 1. has been made.)

Section V -

Decrease or Liquidation of Funds

This section must be completed if the Decrease Advance or Liquidation block was checked in Section II. Reimbursement Vouchers. Uncashed Treasury checks, and copies of Deposit Tickets indicated in this section should accompany this form

Samples:

1. Decrease

Current Balance	. \$	3,000.00
Reimbursement Voucher Nos 79-280, 79-281	\$	500.00
Treasury Cheuk Nos 1,103,789, 1,103,790	\$	500.00
Deposit Ticket Nos. 178036, 178037 Net Balance for which Cashier is Accountable	\$	500.00 1,500.00

2. Liquidation

Current Balance	\$ 3,000.00
Reimbursement Voucher Nos. 79 282, 79 283	\$ 1,000.00
Uncashed Treasury Check Nos 1,103,791 1,103,792	\$ 1,000.00
Deposit Ticket Nos 178039, 178039 Net Balance for which Cashier is Accountable	\$ 1,000.00

Address Changes and Decreases may be signed by the head of the Cashier's local office. All other actions require the signature of an agency official who has been delegated the authority to request cashier designations.

Sections VI and VII

These sections will be completed by the Disbursing Officer or designee(s)

STANDARD FORM 211 (2-82)

DEPOSIT TICKET BURGAU OF GOVERNMENT FRANCIAL OPPRATIONS

STANDARD FORM 215 (REV 5-78) PRESCRIBED BY DEPT OF TREASURY 1 1FRM 5-3000

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INSTRUCTIONS

GENERAL INSTRUCTIONS

- 1. This reporting form is prescribed for use in the collection of subcontract data from all Federal contractors and subcontractors which, pursuant to the Small Business. Act of 1958, as amended by Public Law 95-507, are required to establish plans for subcontracting with small and small disadventaged business concerns. Reports shall be submitted to the contracting officer semiannually es of March 31 and September 30, as well as at contract completion. This report is due by the 25th day of the month following the close of the reporting periods, in accordance with instructions contained in the contract or subcontract, or as directed by the contracting officer.
- 2. This report is not required to be submitted by small business concerns.
- This report is not required for commercial products for which a companywide annual plan has been approved. The Summery Subcor ract Report is required for commercial products in accordance with the instructions on that form.
- Only subcontract and purchase commitments involving performance within the U.S., its possessions, Puerto Rico, and the Trust Territory of the Pacific Islands will be included in this report.

SPECIFIC INSTRUCTIONS

- ITEM 1 Specify the period covered by this report (e.g., April 1, 1981 September 30, 1981).
- ITEM 2 Specify the sequential report covering this contract. The initial report shall be identified as Report Number 1, Add "Final Report" for the last report being made.
- ITEM 3 Specify whether this report covers either a Prime Contract awarded by a Federal Department or Agency or a Subcontract awarded by a Federal prime contractor or subcontractor.
- ITEM 5 Enter the name and address of the Federal Department or Agency or Prime Contractor awarding the Prime or Subcontract.
- ITEM 6 Enter the prime contract number. If this report covers a subcontract, enter both the prime contract and subcontract numbers.
- ITEM 7 Enter the name and addrass of the Prime Contractor or Subcontractor submitting the report.
- ITEM 8 Enter the Business Classification Code as follows

Code	Definition		
LB	Large Business		
NP	Non-Profit Organization Institutions).	(including	Education

- ITEM 9 Enter Dun and Bradstreet Universal Numbering System (DUNS) number (if available).
- ITEM 10 identify Federal agency administrating the contract. For Department of Defense, identify appropriate military department; i.e., Army, Navy, Air Force, or Defense Logistics Agency, Civilian agencies should be identified as noted in the contract award document; i.e., NASA, DOE, GSA, HHS, SBA, etc.
- ITEM 11 & 12 Enter the date of the last formal surveillance review conducted by the cognizant Department or Agency Small and Disadvantaged Business Specialist or other review personnel. For DOD, also identify the military department or Defense Contract Administration Service, as appropriate, that conducted the review. In those cases where the Small Business Administration conducts its own review, show the date and "SBA".
- ITEM 13 Specify the face value of the Prime or Subcontract covered by this report. If the value changes, the face value shall be adjusted accordingly.
- ITEM 14 Enter the estimated dollar value of subcontract and purchase commitments as set forth in the Subcontract Plan.
- ITEM 15 Specify in the appropriate blocks the dollar amount and percent of the reporting contractor's total subcontract awards contractually agreed upon as goals for subcontracting with Small Business and Small Disadvantaged Business concerns. NOTE: Should the original goals agreed upon at contract awards be either increased or decreased as a result of a contract modification, the amount of the revised goals shall be indicated.

- ITEM 16 Specify in the appropriate block the total amount or ail direct subcontract commitments and the dollar amount and percentage of the total placed with the subcontractor classification indicated in a and b, both for this period and cumulative. Do not include in this report purchase commitments made in support of commercial business being performed by reporting contractor.
- ITEM 17 Complete Item 17 only if Indirect contract commitments were included in establishing the small and small disadvantaged business goals for the contract being reported. Specify in the appropriate block the total allocable dollar amount of Indirect commitments and the dollar amount and percentage of the total placed with the subcontractor classifications indicated in a(1), a(2), and b, both for this period and cumulative.
- ITEM 18 Enter any remarks. If the goals were not met, explain why on the final report.
- ITEM 19 Enter name and title of company individual responsible for administering contract.
- ITEM 20 The approving officer shall be the senior official of the company, division, or subdivision (plant or profit center) responsible for contract performance.

DEFINITIONS

- A Small Business Concern is a concern that meets the pertinent criteria established by the Small Business Administration.
- 2. (a) A Small Disadventaged Business meens any small business concern:
- (1) which is at least 51 per centum owned by one or more socially and economically disadvantaged individuals; or, in the case of any publiclyowned business, at least 51 per centum of the stock of which is owned by one or more socially and economically disadvantaged individuals; and
- (2) whose management and daily business operations are controlled by one or more of such individuals.
- (b) The contractor shall presume that socially and economically disadvantaged individuals include Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and other minorities, or any other individual found to be disadvantaged by the Small Business Administration pursuant to Section 8(a) of the Small Business Act. "Native Americans" include American Indians, Eskimos, Aleuts, and native Hawaiians, "Asian-Pacific Americans" include U.S. citizens whose origins are from Japan, China, the Philippines, Vietnam, Korse, Samoa, Guam, the Trust Territory of the Pacific Islands, Northern Marianas, Laos, Cambodia, and Teiwan.
- (c) Contractors acting in good faith may rely on written representations by their subcontractors certifying their status as either a small business concern or a small business concern owned and controlled by socially and economically disadventaged individuals.
- (d) The Office of Minority Small Business and Capital Ownership Development in the Small Business Administration will answer inquiries from prime contractors and others relative to the class of eligibles and has final authority to determine the eligibility of a concern to be designated as a small disadventaged business.
- Commercial Products means products sold in substantial quantities to the general public and/or industry at established catalog or market prices.
- Commitments as used herein is defined as a contract, purchase order, amendment, or other legal obligation executed by the reporting corporation, company, or subdivision for goods and services to be received by the reporting corporation, company, or subdivision.
- Direct Commitments are those which are identified with the performance of a specific government contract, including allocable parts of awards for material which is to be incorporated into products under more than one Government contract.
- Indirect Commitments are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts: these swards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

STANDARD FORM 284 BACK (REV. 10-83)

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AND DATE	DELIVERY OR SERVICE	(Enter description seem) schedule and other inform	number of contract of matten deemed necessal	Federal supply	TITY	CO\$1	969	
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PAYMENT PROVISIONAL COMPLETE PARTIAL FINAL	APPROVED FO		MUST NOT USE E	he space below RATE =\$1.00	Ampunt	reservoirs	TOTAL	
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	FORMS	MANAGEMENT DA	TA	6/84			
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PROMULGATING PRESCRIBING DIRECTIVE			UNIT OF ISSUE	DATE	
SHEET	RM:A	FRM 2000		W7540-00-900-2234	но	1-80	
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Standard Form 1034 A Revised lanuary 1980 Department of the Tress 1984 4-2000	-		ER FOR PURCHAS	NAL		YOURHI NO
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AND						DISCOUNT TERMS
L				7		PAYER'S ACCOUNT NUMBER
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NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ABTICLES OF IEnser descripcion isem number schedule, and other info-mo	SERVICES of contract or Federal supply ation deemed necessary)	QUAN- TITY	UNIT PRI	PER AMOUNT
Alte communition sheet PAYMENT PROVISIONAL COMPLETE PARTIAL FINAL FROGRESS ADVANCE	ts in nacessary)	(Payee must NOT	use the space bel	Didd Amount	TO ERENCES	TAL
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1034-214	The information	on requested on this form is reque deral money. The information reque	NSN: 7540-00-834-4207 RIVACY ACT STATEMENT ired under the provisions of	31 U.S.C. 82	to and 82s. to	to one less to last end the purpose of

	FORMS	MANAGEMENT DA	ATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING	PRESCRIBING DIR	ECTIVE	STOCK NUMBER	UNIT OF ISSUE	EDITION DATE
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			man de la companya			YOUGHER NO:
Seandard I Septemt 4 Treasury 1031	Form 1035 pr 1971 FRM 2000	PUBLIC VOUCHER FOR PURCHA SERVICES OTHER THAN PERS CONTINUATION SHEET		D		SCHEDIAE NO.
DEPARTMENT	BUREAU, OR ESTABL					-
NUMBER	DATE OF	ARTICLES OR SERVICES	T	UNIT	PRICE	AMOUNT
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter discription, item number of contract or Federal supply schedule, and other information deemed necessary)	GUAN-	COST	ME	

	FORMS	MANAGEMENT DATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF ISSUE	EDITION
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PD/(Pad/Sheet per Pad) US/(Unit Sets/Number of Parts) MP/(Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card)		STATUS OF EXISTING STOCK USE FIRST OTHER DESTROY: (SPECIFY) IMMEDIATELY WHEN NEW STOCK IS AVAILABLE			
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SF 1081

			Transaction Da	ite
CHARGE AND CREDIT WILL ME REPOR CUSTOMER AGENCY STATEMENT OF THOMS FOR ACCOUNTING PERIOD SNO	FTED ON TRANSAC		Document No.	
	IER AGENCY		IG AGENCY	
Agency Location Code (ALC)	Customer Agency Voucher No.	Agency Location Code (ALC)		y Voucber No.
			4	
DEPARTMENT		DEPARTMENT		
ADDRESS		BUREAU		
ADDRESS		ADDRESS		
\$17	MINARY	\$10	MMARY	
APPROVEDATION, FUND, OR REC		APPROPRIATION, FUND, OR REC		AMOUNT
AGENCY TOTAL)	TOTAL attached supporting documents	(MUST AGREE WITH CUSTOMER AGENCY TOTAL)	TOTAL	
(MUST AGREE WITH BILLING AGENCY TOTAL) Details of charges or reference to BILLING AGENCY CONTACT: PREPARED BY APPROVED BY TELEPHONE NO.	attached supporting documents	AGENCY TOTAL)	TOTAL	
AGENCY TOTAL) Details of charges or reference to BILLING AGENCY CONTACT: PREPARED BY APPROVED BY TELEPHONE NO.	attached supporting documents	F CUSTOMER OFFICE		signated.
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	FORMS	N.ANAGEMENT DA	ATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING CFFICE	PRESCRIBING DIR	ECTIVE	STOCK NUMBER	UNIT OF	EDITION
SHEET	RM:A	1 TFRM 2-2500			US/4	9-82
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ENVL OTHER (Specify)	T. Chart	WAREHOUSE SI	JPPLY ROOMS			

SF 1094, (BOOK) FRONT COVER FACE, FORM FACE AND REVERSE

Book No.

UNITED STATES TAX EXEMPTION CERTIFICATES

These Are Accountable Forms

	EXEMPTION IFICATE	Read the instructions on the reverse side:	DEPARTMENT, AGENCY, OR	OFFICE	SERIA	L NO.		
TEM PUR	CHASED FOR	EXCLUSIVE USE OF	THE U.S. GOVERNMENT (Desc	ribe)	QUAN	FITY	S S	
VENDOR	NAME			A tax exemption certificate	Amount of Tax Excluded			
WHICH PUR: CHASED	ADDRESS (No. Street, City, State, and ZIP Code)		and ZIP Code)	has not previously been issued and the described item(s) has (have) been derivered and in- voiced pursuant to	State	s		
certify the		tion on this form is true	and correct to the best of my	P.O. OR CONTRACT NO.	Local \$			
PURCHAS			DATE		For Administrative Office			
OFFICE T	ITLE.	1		DATES	D.O. SYMBOL NO.		NO.	
Certified or	orrect and just				VOUCHER NO.			
SIGNATU	RE AND			DATE				
	NTATIVE				DATE			

STANDARD FORM 1084 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.229

INSTRUCTIONS

- This form will be used to establish the Government's ex-emption or immunity from State or Local taxes whenever no other evidence is available.
- This form shall NOT be used for
 (a) Purchases of quarters or subsistence made by employees in travel status
 (b) Expenses incident to use of a privately owned motor vehicle for which a mileage allowance has been authorized, or (c) Merchandise purchased which is subject only to Federal Towns.
- If the spaces provided on the face of this form are inade-quate, attach a separate statement containing the required information
- 4 If both State and Local taxes are involved, use a separate form for each tax. The certificate will be provided to the vendor when the prices exclude State or Local tax.
- 5. The serial number of each certificate prepared will be shown on the payment voucher

THE FRAUDULENT USE OF THIS CERTIFICATE FOR THE PURPOSE OF OBTAINING EXEMPTION FROM OR ADJUST-MENT OF TAXES IS PROHIBITED.

STANDARD FORM 1004 BACK (REV. 10-83)

	FORMS	MANAGEMENT DA	ATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIR	ECTIVE	STOCK NUMBER	UNIT OF ISSUE	EDITION
SHEET CARD PD/(Pad/Sheet per Pad) US/(Unit Sets/Number of Parts) MP/ 25 (Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card)	RM:A	FAR (48 CFR) 53. STATUS OF EXIST! USE FIRST DESTROY: IMMEDIATELY WHEN NEW STOCK IS AVAILABLE	NG STOCK OTHER (SPECIFY)	W7540-01-152-8080	PG (10 books per PG)	10-83
TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		X WAREHOUSE SI PROMULGATING O	UPPLY ROOMS			

SF 1094A* FACE, REVERSE, AND BACK COVER

ACCO	EMPTION CERTIFICATES UNTABILITY RECORD	To be used for a	convenience of the	e issuing age	ency fo	r maintaining a	cont	rol record of tax	exemption certifi-
TAX EXER CERTIFIC IN THIS BI NUMBERS	ATES OOK	THROUG	эн	TAX EXEL CERTIFIC RETURNS FOR REIS	ATES			тняог	удн
	ISSUED	то	I all the second		-	RE	issu	EDTO	
NAME			Yales P. S.	NAME					
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				TITLE					
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	SIGNATURE		DATE ISSUED		SIGN	ATURE			DATE ISSUED
SSUING				ISSUING					
PFICER	TITLE AND OFFICE DES	IGNATION		OFFICER	TITLE	AND OFFICE	E DE	IGNATION	-
				for the said					
							TESCI	DARD FORM 10 bed by GSA 48 CFR) 53.229	94-A (REV. 10-83
ERTIFIC	ATE A								
0	DATE Mark X' in	VENDOR AND		e of tax		TAX	S	TRANS	SACTION
	VENDOR NAME A			EM PURCI	HASED	(Amount)	T		RENCE
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						STANDA	RD		CK (REV. 10-83)
************	In case this book of Unit Certificates is lost, finde string around cover and m	will please put							
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OCATION					D. C. SYMBOL NO.			
CCOUNTING M	1800				AGENCY LOCATION C	00€ (ALC)		
						SYMBOL OF		
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	unt of the U.S. Treasury.	seponied for credit		av (Name)				
	ACCOUNTABLE OFFICER		DATE		124.11			
				TITUE				
						PREVIOUS SOFTION HOT USA		

	FORMS	MANAGEMENT DA	ATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIR	ECTIVE	STOCK NUMBER	UNIT OF ISSUE	EDITION DATE
SHEET	RM:A	1 TFRM 4-7000			US/3	7-80
PD/(Pad/Sheet per Pad) US/ 3(Unit Sets/Number of Parts) MP/(Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card)		USE FIRST DESTROY IMMEDIATELY WHEN NEW STOCK IS AVAILABLE	OTHER (SPECIFY)			
TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		STOCKING PO WAREHOUSE SU PROMULGATING O	JPPLY ROOMS			

