

HHS Forms Management Catalog

Health and Human Services Forms Management Catalog

HHS Forms Catalog

- HHS Forms
- PHS Forms
- SF Forms
- PSC Forms

Managed by the
Program Support Center



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INTRODUCTION

The Health and Human Services Forms Management Program is located in the Program Support Center (PSC), Parklawn Building, Room 1B-48, 5600 Fishers Lane, Rockville, Maryland 20857. Linda Gibson is the Forms Management Officer and Chief Contact for Health and Human Services.

The PSC manages Health and Human Services (HHS), Public Health Service (PHS), and Program Support Service (PSC), numbered forms. Also included in this catalog for reference are Standard Forms (SF) in use within HHS.

The addresses for the websites and other entities listed in the catalog are as follows:

- **PSC Forms Website** - <http://forms.psc.gov>
- **PSC Warehouse** - <https://propshop.psc.gov>
Warehouse Forms Manager: Debbie Orfe - Telephone Number: (301) 443-2224

TABLE OF CONTENTS - HHS FORMS

	<i>Page</i>
HHS FORMS	
HHS Active Forms <i>(Listed Numerically)</i>	4-7
HHS OMB Clearance <i>(Listed Numerically)</i>	8
HHS Obsolete <i>(Listed Numerically)</i>	9-15
HHS Superseded <i>(Listed Numerically)</i>	16
HHS Alphabetical Index	17-19
PHS FORMS	
PHS Active Forms <i>(Listed Numerically)</i>	20-26
PHS OMB Clearance <i>(Listed Numerically)</i>	27
PHS Obsolete <i>(Listed Numerically)</i>	28-37
PHS Superseded <i>(Listed Numerically)</i>	38-39
PHS Alphabetical Index	40-44
SF FORMS	
SF Active Forms <i>(Listed Numerically)</i>	45-47
SF OMB Clearance <i>(Listed Numerically)</i>	48
SF Obsolete <i>(Listed Numerically)</i>	49
SF Superseded <i>(Listed Numerically)</i>	50
SF Alphabetical Index	51-52
PSC FORMS	
PSC Active Forms <i>(Listed Numerically)</i>	53-56
PSC OMB Clearance <i>(Listed Numerically)</i>	57
PSC Obsolete <i>(Listed Numerically)</i>	58
PSC Superseded <i>(Listed Numerically)</i>	59
PSC Alphabetical Index.....	60-61
FORM FUNCTION INDEX	
HHS Forms	62-63
PHS Forms	64-67
PSC Forms	68-69

HHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORMS
HHS-1	Travel Order [GRS 9/3, a & GRS 6/1, a]	7/89	X	X
HHS-16	Request to Use Government Furnished Vehicle for Transportation Between Domicile and Place of Employment [GRS 10/7]	6/83		
HHS-21	Request for Transportation Services [GRS 9/1 a & b]	2/81		
HHS-22	Request for Property Action [OS/HB 201/25]	8/00		X
HHS-25	Classified Document Receipt [OS/HB 601-01, 02, 03]	12/85		X
HHS-26	Printing and Visual Services [GRS 3, 6 & 13, 2]	6/83		X
HHS-33	Probationary Employee Certification and Recommendation New Appointments [GRS 1-18 a]	9/80		X
HHS-33A	Probationary Employee Certification and Recommendation (Supervisor / Management) [GRS 1-18 a]	9/80		X
HHS-81	Scheduling of Collection [GRS 6/4, 5]	8/81		
HHS-99	Authorization to Attend Non-Government Sponsored Meetings [GRS 1/29b]	9/82		X
HHS-101	Application for Motor Vehicle Operator's ID Card [GRS 11/4a]	6/80		X
HHS-106	Information for Authorization of Moving & Related Travel Expenses (Change of Station - Civilian Personnel) [GRS 9/4a]	6/01		
HHS-170	Employee Suggestion Form [GRS 1-12a (1)]	12/87		X
HHS-171	Recommendation for Cash Award [GRS 1/12a (1)]	12/87		X

HHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORMS	H
HHS-207	Request for Security Clearance [GRS 18/22a]	7/92		X	
HHS-208	Classified Document Accountability Record [GRS 18/4]	12/85			
HHS-306	Inventory of Vital Operating Records [GRS 16/7]	4/80			
HHS-311	Transmittal of Personnel Folder [GRS 1/17]	1/81		X	
HHS-323	Application for Parking Permit [GRS 11/4a]	11/79			
HHS-330	Intra-Departmental Delegation of Authority (IDDA) [OS/HB/201-03 a & b]	8/00			
HHS-342	Report of Survey [GRS 18/15a & B]	9/97		X	
HHS-347	Certification of True Copy [OS/HB 100 - 01 a & b and OS/HB 100-02 a & b]	3/80		X	
HHS-348	Request and Approval for Acceptance of Payment of Travel Expenses in Cash or in Kind [GRS 9/6 a & b]	8/92		X	
HHS-350	Training Nomination and Authorization [GRS 1/1/1/29b]	6/89	X	X	
HHS-355	Employment Agreement for Transfers to and Within the Continental United States [GRS 1/3]	3/8		X	
HHS-355A	Employment Agreement for Transfers and Appointment Overseas [GRS 1/3]	2/83		X	
HHS-355B	Employment Agreement for Manpower Shortage Positions in the 50 States and the District of Columbia [GRS 1/3]	3/81		X	
HHS-357	Notification of US Savings Bond Action (Series EE) [GRS 2/14 a & b and 14-c]	3/95		X	

HHS Forms

<i>FORM NUMBER</i>	<i>TITLE [RECORDS RETENTION CODE]</i>	<i>DATE</i>	<i>PROPSHOP</i>	<i>FORMS</i>
HHS-365	Inventory Adjustment [GRS 3/9 a & c]	9/97		X
HHS-393	Purchase/Service/Stock Requisition [GRS 3/3 & GRS 6/1]	6/90		X
HHS-410	Supplemental Information - Expert or Consultant (Submit with "Request for Personnel Action", SF-52) [GRS 1/4b (2)]	12/77		X
HHS-411A	Error Notice [GRS 2/23 a & b]	3/00		X
HHS-411B	Leave Error Notice [GRS 2/23 a & b or GRS 2/23 a & b]	3/00		X
HHS-412	Confidential/Administrative Payroll - (Sitcom Label) [GRS 12/24]	7/64		
HHS-419	Clearance of Employees for Separation or Transfer [GRS 18-23 & GRS 1/1 a & b]	11/99		X
HHS-420	Timekeeper's Signature Card [GRS 2/24]	4/93		X
HHS-434	Shelf Charge-Out Folder [GRS 23/8]	11/81		X
HHS-439	Personal Custody Property Record/Hand Receipt [GRS 4/12 & 18-15]	4/98		X
HHS-476	Record of Home Address [GRS 1/3]	1/90		X
HHS-478	Payroll Number Correction [GRS 2/23 a & b]	11/83		X
HHS-505	Correspondence Tab [GRS 23/9]	6/68		
HHS-509A	Notice of Administrative Code Revision [GRS 23/1]	9/88		

HHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORMS
HHS-510	Employee's Statement of Leave Balance [GRS 2/9 a & b]	12/85		
HHS-520	Request for Approval of Outside Activity [GRS 1/29 b]	1/82		X
HHS-524	Communication Contract Clearance Request [OS/HB 501-01 or GRS 3/3]	3/84		X
HHS-524A	Audiovisual Clearance Request [OS/HB 501-01]	3/84		X
HHS-531	Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station [GRS 1/41]	9/97		X
HHS-532	DHHS Request for Approval of Nominees for Public Advisory Committees [GRS 16/8 a & b]	1/82		X
HHS-557	Personal Property Loan Record [GRS 18/12]	9/97		X
HHS-560	Expert/Consultant Time and Attendance Report - (HEW-560) [GRS 2/8]	5/71		
HHS-564	Administrative Time and Leave Record [GRS 2 & 7]	12/00	X	X
HHS-568	Procedures for Submission of Final Invention Statement and Certification (For Grant or Award) (OMB # 0925-0001 - Expires 5/04) [OS/HHS 201-27]	5/01		X
HHS-569	Vacation Schedule [GRS 2/7]	7/75		
HHS-581	Recommendation for Quality Increase [GRS 1/12 and 14]	3/86		X
HHS-595	Expense Record for Temporary Quarters [GRS 1/41]	1/81		
HHS-610	DHHS Authorization for Individual Union Dues Check off [GRS 2/15 b]	2/81		
HHS-610A	Authorization to Establish, Change, or Cancel Union Dues Account [GRS 2/15 b]	2/83		