STANDARD FORM 1129A SEVISED 2-82 DEPARTMENT OF THE TERASURY 1 TPRM 4-4000 ATTACH DIREVOLUTIES HERE		RSEMEN		IER OU :HER AND/OR ITY REPORT		************************
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						AMOUNT
to inc	clusive, for the period			, 19, to		DOLLARS CENTS
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This Voucher				Differences		
Unpaid Reimbursement Voucher	Deted			-		
Unscheduled Subvouchers			-			
Interim Receipts for Cash		-	-			
Advance or Reimbursement Chec	ks on Hand			Amount venfu	ed, correct for	
and the second				(Signature or initials)		tresterna attractiva proportion
-			-	CONTRACTOR OF THE PROPERTY OF THE PARTY OF T	No. of Concession, Name of Street, or other Persons, Name of Street, or ot	
(Marchander, minimum property and a second	-		-			
COMMENTS OF THE PROPERTY AND THE PERSON AND THE PER	-		-	The state of the s		
	Total					
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Paul by Check(s) No (s) The Privacy Act information requirements the periodic condition on	anted if required under the paid.			Paid by cash, S		

	FORMS	MANAGEMENT DA	ATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIR	ECTIVE	STOCK NUMBER	UNIT OF ISSUE	EDITION
SHEET, yellow	RM:A	1 TFRM 4-4000			Sheet	2-82
PD/ (Pad/Sheet per Pad) US/ (Unit Sets/Number of Parts) MP/ (Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card)		STATUS OF EXISTI USE FIRST DESTROY: IMMEDIATELY WHEN NEW STOCK IS AVAILABLE	OTHER (SPECIFY)			
TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		STOCKING PO WAREHOUSE SU X PROMULGATING O	UPPLY ROOMS			

1. Name (Last, First, Midd)	e)			77		2 Social Se	curity Number		3. (For	agency u	94)		
4 Date and Nature of Sep	eration						rt to 5 U.S.C. 6304(8) (4				Ye		I N
						B. Last C	lete Subject to 5 U.S.C. (5364(8)	C. Ave	ual Laave Hours)	Balance	as of Th	at Cate
6 Total Service for Leave (as of Date of Separation)		en 15 Yea en 15 Yea			Years			Month				Deys	
	RY OF AN		-				SU			OME L		Lieys	
		YEAR		_	HOURS		18. Basic Service Pen	od of 24	-		MO.	DAY	YEAR
7 Carryover Bal- ance From Prior Linave Year Ending			Annu	8	Sick	Restored	Months of Continu Service Abroad	ous	Cete St Date Co	arted ompleted			
Current Leave Year Accrual Through if 90 day restriction sp explain in remarks)	Pay Period Er	nding					19. Current 12 Months Began on	Accruel	Period		MO	DAY	YEAR
explain in remarks) 9. Total				+	-	-						-	_
10 Reduction in Gredits.							Hours Absent With That Date				-		
11. Total Leave Taken, Co Date of Separation	urrent Year TI	hrough				-	20. Current Balance to	or accrus	as of		MO	DAY	YEAR
12 Salance							Number of Days -				_		
13. Total Hours Paid in Li (includes	hours for holis	days)					21 Twelve Months Ad Number of Days	coust Oat	te as of D	ate of Se	paration		
14 Salary Rate(s) Per Ho 15	UF.	-	MO	DAY	YEAR	HOURS		_	FROM				
	Of rathers	From	MC	UAT	YEAH	HOURS	22. Dates Leave Used Prior 24 Months	MO.	DAY	YEAR	MO.	TO	YEAR
Lump Sum Leave Dates tour explain in Remarks)	Or Da - will												
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b Annual Leave Above Co	phing	From		-	+	-		- 0					
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c. Annual Leave Within Co	ning	From			-								
	ABSEN	CE WITH	OUT PA	,	1								
16 During Leave Year in				-	-	Hours	MILITARY LEAVE	-	FROM			TO	_
							Calendar Year	MO	DAY	YEAR	MO.	DAY	YEAR
17 A Date of Last Equive	tieni increasa		MO	DAY	YEAR		A. Regular Active Duty						
8 Total AWOP Hours metary service and	Since Last E	guivalent pt of OWC	Increase IP paym	(except ents)	during	Hours	8 Special— Civil					-	-
24 Remarks (include sho							Disturbance		_				
25. Carshed Correct By: (Signature)					26 Tibe. A	gency, Address, Telepho	ne Numb				27 Da	

	FORMS	MANAGEMENT DATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF ISSUE	EDITION
SHEET	RM:A	FPM Supp 296-3 & 990-2		TP/2	12-77
PD/(Pad/Sheet per Pad)		STATUS OF EXISTING STOCK	1		
US/(Unit Sets/Number of Parts) MP/(Multipage/Number of Parts) LABEL		USE FIRST OTHER DESTROY: (SPECIFY) IMMEDIATELY			
PC (Postal Card) TC (Tab Card)		WHEN NEW STOCK IS AVAILABLE			
TP/_2(Tab Paper/Number of Parts)		STOCKING POINT	1	1	
OTHER (Specify)		WAREHOUSE SUPPLY ROOMS X PROMULGATING OFFICE (ONLY)			

United States Government Transportation Requests

These are accountable forms

IMPORTANT

For instructions as to use
See GSA Handbook, How to Prepare and
Process U.S. Government Transportation Requests.
Available from Federal Supply Service. NSN 7810-01-036-1389

1189-327

STANDARD FORMS 1169 & 1189-A (REV 3-77)

Property Officer: Upon the herein and show the hold holder's name in the spec	e initial issue	of this book to	o a traveler	r record be issed To a	Now the open column Upor he last digit of	ing serial n n subseque the next un	umber ent reisi	of the requests bound sues, record the new ansportation request	
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	FORMS	MANAGEMENT DATA	Α.		6/04	
CONSTRUCTION OF FORM SHEET	PROMULGATING OFFICE	PRESCRIBING DIRECT	TIVE	STOCK NUMBER	6/84 UNIT OF ISSUE	EDITION
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General Services Administration (3FHF) Washington, DC 20407

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	FORMS	MANAGEMENT DA	ATA		6/84	
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*SF 1184b, PART 3; 1184c, PART 4; 1184d, PART 5

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1184-454	Adm	inistrative Agency	will forward t	o BGFO through D	isbursing Act		3/ 54/200/	
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(Agency and address		REASON REMARKS	REASON/BEMARKS			Administrative Agency. Check paid prior to receipt of stoppage request. Appropriate advice is being fur-		
		APPROPRIATION OR FUND SYMBOL AND TITLE			nuhed the Administration Agency.			

Administrative Agency will forward to 8GFO through Disbursing Activity

1184-505

*SF 1184e, PART 6; SF 1184f, PART 7; 1184g, PART 8

Prescribed by 0: 4 TREASURY	1184e (Rev 11-75) upt. of Treasury r FRM 7000			CANCELLATION		C.D. No.	ion effected)	
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(Agency and add	lress)—	REASON/REMARES			celed by the Division of Check Claims and the amount credited as authorized by the Administrative Agency. Check paid. BGFO will take further action. Advice if check appears to have been			
	(Agency should sub- orm 1088 to the D.O.) file at Disbursing	APPROPRIATION OR	FUND SYMBOL AND T	TLE	By	By		
1184-605	Admir	nistrative Agency	will forward to l	GFO through Dist	ursing Acti	vity		
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	(Aponey should sub- form 1988 to the D.O.) a file at Disbursing	APPROPRIATION OR	FUND SYNBOL AND T	TILE				
1184-705		Disbur	sing Activity wil	I retain for record				
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Administrative Agency will retain for record

1154-805

LUING AGENCY		C R	TER F EDIT RY DEPARTMENT	LETTER OF CREDIT NUMBER			
AGENCY STATION SYMBOL		(FOR AGENCY U	NAME AND ADDRESS OF THE OWNER, TH	_	EFFECTIVE DATE		
TO: The Federal Reserve B	ank,		BRANCH BANK	TAT			
In accordance with the the account and respons	e authorization	of the Fiscal Ass suing agency a lette	istant Secretary.	Treasury Depa	artment, there is hereby authorized		
IN FAVOR OF			FOR DEPOSIT	ONLY TO			
AMOUNT AUTHORIZED			-		ACCOUNT		
\$	_	MONTH QUARTER DUT TIME LIMIT	PRIOR AUTHORIZATION		THIS CHANGE Increase \$ Decrease \$		
The unneid balance of	this latter of c	medit is excepted at the	OR				
The amount of this letter of Voucher on Letter of Credit 1194, Authorized Signature nished you through the Trea The amount of each credit to the account of the Loretify to the Treas appropriations or funds legicited above.	credit is hereby, to the official e Card for Paymesury Department rouch recipient or ganitury Department gally committed is irrevocable.	y certified to be dra (s) of the recipient hen t Youchers on L nt. er paid by a Feder ization shall constitut t that the payments I and available for the	he end of each pe in writing by the wn against, upon organization who etter of Credit, at al Reserve Bank at payment to the s authorized here the purpose, when	presentation to se signature(stached hereto or branch to precipient organism are correct paid in accompany to the paid in	writing by the Treasury Department of and the full amount reestablished partment that this letter has been to you of Form TUS 5401. Payment appear(s) on the Standard Form or previously or subsequently furnational adesignated commercial bank for artization by the United States.		
The amount of this letter of Voucher on Letter of Credit 194. Authorized Signaturnished you through the Treamount of each credit to the account of the I certify to the Treasi appropriations or funds legicited above.	credit is hereby, to the official e Card for Paymesury Department rouch recipient or ganitury Department gally committed is irrevocable.	y certified to be dra (s) of the recipient hen t Youchers on L nt. er paid by a Feder ization shall constitut t that the payments I and available for the	he end of each pe in writing by the wn against, upon organization who etter of Credit, at al Reserve Bank at payment to the s authorized here the purpose, when	presentation to se signature(stached hereto or branch to recipient organia are correct paid in accondition has obligitant, or other in	d and the full amount reestablished partment that this letter has been to you of Form TUS \$401, Payment s) appear(s) on the Standard Form or previously or subsequently fural designated commercial bank for anization by the United States.		

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Standard Form 1196 (Rev. 3-62) Department of the Trace I TFRM 3-6000	N/Y	EMPLOYEE FOR ALLOTMENT C						
	(1) Name of Employee (As stated on pa	neroll)	(2) Social Security Number					
	(3) Home Address							
TO BE	(4) Agency (Include als: Burzos: Division revocals or other designation of employing organisation)							
COMPLETED	You are handly sufficitived, in according with 31 CEFA "off 200, waters to all this donations stated on this Quinners, to take the act printing stated place with respect to describe from salaries or a viges due me in the union it specified below which are for non-traces to the financial organization casignated below. For credit to my several account. Action will be effective within 14 insections the Nut poly product and deductions will continue until 1 incested by me in 14 interior.							
BY	(5) Action Requested on Allotment /"2	one and fill in "mouse)						
(A)	Cancel \$	J Jeonasse from 5	to \$					
	(8) Allotment To Be Sent To (name of financis' -rganization) (7) Signature of Employee (8) Employee's Savinge Account No. // (9) Date Submitted to Aguncy							
	(10)	Financial Organization						
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FINANCIAL	(12) Address of Financial Organization (a) Street							
ORGANIZATION								
(8)	(t) City	(c) State	(d) Zip Soose					
	(13) Authorized Signature	(14) Title	(15) Date					
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AUTHORIZATION FOR I	DEPOSIT OF F	EDERA	L RECURA	ING PAYMENTS			
(we) authorize and request the below indicated program rediting in my (our) account indicated at the financial or occeive payment and revokes all prior payment direction segnated reserves the right to cancel this agreement by it	AYEE) TO COMPL m agency to direct rganization designa notifications applica totice to me (us); he	the net a sed below	mount of the	below indicated Federa zation is not an assignm	al recurring payment tent of my (our) rig the financial organiz with the program ag	it for the to ation gency	
Intil canceled by notice from me (us).		8 PROGRAM AS			C TYPE OF PAYM		
PREFIX CLARE NUMBER (for all payments) for CSC & ARB)			OR PAYEE NO.				
				ennerron chorana i to be	CREDITED		
NAMES OF RECIPENTIES OF FUNDS				GROSITOR ACCOUNT TO BE			
		+		ACCOUNT NUMBER			
F MAILING ADDRESS OF RECIPIENTISE		G MANE O	F PERSON(S) FO	R WHOM PAYMENT IS MADE	(The personness omitted to pe	agree, acr.	
Stores Number and Nums	4	H # SURV	IVOR ANNUITAN	COVE NAME OF DECEASED	(CSC selv)		
(City, States and Elip Codes Difference of "Cital the locally schiams in difference from the adults in a which is directed."		1 TELEPHO	INE NUMBER OF	RECIPIENT(S)	Service Land		
J SIGNATURES OF RECIPIENTS OF WITNESSES (See Assessment of	a Arnera)				DATE		
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TP/(Tab Paper/Number of Parts)		STOCKING POINT				
ENVL OTHER (Specify)		WAREHOUSE SI				

IMPORTANT NOTICE—THIS FORM IS TO BE USED FOR ALL FEDERAL RECURRING PAYMENTS EXCEPT SOCIAL SECURITY. USE SF-1199 FOR SOCIAL SECURITY PAYMENTS.

If you wish your Federal recurring payments sent to your financial organization for deposit into your savings or checking account, both you and the financial organization must complete this form to authorize this action. The U.S. Government will forward these payments to the point you authorize. The financial organization may be any bank, savings bank, savings and loan association or similar institution, or Federal ct state chartered credit union. If you do not have an account in one of these organizations and wish one, contact the financial organization of your choice

THIS FORM ONLY AUTHORIZES DEPOSITS INTO YOUR ACCOUNT—IT DOES NOT AUTHORIZE WITHORAWALS FROM YOUR ACCOUNT.

RECIPIENT (PAYEE) FORM COMPLETION INSTRUCTIONS

- III.M.1—Print the claim number or file number that the program agency requires for processing your records. This information can be obtained from the check, award letter, or other correspondence from the program agency.
- IIEM 8—The program agency is the Government agency from which you receive payments. Print the applicable program agency designation as follows:

For Civil Service Commission, print "CSC" For Veterans Administration, print "VA" For Railroad Retirement, print "RRB" For Government Employee Salary, print agency name

HEM C-Print the type of payment which to wish deposited.

- If Civil Service payments, print "ANNUITY".
 If Veterans payments, print "COMP", "PENS", or "INSURANCE".
- 3. If Railroad Retirement, print "ANNUITY" 4. If Employee Salary, print "SALARY".

A SEPARATE FORM MUST BE COMPLETED FOR EACH TYPE OF PAYMENT WHICH YOU WISH DEPOSITED IN YOUR ACCOUNT.

- ITEM D .- Print the name of the person(s) to whom the payment is made
- ITEM E—Show the type of account and the account number for the account in which this payment is to be deposited. The account may be either a savings or a checking account. If you do not know the account number, it may be obtained from your financial organization.
- ITEM F -- Print the mailing address of the recipient named in Block D. Provide a complete address including Zip Code
- ITEM G—Print the name(s) of the person(s) for whom the payment is madt. This is the person(s) entitled to the proceeds of the payment. If you are the recipient(s) of the payment and are entitled to the proceeds, you should print your name(s). If you are a representative payee, print the name of the person(s) for whom you receive payment under this account.
- HEM H.—THIS BLOCK IS TO BE USED FOR CIVIL SERVICE PAYMENTS ONLY. If you are a Civil Service survivor annuitant, give the name of the deceased Federal Employee on whose service your survivor annuity payments are based.
- ITEM I-Print the telephone number, including the Area Code, of the recipient(s) named in frem D
- ITEM J—Sign and date the form. If both parties of a joint payment desire to have their payment deposited into one account, both parties must sign the form. If only one part i of a joint payment desires to have his portion of the payment deposited, only that one party's name in Item D and signature in Item J should appear on the form. If witnesses are required, they should print the word "Witness" above their signatures to the right of your mark.

After completion of the top halt of this form, all three (3) copies should be delivered or sent to the designated financial organization. After completion, the original of this form is to be furnished to your program agency. The first copy is to be retained by your

CANCELLATION INSTRUCTIONS

When entern ' in your record with the program agency this authorization will remain in effect until canceled by notice to the program agency by one or both receipents or the event of death of any recipient or any person for whom this payment is made. The financial organization would also be notified if you cancel this agreem.

The financial organization may cancel their agreement by providing you a written notice 30 days in advance of the cancellation date. You must advise the program agency immediately if this authorization to cancellat. The financial organization cannot cancel this authorization by advice to the program agency.

THERETITEMENT IN THE STATE OF THE SQUIRES OF THE SQ		Officer	If Americal istion Regulate and to the following:	(Department)	(Agancy/Lingua/trinding)	(Squature and Title)	(786) (19-49)
Certificate of Appointment Under authority vested in the undersigned and in conformance with Subpart 1.6 of the Federal Acquisition Regulation	perujodda si	Contracting Officer	Muited States of America Subject to the limitations contained in the Federal Acquisition Regulation and to the following:	Unless sooner terminated, this appointment is effective as long as the appointee is assigned to:			reservado qui 154 del 12 1 440-101

	FORMS	MANAGEMENT DAT	TA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE		STOCK NUMBER	UNIT OF ISSUE	DATE
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SF 1403, FACE

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TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		STOCKING POINT WAREHOUSE SUPPLY ROOMS X PROMULGATING OFFICE (ONLY)			

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folumn (b) or (c) is checked.	s (u) and (c) are for sun	vey re	auris.	Provide a narrative explanation substantiating	g each factor	tor wi	nich
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FINANCIAL CAPABILITY				D. SECURITY			-
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A. COMPLETE AWARD	25A. NAME AND Y	VEYLE O	ING A	VEY APPROVING OFFICIAL 25B		NO.	

SF 1404

	SERIAL NO. (For surveying action	(ty um)	OMB NO	PPROVI	65
PREAWARD SURVEY OF PROSPECTIVE CONTRACTOR TECHNICAL	PROSPECTIVE CONTRACTOR		309	0-0110	
rovide the following information in narrative, or attach continuation or attach continuatio	on on sheets of paper if necessary,	4. FIRM HAS UNDERST		YES	NO
Names, qualifications/experience and length of affiliation with p	rospective contractor.	a. Specifica	tions		
Evaluate technical capabilities with respect to the requirements of	of the proposed contract or item	b. Exhibits			-
classification.		c. Drawings d. Technica		-	
Description of any technical capabilities which the prospective or prospective contractor's efforts to obtain the needed technical capabilities.	ontractor lacks. (Lamment on the	requirem	nents	itsms	
NAGRATIVE		marked "NO			
6 SURVEY	a. OFFICE		c. YE.	EP-to-lade are	ill NO.
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	FORMS	MANAGEMENT DATA		6/84	
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SF 1407, PAGE 1

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ACJPECTIVE CONT	RACTOR		LOCATION		-		
		SECTION I - BALANCE S					
		ALANCE SHEET			ATEST PROFIT A	LED WITH	
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	3. FINANCIAL	POSITION					
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b. Other curre			SALES	- Section 1	rst prior fiscal year cond prior fiscal year	-	
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e. Net worth			A NET	a. CI	URRENT PERIOD	\$	
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CURRENT ASSETS TO CURRENT LIABILITIES	investments in cash and current lie	(Cash, temporary c. TOTAL LIABILITY receivables bilities)	ES				
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FISCAL YEAR ENDS (Dote)	7. BALANCE S PROFIT AN STATEMEN	TS HAVE	b. BY (Signatur	,			
	BEEN CERT	ON II - PROSPECTIVE CO	NTRACTOR'S FIN	ANCIAL	ARRANGEMEN	ITS	
dark "X" in appropri	ate column. YES	NO 4. INDEPENDENT ANAL	YSIS OF FINANCIAL	POSITIO	N SUPPORTS THE	STATEMEN	NTS SHOWN IN
USE OF OWN RES	OURCES	ITEMS 1, 2, AND 3	YES NO	H "NO."	explain)		
USE OF BANK CA	EDITS						
OTHER (Specify)							
		AFORION III O	OVERNMENT FIN	ANCIAL	AID		
TO BE REQUESTE WITH PERFORMA CONTRACT	ED IN CONNECT	ON 2. EXPLAIN ANY "YES"	ANSWERS TO ITEMS	la, b, Ar	10 c		
	late column. YES	and the same of th					
Hark "X" in appropri		and the same of th					
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NRC FORMS FACSIMILE HANDBOOK SF 1407, PAGE 2

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SF 1407, PAGE 3

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SF 1408

PREAWARD SURVEY OF PROSPECTIVE CONTRACTOR	PROSPECTIVE CONTRACTO		OMS	M APRI NO. 3090-0	1110
ACCOUNTING SYSTEM	The contractor				
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. Except as stated below, is the accounting system in accord with g in the circumstances?	generally accepted accounting	principles applicable			
ACCOUNTING SYSTEM PROVIDES FOR:	d to other work of the prospe	ctive contractor	1925	2,500	10000
 a. Proper segregation of costs applicable to proposed contract and b. Determination of costs at interim points to provide data require 			+	-	-
ing revised targets. c. Exclusion from costs charged to proposed contract of amounts			+-	-	-
Contract Cost Principles and Procedures, or other contract pro-					
d. Identification of costs by contract line item and by units if req	quired by proposed contract.		-	-	
 Segregation of preproduction costs from production costs. ACCOUNTING SYSTEM PROVIDES FINANCIAL INFORMAT. 	ION:		100	1358	1000000
Required by contract clauses concerning limitation of cost (F) (FAR 52.216-16).	The second secon	tation on payments			
b. Required to support requests for progress payments.					
is the accounting system designed, and are the records maintained developed for use in pricing follow-on acquisitions?	d in such a manner that adequ	ate, reliable data are	T	1	
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E SURVEY MADE BY (Signature and office)		7. TELEPHONE NO. (Include area code)	reached.	- mari	Assets E Assets Dakitte

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	Submission of cost or pricinitude ZIF Code) IF CPAF TANCE Ty and total price proposed intracting Officer (Continue) B. IDENTIFICATIO	Submission of cost or pricing data is required. See FAR 15.804-5(b)	SUBMISSION OF COST OF PRICING data is required. (See FAR 15.804-6/b) SA. NAME AND TITLE OF OFFEROR'S POINT 3B. TELEPHONE NI OF CONTACT	SUBDIVISION OF CONTRACT ACTION (CReck) A. TYPE OF CONTRACT ACTION (CReck) A. NAME AND TITLE OF OFFEROR'S POINT B. TELEPHONE NO. OF CONTACT A. NEW CONTRACT B. CHANGE ORDER C. PRICE REVISION/ REDETERMINATION B. PROPOSED COST (A-B+C) C. TOTAL S. PROPITIFE C. TOTAL S. PROPITIFE C. TOTAL S. PROPITIFE C. TOTAL S. LIDENTIFICATION C. QUANTITY D. TOTAL PRICE E. REF. GOVERNMENT PROPERTY IIA GO YOU REQUIRE GOVERN MEXICON TRACT (IF TYPE) TO PROPOSED CONTRACT (F) TOTAL B. TYPE OF FINANCING (IN ORDER) TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN MEXICON TRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED CONTRACT (IF TYPE) TO PROPERTY IIA GO YOU REQUIRE GOVERN TO PROPERTY IN THE PROPOSED TO

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CLAIM FOR EXEMPTION F	HOM SUBMISSION O	S. SOLICITATION		3090-011	
				VICES TO BE FURNISHED	
S. DIVISION(S) AND LOCATION(S) WHE	RE WORK IS TO BE PER	FORMED S. QUANTITY		S. TOTAL AMOUNT PROPO	SEOFOR
By submission of this form the offeror clair based on an established catalog or market p (see FAR 15.804-3). Complete Section I, II			lad cost or pricing on to the general put	data on the basis that the prior blic or is a price set by law or	e offered is regulation
	TION I - CATALOG PRI	CE (See Instructions for Items	7 thru 11 on revers	1.7	
9. CATEGORIES OF SALES	TOTAL UNITS	SOLO 10. REMARKS		то	-
e. U.S. Government sales					
b. Saler at catalog price to general public					
c, Other sales to general public					
If your accounting system does not provide separate sheet, if necessary.	precise information, ins	ert your best estimate and expl	iain the basis for it is	Item 10, REMARKS. Contin	tue on e
		EE SALES OF THE ITEM OFF	The state of the s		
SALES CATEGORY	DATE	NO. OF UN	VITS SOLD	PRICE/UNIT	
* U8 Uc				S	
8. Цв Цс				\$	
c 8 C				\$	
12. SET FORTH THE SOURCE AND DATE	OR PERIOD OF THE W	RICE (See Instructions for ites	THE BASE SAGE	Alexander volument	TIATION
13. IDENTIFY THE LAW OR REGULATIO	SECTION III - LAW O	R REGULATION (See Instruc PRICE OFFERED	tions for item 13 on	Ave/80.)	=
13. IDENTIFY THE LAW OR REGULATIO	SECTION III — LAW O IN ESTABLISHING THE	R REGULATION (See Instruc PRICE OFFERED	titions for item 13 on	Average.)	=
The offeror recreamns that all statements on	REPRESENTATION	PRICE OFFERED 1 (See Instructions for Imm 14	on reserve.)		
The offeror represents that all statements my requirements for submitting certified cost ong the same or a submitting certified cost ong the same or a submitting terminal risem posal supported by this submission and, if inal payment under a contract resulting figurated access to books, records, documents 12. TYPED NAME, TITLE, AND FIRM	REPRESENTATION ARPRESENTATION and above and on attacher or pricing date. The offer has not been denied by this proposel or a modific rom this proposel.	FRICE OFFERED If (See Instructions for (Sem.) if ents submitted are accurate an or also represents that, accept a Covernment Contracting for action of it is accepted by the contracting officer or any other ta that will permit verification of	on reserve.) d are submitted for se stated in an ercector existin the less 2 Government, until if sustriorized amplio of the claim.	the purpose of claiming exemp ment, a like claim for exempti years. Perviling consideration in	on involv- of the pro-
The offeror represents that all statements my requirements for submitting certified cost ong the same or a substantially similar item costs supported by this submission and, if final payment under a contract resulting figranted access to books, records, documents	REPRESENTATION and above and on attacher or pricing date. The offer- has not been danied by this p-poses for emotifi- com this proposel, the C, and other supporting date	FRICE OFFERED If (See Instructions for (Sem.) if ents submitted are accurate an or also represents that, accept a Covernment Contracting for action of it is accepted by the contracting officer or any other ta that will permit verification of	on reserve.) d are submitted for se stated in an ercector existin the less 2 Government, until if sustriorized amplio of the claim.	the purpose of claiming exemp ment, a like claim for exempti years. Pending consideration is expiration of 3 years from to year of the United States Gove	on involv- of the pro- he date of known is
The offeror represents that all statements my requirements for submitting certified cost ong the same or a substantially similar item osal supported by this submission and, if final payment under a contract resulting granted access to books, records, documents IX. TYPED NAME, TITLE, AND FIRM	REPRESENTATION REPRESENTATION In the state of the state	PRICE OFFERED If (See Instructions for film 14 ents submitted are accurate an or also represents that, accepts (Government Contracting Offication of it is accepted by accepted that that will permit verification in ATURE	on revene.) d are submitted for se stand in an attact cer within the less 2 Government, until the suthorized emplo of the claim.	the ourpose of claiming exemptionent, a like claim for exemption respiration of 3 years from the expiration of 3 years from the syntax of the United States Gove 16. DATE OF SUBMISSION	on involv- of the pro- he date of known is
The offeror represents that all statements my requirements for submitting certified cost ong the same or a substitutely similar item posel supported by this submission and, if final payment under a contract resulting figanetic access to books, records, documents. IX. TYPEO NAME, TITLE, AND FIRM NSN 7840-01-142-9846 1412-101	AEPRESENTATION side above and on attachm or pricing date. The offer has not been denied by in his pipopals or a modific om this proposal, the C and other supporting da 15. SIGN FORMS	PRICE OFFERED It (See Instructions for fam 14 ents submitted are accurate an or also represents that, accept a Government Contracting Officer or any othe action of it is accepted by the outracting Officer or any othe as that will permit verification to ATURE	on revene.) d are submitted for se stand in an attact cer within the less 2 Government, until the suthorized emplo of the claim.	the ourpose of claiming exemptionent, a like claim for exemption respiration of 3 years from the expiration of 3 years from the syntax of the United States Gove 16. DATE OF SUBMISSION	on involva- of the pro- he date of known is
The offeror represents that all statements my requirements for submitting certified cost of the submitted participation and, if final payment under a contract resulting final payment under a contract resulting granted access to books, records, documents 13. TYPEO NAME, TITLE, AND FIRM NSN 7540-01-142-9846 STRUCTION OF FORM	REPRESENTATION REPRESENTATION In the state of the state	PRICE OFFERED It (See Instructions for fam 14 ents submitted are accurate an or also represents that, accept a Government Contracting Officer or any othe action of it is accepted by the outracting Officer or any othe as that will permit verification to ATURE	on reserve.) Id are submitted for a stated in an artacle cer within the less? Government, until if it suthorized emplo of the claim.	the ourpose of claiming exemptionent, a like claim for exemption respiration of 3 years from the expiration of 3 years from the syntax of the United States Gove 16. DATE OF SUBMISSION	on involv- of the pro- he date of known is
The offeror represents that all statements my requirements for submitting certified cost ong the same or a substitutely similar item posel supported by this submission and, if final payment under a contract resulting figanetic access to books, records, documents. IX. TYPEO NAME, TITLE, AND FIRM NSN 7840-01-142-9846 1412-101	REPRESENTATION Repres	PRICE OFFERED It is see Instructions for them 14 In its submitted are accurate any also represents that, except a Covernment Contracting Officer or any other action of it is accepted by the outracting Officer or any other at that will permit verification that the present of the contracting Officer or any other at the present of the	on reserve.) d are submitted for as stated in an artacle cer within the last 2 government, until for authorized emplo of the cielm. ATA ECTIVE 215-2(b)	the purpose of claiming swemp ment, a like claim for exempti years. Pending consideration in expiration of 3 years from a rear of the United States Gove 16. DAYE OF SUBMISSION STANDARD FORM 14 Prescribed by GSA FAR (48 CFR) \$3.235-1	on involva- of the pro- he date of known is 12(10-83) 1(8) 0/84
The offeror represents that all statements my requirements for submitting certified cost or get the same or a substitutely similar item posel supported by this submission and, if I final payment under a contract reputing figranted access to books, records, documents 12. FYPEO NAME, TITLE, AND FIRM NSN 7540-01-142-8446 STRUCTION OF FORM O h I/Sheet per Pad) it Sets/Number of Parts) itipage/Number of Parts)	REPRESENTATION and above and on attachmy pricing data. The offer- has not been denied by a high proposal, the C and other supporting data. FORMS PROMULGATING OFFICE	PRICE OFFERED If it's a Instructions for them 14 ents submitted are accurate an of also represents that, except a Government Contracting Officer or any other action of it is accepted by the ontracting Officer or any other as that will permit verification of the second of the accepted by the ontracting Officer or any other as that will permit verification of the second of the present of the pr	on reserve.) Id are submitted for a stated in an artacle cer within the less 2 government, until for suthorized amplo of the claim. ATA BECTIVE 215-2(b) NG STOCK OTHER (SPECIFY)	the purpose of claiming swemp ment, a like claim for exempti years. Pending consideration in expiration of 3 years from a rear of the United States Gove 16. DAYE OF SUBMISSION STANDARD FORM 14 Prescribed by GSA FAR (48 CFR) \$3.235-1	on involvant of the pro- pe date of romant is 12(10-49) 16/84 UNIT OF ISSUE

X SHEET, PD/_ US/_ MP/___LABEL

INSTRUCTIONS TO OFFERORS SUBMITTING CLAIM FOR EXEMPTION FROM SUBMISSION OF CERTIFIED COST OR PRICING DATA

Item 7. Attach a copy of the catalog, or the appropriate pages covering price and published discounts, or a statement that the catalog is on file in the buying office to which this proposal is being made. Catalog price, is a price that is included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or vendor, is either published or otherwise available for inspection by customers, and states prices at which sales are currently, or were last, made to a significant number of buyers constituting the general public. To justify a catalog price exemption for the Government item, the catalog item must be identical or must be so similar in material and design that any price difference or its absence can be evaluated solely by price analysis (see FAR 15.805-2). In the latter case, a statement must be attached identifying the specific differences and explaining, by price analysis of the differences, how the proposed price is derived from the catalog price.