HHS Forms

<i>FORM NUMBER</i>	<i>TITLE [RECORDS RETENTION CODE]</i>	<i>DATE</i>	<i>PROPSHOP</i>	<i>FORMS</i>
HHS-612A	DHHS Manned Total Copy System - Copy Service Request Requisition Form [GRS 13/2 and 3]	8/00		
HHS-614	Request of Clearance of Report [GRS 16/12 & GRS 16/6]	3/81		X
HHS-615	Office of the Assistant Secretary for Public Affairs Publication Planning and Clearance Request [OS/HB 501-01]	3/84		X
HHS-615A	Office of the Assistant Secretary for Public Affairs Publication Evaluation Request [OS/HB 501-01]	3/84		
HHS-621	DHHS Nomination of Member for Official U.S. Delegation [OS/HHB 100-01]	9/88		
HHS-626	DHHS Advice of Allowance [GRS 6/1]	11/74		
HHS-628	FLSA Time Report [GRS 2/7]	1/75		
HHS-632	Freedom of Information Request [GRS 14/13]	6/01	X	X
HHS-632B	Invoices of Fees for FOIA Services [GRS 14/13]	12/00		X
HHS-651	DHHS Initial Interview and Informal EEO Counseling Report [OS/HB/401-03]	1/88		X
HHS-652	Final EEO Counseling Report [OS/HB/401-039]	1/88		X
HHS-657	Leave Correction Card [GRS 2/7 or GRS 2/23 a]	1/81	X	
HHS-674	Structured Approach, Profit/Fee Objective [OS/HB 201-24 b]	12/81		
HHS 679	Property Pass [GRS 18/12]	11/86	X	X
HHS-681	Federal Employees Health Benefits Program [GRS 1/19]	1/89		

HHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORMS
HHS-687	Consent for Sterilization (OMB #0937-0166 - Expires 5/31/02) [HHS/PHS - Appendix B 300 Item 19c]	10/00	X	
HHS-687-1	Consent for Sterilization Spanish Version (OMB #0937-0166 - Expires 5/31/02) [HHS/PHS - Appendix B 300 Item 19c]	10/00	X	
HHS-690	Assurance of Compliance [GRS 701-07]	5/97		X
HHS-691	Request for Special Pay for Physicians and Dentists [GRS 1a & b]	6/98		X
HHS-691-1	Employee Agreement to Receive Special Pay for Physicians and Dentists Under Title 38 [GRS 1a & b]	6/98		X
HHS-692	Application & Agreement for Use of the Hubert H. Humphrey Building [OS/HB/201-24 b]	7/98		X
HHS-693	DHHS Request for Laboring, Materials Handling and Trucking Services [OS/HB 100-03]	9/98		X
HHS-694	Notification of Foreign Travel [GRS 6/1, 5]	9/00		X
HHS-695	Grants Awards Approval Listings [OS/HB 201.27]	5/01		X
HHS-696	DHHS Federal Surplus Real Property Program [GRS 4/3]			
HHS-697	Foreign Activities Questionnaire [GRS 1/27]	4/02		
HHS-698	Child Care Tuition Assistance [OS/HB 201.27]	10/02		
HHS-699	Annual National Research Service Award Pay Back Activities [GRS 1a & b]	5/01		
HHS-700	Health Information Privacy Complaint Form [OS/HB 701-07]			

HHS Forms

<i>FORM NUMBER</i>	<i>TITLE [RECORDS RETENTION CODE]</i>	<i>DATE</i>	<i>PROPSHOP</i>	<i>FORMS</i>
HHS-701	Daily Vehicle Utilization Report [GRS 10/2b & GRS 10/4]	6/03		
HHS-702	Contractor's Release For All Contracts [GRS 3/3]			X

HHS Forms– Obsolete

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>OBSOLETE</i>
HHS- 7	First Page Manual Exhibit	7/78	X
HHS-11	Requisition for Data Management Center Services	12/87	X
HHS-12	Receiving Report	7/80	X
HHS-15	Cross Reference Sheet	5/84	X
HHS-17	Quarterly Report on Govt. Furnished Vehicle for Transportation Between Domicile and Place of Employment	5/80	X
HHS-20	Request for Laboring, Materials, Handling & Trucking Services <i>(Superseded by PSC 32)</i>	4/88	Superseded
HHS-22a	Request for Property Action (Receipt)	10/85	X
HHS-22b	Request for Property Action (Disposition)	10/85	X
HHS-25	Classified Document Receipt	12/85	X
HHS-31	Change of Address	5/76	X
HHS-40	Messenger Receipt Card	9/81	X
HHS-42	Substitute Memorandum Copy of the USA Transportation Request	1/81	X
HHS-43	Equipment Item Record	--	X
HHS-44	Equipment Record	11/59	X
HHS-46	Stock Record Card	—	X
HHS-47	Procurement Record	6/54	X
HHS-54	Request for Record	6/57	X
HHS-64	Statement of Custody and use of Federal Employee ID Card	1/63	X
HHS-65	Receipt for USA Transportation Request	—	X
HHS-68	Request for Staff Manual Materials and Mailing List Changes	8/96	X
HHS-69	Tabbed Separator Sheets <i>(Consisting of HHS-69A, B, C, D, G, and H)</i>	9/82	X

HHS Forms-- Obsolete

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>OBSOLETE</i>
HHS-73	Mail Control Schedule	5/81	X
HHS-76	Mailing Instruction	11/80	X
HHS-78	Annual Report on Custody & Use of Federal Employee Emergency ID (<i>Identification Card</i>) (<i>HHS-69A, B, C, D, G, and H</i>)	1/63	X
HHS-80	Register of Collections	4/59	X
HHS-91	Locator File & Telephone Directory, Addition, Change and Deletions	4/74	X
HHS-94	Special Tag	3/88	X
HHS-97	Travel Memo	3/80	X
HHS-190	Accountability Record for Accountable Forms	7/56	X
HHS-209	Request for Record Check	8/84	X
HHS-210	Request for Investigation Under E.O.10450 by USCSC	1/81	X
HHS-211	Monthly Check Sheet	5/78	X
HHS-312	Records Appraisal	3/81	X
HHS-314	General Provisions for Negotiated Fixed-Price Research & Development Contracts-	8/64	X
HHS-315	General Provisions for Negotiated Cost-Reimbursement Type Contract with Educational Institutions --	7/76	X
HHS-315A	General Provisions for Negotiated Cost-Reimbursement Type Contract with Non-Profit Institutions --	7/76	X
HHS-316	General Provisions for Negotiated Cost-Plus-Fixed-Fee Type Contract	7/76	X
HHS-317	HHS Numbered-Series Press Release Clearance and Processing Form	3/60	X
HHS-325	Administrative Suspension Notice	11/80	X
HHS-366	Authorization to Use Department Seal	5/82	X
HHS-369	Statistical Coding Record	8/62	X
HHS-381	Gradual Retirement in the Department of Health and Human Services --	5/71	X