Item 8. This period should include the most recent regular monthly, quarterly, or other period for which sales data are reasonably available and should exten J back only far enough to provide a total period representative of average sales. You may also attach sales data for a prior representative period if for any reason recent sales are abnormal and the prior period is sufficiently recent (not more than 2 years preceding) to support the proposed price for the Government item. In the latter case, you must explain, by price analysis only, how the proposed price is derived from the catalog sales for the prior period.

Item 9. (a) Include in Category A all sales of the catalog item (a) directly to the U.S. Government and its instrumentalities and (b) for U.S. Government use (sales directly to U.S. Government prime contractors, or their subcontractors or suppliers at any tier, for use as an end item, or as part of an end item, by the U.S. Government).

- (b) Include in Category B all sales of the catalog item made strictly at the catalog price, less only <u>published</u> discounts, to the general public (i.e., catalog price sales other than those (i) to affiliates of the offeror or (ii) included in Category A (Instruction 9(a)).
- (c) Include in Category C all sales to the general public that were not made strictly at the catalog price or that were made at special discounts or discount rates not published in the catalog.

Item 11. On line a, insert information on the lowest price at which Category B or C sales of the offered item was made during the period, regardless of quantity.

On lines b. and c. insert sales information in the following manner.

- Give the lowest price Category C sales of comparable quantities. If there were no sales of comparable quantities, then give
- b. The lowest price Category C sales of quantities most nearly the quantity being offered. If there were no sales of Category C, then give
- c. The lowest price Category B sales of comparable quantities. If there were no sales of comparable quantities, then give
- d. The lowest price Category B sales of quantities most nearly the quantity being offered.

Attach a complete explanation (i) if you, during the period covered, offered special discounts not included in the catalog, or (ii) if the price proposed is not the lowest price at which a sale was made to any customer during that period for like items and comparable quantities.

Item 12. Market price is a current price, established in the usual and ordinary course of trade between buyers and seilers free to bargain, that can be substantiated from sources independent of the manufacturer or vendor. There must be a sufficient number of commercial buyers so that their purchases establish an ascertainable current market price for the item or service. The nature of this market should be described. To justify a market-price exemption, the item or service being purchased must be identical to the commercial item or service or must be so similar in material and design (for supplies) or in work and facilities (for services) that any price difference or its absence can be evaluated solely by price analysis (see FAR 15.805-2). In the latter case, a statement must be attached identifying the specific differences and explaining, by price analysis of the differences, how the proposed price is derived from the market price.

Item 13. Identify the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

Item 14. Insert the name, title, and firm of the person authorized by the offeror to sign this form.

STANDARD FORM 1412 BACK (10-83)

SF 1413

	STATEMENT AND	D ACKNOWLEDGMI	ENT	OMB NO.
1. PRIME CONTRACT O	PART I - ST	TATEMENT OF PRIME	CONTRACTOR	3090-0119
E. PRIME CONTRACT O.	AWARDE	BCONTRACT 1. SUBCOM	NTRACT NUMBER	
	The state of the s			
4. PRIME CONTRACTOR (Name, addre	ess and ZIP code)	S. SUBCON	TRACTOR (Name, address	e and ZIF code)
6. The prime contractor state	s that under the conti	ract shown in Item 1, a s	ubcontract was awarded	on date shown in Item 2 by
(Name of Awarding Firm)				
to the subcontractor identifie	ed in Item 5, for the f	allowing work:		
J. PROJECT		a. Locath	ōN.	
J. PROJECT		s. LOCATH	ŌN	
	INING	8. LOCATR	ŌN	IIS. DATE SIGNED
	INING		ō N	TIS. DATE SIGNED
		10. BY (Blamsture)		IIS. DATE SIGNED
B. NAME AND TITLE OF PERSON SIG	PART II - ACK	10. 8V (Sign-sture)	UBCONTRACTOR	
B. NAME AND TITLE OF PERSON SIG 12. The subcontractor acknowledge	PART II — ACK	NOWLEDGMENT OF SI	UBCONTRACTOR	
E NAME AND TITLE OF PERSON SIG 12. The subcontractor acknowledge Contra	PART II — ACK	(NOWLEDGMENT OF SI clauses of the contract sho sfety Davis-	UBCONTRACTOR own in Item 1 are includ	
B. NAME AND TITLE OF PERSON SIG 12. The subcontractor acknowledge Contra Star	PART II — ACK se that the following o	(NOWLEDGMENT OF Siciliauses of the contract shore) afety Davis- ne Apprei	UBCONTRACTOR own in Item 1 are include Bacon Act ntices and Trainees	Sed in this subcontract:
s. NAME AND TITLE OF PERSON SIG 12. The subcontractor acknowledge Contra Star Con	PART II — ACK is that the following of act Work Hours and Sa indards Act — Overtim inpensation — Constru	(NOWLEDGMENT OF Siciliauses of the contract she afety Davis-le Appresiation Compil	UBCONTRACTOR own in Item 1 are included Becon Act intices and Trainees liance with Copeland Re	Sed in this subcontract:
s. NAME AND TITLE OF PERSON SIG 12. The subcontractor acknowledge Contra Star Com Payroli	PART II — ACK se that the following o	NOWLEDGMENT OF Siciauses of the contract she Appreliction Compl.	UBCONTRACTOR own in Item 1 are included the second Act includes and Trainess in the second Rentracts.	sed in this subcontract:
2. NAME AND TITLE OF PERSON SIG 12. The subcontractor acknowledge Contra Star Con Payroli Withho	PART II — ACK is that the following of act Work Hours and Sa indards Act — Overtim inpensation — Constru is and Basic Records olding of Funds	NOWLEDGMENT OF Siciauses of the contract she Appreliction Compl. Subcor. Contract	UBCONTRACTOR own in Item 1 are included Becon Act intices and Trainees liance with Copeland Re	sed in this subcontract:
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2. The subcontractor acknowledge Contra Star Con Payroli Withho	PART II — ACK is that the following of act Work Hours and Sa indards Act — Overtim inpensation — Constru is and Basic Records olding of Funds	NOWLEDGMENT OF Siciauses of the contract she Appreliction Compl. Subcor. Contract	UBCONTRACTOR own in Item 1 are included the second Act includes and Trainess in the second Rentracts.	sed in this subcontract:
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2. NAME AND TITLE OF PERSON SIG 12. The subcontractor acknowledge Contra Star Con Payroli Withho	PART II — ACK is that the following of act Work Hours and Sa indards Act — Overtim inpensation — Constru is and Basic Records olding of Funds	NOWLEDGMENT OF Siciauses of the contract she Appreliction Compl. Subcor. Contract	UBCONTRACTOR own in Item 1 are included the second Act includes and Trainess in increase in the second Research Compellant Research Research Compellant Research Resear	sed in this subcontract:
2. NAME AND TITLE OF PERSON SIG 12. The subcontractor acknowledge Contra Star Con Payroli Withho	PARTII – ACK se that the following of act Work Hours and Sa idards Act – Overtim repensation – Construit is and Basic Records olding of Funds E SUBCONTRACTORS.	NOWLEDGMENT OF Siciauses of the contract she Appreliction Compl. Subcor. Contract	UBCONTRACTOR own in Item 1 are included the second Act includes and Trainess in increase in the second Research Compellant Research Research Compellant Research Resear	sed in this subcontract:
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2. The subcontractor acknowledge Contra Star Con Payroli Withho 13. NAME(8) OF ANY INTERMEDIATI	PARTII – ACK se that the following of act Work Hours and Sa idards Act – Overtim repensation – Construit is and Basic Records olding of Funds E SUBCONTRACTORS.	(NOWLEDGMENT OF Siciauses of the contract ships of the contract ships of the contract ships of the Apprel Completion Completion Completion Contract ships of the Contract of t	UBCONTRACTOR own in Item 1 are included the second Act includes and Trainess in increase in the second Research Compellant Research Research Compellant Research Resear	Sed in this subcontract:

	FORMS	MANAGEMENT DATA	6/84				
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF	EDITION		
SHEET CARD PD/(Pad/Sheet per Pad) US/(Unit Sets/Number of Parts) MP/(Multi-age/Number of Parts) LABEL PC (Postal Card) TC (Tab Card) TP/(Tab Paper/Number of Parts)	ADM:DC	FAR (48 CFR) 53.222(e) STATUS OF EXISTING STOCK USE FIRST OTHER (SPECIFY) IMMEDIATELY WHEN NEW STOCK IS AVAILABLE		Sheet	10-83		
TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		STOCKING POINT WAREHOUSE SUPPLY ROOMS X PROMULGATING OFFICE (ONLY)					

SF 1423

INVENTORY VERIFICATION SURVE	Y		DATE FORM APP	90-0120	
	ECTIO	N 1	GENERAL		
FROM: (Include ZIP Code)	ECTIO	1	Z. CONTRACT NUMBER		-
TO: (Include 21F Code)			4. CONTRACTOR/SUSCONTRACTOR		
SCHEDULES OF INVENTORY TO BE INSPECTED AND VER	IFIED	-			
F 1426 pages through \$			SF 1432 pages through \$		
F 1428 pages through \$			SF 1434 pages through \$		
F 1430 pages through \$		_			
SECTION I	I - TE	CHN	CAL VERIFICATION		
96011011	YES	distance of the last	The second second	YES	NO
8. Is property listed on the inventory schedules on hand and in			12. Are the weights of the items recommended as scrap appr	owl-	1
the quantities indicated?			mately correct?		-
	53	93	 If weights are not shown, give estimate of weight by basi meterial content: 	100	12
	200.5	•	12 S. de la la companya de la compan	B952	1000
 Is the property correctly described on the inventory schedules? 			13. Do the items appear to have commercial value other than acrap?		
8. Is the property segregated or adequately protected?			14. Are the items Agency-peculiar?		
2. Is the property properly protected?			 Do any items require special processing (Fire area, drugs etc.)? 		
Are the condition codes accurate?		•			
Are the items listed on SF 1432 correctly categorized as speciel tooling or special test equipment?		•	16. Are common items included on the Inventory Schedule?		
SECTION	11 - T	RMI	NATION INVENTORY		_
COMPLETION OF THIS SECTIO	ON _	18	IS NOT REQUIRED (Requestor, check one)		
Did work stop promptly upon receipt of the termination notice?	YES	NO *	Does the inventory include rejects? If yes, explain speci- line item entries. Obtain from contractor estimated cost reworking rejects on specific line item basis.		NO
Date of Notice: 8. Do the quantities of material exceed the amounts that would have been required to complete the terminated portion of			21a. Have completed articles been inspected as to quality are conformance to specifications?	d	\vdash
the contract? Can any items of termination inventory be used on the continuing portion of the contract?			Do the completed items inspected conform to contract specifications?		
19, Are all items and quantities ellocable to the termination portion of this contract or order?		•	c. Do other than completed items conform with technica requirements of the contract or order?		
 REQUESTING OFFICE REMARKS (Where the ensure to an Assurance Representative shall be included on the reverse of ti 	his form	and is	laces in a stock consuming an early arty artisase comments the nifed by section and farm number.)	on gun	
33. SIGNATURE OF REQUESTOR	RY VEF	RIFIC	ATION CERTIFICATION		
The above information is based 24. NAME AND TITLE 25	on a pi	hysica	at Verification of Inventory listed under Item 5.		

	FORMS	MANAGEMENT DATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF	EDITION
X SHEET CARD PD/(Pad/Sheet per Pad) US/(Unit Sets/Number of Parts) MP/(Multipage/Number of Parts) LABEL PC (Postal Card)	ADM:DC	FAR (48 CFR) 53.245(c) STATUS OF EXISTING STOCK USE FIRST DESTROY: IMMEDIATELY WHEN NEW STOCK		Sheet	10-83
TC (Tab Card) TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		IS AVAILABLE STOCKING POINT WAREHOUSE SUPPLY ROO X PROMULGATING OFFICE (ON			

INVENTORY DISPOSAL RE	PORT	FROM: (Include 2/F	PLANT CLEARANCE C	ASE NUGBER
(G) (Include EIF Code)		PROM: (Include 3/P	Code)	
DAYE PLANT CLEARANCE CASE OPENED 2.	DATE PLANT CLE	ARANCE CASE CLOSED	3. NUMBER OF DAYS	BETWEEN OPENING AND
NAME AND ADDRESS OF CONTRACTOR/SUBCO	NTRACTOR	S. IF SUBCONTRACTOR (In	FOR STATE NAME AND A	DORESS OF PRIME
LOCATION OF PROPERTY (City and State)	7. CONTRAC	TNUMBER	S. DOCKET NUMBER /	Termination only)
	9. SUBCONT	RACT NUMBER	10. CONTRACTOR RE	FERENCE NUMBER
	DISPOSITIO	ON OF PROPERTY		
ITEM DESCRIPTION		LINE	ACQUISITION COST	PROCEEDS
1. TOTAL INVENTORY AS SUBMITTED				CONTRACTOR STATE
2. ADJUSTMENTS (Pricing errors, shortages, etc.)				
3. ADJUSTED INVENTORY (Line 11 _ Line 12)			-	
A PURCHASE OR RETENTION AT COST				
15. RETURN TO SUPPLIERS (Net Proceeds)		Contract of the last of the la	NO SELECTION OF THE PARTY OF TH	M ENGLISHMENT STREET
A. WITHIN OWNING AGENCY		-		V2545000 V 07450000
B. OTHER AGENCIES			-	CONTRACTOR SECRETARION
TOTAL				71 - 100 A CONTROL /
				- I was a second second
17. DONATIONS				
18 SALES				-
19 SALES - PROCEEDS TO OVERHEAD				CARL SERVICE SERVICES
21.			-	
22 TOTAL PROCEEDS CREDITS (Total Lines 14, 15	and 18)			
23. DESTROYED OR ABANDONED				200000000000000000000000000000000000000
24. OTHER (Explain in Item 16, Remarks)				
				-
25. TOTAL DISPOSITIONS 26. REMARKS (Identify contract number in which pro		and the latest territories		
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8	GENERAL AND ADMINISTRATI	UE EXPENSES	(from Rehadala	C)		-		-		-	-	
10	TOTAL (Items I to 9 inclus		Trom schedule	-	-	-		1		-		
11	PROFIT (explain in Schedule D)		-									
12	SETTLEMENT EXPENSES (from)	Schedule E)										
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13	SETTLEMENTS WITH SUBCONT		m Schedule F)			-		-		-		
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		PROBLEM STATEMENT OF THE PROPERTY OF THE PROPE	ed components and work-in-process in	ncluded in this proposal:
	TOTAL DIRECT	TOTAL DIRECT MATERIALS	TOTAL INDIRECT EXPENSES	TOTAL
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1	DIRECT MATERIAL			-							1	
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4	SPECIAL TOOLING AND SPECI	AL TEST EQUIT	PMENT (8F 141	12)					-		+	
5	OTHER COSTS (from Schedule)						-		-		+	
6	GENERAL AND ADMINISTRA		from Schedule	C)		_			-		+	
7	TOTAL COSTS //rems ! !				-		-	-	-		+	
8	PROFIT (Esplain in Schedule D)			_	-		-		+		+	
9	TOTAL (Irams 7 and 8)	TENTANTE E	TO BE INVIOLE	ED A	-		-		+		+	
10	DEDUCT PINISHED PRODUCT		TO BE INVOIC	EU.	-	-	-		+		+	
11	TOTAL //com 9 less /tern			-	-	-	-		-		+	
12	SETTLEMENT EXPENSES (Mon			-	-	-	+		1		+	
13	SETTLEMENTS WITH SUBCON		um Schedule F1	-	-				-		1	
16	GROSS PROPOSED SETTLEME				1		1		1		1	
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	NET PROPOSED SETTLEMENT											
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01	completion of the continued part	retion i	act and the ded	** 51.0	TOT THIS ME	. produ			ALC: BE			
-	NOTE -File inventory schedules (SF 1425, 1428, 1	#30, #HS 1432)	for a	STOCADIE INVES	STOPHE !	on nand a	t date of te	R METUR	ion (See 49.)	1 08	and 8F (+28).
-	WA	iere the space pro	wided for any in	form	ation is insuf	ficsent.	continue	OR 6 MP PP	se she	et.	****	
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1400										FAR (48	CFR	35A 1 53.249(4)(3)
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1	CTION OF FORM	PHOMOL	COMITING	PB	ESCRIBIN	GDIE	ECTIVI	6		STOCK N	UMB	IER