HHS Forms-- Obsolete

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>OBSOLETE</i>
HHS-398	Request for Form Action	3/81	X
HHS-399	Forms Action Log	3/81	X
HHS-402	Time and Attendance Report	10/80	X
HHS-409	U.S. Government Shipment	4/81	X
HHS-424	Exhibit Card	8/76	X
HHS-426	Application for Waiver of the 2-year Foreign Residence Requirement of the Exchange Visitor Program (<i>OMB Clearance # 0990-0001 Expires 3/2/02</i>)	6/84	X
HHS-441	Assurance of Compliance with DHHS Regulation Under Title VI of the Civil Rights Act of 1964 (<i>Superseded by HHS-690 "Assurance of Compliance"</i>)	12/82	Superseded
HHS-441A	Explanation of HHS 441	3/81	X
HHS-462	Employee Suggestion Transmittal and Evaluation	2/82	X
HHS-473	Confidential Statement of Employment & Financial Interests (<i>Superseded by OGE Form 450- "Executive Branch Confidential Financial Disclosure Report"</i>)	1/82	Superseded
HHS-474	Confidential Statement of Employment & Financial Interests for Use by Special Government Employees (<i>Superseded by OGE Form 450 - "Executive Branch Confidential Financial Disclosure Report"</i>)	1/82	Superseded
HHS-477	Timekeeper Number Change	9/82	X
HHS-481	Employee Claim for Loss or Damage to Personal Property [GRS 18/15]	3/81	X
HHS-482	Report of Damage or Loss	3/81	X
HHS-483	Voucher for Payment & Release	3/81	X
HHS-491	Security Termination Statement	12/85	X
HHS-507	Property Review Record and Certification Statement	8/76	X

HHS Forms– Obsolete

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>OBSOLETE</i>
HHS-508	Conference and Call Record	3/81	X
HHS-514	Requirements for Federally Assisted Construction Contracts Regarding Labor Standards and EEO (<i>HEW-514</i>)	7/76	X
HHS-516	DHHS Accident Report	3/89	Superseded
HHS-521	Annual Report of Outside Activity (Ref.: HHS Standard of Conduct Regulations)	1/82	X
HHS-528	Supplemental Form to Open Requisition for Requesting Photographic Work	8/69	X
HHS-554	DHHS Negotiated Contract	7/70	X
HHS-555	Contents of Contract	7/70	X
HHS-556	Special Provision	7/70	X
HHS-558	Central Registry Subsystem Entity Addition or Change Form	2/90	X
HHS-565	Report of Accountable Personal Property (<i>OMB #0990-0015 - Expires 6/01</i>)	9/98	X
HHS-567	Consultant's Travel Handbook	1/71	X
HHS-570	Employee Invention Report	6/86	X
HHS-572	Reimbursements for Moving Expenses of Civilian Employees Computation of Federal Tax Withholding	4/71	X
HHS-576	Employee Photo ID Card	6/95	X
HHS-577	Retroactive Time and Attendance Report	6/78	X
HHS-578	Replacement Certificate for DHHS Building Pass	12/87	X
HHS-596	Protection of Human Subjects– Assurance of Certification	1/82	X
HHS-600	Temporary Duty Travel Handbook	8/81	X
HHS-604	Position Review and Action Request	1/77	X
HHS-612	Manned Total Copy System Copy Service Plan Daily Logo and Recap	12/80	X
HHS-617	ADP Systems and Major Modification Reporting	4/76	X
HHS-618	HHS International Agreement	3/74	X
HHS-622	Certification for Termination of State Tax Withholding	7/77	X
HHS-635	Radio System Requirement: Earth Station to a GEO Stationary Satellite	1/76	X

HHS Forms - Superseded

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>SUPERSEDED BY</i>
<u>SUPERSEDED</u>			
HHS-20	Request for Laboring, Materials, Handling and Trucking Services	4/88	PSC-32
HHS-441	Assurance of Compliance with DHHS Regulation Under Title VI of the Civil Rights of 1964 <i>Superseded by HHS-690 - "Assurance of Compliance"</i>	12/82	HHS-690
HHS-441A	Explanation of "Assurance of Compliance with DHHS Regulation Under Title VI of the Civil Rights of 1964" <i>Superseded by HHS-690 - "Assurance of Compliance"</i>	12/82	HHS-690
HHS-473	Confidential Statement of Employment & Financial Interests <i>Superseded by OGE Form 450 - "Executive Branch Confidential Financial Disclosure Report"</i>	1/82	OGE Form 450
HHS-474	Confidential Statement of Employment & Financial Interests— <i>(For Use by Special Government Employees)</i> <i>Superseded by OGE Form 450 - "Executive Branch Confidential Financial Disclosure Report"</i>	1/82	OGE Form 450 OMB 3209-0006
HHS-516	DHHS Accident Report	3/89	CA-1
HHS-639A	Assurance of Compliance With Title IX of the Education Amendments of 1972 and the Regulation Issued by the DHHS Implementation Thereof <i>Superseded by HHS-690 - "Assurance of Compliance"</i>	3/77	HHS-690
HHS-641	Assurance of Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended <i>Superseded by HHS-690 - "Assurance of Compliance"</i>	12/82	HHS-690
HHS-680	Assurance of Compliance with the DHHS Regulation Under the Age of Discrimination Act of 1975 <i>Superseded by HHS-690 - "Assurance of Compliance"</i>	8/88	HHS-690

HHS Forms — OMB CLEARANCE

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>OMB CLEARANCE</i>
<u>OMB CLEARANCE</u>			
HHS-568	Procedures for Submission of Final Invention Statement and Certification <i>(For Grant or Award)</i> <i>(OMB # 0925-0001 - Expires 5/04)</i>	5/01	OMB # 0925-0001
HHS-687	Consent to Sterilization <i>(OMB # 0937-0166 - Expires 5/31/02)</i>	10/00	OMB # 0937-0166
HHS-687-1	Consent to Sterilization - <i>(Spanish Version)</i> <i>(OMB # 0937-0166 - Expires 5/31/02)</i>	10/00	OMB # 0937-0166

HHS Forms Alphabetical Index (Forms on precedent pages are listed in numerical order)

HHS ACTIVE FORMS ARE LISTED ON PAGES 4-7, HHS OBSOLETE FORMS ARE LISTED ON PAGES 9-15, AND HHS SUPERSEDED FORMS ARE LISTED ON PAGE 16

A		C	
HHS-190	Accountability Record for Accountable Forms (Obsolete)	HHS-555	Contents of Contract (Obsolete)
HHS-638	Activity Coding Record Capitalized Property (Obsolete)	HHS-675A	Copying Activity Report (Obsolete)
HHS-325	Administrative Suspension Notice (Obsolete)	HHS-505	Correspondence Tab
HHS-564	Administrative Time and Leave Record	HHS-15	Cross Reference Sheet (Obsolete)
HHS-617	ADP Systems and Major Modification Reporting (Obsolete)	D	
HHS-521	Annual Report of Outside Activity (Obsolete)	HHS-669C	Department Employee Performance Management System Performance Planning & Review (Obsolete)
HHS-78	Annual Report on Custody & Use of Federal Employee Emergency ID Card (Obsolete)	HHS-669B	Department Employee Performance Management System Performance (Obsolete)
HHS-692	Application & Agreement for Use of the Hubert H. Humphrey Building	HHS-669A	Department Employee Performance System (Obsolete)
HHS-101	Application for Motor Vehicle Operator's ID Card	HHS-516	DHHS Accident Report
HHS-323	Application for Parking Permit	HHS-626	DHHS Advice of Allowance
HHS-426	Application for Waiver 2-Year Foreign Residence Requirement/Exchange Visitor Program (Obsolete)	HHS-670	DHHS Individual Contract Action Report (Obsolete)
HHS-690	Assurance of Compliance	HHS-554	DHHS Negotiated Contract (Obsolete)
HHS-639A	Assurance of Compliance of Title IX of Education Amendments of 1972 & Regulations- (Obsolete)	HHS-532	DHHS Request for Approval of Nominees for Public Advisory Committees
HHS-441	Assurance of Compliance with DHHS Regulation under Title VI of the Civil Rights Act (Obsolete)	HHS-693	DHHS Request for Laboring Materials Handling and Trucking Services
HHS-641	Assurance of Compliance with the Section 504 of the Rehabilitation Act of 1973 (Obsolete)	HHS-671	DHHS Summary Report of Actions or \$10,000 or Less (Obsolete)
HHS-680	Assurance of Compliance-DHHS Regulations Under the Age of Discrimination Act of 1975 (Obsolete)	E	
HHS-524A	Audiovisual Clearance Request	ECS-665T	ECS Counselor's Quarterly Report Parts A/B (Obsolete)
HHS-610	Authorization for Individual Dues Check off	ECS-667T	ECS Counselor's Record of Administration (Obsolete)
HHS-99	Authorization to Attend Non-Government Sponsored Meetings	ECS-661	ECS Office Intake Log (Obsolete)
HHS-610a	Authorization to Establish, Change or Cancel Union Dues Account	ECS-668T	ECS Regional Administrators Daily Record (Obsolete)
HHS-662	Authorization to Release Confidential Information (Obsolete)	ECS-663	ECS Supervisor Referral, Parts A/B (Obsolete)
HHS-366	Authorization to Use Department Seal (Obsolete)	HHS-691-1	Employee Agreement to Receive Special Pay for Physicians and Dentists Under Title 38
C		HHS-531	Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station
HHS-558	Central Registry Entity Information Form (Obsolete)	HHS-481	Employee Claim for Loss or Damage to Personal Property (Obsolete)
HHS-622	Certification of Termination of State Tax Withholding (Obsolete)	HHS-570	Employee Invention Report (Obsolete)
HHS-347	Certification of True Copy	HHS-576	Employee Photo ID Card (Obsolete)
HHS-31	Change of Address (Obsolete)	HHS-170	Employee Suggestion Form
HHS-208	Classified Document Accountability Record	HHS-462	Employee Suggestion Transmittal and Evaluation (Obsolete)
HHS-25	Classified Document Receipt (Obsolete)	HHS-666	Employee Counseling Services Unit—Quarterly Report (Obsolete)
HHS-419	Clearance of Employees for Separation or Transfer	HHS-510	Employee's Statement of Leave Balance
HHS-660	Client Status at Intake (Obsolete)	HHS-355B	Employment Agreement for Manpower Shortage Positions in the 50 States and DC
HHS-660b	Client Status at Nine Months (Obsolete)	HHS-355A	Employment Agreement for Transfers and Appointments Overseas
HHS-660a	Client Status at Three Months (Obsolete)	HHS-355	Employment Agreement for Transfers to and with the Continental United States
HHS-524	Communication Contract Clearance Request	HHS-43	Equipment Item Record (Obsolete)
HHS-676	Concept Review Form (Obsolete)	HHS-44	Equipment Record (Obsolete)
HHS-508	Conference and Call Record (Obsolete)	HHS-411A	Error Notice
HHS-412	Confidential/Administrative Payroll (Sitcom Label)	HHS-424	Exhibit Card (Obsolete)
HHS-473	Confidential Statement of Employment & Financial Interests (Obsolete / Superseded by SF-450)	HHS-595	Expense Record for Temporary Quarters
HHS-474	Confidential Statement of Employment & Financial Interests for Use by Special Government Employees (Obsolete / Superseded by SF-450)	HHS-560	Expert/Consultant Time and Attendance Report
HHS-687	Consent to Sterilization	HHS-441A	Explanation of HHS-441 (Obsolete)
HHS-687-1	Consent to Sterilization - Spanish Version	F	
HHS-567	Consultant's Travel Handbook (Obsolete)	HHS-681	Federal Employees Health Benefits Program—Temporary ID
		HHS-652	Final EEO Counseling Report

HHS Forms Alphabetical Index (*FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER*)

HHS ACTIVE FORMS ARE LISTED ON PAGES 4-7, HHS OBSOLETE FORMS ARE LISTED ON PAGES 9-15, AND HHS SUPERSEDED FORMS ARE LISTED ON PAGE 16

F

HHS-646 Financial Report of Individual Project/Contract (Obsolete)
 HHS-7 First Page Manual Exhibit (Obsolete)
 HHS-628 FLSA Time Report
 HHS-399 Forms Action Log
 HHS-658 Forms Status Notice (Obsolete)
 HHS-632 Freedom of Information Request

G

HHS-316 General Provisions for Negotiated Cost-Plus-Fixed-Fee Type Contract (Obsolete)
 HHS-315A General Provisions for Negotiated Cost-Reimbursement Type Contract with Non-Profit (Obsolete)
 HHS-315 General Provisions for Negotiated Cost-Reimbursement Type Contract w/ Educational (Obsolete)
 HHS-314 General Provisions for Negotiated Fixed-Price Research & Development Contract (Obsolete)
 HHS-381 Gradual Retirement in the Department of Health and Human Services (Obsolete)
 HHS-647 Guide for Preparing Vouchers Under Cost-Reimbursement Type Contracts (Obsolete)

H

HHS-644 HHS Energy Consumption (Obsolete)
 HHS-618 HHS International Agreement (Obsolete)
 HHS-317 HHS Numbered-Series Press Release Clearance and Processing Form (Obsolete)

I

HHS-677i T Implementation Schedule Summary Form (Obsolete)
 HHS-677f T Implementation Strategy Form (Obsolete)
 HHS-677g T Improvement Decision Form (Obsolete)
 HHS-656 Information Collection Budget Request Supporting Exhibit (Obsolete)
 HHS-106 Information for Authorization of Moving & Related Travel Expenses (Change of Station - Civilian Personnel)
 HHS-677a T Information System Description Form (Form A) (Obsolete)
 HHS-651 Initial Interview and Information EEO Counseling Report
 HHS-330 Intra Departmental Delegation of Health and Human Services (Obsolete)
 HHS-365 Inventory Adjustment
 HHS-306 Inventory of Vital Operating Records
 HHS-632B Invoices of Fees for FOIA Services

L

HHS-657 Leave Correction Card
 HHS-411B Leave Error Notice
 HHS-91 Locator File and Telephone Directory, Addition, Change and Deletions (Obsolete)

M

HHS-73 Mail Control Schedule (Obsolete)
 HHS-76 Mailing Instruction (Obsolete)
 HHS-612 Manned Total Copy System Copy Service Plan Daily Logo and Recap (Obsolete)
 HHS-612A Manned Total Copy System Requisition Form

M

HHS-40 Messenger Receipt Card (Obsolete)
 HHS-211 Monthly Check Sheet (Obsolete)

N

HHS-621 Nomination of Member of US Delegation
 HHS-509A Notice of Administrative Code Revision
 HHS-694 Notification of Foreign Travel
 HHS-357 Notification of US Savings Bond Action (Series EE)

O

HHS-615 Office of the Assistant Secretary for Public Affairs Publication Planning and Clearance Request
 HHS-615A Office of the Assistant Secretary for Public Affairs Publication Evaluation Request
 HHS-637 ODP User Report Form (Obsolete)
 HHS-677k T Organization Surplus Resource Summary Form K (Obsolete)

P

HHS-478 Payroll Number Correction
 HHS-655C Performance Plan—Manner of Performance—Merit Pay (Obsolete)
 HHS-655D Performance Plan—Manner of Performance—SES (Obsolete)
 HHS-655B Performance Plan—Objective Record (Obsolete)
 HHS-655A Performance Plan—Performance, Planning, Review and Appraisal (Obsolete)
 HHS-439 Personal Custody Property Record/Hand Receipt
 HHS-557 Personal Property Loan Record
 HHS-604 Position Review and Action Request (Obsolete)
 HHS-26 Printing and Visual Services
 HHS-33 Probationary Employee Certification and Recommendations (New Appointments)
 HHS-33A Probationary Employee Certification and Recommendations (Supervisory/Management)
 HHS-568 Procedures for Submissions Final Invention Statement and Certification (for Grant or Award)
 HHS-47 Procurement Record (Obsolete)
 HHS-679 Property Pass
 HHS-507 Property Review Record and Certification Statement (Obsolete)
 HHS-677b T Proposed Improvement Form / (Form B) (Obsolete)
 HHS-596 Protection of Human Subject NIH (Obsolete)
 HHS-393 Purchase, Service, Stock Requisition

Q

HHS-17 Quarterly Report on Government Furnished Vehicle for Transportation Between Domicile and Place of Employment (Obsolete)

R

HHS-636 Radio System Requirement Land/Mobile (Obsolete)
 HHS-635 Radio System Requirement: Earth Station to a GEO Stationary Satellite (Obsolete)
 HHS-65 Receipt for USA Transportation Request (Obsolete)
 HHS-12 Receiving Report (Obsolete)

HHS Forms Alphabetical Index (*FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER*)