	FORMS	MANAGEMENT DATA		6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF ISSUE	EDITION DATE
SHEET CARD PD/ (Pad/Steet per Pad) US (Unit Sets/Number of Parts) X MP/4 (Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card)	ADM: DC	FAR (48 CFR) 53.249(a)(3) STATUS OF EXISTING STOCK USE FIRST OTHER OESTROY: IMMEDIATELY WHEN NEW STOCK IS AVAILABLE		MP/4	10-83
TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		STOCKING POINT WAREHOUSE SUPPLY ROOMS X PROMULGATING OFFICE (ONLY)			

	ULE A - INDIRECT FACTORY EXPENSE (Item 3)		FOR USE OF
DETAIL OF EXPENSES	METHOD OF ALLOCATION	AMOUNT	FOR USE OF CONTRACTING AGENCY ONLY
			1
		1	
NOTE —individual items of sm.	all amounts may be grouped into a single entry in Sche	dules B, C, D, E, and Q.	
	SCHEDULE 8 - OTHER COSTS (Item 5)		T FOR USE OF
ITEM	EXPLANATION	AMOUNT	FOR USE OF CONTRACTING AGENCY ONL
			T. Bearing
		-	
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SCHEDULE C	- GENERAL AND ADMINISTRATIVE EXPENSES	item 6)	T FOR USE OF
DETAIL OF EXPENSES	METHOD OF ALLOCATION	AMOUNT	FOR USE OF CONTRACTIN AGENCY ONL
4 1 1/2			
	SCHEOU_E D - PROFIT (Item 8)		FOR USE C
EXH	ANATION	AMQUIT	FOR USE C CONTRACTION AGENCY ON
Where the space pr	positive for any information is insufficient, continue on	a separate sheet.	
			ARD FORM 1436 (1

EYRI ANATION	AMOUNT	FOR USE OF CONTRACTING AGENCY ONLY
		AGENCY ONLY
NTS WITH IMMEDIATE SUBCONTRACTORS AND SUP		FOR USE OF
BRIEF DESCRIPTION OF PRODUCT CANCELED	SETTLEMENT	FOR USE OF CONTRACTING AGENCY ONLY
ULE G - DISPOSAL AND OTHER CREDITS (Item 16)		
	AMOUNT	FOR USE OF CONTRACTING AGENCY ONL
		-
		EXPLANATION AMOUNT BRIEF DESCRIPTION OF PRODUCT CANCELED AMOUNT OF SETTLEMENT ULE G - DISPOSAL AND OTHER CREDITS (Inom 16)

DATE	TYPE OF PAYMENT	AMOUNT	FOR USE OF CONTRACTING AGENCY ONLY
			distant
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	CERTIFICATE		
s is to certify that the unders	CERTIFICATE igned, individually, and as an authorized represent	tative of the Contractor, has exa	mined this terminat
tlement proposal and that, to t	igned, individually, and as an authorized representhe best knowledge and belief of the undersigned:		
tlement proposal and that, to to (a) AS TO THE CONTRACT adules and explanations have	igned, individually, and as an authorized represent the best knowledge and belief of the undersigned. OR'S OWN CHARGES. The proposed settlement (been prepared from the books of account and or	exclusive of charges set forth in I	tern 14) and support
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SF 1437

To be used by prime contractors submitting settlement prop Also suitable for use in connection with terminated cost-reimb COMPANY STREET ADDRESS CITY AND STATE (Include 21F Code)	ioseis on cost-reimbu sem bursement type subcontrac	PROPOSAL NUMBER	CHECK ONE	suletion.	
STREET AGGRESS CITY AND STATE (Include ZIF Code)	bursement type subcontra	PROPOSAL NUMBER	CHECK ONE		
STREET ACCRESS CITY AND STATE (Include ZIF Code)			Lend Lend		
EITY AND STATE (Include ZIF Code)					
EITY AND STATE (Include ZIF Code)		CONTRACTOR BUTTON		FINAL	
		GOVERNMENT PRIME CO	ON- REFERENCE NO.		
ITEM		EFFECTIVE DATE OF TE	AMINATION		
ITEM					
F 1 C.M	TOTAL	INCREASE OR DECREA	SE TOTAL		
	PREVIOUSLY SUBMI	TTED BY THIS PROPOSAL	SUBMITTED TO DA	TE	
(a)	(b)	(c)	(d)		
1. DIRECT MATERIAL 2. DIRECT LABOR	\$	\$	\$		
3. INDIRECT FACTORY EXPENSE	-				
4. SPECIAL TOOLING AND SPECIAL TEST EQUIPMENT	-				
5. OTHER COSTS					
6. GENERAL AND ADMINISTRATIVE EXPENSE				-	
7. TOTAL COSTS (Stense) thru 8)	\$	\$	2	-	
8. FEE					
9 SETTLEMENT EXPENSES					
10. SETTLEMENTS WITH SUBCONTRACTORS					
11. GROSS PROPOSED SETTLEMENT (Items 7 thru 10)					
12 DISPOSAL AND OTHER CREDITS					
13. NET PROPOSED SETTLEMENT (Items 11 less 12) 14. PRIOR PAYMENTS TO CONTRACTOR	\$	\$	\$		
15. NET PAYMENT REQUESTED (Items 13 less (4)	2	\$	\$		
10. HET PATMENT REGUESTED (James 15 am 14)	13	3	2		
	0505151013				
	CERTIFICAT	E .			
This is to certify that the undersigned, individually, a	and as an authorized o	enterentative of the Contractor	has accominged this term		
settlement proposal and that, to the best knowledge ar	nd belief of the undersi	igned	, has examined this termi	nation	
(a) AS TO THE CONTRACTOR'S OWN CHA porting schedules and explanations have been prepare	RGES. The proposed	settlement (exclusive of charge	set forth in Item 10) an	d sup-	
nized commercial accounting practices, they include	only those charges allo	scable to the terminated portion	of this contract: they have	recog-	
prepared with knowledge that they will, or may, be us	sed directly or indirectly	y as the basis of settlement of a	termination settlement pr	roposai	
or claim against an agency of the United States, and th	ne charges as statod are	fair and reasonable.			
(b) AS TO THE SUBCONTRACTORS CHARG	SES (1) The Contract	or has examined or caused to be	se avamined to an extent	11.000	
sidered adequate in the circumstances, the terminati	ion settlement proposa	is of its immediate subcontract	tors (exclusive of propose)	de filari	
against these immediate subcontractors by their subc	contractors). (2) The se	ettlements on account of immed	iate subconstructors' own c	chames	
are fair and reasonable, the charges are allocable to	the terminated portion	of this contract, and the settle	aments were negotiated in	n acced	
faith and are not more favorable to its immediate sul enriment were not involved: (3) The Contractor has n	boontractors than those	e that the Contractor would ma	ke if reimbursement by th	e Gov-	
their termination settlement proposals, which certific	tates are substantially	ir a form of this certificate a	nate certificates with respond (4) The Contractor has	pect to	
formation leading it to doubt (i) the reasonableness of	of the settlements with	more remote subcontractors or	(iii) that the charges for the	em are	
allocable to this contract. Upon receipt by the Contr	ractor of amounts cover	ring settlements with its immed	ate subcontractors, the Co	ontrac-	
tor will pay or credit them promptly with the amountors," as used above, includes suppliers.	nts so received, to the	extent that it has not previously	done so. The term "subco	ontrac-	
NOTE. The Contractor shall, under conditions stated	d in FAR 15 804-2, be	required to submit a Certificate	e of Current Cost or Pricin	ig Data	
(see FAR 15 804-2(a) and 15 804-6).					
NAME OF CONTRACTOR	8Y (3)	ignature of authorized official)			
			.1		
	TITLE		DATE		
NAME OF STREET, ASSOCIATION					
NAME OF SUPERVISORY ACCOUNTING OFFICIAL	TITLE		H-1: 1: THE		
	37747				
NSN 7540-01-142-9851	1437-101			(10-83)	
			FAR (48 CFR) 53.245(2)(4	4)	
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	ORMS MANAGEN	MENT DATA		6/14	1
FI	ATING				1
-			STOCK NUMBER	UNIT	
ISTRUCTION OF FORM PROMULGA OFFIC		BING DIRECTIVE	STOCK WUMBER	ISSUE	DIT
STRUCTION OF FORM PROMULGA		BING DIRECTIVE	STOCK NUMBER		DA
STRUCTION OF FORM PROMULGA	E PRESCRI		STOCK NUMBER	Shoot S	DA
ISTRUCTION OF FORM PROMULG/ OFFIC	FAR(48 CF	R) 53.249(a)(4)	STOCK NUMBER	Sheet	13,5
ISTRUCTION OF FORM PROMULG, OFFIC	FAR(48 CFI	R) 53.249(a)(4) DF EXISTING STOCK	319UK NUMBER	Sheet	13,5
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		MENT DATA	STANDARD FORM 1437 (Prescribed by GSA FAR (48 CFR) 53.245(a)(i	4)	

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SF 1438, FACE

		NT PROPOSA	L			FORM	APPROVE	D OMB NO.
		RT FORM)						0-0116
For Use by a Prime Contractor or THIS PAOPOSAL APPLIES TO ICA	Subcontractor in Ser	relement of a Fixed	Price Terminat	ed Contract Who	n Total Ch	arges C	laimed Are	Less Then \$10,000.
A PRIME CONTRACT WITH THE GOVERNMENT SUBCONTRACT OR PURCHASE O		NTRACT OR ASE ORDER	COMPANY	(Prime or Bubo	ran tructor)			
			STREET A	DORESS				
CONTRACTOR WHO SE	NT NOTICE OF TER	RMINATION						
NAME								113 733
ADDRESS			CITY AND	STATE				
			NAME OF	GOVERNMENT	AGENCY	gove	ERNMENT	PRIME CONTRACT
If moneys payable under the cont NAME OF ASSIGNEE	ract have been assigne	id, give the following	9			NO.		
NAME OF ASSIGNEE			COLVETO	****				
ADDRESS			-	TOR'S REFERE	MEE NO.	TION	CTIVE DAT	TE OF TERMINA
SECT	TION I - STATUS OF	CONTRACT OR	THE RESERVE AND DESCRIPTIONS	FECTIVE DATE	OF TERM	TAMIN	ION	
			FINISHED				HED OR	
PRODUCTS COVERED BY	TERMINATED	PREVIOUSLY	PAYMENT TO	IAND	TO 8	_	MENCED	COVERED
CONTRACT OR PURCHA	SE UNDER		BE RECEIVED THROUGH INVOICING	INCLUDED IN THIS PROPOSAL	COMPLE (Partial nation	CETED	TO BE	CONTRACT
(a)	Towns	(b)	(c)	(d)	(a)		(4)	(g)
	GUANTITY				-			
	QUANTITY				-			-
	8							
	QUANTITY							
	5	SECTION II - PR	OPOSED SETT	EMENT				
NO		ITEM				-	-	ALLO DE CE
	(Include only Items a	illocable to the term	ninsted portion	of contract)				AMOUNT OF CHARGE
1 CHARGE FOR ACCEPTABL 2 CHARGE FOR WORK-IN-PE	E FINISHED PRODE	BIAL ETC ON	ED BY INVOIC	ING Ifrom SF 1	434)		\$	
3 OTHER CHARGES INCLUD	ING PROFIT AND S	ETTLEMENT EXP	ENSES	7434)			\$	
4 CHARGES FOR SETTLEME	NT(S) WITH SUBCO	NTRACTORS					\$	
8 DISPOSAL AND OTHER CR							\$	
7 NET PROPOSED SETTLEM	ENT (Item 6 lam 4)	34, Col. 1)					\$	
8 ADVANCE, PROGRESS, AN	D PARTIAL PAYME	NTS					\$	
9 NET PAYMENT REQUESTE							2	
List your inventory on SF 1434 records relating to this proposal	for future available	thereto. Retain	for the applic	table period spe	ecified in	the pr	ime contra	ct all papers and
GIVE A BRIEF EXPLANATION O	F HOW YOU ARRIV	ED AT THE AMO	INTS SHOWN	N ITEMS 1 4 6	AND	-		
			INAME OF	VOUR COMPA	V			
CERTIFY that the above propose	d settlement includes	only charges alloca						
total charges (I term 5) and the disc	the contract or purch local credits (Item 6)	ass order. That the	BV (Signal	um of authorized	official)		-	
may, be used directly or indirect	or prepared with know	riedge that it will, o						
sertiemient proposeil(s) against agenc	ies of the United Stat	WL.	TITLE				167	ATE
	-					-		
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NSN 7540-01-140-8522	Where the space pros	ided for any inform		MINE, CONTINUE OF	s as paren	e sheet		D FORM 1436 (10-

		6/84			
CONSTRUCTION OF FORM	PROMULGATING	PRESCRIBING DIRECTIVE	STOCK NUMBER	UNIT OF	EDITION
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TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		STOCKING POINT WAREHOUSE SUPPLY ROOMS X PROMULGATING OFFICE (ONLY)			

INSTRUCTIONS

- 1. This settlement proposal should be submitted to the contracting officer, if you are a prime contractor, or to your customer, if you are a subcontractor. The term contract as used hereinafter includes a subcontract or a purchase order.
- 2. Proposals that would normally be included in a single settlement proposal, such as those based on a series of separate orders for the same item under one contract should be consolidated wherever possible, and must not be divided in such a way as to bring them below \$10,000.
- 3. You should review any aspects of your contract relating to termination and consult your customer or contracting officer for further information. Government regulations pertaining to the basis for determining a fair and reasonable termination settlement are contained in Part 49 of the Federal Acquisition Regulation. Your proposal for fair compensation should be prepared on the basis of the costs shown by your accounting records. Where your costs are not so shown, you may use any reasonable basis for estimating your costs which will provide for fair compensation for the preparations made and work done for the terminated portion of the contract, including a reasonable profit on such preparation and work.
- 4. Generally your settlement proposal may include under items 2, 3, and 4, the following:

- a. COSTS—Costs incurred which are reasonably necessary and are properly allocable to the terminated portion of your contract under recognized commercial accounting practices, including direct and indirect manufacturing, selling and distribution, administrative, and other costs and expenses incurred.
- b. SETTLEMENT WITH SUBCONTRACTORS— Reasonable settlements of proposals of subcontractors allocable to the terminated portion of the subcontract. Copies of such settlements will be attached hereto.
- c. SETTLEMENT EXPENSES—Reasonable costs of protecting and preserving termination inventory in your possession and preparing your proposal.
- d. PROFIT—A reasonable profit with respect to the preparations you have made and work you have actually done for the terminated portion of your contract. No profit should be included for work which has not been done, nor shall profit be included for settlement expenses, or for settlement with subcontractors.
- 5. If you use this form, your total charges being proposed (line 5), must be less than \$10,000. The Government has the right to examine your books and records relative to this proposal, and if you are a subcontractor your customer must be satisfied with your proposal.