HHS ACTIVE FORMS ARE LISTED ON PAGES 4-7, HHS OBSOLETE FORMS ARE LISTED ON PAGES 9-15, AND HHS SUPERSEDED FORMS ARE LISTED ON PAGE 16

R

HHS-171 Recommendation for Cash Award
 HHS-581 Recommendation for Quality Increase
 HHS-476 Record of Home Address
 HHS-659 Record of Official Mail (Obsolete)
 HHS-312 Records Appraisal (Obsolete)
 HHS-80 Register of Collections
 HHS-673 Registration for Career Education Class Schedule & Enrollment for Upward Mobility College (Obsolete)
 HHS-572 Reimbursement for Moving Expenses of Civilian Employees (Obsolete)
 HHS-578 Replacement Certificate for DHHS Building Pass (Obsolete)
 HHS-565 Report of Accountable Personal Property
 HHS-482 Report of Damage or Loss (Obsolete)
 HHS-342 Report of Survey
 HHS-348 Request and Approval for Acceptance of Payment of Travel Expenses in Cash or in Kind
 HHS-649 Request by Employee for Payment of Salaries or Wages by Credit to Account (Obsolete)
 HHS-520 Request for Approval of Outside Activity
 HHS-398 Request for Form Action (Obsolete)
 HHS-210 Request for Investigation Under E.O. 10450 by USCSC (Obsolete)
 HHS-20 Request for Laboring, Materials, Handling and Trucking Services (Obsolete)
 (Superseded by PSC-32)
 HHS-68 Request for Manual Materials and Changes (Obsolete)
 HHS-22 Request for Property Action
 HHS-22b Request for Property Action Disposition (Obsolete)
 HHS-22a Request for Property Action Receipt (Obsolete)
 HHS-54 Request for Record (Obsolete)
 HHS-209 Request for Record Check (Obsolete)
 HHS-207 Request for Security Clearance
 HHS-691 Request for Special Pay for Physicians and Dentists
 HHS-21 Request for Transportation Services
 HHS-614 Request of Clearance of Report
 HHS-16 Request to Use a Government Furnished Vehicle for Transportation Between Domicile & Place of Employment
 HHS-514 Requirements for Federally Assisted Construction Contracts Regarding Labor Standards & EEO (Obsolete)
 HHS-11 Requisition for Data Management Center Services (Obsolete)
 HHS-677j T Resource Acquisition Summary Form (Obsolete)
 HHS-677d T Resource Needs Summary (Obsolete)
 HHS-677c T Resources for Proposed Improvement Form (Obsolete)
 HHS-577 Retroactive Time and Attendance Report (Obsolete)

S

HHS-81 Scheduling of Collection
 HHS-491 Security Termination Statement (Obsolete)
 HHS-655 SES Appraisal Form (Obsolete)
 HHS-434 Shelf Charge-Out Folder
 HHS-653 Small Business Labor Surplus Set-Aside Review Form (Obsolete)
 HHS-556 Special Provision (Obsolete)
 HHS-94 Special Tag (Obsolete)
 HHS-64 Statement of Custody and Use of Federal Employee ID Card (Obsolete)
 HHS-369 Statistical Coding Record (Obsolete)
 HHS-46 Stock Record Card
 HHS-674 Structured Approach, Profit/Fee Objective
 HHS-42 Substitute Memorandum Copy of the USA Transportation Request (Obsolete)
 HHS-677h T Summary of Expected Benefits (Obsolete)
 HHS-675B Summary Report of Copying Activity (Obsolete)
 HHS-528 Supplemental Form to Open Requisition HHS-26, for Requesting Photographic Work (Obsolete)
 HHS-410 Supplemental Information— Expert or Consultant
 HHS-677e T Systems Surplus Resources Summary (Obsolete)

T

HHS-69 Tabbed Separator Sheets (Obsolete)
 HHS-600 Temporary Duty Travel Handbook (Obsolete)
 HHS-402 Time and Attendance Report (Obsolete)
 HHS-477 Timekeeper Number Change (Obsolete)
 HHS-420 Timekeeper's Signature Card
 HHS-350 Training Nomination and Authorization
 HHS-311 Transmittal of Personnel Folder
 HHS-97 Travel Memo (Obsolete)
 HHS-1 Travel Order

U

HHS-409 U.S. Government Shipment (Obsolete)

V

HHS-569 Vacation Schedule
 HHS-483 Voucher for Payment and Release (Obsolete)

W

HHS-664A Work Performance Rating by Supervisor at Three Months (Obsolete)
 HHS-664 Work Performance Rating by Supervisor at Intake (Obsolete)
 HHS-664B Work Performance Rating by Supervisor at Nine Months (Obsolete)

PHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM
PHS-31	Officers' Leave Record [GRS-2-7+9a]	6/98	X	
PHS-50	Application for Appointment as a Commissioned Officer in the U.S. Public Health Service Commissioned Corps (OMB #0937-0025 - Expires 7/2003) [GRS-1/32 GRS-1/15 B-300-17]	7/00		X
PHS-114-2	Budget Plan [GRS-5/4]	6/83		
PHS-398	Application for PHS Grant (OMB #0925-0001 - Expires 5/2004) [HHS/PHS-B-300-10 OS/HB 201-27]	5/01		X
PHS-416-1	Application for PHS Individual National Research Service Award (OMB # 0925-0002 - Expires 11/2001) [OS/HB 401-01 OS/HB 201-27 HHS/PHS B-300-10c & d]	12/98		X
PHS-416-5	Research Fellowship Activation Notice (OMB # 0925-0002 - Expires 11/2001) [OS/NB-202-08, OS/HB-201-27, GRS-1/29b]	12/98		X
PHS-416-7	Termination Notice for Fellows and Trainees Completing a National Research Service Award (OMB # 0925-0002 - Expires 11/2001)	12/98		X
PHS-416-9	Application for PHS Individual National Research Service Continuation Award (OMB # 0925-0002 - Expires 11/2001)	12/98		X
PHS-731	International Certification of Vaccination available at Supt of docs 202-512-1708 [GRS-1/21 a - c]	11/91		
PHS-488	Claim for Temporary Lodging Allowance (Barcode) [OS/HB-601.11,12 & 13, GRS-6/10&11]	5/99		X
PHS-838	Commissioned Officers Effectiveness Report [GRS-1/5, GRS-1/23, OS/HB 202.09, HHS/PHS-B-300/17g]	4/02		X
PHS-1122-1	Application for Training for Commissioned Personnel [GRS-1/29b]	5/99		X
PHS-1345	Request and Authority for Leave of Absence [GRS-2]	6/99	X	

PHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM
PHS-1373	Separation of Commissioned Officer [GRS-11/b]	3/02		X
PHS-1533	Notice of Grant Award [OS/HB-201-27, OS/HB-401-01, HHS/PHS-B-300-10c & HHS/PHS-B-300-17b]	6/88		
PHS-1637-1	PHS Commissioned Officer's Request for Dependency Determination [GRS-2/13a & GRS-3/12]	11/02		X
PHS-1637-2	Parent's/Parent-in-Law's Statement	12/02		X
PHS-1637-3	Parent's Dependency Affidavit	9/81		X
PHS-1637-4	Child's Dependency Statement	3/90		X
PHS-1662	Request for Personnel Action Commissioned Officer [GRS-1/15]	5/01		X
PHS-1672	Authorization for Storage of Household Goods- Non-Temporary (Bar-Coded) [GRS-15/1 & 3]	6/99		
PHS-1813	Reference Request for Applicants to USPHS (OMB # 0937-0025 - Expires 7/03) [GRS-1/15, GRS-1/32, GRS-1/18]	7/00		X
PHS-1881-1	Basic Training Contract [GRS-1/29b & GRS-1/1]	11/02		X
PHS-1881-2	Order Pursuant to Basic Training Contract [GRS-1/1 & GRS-1/29b]	11/02	X	X
PHS-2271	Statement of Appointment of Trainee (OMB # 0925-0001 - Expires 5/31/04) [GRS-1/4, 41]	4/98		X
PHS-2590	Application for Continuation of a PHS Grant (OMB #0925-0001 - Expires 5/2004) [OS/HB-201-27, HHS/PHS-B-300-10]	5/01		X
PHS-2874	Notice of Arrival — Commissioned Officers [GRS-1/15 & GRS-1/4a]	4/02		X

PHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM
PHS-2897	Shipping Address [GRS-13/4]	4/77		
PHS-2977	Quarters Allowance Certificate [GRS-1/41 & GRS-15/7b]	5/90		X
PHS-2988	Voucher for Reimbursement for Travel (Dependents of PHS Commissioned Officers) [GRS-6/1a & GRS-9/3a]	9/92		X
PHS-3576	Contractor's Release for All Contracts [GRS-3/3a & d]	2/76		
PHS-3734	Official Statement Relinquishing Interest and Rights in a PHS Research Grant (OMB # 0925-0001 - Expires 5/2004) [HHS/PHS-B-300-10 & OS/HB-201-27]	5/01		X
PHS-3842	Report of Commissioned Officer Annual Leave _____ [GRS-2/7, 8 & 9]	4/02		X
PHS-4013-1	Application for Shipment of Household Goods (Commissioned Officers) [GRS-9a]	2/99		X
PHS-4392	Billet Description [HHS/PHS-B-300-17i & GRS-1/7b]	2/01		X
PHS-4401	Request for Publication [OS/HB-201-01d, OS/HB-501-01 & GRS-16/2b]	10/91		
PHS-4469-1	JR COSTEP Evaluation Questionnaire (To be Completed by Immediate Supervisor) [OS/HB-202-08]	6/94		X
PHS-4772	Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP Status Report) [OS/HB-B-300-202-08]	10/93		X
PHS-5141-1	PHS Commissioned Corps Appointment Affidavit—(Reserve Corps) []	2/00		X
PHS-5150	Survivor Benefit Plan Election [GRS-1/1]	1/03		X
PHS-5152-1	Notice of Grant Award [OS/HB-201-27 & HHS/PHS-B-300-10]	7/92	X	

PHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM
PHS-5152-2	Notice of Grant Award (<i>Continuation Sheet</i>) [OS/HB-201-27 & HHS/PHS-B-300-10]	8/92	X	
PHS-5152-3	Notice of Grant Award (<i>SAMHSA</i>) [OS/HB-201-27 & HHS/PHS-B-300-10]	7/92		
PHS-5152-4	Notice of Grant Award (<i>HRSA</i>) [OS/HB-201-27 & HHS/PHS-B-300-10]	5/90		
PHS-5152-6	Notice of Grant Award (<i>AHCPR</i>) [OS/HB-201-27 & HHS/PHS-B-300-10]	12/99		
PHS-5153-3	Formula Grant Award [OS/HB-201-27 & HHS/PHS-B-300-10/d]	11/88		
PHS-5161-1	Grant Application Form for Non-Construction Projects (<i>OMB # 0920-0428 - Expires 6/2003</i>) [OS/HB-201-27 & HHS/PHS-B-300-10]	7/00		X
PHS-5175	PHS Correspondence Referral [OS/HB-100-02 & HHS/PHS-7b(3)]	1/88		
PHS-5176	Notification of Foreign Travel [GRS-9/1&4 & OS/HB-100-05]	11/75		
PHS-5178	Reprographic Services Requisition [GRS-3/6 a&b&7 & GRS-13/2a]	9/94		
PHS-6023	Mail Receipt [GRS-12/6a&f]	7/78		
PHS-6028	Request for Door Title Cards and Holders [GRS-12/2 & GRS-3/6]	6/91	X	
PHS-6030	Merit Promotion Vacancy Announcement [GRS-1/32]	1/90		
PHS-6031	National Research Service Award Pay Back Agreement (<i>OMB # 0925-0002 - Expires: 11/30/01</i>) [HHS/PHS -B-300-10C, OS/HB-201-27, OS/HB-202-08, GRS-1/29b]	12/98		X
PHS-6031-1	Annual National Research Service Award Pay Back Activities Certification (<i>OMB # 0925-0002 - Expires: 11/30/01</i>)	12/98		X

PHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM
PHS-6037	[OS/HB-201-27, HHS/PHS-B-300-10c, OS/HB-202-68 & GRS-1/29b] Acknowledgment of Receipt of Application for Vacancy [GRS-1/4]	2/90		
PHS-6040	Notice of Intramural Research Project [OS/HB-201-27 & HHS/PHS-B-300-10]	5/92		
PHS-6048	Nomination for Long Term Training [OS/HB-202-08 & GRS-1/29b]	7/91		X
PHS-6048A	A Long Term Training Evaluation for Participants	10/80		
PHS-6048B	A Long Term Training Evaluation for Supervisors	10/80		
PHS-6050	Annual Copying and Duplicating Equipment Report [GRS-3/6, 3/4, 3/8]	12/81		
PHS-6051	Certificate of Eligibles - Merit Promotion Program (<i>Parklawn Personnel Office</i>) [GRS-1/4 & 5, GRS-1/3 & 32]	1/90		X
PHS-6051-1	Certificate of Eligibles - Merit Promotion Program (<i>AHCPR</i>) [GRS-1/4 & GRS-1/3 & 32]	5/90		X
PHS-6059	Request for Overseas Station Allowance [GRS-1/41]	6/99		
PHS-6072	Employee Qualifications Analysis Record [HHS/PHS-B-300-17i, GRS-1/7c & OS/HB-202-08]	9/77		
PHS-6073	Special Placement Program Certificate [HHS/PHS-B-300-17, GRS-1/7a,b & c, OS/HB-202-08]	9/77		
PHS-6080	HMO National Data Reporting Requirements	--		
PHS-6081	Recommendation for Change in Standard Pack	1/78		
PHS-6084	Hispanic Health and Nutrition Examination Survey Daily Progress Report	12/80		
PHS-6089-1	Film Target Reel - Beginning with ...	7/78		

PHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM
PHS-6089-2	Film Target-Reel End - Ending with ...	7/78		
PHS-6090	Notice of Receipt of Data	7/78		
PHS-6096	Notice of Construction Grant Award	7/80		
PHS-6106	Agreement to Receive an Allowance Under the Federal Physicians Comparability Allowance Program (5 U.S.C. 5948)	9/88		X
PHS-3134	Statement of Uniformed Service Other than USPHS CC	7/02		X
PHS-6147	Audit Clearance Document	8/93		
PHS-6147A	Audit Clearance Document (Continuation)	5/80		
PHS-6151	EEO Complaint Record	--		
PHS-6173	Application for Allotment of Pay	8/02		X
PHS-6217	Notice of Block Grant Awards	9/81		
PHS-6226	Status of Application for the Board for Corrections	12/81		
PHS-6231	Certification for Intermittent Tours of Duty	9/02		X
PHS-6249	Emergency Health Service (Position Description)	7/83		
PHS-6250	Emergency Health Service (Information Card)	7/83		
PHS-6255	Property Pass	1/84		
PHS-6256	Scientific Activities Overseas (Special Foreign Currency Program)	1/84		
PHS-6258	NCHSR Flexitime Record	--		
PHS-6273	New GI Bill Election Form and Statement of Understanding	1/97		X
PHS-6279	JR COSTEP Statement of Duties	7/02		X

PHS Forms

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM
PHS-6280	PHS Flexitime Record	6/85		
PHS-6281	OASH Headquarters Official Time Spent on Union Activities	6/85		
PHS-6289	Dental Officers' Additional Special Pay (ASP) Contract	4/98		X
PHS-6296	National Disaster Medical System Emergency ID Card	3/92		
PHS-6300-1	Medical Special Pay (MSP) Contract Request	4/98		X
PHS-6315	Initial Assurance Regarding Procedures for Dealing with and Reporting Possible Misconduct in Science		10/92	
PHS-6316	Certificate of Appreciation as a Member of the National Vaccine Advisory Committee	11/99		
PHS-6318	PHS Equal Opportunity Achievement Award Certificate	2/90		
PHS-6320	PHS Special Recognition Award for Productivity Certificate	2/90		
PHS-6321	PHS Volunteer Award Certificate	2/90		
PHS-6322	PHS Award Certificate (<i>Generic</i>)	2/90		
PHS-6323	Nurse Special Pay—Nurse Anesthetist Contract Request	12/99		X
PHS-6326	Certificate of Recognition (<i>President's Council on Physical Fitness and Sports</i>)	3/90		
PHS-6327	Honor Roll Certificate (<i>President's Council on Physical Fitness and Sports</i>)	3/90		
PHS-6329	Rating Plan	4/90		X
PHS-6330	OASH Noncompetitive Candidates for Vacancy	4/90		X
PHS-6331	Notice of Grant Award Authorization (Legislation/Regulation)	6/90		
PHS-6332	Equal Opportunity Achievement Award (PHS Certificate)	5/90		