STANDARD FORM 1438 BACK (10-43)

SCHED	ULE OF ACCOUNTING INF	FORMATION		3090-0115
To be used by prime contractors submin effecting subcontract sertlements w	itting termination proposals under Par ith prime contractor or intermediate a	t 49 of the Faderal Acquis	tion Regulation, Also	suitable for use by subcontracto
THIS PROPOSEL APPLIES TO ICAN	à one)	COMPANY (Prime or		
THE GOVERNMENT SUBCONTRACT WITH	SUBCONTRACT OR PURCHASE ORDER			
OR PURCHASE OR	DER NO.(S)	STREET ADDRESS		
CONTRACTOR WHO SEN	T NOTICE OF TERMINATION	CITY AND STATE		
NAME AND ADDRESS (Include ZIF	Code)	- Innantale :	nelude EIF Code)	
		NAME OF GOVERNA	ENT AGENCY	
		GOVERNMENT PRIM	E CONTRACTOR'S	EFFECTIVE DATE OF
LINDUVISION				
ACCOUNTS	ATION FROM WHOM ADDITIONAL	INFORMATION MAY BE	REQUESTED ON QU	ESTIONS RELATING TO
ACCOUNTIN	MATTERS	NAME	PROPERTY DISPO	SAL
TYCE				
	TELEPHONE NO.	TITLE		TELEPHONE NO.
	the state of the state of			
ADDRESS (Include ZIP Code)		ADDRESS (Include 2)	Code	
			Code)	
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	FORMS	MANAGEMENT DATA		6/84	
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E SYATE METHOD OF RECORDING AND ABSORBING (I) GENERAL ENGINEERING AND GENERAL DEVELOPMENT EXPENSE AND (2) EN MEERING AND DEVELOPMENT EXPENSE DIRECTLY APPLICABLE TO THE TERMINATED CONTRACT.	āī:
9. STATE TYPES AND SOURCE OF MISCELLANEOUS INCOME AND CREDITS AND MANNER OF RECORDING IN THE INCOME OR THE COS ACCOUNTS SUCH AS RENTAL OF YOUR FACILITIES TO OUTSIDE PARTIES, ETC.	17
10. METHOD OF ALLOCATING GENERAL AND ADMINISTRATIVE EXPENSE.	-
11. ARE COSTS AND INCOME FROM CHANGE ORDERS SEGREGATED FROM OTHER CONTRACT COSTS AND INCOME! (If "Vea" by what	method)
12. METHOD OF COMPUTING PROFIT SHOWN IN THE ATTACHED PROPOSAL AND REASON FOR SELECTING THE METHOD USED. FUR ESTIMATE OF AMOUNT OR RATE OF PROFIT IN DOLLARS OR PERCENT ANTICIPATED HAD THE CONTRACT BEEN COMPLETED.	NISH
13. ARE SETTLEMENT EXPENSES APPLICABLE TO PREVIOUSLY TERMINATED CONTRACTS EXCLUDED FROM THE ATTACHED PROPORTY (If "No," explain) YES NO	DSALS?
14. DOÉS THIS PROPOSAL INCLUDE CHARGES FOR MAJOR INVENTORY ITEMS AND PROPOSALS OF SUBCONTRACTORS COMMON TO TERMINATED CONTRACT AND OTHER WORK OF THE CONTRACTOR? (If "Yes," explain the method used in allocating amounts to the toportion of this contract.) YES NO) THIS ermine ted
13. EXPLAIN BRIEFLY YOUR MÉTHOD OF PRICING INVENTORIÉS, INDICATING WHETHER MATERIAL HANDLING COST HAS BEEN II IN CHARGES FOR MATERIALS.	NCLUDED
16. ARE ANY PARTS. MATERIALS, OR FINISHED PRODUCT, KNOWN TO BE DEFECTIVE, INCLUDED IN THE INVENTORIES? (IF "Yes," YES NO	explain.)
Where the space provided for any information is insufficient, continue on a separate sheet. STANDARD FORM PAGE 2	1439 (10-83)

17. WERE INVENTORY QUANTITIES BASED ON A PHYSICAL COUNT AS OF THE DATE OF TERMINATION	N1 (III.No, "explain exceptions)
S. DESCRIBE BRIEFLY THE NATURE OF INDIRECT EXPENSE ITEMS INCLUDED IN INVENTABLY CARE	
 DESCRIBE BRIEFLY THE NATURE OF INDIRECT EXPENSE ITEMS INCLUDED IN INVENTORY COSTS YOUR METHOD OF ALLOCATION USED IN PREPARING THIS PROPOSAL, INCLUDING IF PRACTICABI OF TIME UPON WHICH THEY ARE BASED. 	(See Schedule A. SF 1435) AND EXPLAIN LE, THE RATES USED AND THE PERIOD
A STATE OFFICE AND IN COLUMN TO SERVICE AND IN	
9. STATE GENERAL POLICIES RELATING TO DEPRECIATION AND AMORTIZATION OF FIXED ASSETS,	BASES, UNDERLYING POLICIES.
O DO THE COSTS SET EODTH IN THE ATTACHED SCALE	
0. DO THE COSTS SET FORTH IN THE ATTACHED PROPOSAL INCLUDE PROVISIONS FOR ANY RESERVE RESERVEST (IT "Yes," list such reserves) YES NO	ES OTHER THAN DEPRECIATION
1. STATE POLICY OR PROCEDURE FOR RECORDING AND WRITING OFF STARTING LOAD.	
2. STATE POLICIES FOR DISTINGUISHING BETWEEN CHARGES TO CAPITAL (FIXED) ASSET ACCOUNTS	AND TO REPAIR AND MAINTENANCE
3. ARE PERISHABLE TOOLS AND MANUFACTURING BUILD STING FOR ALLESSAN	
3. ARE PERISHABLE TOOLS AND MANUFACTURING SUPPLIES CHARGED DIRECTLY TO CONTRACT CO EXPENSES?	STS OR INCLUDED IN INDIRECT
Where the space provided for any information is insufficient, continue on a separate	STANDARD FORM 1439 (10-83)
	PAGE 3

NRC FORMS FACSIMILE HANDBOOK SF 1439, PAGE 4

24. HAVE ANY CHARGES FOR JEVERANCE, DISMISSAL, OR SEPARAYI explanation and estimates of amounts included.)	ON PAY BEEN INCLUDED IN THIS PROPOSAL! If "Yes," furnish brief
YES NO	
	그 사이의 얼마나 아내는 그리고 하는데 요하는데 하다고 하는데
28. STATE POLICIES RELATING TO RECORDING OF OVERTIME SHIFT	PREMIUMS AND PRODUCTION BONUSES.
26. DOES CONTRACTOR HAVE A PENSION PLANT (If "Yes," state metho	
YES NO	s of junating and soworption of past and current pension service costs.)
27. IS THIS SETTLEMENT PROPOSAL BASED ON STANDARD COSTS!	
YES (If "Yes," has adjustment to actual cost or adjustment for any signi	ficant variations been made! YES NO (If "No," explain.)
□ NO	
28. DOES THIS PROPOSAL INCLUDE ANY ELEMENT OF PROFIT TO THE (A)PROFIT SET FORTH SEPARATELY IN THE PROPOSAL OR (b) PRINISHED PRODUCT, IF ANY, IS INCLUDED IN THE PROPOSAL?	CONTRACTOR OR A RELATED ORGANIZATION, OTHER THAN
	If "Yes," explain briefly.)
L YES L NO	
29. WHAT IS LENGTH OF TIME (PRODUCTION CYCLE) REQUIRED TO RESTRESS THE PRODUCTION LINE TO THE COMPLETION AS THE FIN	RODUCE ONE OF THE END ITEMS FROM THE TIME THE MATERIAL
ENTERS THE PRODUCTION LINE TO THE COMPLETION AS THE FIN	IISHED PRODUCT!
MA STATE BOLIEV AND BROCEDURE FOR UPSIE CANON	AVIAN AFIRM PRINCIPLE IN A STATE OF THE STAT
30. STATE POLICY AND PROCEDURE FOR VERIFICATION AND NEGOT	TATION OF SETTLEMENTS WITH SUBCONTRACTORS AND VENDORS.
	IFICATE
THIS CERTIFIES THAT, TO THE BEST KNOWLEDGE AND BELIEF OF THE	HE UNDERSIGNED. THE ABOVE STATEMENTS ARE TRUE AND CORRECT.
The Contractor	BY (Signature of supervisor accounting official)
	TITLE
Where the space provided for any information	ion is insufficient, continue on a separate sheet.
	STANDARD FORM 1439 (10-83)
	PAGE 4

1440, FACE

	APPLICAT	TION FOR	PARTIAL PA	YMENT			FORE	3090-01	
	For use by Prime Con	stractor or Su	bcontractor under o	ontracts term	insted for the con	venience of	the C		10
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1 2 3 4	WORK-IN-PROCESS RAW MATERIALS, PURCHASED PA GENERAL AND ADMINISTRATIVE	ARTS, AND S	SUPPLIES				\$	SETTLEMENT P	
3 4 5	WORK-IN-PROCESS RAW MATERIALS, PURCHASED PAGENERAL AND ADMINISTRATIVE TOTAL (Sum of lines 1, 2, 3, and 4) SPECIAL TOOLING AND SPECIAL	ARTS, AND S	SUPPLIES				\$	SETTLEMENT P	
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FORMS MANAGEMENT DATA 6/84								
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SF 1440, REVERSE

		SECTION III - AGRE	EMENT OF APPLICANT		
IN CONSIDERATION OF	PARTIAL PAYMENT TH	AT MAY BE MADE, THE	APPLICANT AGREES AS FO	LLOWS:	
proposal or claim, the Cont Tressury under 50 U.S.C. (Interest shall not be charge	tractor shall repay the ex. App.) 1215(b)(2), intere chowever, for any (1) ex- until 10 days after the resyment under cost-	cess to the Government is at shall be computed for loss payment due to a red date of the retention or d reimbursement research a	n axees of the amount finally di spon demend together with inter- the period from the date of the uction in the Contractor's propo- lisposition, or any later date det and development contracts (with	rest at the rate establish excess payment to the osel or claim because of armined by the Contract	ed by the Secretary of the a date the excess is repeid. retention or other disposi- ting Officer because of the
(b) Prompt Settlement of its subcontractors.	operat. The applicant w	vill make every effort to e	expedite final settlement of the t	ermination settlement p	proposal and any proposals
(a) Disposal and Batactic a	an added to the cost or ag	reed value of inventory re	notify the Contracting Officer witteined by the applicant, exceeds at and Other Credits).	henever the proceeds re- the amount of its charg	paived from the disposal of ges (Section II, Line 9) and
		SECTION IV - CERT	IFICATE OF APPLICANT		Talk here
	nt of charges (exclusive o	of subcontractors' charges) due as of the date of this app	lication and allocable to	the terminated portion of
contract numberwith		, is not less than :		; that, to t	the best of my knowledge,
			(From Section II, Line	e 9)	
the amounts received are as	set forth above; and that	I have not assigned any m	oneys payable under this contra	ict, except as set forth a	DO VE.
NAME OF APPLICANT			BY (Signature of authorized o	(ficial)	
			TITLE		DATE
	SECTION V -	RECOMMENDATION	OF FIRST REVIEWING CO	NTRACTOR	
signed's termination settle it recommends that the re The undersigned agree	ment proposei against quested partial payment to s that it will promptly per	be made.	by the applicant as due will consider the special spainst amounts owing from the special spainst amount or demand any amount or demand and de	om the applicant any am	
NAME OF CONTRACTO	A		8V (Signature of authorized	official)	
			TITLE		CATE
	SECTION VI -	RECOMMENDATION	S OF OTHER REVIEWING	CONTRACTORS	
cent and will constitute a	proper charge in the term ed screes that it will pro-	metion settlement proposi mptly pay over to its imm	mount of the partial payment rail of the undersigned. nediate subcontractor or credit a hat it will repay to the Government	gainet amounts owing f	rom such subcontractor any
CONT	RACTOR	DATE	IDENTIFICATION OF YOUR CONTRACT		OFFICER, PARTNER,
					three disc.
1					
2		-			
3					
	Where the space	re provided for any inform	ation is insufficient, continue or	s separate sheet.	
	الكرية المالية			STANDARD	FORM 1440 BACK (10-83)

SF 1442, FACE

SOLICITATION, OFFER, AND AWARD (Construction, Alteration, or Repair)		ADVERTISED (PAGE OF PAGE
MPORTANT - The "offer" section on the re	verse must be fully comple	ted by offeror.		
CONTRACT NO.	5. REQUISITION/PURCHAS	E REQUEST NO. 6. PR	OJECT NO.	
ISSUED BY CODE	8.	AGORESS OFFER TO		
FOR INFORMATION A. NAME		B. TELEPHONE NO. (II	nclude area code) (NO COL	LECT CALLS)
	SOLICITA	TION		
OTE: In advertised solicitations "offer" and S. THE GOVERNMENT REQUIRES PERFORMAN	Pattaras Property Indian	105-1-4-17		
I. The Contractor shall begin performance will award notice to proceed. This performance will award	thin calendar da			ays after receiving
award, notice to proceed. This perf	ormance period is m.	andatory, negotiable	e (See	
award, notice to proceed. This perf	ormance period is m.	andatory, negotiable		
2A. THE CONTRACTOR MUST FURNISH ANY R (If "YES," inducate within how many colendar of	ormance period is m. EQUIRED PERFORMANCE A lass after award in Item 128.1	andatory, negotiable	e (See	
award. Include to proceed. This performance of the CONTRACTOR MUST FURNISH ANY R (Iff "YES," indicate within how many colendar of YES. NO. ADDITIONAL SOLICIYATION REQUIREMENT CONTAINING OFFERS In and Copies local time (date). It containing offers shall be marked to show the containing of the containing offers shall be marked to show the containing of	ormance period is m. EQUIRED PERFORMANCE A least offer award in Item 128.) 5. I to perform the work requires its an advertised solicitude offeror's name and addresses.	andatorynegotiable ND PAVMENT BONOS? ired are due at the place is	128. CALENDAR DA	AYS (hour
award. Include to proceed. This performance of the CONTRACTOR MUST FURNISH ANY R (Iff "YES," indicate within how many colendar of YES. NO. ADDITIONAL SOLICIYATION REQUIREMENT CONTAINING OFFERS In and Copies local time (date). It containing offers shall be marked to show the containing of the containing offers shall be marked to show the containing of	ormance period is m. EQUIRED PERFORMANCE a lays after award in Item (28.) S: I to perform the work requirements in an advertised solicity this is an advertised solicity to offer or 's name and addressired.	andatory. negotiable AND PAVMENT BONOS? ired are due at the place is ation, offers will be publices, the solicitation numbers.	specified in Item 8 byicly opened at that time er, and the date and time	(hour.
awardnotice to proceed. This perform the CONTRACTOR MUST FURNISH ANY R (Iff "YES," indicate within how many colendar of YES	ormance period is m. EQUIRED PERFORMANCE a lays after award in Item (28.) S: I to perform the work requirements in an advertised solicity this is an advertised solicity to offer or 's name and addressired.	andatorynegotiable AND PAVMENT BORIOS? ared are due at the place a stion, offers will be publices, the solicitation numb visions and clauses incorp	ipecified in Item 8 by icity opened at that time er, and the date and time	Sealed envelopes a offers are due.

	FORMS	MANAGEMENT DATA													
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PC (Postal Card)		IMMEDIATELY ISPECTATI													
TC (Tab Card) TP/(Tab Paper/Number of Parts)		WHEN NEW STOCK IS AVAILABLE													
ENVL			AT THE SALE			11 7 N. S. S. S.	1 7 W - W					STOCKING POINT			
OTHER (Specify)		WAREHOUSE SUPPLY ROOM PROMULGATING OFFICE (ONL	AS VI												

SF 1442, REVERSE

TIME AND AUGMESS OF	OFFEROR (Include ZIP Co		completed by offerer) 5. TELEPHONE NO. (Include	area code)	
	OFFERON (Include Size Co		6. REMITTANCE ADDRESS		rent than liem 14)
100	FACILITY CODE		v in strict accordance with the	same of this statistics	tion if this offer is accepted
by the Government within . stated in form 13D. Pallure	calendar days at	fter the date offers a	re due. (Insert any number eq	uel to or greater then	the minimum requirement
B. The offeror agrees (a) to (b) to furnish any requi	red performance and pay	ment bonds.		B within the time	specified in Item 13D, and
	19. AC	KNUWLEDGME	NT OF AMENDMENTS to the solicitation — give num	nber and date of each	,
MENDMENT NO.					
DATE					
OA. NAME AND TITLE OF F	PERSON AUTHORIZED TO	SIGN OFFER	208. SIGNATURE		20C. OFFER DATE
1. ITEMS ACCEPTED:	A	NARD (To be con	npleted by Government)		
	A		ITING AND APPROPRIATIO	N DAYA	
22. AMOUNT	ADDRESS SHOWN IN		ITING AND APPROPRIATIO	NT TO	
22. AMOUNT 24. SUBMIT INVOICES TO A (4 copies unless othe	ADDRESS SHOWN IN	23. ACCOUN	ITING AND APPROPRIATIO	NT TO 41 USG	252(c)()
22. AMOUNT 24. SUBMIT INVOICES TO A (4 copies unless other	ADDRESS SHOWN IN Intrales specified)	23. ACCOUNT	25. NEGOTIATED PURSUA	NY TO 1 41 USG	: 252(c)()
22. AMOUNT 24. SUBMIT INVOICES TO A (4 copies unless other 28. ADMINISTERED BY	CONTRACTING CODE CONTRACTING CODE CONTRACTING REEMENT (Contractor is recopies to issuing office times or perform all work, resultion sheets for the considerations of the parties to the saverd, (b) the solicitation or inc., and specifications or inc.	23. ACCOUNTENANCE OF THE PROPERTY OF THE PROPE	### TING AND APPROPRIATION 25. NEGOTIATED PURSUA 10 USC 2304(a) 27. PAYMENT WILL BE MA ###################################	APPLICABLE tor is not required so eaby societied so to their control as to their controls of (a) it.	sign this document.) Your offe te items listed This award cor he Government solicitation an
28. NEGOTIATED AG document and return to furnish and deliver all its on this form and any contin contract. The right and ob governed by (a) this contract representations, certification	CONTRACTING CODE CONTRACTING REEMENT (Contractor is recopies to assume officers or perform all work, resulting to the parties to it is award, (b) the solicitation or incompression of the parties to it is award, (b) the solicitation or incompression of the performance of the p	23. ACCOUNTIEM OFFICER WILL CO required to sign this () Contractor agrees quisitions identified pration slated in this his contract shall be and ic) the clauses, corporated by refer-	25. NEGOTIATED PURSUA 10 USC 2304(a)(27. PAYMENT WILL BE MA 29. AWARD (Contract on this enlicitation, is here summers the contract, will your offer, and (b) this onecessary	APPLICABLE for is not required so eby scuepted as to thinch consists of (a) to ontract award. No fi	sign this document.) Your offe te items listed. This eward con he Government solicitation an urther contractual document
28. NEGOTIATED AG document and return to furnish and deliver all its on this form and any contin contract. The rights and ob governed by (a) this contract representations, certification ence in or attached to this co	CONTRACTING CODE CONTRACTING REEMENT (Contractor is recopies to assume officers or perform all work, resulting to the parties to it is award, (b) the solicitation or incompression of the parties to it is award, (b) the solicitation or incompression of the performance of the p	23. ACCOUNTIEM OFFICER WILL CO required to sign this () Contractor agrees quisitions identified pration slated in this his contract shall be and ic) the clauses, corporated by refer-	25. NEGOTIATED PURSUA 10 USC 2304(a)(27. PAYMENT WILL BE MA 29. AWARD (Contract on this enlicitation, is here summers the contract, will your offer, and (b) this onecessary	APPLICABLE tor is not required so eby scuepted as to thich consists of is) to not react sweed. No fi	sign this document.) Your offe te items listed. This eward con he Government solicitation an urther contractual document