PHS Forms

<i>FORM NUMBER</i>	<i>TITLE [RECORDS RETENTION CODE]</i>	<i>DATE</i>	<i>PROPSHOP</i>	<i>FORM</i>
PHS-6333	Volunteer Award (PHS Certificate)	5/90		
PHS-6334	Outstanding Handicapped Employee Award (PHS Certificate)	5/90		
PHS-6335	Authorization to Remove an Illegally Parked Vehicle	6/90		
PHS-6336	Curriculum Vitae	10/90		
PHS-6340	Agreement to Receive Recruitment Relocation Bonus	4/91		X
PHS-6340-A	Recruitment/Relocation Bonus Service Agreement	9/00		X
PHS-6340-B	Request for Renewal of Retention Allowance	9/00		X
PHS-6342-1	Unit Honor Award Nomination Board	2/97		X
PHS-6342-2	Individual Honor Award Nomination Record	2/97		X
PHS-6343	Summary of Copying Equipment Rent/Purchase Analysis	6/91		X
PHS-6343-1	Copier Meter Record	12/96		X
PHS-6344	Production Control Record	1/95		
PHS-6344-1	PHS Distribution Sheet	3/93		X
PHS-6344-9	General and Composition Proofs Notice	5/93	X	
PHS-6348	Printing Specifications	8/91		
PHS-6349	Annual Report on Possible Research Misconduct (OMB # 0937-0198 - Expires 11/02)	12/00		X
PHS-6353	PHS Commissioned Officer's State Tax Withholding Allowance Certificate BARCODED	4/99		X
PHS-6353-1	Request for Voluntary State Income Tax Withholding from Retired Pay	5/96		X

PHS Forms

<i>FORM NUMBER</i>	<i>TITLE [RECORDS RETENTION CODE]</i>	<i>DATE</i>	<i>PROPSHOP</i>	<i>FORM</i>
PHS-6355	Report of Dental Examination of Applicants to the CC of the PHS	7/02		X
PHS-6356	Notice of Security Violation	9/00		
PHS-6363	Request to Establish/Change Mailing Address	3/97		X
PHS-6364	PHS Employee Invention Report	3/94		
PHS-6367	Active Duty Certificate / Short Tour of Less than 30 Days	9/02		X
PHS-6369	Donor Request for Authorization to Transfer Annual Leave	4/92		
PHS-6371	Senior COSTEP Agreement	7/02		X
PHS-6373	Extramural Training Agreement	9/96		X
PHS-6374	Intramural Training Agreement	9/96		X
PHS-6379	Supplemental Medical History Record Required of Applicants to the PHS Commissioned Corps	7/02		
PHS-6380	Request for Uniformed Services Medical Records	7/02		X
PHS-6381	Payment Authorization for Foreign Currency Accounts	12/92		
PHS-6382	Administrative Time and Leave Record	9/94		
PHS-6383-1	Notice to Customer	12/92		
PHS-6383-2	Image Setting Checklist	12/92		
PHS-6383-3	Electronic Phototypesetting Request	10/97		X
PHS-6383-4	Order of Production Notice (Running Sheet)	12/92		
PHS-6383-5	Record of Contact	12/93		X
PHS-6383-6	Forms Specification Notice	1/93		X
PHS-6383-9	Request for Access to Electronic Form and Production	11/93		X

PHS Forms

<i>FORM NUMBER</i>	<i>TITLE [RECORDS RETENTION CODE]</i>	<i>DATE</i>	<i>PROPSHOP</i>	<i>FORM</i>
PHS-6384	Printing and Publishing Report	12/94		
PHS-6389	Supervisory Differential Review Record	06/93		
PHS-6390	Request for Approval of New Increased Reduced or Terminated Supervisory Differential	06/93		
PHS-7000	OASH Performance Appraisal	08/93		
PHS-7000-A	OASH Performance Appraisal Electronic Version	09/94		
PHS-7000-2	Employee Performance Management System - (EPMS) (Generic Performance Standards)	08/93		
PHS-7000-2A	Employee Performance Management System - (EPMS) (Generic Performance Standards)	09/94		
PHS-7000-3	Performance Management and Recognition System - (PMRS) (Generic Performance Standards)	08/93		
PHS-7005	Certificate of Appreciation/Office of Minority Health	--		
PHS-7007	Surgeon General's Certificate of Appreciation	4/94		
PHS-7008	Request for Approval and Authorization of Overtime	3/94		
PHS-7009	Work Schedule Record	7/93	X	X
PHS-7015	Engineering and Scientific Career Continuation Pay (ESCCP) Contract	9/01		X
PHS-7016	Conference Room Reservation Request	3/95	X	X
PHS-7016-2	Conference Room Name Tents	10/94	X	X
PHS-7016-3	Conference Room Schedule	3/95		
PHS-7016-4	Roster of Attendees	3/95		
PHS-7017	Reemployment Priority List - Registration Form	7/94	X	X

PHS Forms

<i>FORM NUMBER</i>	<i>TITLE [RECORDS RETENTION CODE]</i>	<i>DATE</i>	<i>PROPSHOP</i>	<i>FORM</i>
PHS-7017-1	Reemployment Priority List - Employee Disposition Record	7/94	X	X
PHS-7018	Request for Special Pay for Physicians and Dentists (Also HHS-691)	6/98		X
PHS-7018-1	Employee Agreement to Receive Special Pay (Also HHS-691-1)	6/98		X
PHS-7019	Office of Minority Certificate of Appreciation	5/95		
PHS-7033	Special Pay Contract-Accession Bonus (Goldenrod Paper)	11/01		X
PHS-7034	Application for Assimilation into the Regular Corps (<i>Barcoded</i>)	5/99		
PHS-7036	Reimbursement Request for Adoption Expenses	4/98		X
PHS-7039	Application for Allotment of Pay	2/02		X
PHS-7040	Optometry Retention Bonus (ORB) Contract Request	4/03		
PHS-7041	Notice of Privacy Practices (Health Insurance Portability and Accountability Act (HIPPA))	5/03		
PHS-7042	Authorization for Internal Use and Disclosure of Individually Identifiable Medical Information	5/03		
PHS-7043	Critical Skills Retention Bonus (CSRB) Agreement	5/03		

PHS Forms — Obsolete

FORM NUMBER	TITLE	DATE	OBSOLETE
<u>OBSOLETE</u>			
PHS-14	OM Internal Clearance Record	3/78	X
PHS-88	Real Property Voucher	5/90	X
PHS-114-1	Advice of Allotment (Original, Increase or Decrease)	6/83	X
PHS-184-3	Request for Reprints <i>(Post card with or without return address)</i>	2/96	X
PHS-347	Order for Supplies or Services <i>(Superseded by OF-347)</i>	9/95	Superseded
PHS-348	Order for Supplies or Services Schedule <i>(Continuation) (Superseded by OF-348)</i>	6/89	Superseded
PHS-416-2	Facilities and Commitment Statement for Research	9/80	X
PHS-416-3	Reference Report on NRSA Application <i>(Superseded and Incorporated into PHS-416-1)</i>	-	Superseded
PHS-416-4	Notice of Research Fellowship Award	9/69	X
PHS-416-11	Request for Approval of Travel Expenditures Post Doctoral and Special Research	3/81	X
PHS-416-13	Fellowships Review Committee Voting Record	3/68	X
PHS-416-16	Fellowship Notice of Intent / Post card <i>(Formerly NIH-12480)</i>	3/74	X
PHS-425	Penalty Mail Meter Label- Rockville Return <i>Headquarters Use Only</i>	4/88	X
PHS-425-1	Penalty Mail Meter Label- Rockville Return Label <i>FDA Use Only</i>	3/84	X
PHS-425-2	DCP/OSG Preprinted Return Address Label	7/89	X
PHS-425-3	Penalty Mail Meter Label- Rockville Return (Label) <i>(ADAMHA Headquarter Use Only)</i>	3/84	X
PHS-425-4	Penalty Mail Meter Label- Rockville Return (Label) <i>(CDC Headquarter Use Only)</i>	3/84	X
PHS-425-5	Penalty Mail Meter Label- Rockville Return (Label) <i>(IHS Headquarter Use Only)</i>	--	X
PHS-426	Penalty Mailing Label with No Return Address for Field Use Only	2/85	X
PHS-497	Motor Vehicle Trip Ticket	3/94	X
PHS-534	PHS Header Label	1/82	X