CONTRACTOR'S REQUEST FOR		T	Gard Ha. 30Mo_4105
MPCRTANT. This form is to be completed in accordance with	instructions on reverse.	-	
	ATIFICATION INFORMA	TION	
TO NAME AND ADDRESS OF CONTRACTING OFFICE	E FROM WANT AND	S ASSESS OF	CONTRACTOR (Include 20 Code)
AYING OFFICE	- 1000		
	T SMALL BLA VESS	12 7000482781	NO. IS CONTRACT PRICE
	The state of the s	E SUNTRACT	S COMPRACT PRICE
	VES 40		\$
E PAGG PUNTS IS LIGUIDATION A VEAR IS MONTH	MARO BA PROGRESS PAYE	HENT REQUEST	ER GITE OF THIS REQUEST
1 18 1 1 18	The second second		
######################################			
SECTION II - STATEMENT OF COSTS UNDE	IN THIS CONTRACT THE	IOUGH	(Date)
# PAIG COSTS ELIGIBLE UNDER PROGRESS PAYMENT CLAUSE 6 INCURRED COSTS ELIGIBLE UNDER PROGRESS PAYMENT CU		-	\$
TOTAL COSTS ELIGIBLE FOR PROGRESS PAYMENTS HER # po	MUSE (ex (d)		
2 & TOTAL COSTS INCURRED TO DATE		\$	
B ESTINIATED ADDITIONAL COST TO COMPLETE 13 ITEM 11 MULTIPLIED BY ITEM 6s	No. of Concession, Name of Street, or other Designation of Concession, Name of Concession, Nam		
13 ITEM 11 MULTIPLIED BY ITEM BE 14 & PROGRESS PAYMENTS PAID TO SUBCONTRACTORS			
D. LIQUIDATED PROGRESS PAYMENTS TO SUBCONTRACTORS		-	
E CALIGUIDATED PROGRESS PAYMENTS TO SUBCONTRACTO	SMS ((fem) 40 km (46)		
# SUBCONTRACT PROGRESS BILLINGS APPROVED FOR CURR # ELIGIBLE SUBCONTRACTOR PROGRESS PAYMENTS WWW. 14	RENT PAYMENT		
IS TOTAL DOLLAR AMOUNT (IMM 12 pine 14)	FC Fine (84)		
IS ITEM 5 MULTIPLIED BY ITEM BE			
7 LESSER OF ITEM 15 OR ITEM 16			
1 OTAL AMOUNT OF PREVIOUS PROGRESS PAYMENTS REQUE TO MAXIMUM BALANCE ELIGIB 2 FOR PROCRESS PAYMENTS IN			
SECTION III - COMPUTATION OF LIN	HTS FOR OUTSTANDING	PROGRESS	AYMENTS
SECTION II: - COMPUTATION OF LIM *SEE SPECIAL INSTRUCTIONS ON BACK FOR	USE UNDER THE FEBRRAL	ACQUISITION	REGULATION
20. COMPUTATION OF PROGRESS PAYMENT CLAUSE (NIZ)(I) IN NIC		\$	
* COSTS INCLUDED IN 176M 11 APPLICABLE TO ITEMS DELIV ACCEPTED TO THE DATE IN HEADING OF SECTION II	VERED, INVOICED, AND	No.	
B COSTS ELIGIBLE TOR PROGRESS PAYMENTS, APPLICABLE AND TO DELIVERED ITEMS NOT INVOICED AND ACCEPTED		1	
AND TO DELIVERED ITEMS NOT INVOICED AND ACCEPTED 5. ITEM 300 MULTIPLIED BY ITEM 64	(Eterne) lear \$0e)	1	
A ELIGIBLE SUBCONTRACTOR PROGRESS PAYMENTS (Fem /	(e)		- 12
a. Linki TATION ei3iti or siditi (item zile eise žile). *			
21 COMPUTATION OF PROGRESS PAYMENT CLAUSE INITION OF ME		100	
 CONTRACT PRICE OF ITEMS DELIVERED, ACCEPTED AND II HEADING OF SECTION II 	NVOICED TO GATE IN		
B CONTRACT PRICE OF ITEMS NOT DELIVERED ACCEPTED AN	NO MYDICED ITMM 5 INM \$14	ur.	
C ITEM 216 MULTIPLIED BY ITEM 86			
O UNLIQUIDATED ADVANCE PAYMENTS FLUS ACCRUSED INTO A LIMITATION (MISTRE OF AUSTRE). (See \$14).*	EREST		
22 MAXIMUM UNLIOLIGATED PROGRESS PAYMENTS (Leaser of Its	em 20a or 21a;		
23 TOTAL AMOUNT APPLIED AND TO BE APPLIED TO REDUCE PA	ROGRESS PAYMENT		
24 UNI, IQUIDATED PROGRESS PAYMENTS IZEM 13 for 251			
25 MAXIMUM PERMISSIBLE PROGRESS PAYMENTS (IMM 22 MM 24 28 AMOUNT OF CURRENT INVOICE FOR PROGRESS PAYMENT (A	emer of them 15 or 15		
	27 17 17 17		
22. AMOUNT APPROVED BY CONTRACTING OFFICER			
CE	RTIFICATION		
certify that the above transment hwith attachments has be scordance with the contract and the instructions become and i contract performance reviews as timewith reported in vertical, and furthers their be quartifyed and amounts involved as consis- sional as instructed in vertical presents or on previous progress swords as instructed in vertical presents or on previous progress swords as instructed in vertical presents or on one-vious progress sword for and violated or or progress independent to the con- tracted any adverse change in the Institution control of the con- position control of the contractor of the Covenies of the contractor.	10 the best of mis knowledge flame been paid to the extre se, in the cridinary downer or stent year the requirements is playment request had which would affect or into playment aros the submiss. If in connection with the co- soul not exceed the majories and not exceed the majories.	phand belief in mit shown herein if bookiness, mat s of the contra against the Govern- on of the most contract, that of missing a ship of missing missing a ship of missing missing missing missing missing missing missing missing missing missing missing missing	all it is connect, that is the coets of n, or where not shown a good have the work reflected above has been it. That there are no encumbranual error to be expensively as county and ments the expensive work as peace no ments to till, that there has been no recent without information dams of the extent of any comman provi-
NAME AND TITLE OF CONTRACTOR REPRESENTATIVE SIGNING	THE EGNATURE		
	-1		
NAME AND TITLE OF CONTRACTING OFFICER	SCHATURE		
NSN 7540-01-1-20-5825 144-0-10-1			\$TANDARD FORM 1642 (10-15)
			PAR (48 CFR 53.232)

FORMS MANAGEMENT DATA 6/84								
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECT	IVE	STOCK NUMBER	UNIT OF	ECITION		
X SHEET, 8½ x 14", h to f CARD PD/(Pad/Sheet per Pad) US/(Unit Sets/Number of Parts) MP/(Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card) TP/(Tab Paper/Number of Parts)	ADM:DC		HER PECIFY)		Sheet			
ENVL OTHER (Specify)		WAREHOUSE SUPPL	Y ROOMS		1			

INSTRUCTIONS

GENERAL- All entries on this form must be typewritten - all doller amounts must be shown in whole dollers, rounded up to the next whole doller. All line -tem numbers not included in the instructions below are self-explanatory.

SECTION 1 - IDENTIFICATION INFORMATION. Complete Items 1 through 8c in accordance with the following instructions

Item 1, TO — Enter the name and address of the cognizant Contract Administration Office, PAYING OFFICE — Enter the designation of the paying extics, as indicated in the contract.

isem 2 FROM CONTRACTOR'S NAME AND ADDRESS/ ZIP CODE – Enter the name and mailing address of the contractor. If applicable, the division of the company performing the contracts should be entered immediately following the contractor's

Item 3. Enter an "X" in the appropriate block to indicate whether or not the contractor is a small business concern.

Item 5. Finer the total contract price, as amended. If the contract provides for escalation or price redetermination, enter the initial price in the contract of the incentive type, enter the target or billing price; if the contract of the incentive type, enter the target or billing price, as amended until final pricing. For letter contracts, enter the maximum expenditure authorized by the contract, as amended.

Item 6A. PROGRESS PAYMENT RATES — Enter the 2-digit progress payment percentage rate shown in paragraph (a)[1] of the progress payment clause.

Item 68. LIQUIDATION RATE — Enter the progress payment liquidation rate shown in paragraph (b) of the progress payment clause, using three clights - Example: show 80% as 800 - show 72.3% as 723.

Item 7. DATE OF INITIAL AWARD — Enter the last two digits of the calendar year. Use two digits to indicate the month. Example show Janaury 1982 as 82/01.

Item BA. PROGRESS PAYMENT REQUEST NO. — Enter the number assigned to this request. All requests under a single contract must be numbered consecutively, beginning with 1. Each subsequent request under the same contract must continue in sequence, using the same series of numbers without omission.

Item 88. Enter the date of the request

SECTION II — GENERAL INSTRUCTIONS. DATE. In the space provided in the heading enter the date through which costs have been accumulated from inception for inclusion in this request. This date is applicable to item entries in Sections II and III.

Cost Sasis. For all contracts with Small Business concerns, the base for progress payments is total costs incurred. For contracts with concerns other than Small Business, the progress payment base will be the total recorded paid costs, together with the incurred costs per the Computation of Amounts paragraph. If the progress payment clause in FPR 1-30 B10-1(a) or FAR 52 223-16, as appropriate. Total costs include all expenses paid and incurred, including applicable imanufacturing and production expense, general and administrative expense for performance of contract, which are reasonable, allocable to the contract, consistent with sound and generally accepted accounting principles and practices, and which are not otherwise excluded by the contract.

Manufacturing and Production Expense, Geveral and Administrative Expense. In connection with the first progress payment request on a contract, attach an explanation of the method, bees and period used in determining the amount of such of these two types of expenses. If the method, bees or periods used for computing these expenses differ in subsequent requests for progress payments under this contract, attach an explanation of such changes to the progress payment request involved.

Incurred Costs Involving Subcontractors for Contracts with Small Business Concerns. If the incurred costs eligible for progress payments under the contract include costs shown in invoices of succentractors, suppliers and others, that portion of the costs computed on such invoices can only include costs for: (1) completed work to which the prime contractor has acquired title: (2) materials delivered to which the prime contractor has acquired title: (3) services rendered, and (4) costs billed under cost reimbursment or time and material subcontracts for work to which the prime contractor has acquired title.

SECTION II - SPECIFIC INSTRUCTIONS

Item 9. PAID COSTS ELIGIBLE UNDER PROGRESS PAYMENT CLAUSE - Line 9 will not be used for Small Business Contracts.

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For large business contracts, costs to be shown in Item 9 shall include only those recorded costs which have resulted at time of request in payment made by cash, check, or other form of actual payment for items or services purchased directly for the contract. This includes items delivered, accepted and paid for, resulting in liquidation of subcontractor progress payments.

Costs to be shown in Item 9 are not to include solvence payments, downopsyments, or deposits, all of which are not eligible for reimbursement; or progress payments made to subcontractors, suppliers or others, which are to be included in Item 14. See "Cost Basis" above.

Item 10. INCURRED COSTS ELIGIBLE UNDER PROGRESS PAYMENT CLAUSE — For all Small Business Contracts, Item 10 will show total costs incurred for the contract.

Costs to be shown in Item 10 are not to include advance payments, downpayments, deposits, or progress payments made to subcontractors, suppliers or others.

For large business contracts, costs to be shown in Item 10 shall include all costs incurred (see "Cost Basis" above) for materials which have been issued from the stores inventory and placed into production process for use on the contract for direct labour, for other direct in-house costs, and for properly allocated and allowable indirect costs as set forth under "Cost Basis" above.

Item 12a. Enter the total contract costs incurred to date; if the actual amount is not known, enter the best possible estimate. If an estimate is used, enter (E) after the amount.

Item 12b. Enter the estimated cost to complete the contract. The estimate may be the last estimate made, adjusted for costs incurred since the last estimate: however, estimates shall be made not less frequently than every six months.

Items 14a through 14e. Include only progress payments on subcontracts which conform to progress payment provisions of the prime contract.

Item 14a. Enter only progress payments actually paid.

item 14b. Enter total progress payments recouped from subcontractors.

Item 14d. For Small Business prime contracts, include the amount of unoald subcontract progress payment billings which have been approved by the contractor for the current payment in the ordinary crume of business. For other contracts, enter "O" amount.

SECTION III — SPECIFIC INSTRUCTIONS. This Section must be completed only if the contractor has received advance payments egainst this contract, or if items have been delivered, invoiced and accepted as of the date indicated in the hasding of Section II above. EXCEPTION: Item 27 must be filled in by the Contracting Officer.

Item 20s. Of the costs reported in Item 11, compute and enteronly costs which are properly allocable to items delivered, invoiced and accepted to the applicable date in order of preference, these costs are to be computed on the basis of one of the following. (a) The actual unit cost of items delivered, giving propers consideration to the deferment of the starting load costs or, (b) projected unit costs (based on experienced costs plus the estimated cost to complete the contract), where the contractor maintains cost data which will clearly establish the reliability of such estimates.

Item 20d. Enter amount from 14e

Item 21s. Enter the total billing price, as adjusted, of items delivered, accepted and invoiced to the applicable date.

Item 23. Enter total progress payments liquidated and those to be liquidated from billings submitted but not yet paid.

Item 25. Self-explanatory, [NOTE] If the entry in this item is a negative amount, there has been an overceyment which requires adjustment.)

Item 26 Self-explanatory, Lut if a lesser amount is requested, enter the lesser amount.

SPECIAL INSTRUCTIONS FOR USE UNDER FEDERAL ACQUISITION REGULATION (FAR).

Items 20 and 20e. Delete the references to a 3(ii) of the progress

Items 21 and 21e. Detete the references to ai31(ii) of the progress

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SF 2806, FACE

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	FORMS	MANAGEMENT DATA		6/84	
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endert Form 1967-3 vised Decimber 1962 8: Office of Personnel Management M Cupplement 531-1 107-308	RETIREMENT FU	SUMMARY IND TRANSACTIONS ETIREMENT SYSTEM	interagency Control Number 1081-0PM-AN
gency Name	Agency Number	Suresu or Reporting Unit and Local	ion (City, State, and ZIP Code)
ubmission Date (Month: Day, Year)	Calendar Year Ended	Individual Completing Report and T	elephone Number (Including Area Code)
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ARREST STATE			TOTAL DEDUCTIONS TO EMPLOYEE'S CREDIT
Total of individual retirement accoundsource—Closing balance of previous agree with opening balance. Adjustment of prior year reports (p.	ious year's report) nce in General Ledger Reciproca	il Control Account)	
(Source—Register of Adjustment	-Standard Form 2807-1)		
3. Adjusted total			
Prior balances to credit of employs (Source—Copies of Register of Se (Include only the balances on Si	parations and Transfers received fr	rom other units-Standard form 2807)	
A. Intra-agency transfers in			
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5. Total (3 plus 4)			
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9. Total (5 plus 6 plus 7 plus 8)			
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A intra-agency transfers ou	Charles de la colonia de la co	largety, is more than the fe	
5. Other			THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.
11. Total of individual retirement accounts (Should agree with closing bala)	int balances at close of year. Deci nce in General Ledger Reciproca	ember 31, 19 (9 minus 10) of Control Account)	DERIVE WAS
12. Number of employees' accounts it	ncluded in line 11	main Medicaran	
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Signature of Authorizing Official	Te		Date Signed (Month: Day, Year)
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			plan as shown belo (Copy the informs								
PARTB	Name of Plan					Opt	on		Enrollment C		
Fill in this part if you wish to coroll or change your on-				(High or Low)							
refleated in a Health Benefits Plan. If enrollment is	2. in space below to 22, including (a) regular parent-of the disability, is in DO NOT LIEY PA THEY ARE DEP	at all eligible family in legally adopted chill hild relationship. In Ecapable of self-au ARENTS OR OTHER ENDENT ON YOU	members without ax idren and recognize clude also any unn pport. (Attach a do AS WING ARE NOT AND ARE LIGTED	*	ur spoumen and (ber 22 who for a dis	first, the o) stepch o becam sabled o seems.	en your und lidren, and le disabled hild age 22 THEY WILL	sarried depe foater child before age or over, if o NOT RECE			
for Self Only, an-	Names of Fe	amily Members	(Munifi, Day		Nam	es of Fa	mily Memb	ers	Date of (Month, De		
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				2					[
If you are chang- ing your saroft- ment, size fill is				(B)						7	
Part D.				4				- 5		8	
PARTC	Place an "X" in iter			- 1-							
Fill is this part if you wish MOT to	1. I elect not to enroll in a plan under the Federal 2. I elect 5. Employees Health Benefits Program.					o cancel my present enrollment under the code below:					
sered or it yes							esent Enrollment Code If you elect to cencel,				
year sarehases.									sure to read tion of Enro back of page		
PART D	Answer items 1, 2, 1. Enrollment Code		2. Number of ex					t which no	mits change:		
Fill in this part, as	1. Entonment Code	or Present Plan.	change./See	rable on back o	1 page 2			a writer per	man criange.		
well as Part 8, to change your regis- tration.							Mont	h	Day	Yeer	
PART E All who register must fill in this part.	Your Signature (Do	not print)		Date		the of	reto is a vi not more ti	r willful molesion of the	nel false stater isrepresentati e law punishel 0 or imprisons th. (18 U.S.C.	on relative se by a fine nent of not	
	1. Name and Addre	ess (Including ZIP (Code) of Employing	Office			Date Receiv Employing		3. Effective Election	Date of	
PART F To be completed by spency						4.5	ayroll Offic	oe No	5. SF 2811 F	report No	
	Signature of Author	nzed Agency Offici									
REMARKS for use only by agency.									Office of Personn		

	FORMS	MANAGEMENT DA	ATA		6/84	
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TABLE OF PERMISSIBLE CHANGES IN ENROLLMENT OF EMPLOYEES AND ANNUITANTS Enrollment May Be Canceled or Changed From Family to Self Only at Any Time

	Events Which Permit Enrollment	or Change		Change Permit		Time Limit in Which Registration
No	Evera		From Not Enrolled to Enrolled	From Sell Only to Family	From One Plan or Option to Another	Form Electing Change Must Be Filed With Employing Office
1	Open season	Employees	Yes	Yes	Yes	As announced by the Office of Personnel
-	Open season.	Annuitante	No	Yes	Yes	Management.
2	Change in martal status (Mamage, death of spouse.)	dvorce, ennulment	Yes	Yes	Yes	From 31 days before to 60 days after change in marker statue.
3	Other change in family status (For example, birth of a chid, legal separation, discharge from mistary service of a spouse or of a child under age 22.)		No	Yes	No	Within 60 days after change in family status.
4	Move from an area served by a co- which enrolled at time of move.	mprehensive plan in	Does not apply	Yes	Yes	At any time after move
5	Termination of enrollment by emptain because of termination organization.	ployee organization of membership in	Does not apply	No	Yes	Within 31 days after termination of enrollment in plan.
6	Employee covered as family memiline Program, loses coverage other or change to Set Only of the coveragioyee, covered under the prederal employees or the Union Benetias Program, loses such cove	then by cancellation vennig envolvment; or program for retired med Services Health	Yes	Does not apply	Does not apply	Within 60 days after the effective date of termination by death of the person enrolled. Within 31 days after termination for other reasons.
7	Employee, covered as a family member of another under this Program loses coverage because of change of the covering smollment from Family to Self Only		Yes, for Self Only	Does not apply	Does not apply	Within 31 days after change of covering environment has been filed.
8	Employee transfers to overseas post of duty from the United States, or reverse.		Yes	Yes	Yes	Within 31 days before or after move.
9	Return to active critisan duty from military service which was not imited to 30 days or less.		Yes	Yes	Yes	Within 31 days after return to active civilian duty
10	Termination of plan (under this Program) in which enrolled.		Does not apply	Yes	Yes	As set by the Office of Personnel Management.
11	Set Cruy enrollment under this Program of employee's or annutant's spouse terminates as a result of change in apouse's Federal employment status or 365 days' nongay status.		No	Yes	No	Within 31 days after termination of spouse's onrollment.
12	Employee who e not enrolled remployee covered by parent's e program, reaches age 22.	reaches age 19; or nrollment under this	Yes	Does no apply	Opes not apply	Within 31 days after 19th or 22nd birthday.
13	Enrolled employee retires from our and is eligible to continue enrollme	versees post of duty nt as annutant.	Does not apply	Yes	Yes	Within 60 days after retirement.
14	Enrolled employee or annuitant I Medicars.	becomes eligible for	Does not apply	No	From high to any available low option	At any time after 31 days before becoming eligible for Medicare.
15	Employee's eligible child for child under another anvolment under the	ren) loses coverage s Program	No	Yes	No	Within 31 days after childre (children's) loss of coverage.
16	Employee loses coverage und program of medical assistance for	er Medicaid (State the needy)	Yes	Does not apply	Does not apply	Within 31 days after termination of Medicard.
17	Employee loses coverage under cancelletion of the covering enroll	the Program due to here.	Yes	Does not apply	coverage is lost, in cancellation of the	in the same plan and option as that from which if eligible to enroil in that plan, within 31 days after a covering enrollment, it not eligible to a roil in the covering enrollment, it not eligible to a roil in the it in the same option of any available plan within
18	Enrolled employeers employment full-time to "part-time career employees Part-Time in the Federal Employees Part-Time	statue changes from abyment' as defined	No	No	Yes	Within 31 days after the change in employment status

EFFECTIVE DATES

Envoluments and changes in envolument (except cancellations and open season changes) become effective on the first day of the first day period after the one in which (1) the employing office receives the registration form (Standard Form 260); and which (2) allows a pay period during any part of which the employee was in a pay atalus. (The pay status requirement does not apply to a change from Set and Family to Set (1) only 1).

A cancellation becomes effective on the last day of the pay period after the pay period in which the employing office receives the SF 2809 if the employer is on a monthly of a 4-weekly pay period, and the employing office receives the SF 2809 at least 15 days before the end of the pay period, the cancellation will become effective at the end of the

INSTRUCTIONS FOR EMPLOYEES AND ANNUITANTS

Read Carefully Before Completing Form

Before registering, employees should study BRI 41-331, FEHB Enrollment Information and Plan Comparison Chart. Annuitants should read BRI 41-18, Information for Annuitants If you need information or help, consult the person or office which usually advises you on personnel matters. You can also obtain information and assistance from the Office of Personnel Management. The information you provide on this form is needed to document in your personnel, payroll and/or retirement records file your enrollment in the Federal Employees Health Benefits Program under in their plan. (2) verity your and/or your family's eligibility for payment of a claim for health benefits services or supplies, and (3) coordinate payment of claims with other carriers with whom you might also make a claim for payment of benefits. This information may also be disclosed to other Federal apencies or Congressional offices which have a need to know it in connection with your application for a job, Icense, grant or other benefit, it may also be shared with national, state, local or other charitable or social security administrative agencies to determine and issue benefits under their programs. In addition, to the switch this information indicates a possible violation of evol or criminal light, it may be shared with an appropriate Federal state, or local law enforcement agency. You are requested to provide your Social Security Number (SSN) so that it may be used as your individual identifier in the Federal Employees Health Benefits Program. Executive Order 9397, dated November 22, 1943, allows Federal agencies to use the Social Security Number (SSN) so that it may be used as your benefits or social security or social security or social security in the security of the switch of the security of the s

Completion of the Form

- Use typewriter or bear down with ball-point pen to make legible copies. Sign and date in Part E and submit all copies to your employing office. Do not detach.

 If you wish to enroll, fill in Parts A, B, and E.
- If you do not wish to enroll or if you are enrolled and wish to cancel your enrollment without joining another plan, fill in Parts A. C. and E.
- A.C. and E.

 If you wish to change your enrollment from Self Only to Self and Family (or the reverse) or if you wish to change from your present plan or option to another plan or option, fill in Parts A, B, D, and E.

Dual Enrollment Prohibited

No person may be enrolled FEHB both as an employee or annultant and covered as a member of a family. If your write or husband works for the Government, you may each enroll for Self Only or one of you may enroll for Self and Family. If you are unmarried and under age 22 and haive a parent who is a Federal employee enrolled for Self and Family under this Program, you are covered under your parent's enrollment and may not enroll in your own name until you lose this program. this coverage.

Enrollment Code

The enrollment code you fill in shows the plan and option in which you will be enrolled it also shows whether you are enrolling for Self Cnly or Self and Family.

Be sure you copy the name of the plan and the enrollment code from the brochure accurately.

Enrollment in a Comprehensive Plan

If you enroll in a comprehensive plan (group-practice or individual-practice), be sure you are in the geographic area served by the plan; otherwise, you may be entitled only to the plan's out-of-area bene-

Enrollment in an Employee Organization Plan

If you enroll in an employee organization plan, you must be (or become) a member of the organization which sponsors the plan. Your membership will be verified.

If You Are Registering for Someone Else

If you are registering for an employee or annuitant under a written authorization from him to do so, sign your name and attach the

Medical Certificates

- If you encol for Self and Family and the family includes a child age 22 or over who is incapable of self-support because of mental or physical incapacity which existed prior to attainment of age 22, you must attach a certificate signed by a doctor which gives the ollowing information
 - The child's name

 - B. The nature of the child's disability.
 C. The period of time the disability has existed.
 - The probable future course and duration of the disability. The doctor's name and address.

- 2. The decision of your employing office concerning the disability is final and unless the child's disability is considered permanent, the doctor's certificate may have to be renewed from time to time.

 3. In the case of a disabilied child under age 22 whose disability, is expected to continue for at least one year beyond age 22, a doctor's certificate should be filled with your employing office at least 30 days before the child's 22rd birthday, otherwise the child may no longer he covarid as a member of the lamby. be covered as a member of the family.
- If you are changing your enrollment, a new medical certificate is not required if one which has not expired is already on file.

- If you are an annuitant under the Civil Service Retirement System If you are an annumers under the Civil Service Heterment system, the Civil Service Retirement System, Office of Personnel Man-agement, Washington, D.C. 20415, acts as your "employing office."
- If your annuity is being paid by a system other than the Civil Service Retirement System, the agency which authorizes payment of your annuity acts as your "employing office."

If You Are Receiving Workers' Compensation

If you are in receipt of monthly compensation from the Office of Workers' Compensation Programs and have been found unable to return to duty, the Office of Workers' Compensation Programs, Department of Labor, acts as your "employing office"

Future Changes in Address or Family

After you file the registration form, you do NOT have to report future changes in your address or in your family (unless you are divorced) to your employing office. The plan in which you enroll may ask you to supply it with this information. You should immediately notify your employing office when you become the only person covered by the family enrollment so that your enrollment may be changed to Self Only. You should also notify your enrollment may be change your name or are enrolled for Self Only and get married or otherwise add family members, so you can change to Family coverage.

Changes In Enrollment

You may have other opportunities to change your enrollment, or, if you previously elected not to anroit, you may have an opportunity to enroit in a plan. A table summarizing the vanous opportunities for employers and employees to change the time limit within which a change must be made appears on the back of page 2 of this form, it also appears in BRI 41-331. If you do not have a copy of BRI 41-331, you should get one from your employing : fice

Cancellation of Enrollment

You may register to cancel your enrollment at any time. See the back of page 2 of this form for information on effective dates. If you are an employee and you cancel your enrollment, you may reenroll only under the circumstances explained on the back of page 2 of this form. If you cancel now and later reenroll, you will not normally be eligible for health benefits coverage during retirement unless you remain continuously enrolled for the 5 years of service immediately preceding your retirement, and you retire on an immediate annuity. If you are an annuitant and you cancel your enrollment, you cannot reenroll as an annuitant.

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SHEET CARD PD/ (Pad/Sheet per Pad) US/ (Unit Sets/Number of Parts) MP/ (Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card)		FPM Supplement 831-1 STATUS OF EXISTING STOCK USE FIRST OTHER ISPECIF IMMEDIATELY WHEN NEW STOCK IS AVAILABLE		Sheet	1-83
TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)		STOCKING POINT WAREHOUSE SUPPLY RO X PROMULGATING OFFICE (O.			

TFS FORM 3864 DEPARTMENT OF THE THEASURY - FISCAL SERVICE BUREAU OF GOVERNMENT FINANCIAL OPERATIONS PART A: STOP REQUEST INFORMATION (type) AGENCY RECERTIFICATION FOLLOW-UP CHECK SYMBOL NO. CHECK SERIAL NO. DATE CHECK DATE CHECK AMOUNT STOP REASON CODE DAS DATE STATUS CODE PAYEE NAME AGENCY/PAYEE ID NO. AGENCY LOCATION CODE (ALC) AGENCY REFERENCE NO. AGENCY: TYPE RETURN ADDRESS HERE PART B: AGENCY REASON FOR FOLLOW-UP "Duplicate Stop" message received from seco
 Status of EXCEPTION processing requested. "Duplicate Stop" message received from second stop; furnish status of first stop request. 3. Items to be provided based on status code message have not been received. 4. Claims Document received: a. without photocopy of paid check. b. without Claim Form (when applicable).
c. with WRONG check photocopy. 5. Claims Document indicating overpayment received: a. without check photocopy(s). b. without Claim Form. c. vith WRONG check photocopy(s). 6. Completed Claim Form submitted (date); Claims Disposition Notice not received. 7. Final Claims Disposition Notice not received. Copy of previous Claims Disposition Notice attached.

8. Cancellation credit for outstanding check not received.

9. Reclamation credit not received; Claims Disposition 45 for dated. 10. No response to previous Follow-up, copy attached. 11. OTHER: PART C: DCC RESPONSE TO AGENCY 1. Stop entered on ______(date) ____; status code is ___ 2. EXCEPTION status is ___ 3. Requested information: a. was sent on __ b. _ is attached. 4. [] Completed Claim Form: a. ___ received and being processed.
b. ___ not received; check photocopy(s) and Claim Form attached. 7. Follow-up submitted too soon. Receipt of Agency Follow-up acknowledged; response will follow. 9. THER U. S. TREASURY DIRECTOR, DIVISION OF CHECK CLAIMS DIVISION OF CHECK CLAIMS 401 14th St., S. W. WASHINGTON, D. C. 20227 Date AGENCY: DEC MAILING ADDRESS

TFS TORM 3864-AGENCY RECERTIFICATION FOLLOW-UP

FORMS MANAGEMENT DATA					6/84	
CONSTRUCTION OF FORM	PROMULGATING OFFICE	PRESCRIBING DIRECTIVE		STOCK NUMBER	UNIT OF ISSUE	EDITION
SHEET CARD PD/(Pad/Sheet per Pad) X US/_3(Unit Sets/Number of Parts) MP/(Multipage/Number of Parts) LABEL PC (Postal Card) TC (Tab Card) TP/(Tab Paper/Number of Parts) ENVL OTHER (Specify)	RM:A	STATUS OF EXISTIN	G STOCK OTHER		US/3	5-84
		and .	(SPECIFY)			
		STOCKING POINT WAREHOUSE SUPPLY ROOMS X PROMULGATING OFFICE (ONLY)				