PHS Forms — Obsolete

FORM NUMBER	TITLE	DATE	OBSOLETE
PHS-535	PHS Standard Input Tape Record Document History Record	1/82	X
PHS-969-1	Commission Officer's Promotion Assimilation Board Report	12/67	X
PHS-969-2	Interview Report (Reserve Corps)	11/54	X
PHS-1079	Commissioned Officer's Work Sheet for Officer Board	11/58	X
PHS-1181	Nomination to Senate for Appointments and Promotions	3/49	X
PHS-1436-1	Inter Office Transfer Voucher	9/70	X
PHS-1485	Approval List – Grant Continuation	9/88	X
PHS-1553	Record of Congressional Inquiry Received by Phone	8/78	X
PHS-1558	Request for Travel Reservations <i>(Superseded by PSC-76)</i>	3/91	Superseded
PHS-1662-A	Request for Personnel Action Commissioned Officer <i>(Call to Active Duty Only)</i>	3/93	X
PHS-1662B	Request for Personnel Action Commissioned Officer <i>(Other than Call to Active Duty)</i>	3/93	X
PHS-1794	Notice of Lease Renewal	10/84	X
PHS-1866-3	Commissioned Officers Identification Card - <i>(Retired)</i>	-	X
PHS-1912	Request for Approval and Authorization of Overtime Work <i>(Superseded by PSC-48)</i>	3/74	Superseded
PHS-2070	Inventory of Furniture and Furnishings <i>(Government Quarters)</i>	3/74	X
PHS-2146-3	Application for Annuity Under Retired Servicemen's Family Protection Plan	6/83	X
PHS-2443-2	Memorandum/Medical Findings <i>(PHS Commissioned Corps Personnel)</i>	2/79	X
PHS-2464	Receipt of Accountable Form	3/74	X
PHS-2525	Request for Deferments and Hospital Agreement	8/75	X

PHS Forms — Obsolete

FORM NUMBER	TITLE	DATE	OBSOLETE
PHS-2525A	Request for Delayed Call to Active Duty and Hospital Agreement	11/75	X
PHS-2590-1	Application for Continuation Grant <i>(Superseded and Incorporated into PHS-2590)</i>	1/81	Superseded
PHS-2626	PHS Forms Status Notice <i>(Superseded by PSC-17)</i>	-	Superseded
PHS-2708	Printed Material Stock Notice	3/86	X
PHS-3038-1	Application Receipt Record (HRSA)	5/90	X
PHS-3069	Authorization to Take & Use Photographs and Information <i>(Superseded by PSC-66)</i>	11/93	Superseded
PHS-3188	Public Health Service Medical Intern Evaluation	7/62	X
PHS-3441	Unrecorded Obligation Chargeable to Expired Appropriation or Fund Account	6/83	X
PHS-3830	Application Receipt Record (National Institutes of Health)	5/82	X
PHS-3853	CORD Program Application Control Record	-	X
PHS-3997	Application for Staff Fellowship Programs at NIH, ADAMHA, CDC, and FDA <i>(Superseded by SF-171)</i>	-	Superseded
PHS-4086	Carrier's Performance Report	3/84	X
PHS-4168-1	CORD Officer's Progress Report	12/70	X
PHS-4314-1	PHS Employee Suggestion Certificate	9/80	X
PHS-4314-2	Certification of Recognition and Appreciation	8/80	X
PHS-4314-3	Special Recognition Award Certificate	--	X
PHS-4314-4	Superior Service Award Certificate	--	X
PHS-4341-1	Award of Retirement Certificate	9/80	X
PHS-4369-2	COSTEP Evaluation Questionnaire	2/69	X
PHS-4392-1	Instructions for Completing COSTEP Billet Description	1/79	X
PHS-4426	Memo of Understanding Concerning Participation in the CORD Program	3/70	X

PHS Forms — Obsolete

FORM NUMBER	TITLE	DATE	OBSOLETE
PHS-4538	Reference Request--Commissioned Personnel Training Applicant (Superseded by PHS-1813)	8/66	Superseded
PHS-4562	Request for Documents-Processing of Application for Appointment	-	X
PHS-4661	Memo Regarding: Temporary Promotion in the Reserve Corps	6/75	X
PHS-4673-2	COSTEP Disposition Sheet	2/72	X
PHS-4736	Application and Issue Record - ID Cards	8/85	X
PHS-4896	Notice of Payment for Excess Costs Involved in Movement of Household Goods	5/66	X
PHS-4966	Commissioned Officer's Pay Authorization	2/72	X
PHS-5076	Recommendation Regarding Continuation Pay for Officers of the Public Health Service Commissioned Corps	8/72	X
PHS-5102-2	Continuation Pay Voluntary Service Agreement for Medical and Dental Officers of the Commissioned Corps of the United States Public Health Service	-	X
PHS-5141	PHS Commissioned Corps, Appointment Affidavit (Superseded by PHS-5141-1, 5141-2, & 5141-3)	2/92	Superseded
PHS-5143	Questionnaire for Dental Applicants	4/71	X
PHS-5144	Student Training and Extern Program (COSTEP) (Superseded by PHS-6365)	5/92	Superseded
PHS-5145	Senior Costep Control Record	7/78	X
PHS-5146	Diagnostic Index Record Card	7/78	X
PHS-5151-1 PHS-5151-9	PHS Personnel Order Worksheets	1/74	X
PHS-5154	Financial Status Report as Amended by PHS (Superseded by SF-269)	-	Superseded
PHS-5161-2	Application for Federal Assistance (Research) (Superseded by SF-424)	7/84	Superseded
PHS-5163	Application for Federal Assistance (Short Form) (Superseded by SF-424)	9/80	Superseded
PHS-5166	Parklawn Health Library Charge Card	9/73	X
PHS-5175A	PHS Correspondence Control/Route Slip	10/82	X

PHS Forms — Obsolete

FORM NUMBER	TITLE	DATE	OBSOLETE
PHS-5175B	PHS Correspondence Referral-White House Direct Reply	10/82	X
PHS-5175C	PHS Correspondence Referral - Urgent	10/82	X
PHS-5178-3	Status Report - Additions to POD Inventory	9/94	X
PHS-5182-2	Scholarship Program Control Record	2/74	X
PHS-6006	Telephone Service Request (Superseded by PSC-28, Parklawn Bldg. and PSC-28-1, Humphrey Bldg.)	6/94	Superseded
PHS-6010	Request for Common Accounting Number	12/74	X
PHS-6012	Obligation and/or Adjustment Request (Superseded by PSC-59)	-	Superseded
PHS-6013	Checklist for PHS Transmittal Records	9/74	X
PHS-6014	OM Correspondence Referral and Tracking	3/79	X
PHS-6025	National Research Service Award Institutional Grant Application (Superseded by HRSA-6025-1,6025-2, and 6025-3)	-	Superseded
PHS-6025-1	Training Grant Application (HRSA) (Superseded by HRSA-6025-1,6025-2, and 6025-3)	6/93	Superseded
PHS-6025-2	Training Grant Continuation Application for Health Resources and Services Administration (Superseded by HRSA-6025-1,6025-2, and 6025-3)	5/92	Superseded
PHS-6030-1	Vacancy Announcement (Superseded by AHC-4)	-	Superseded
PHS-6032	Parklawn Health Library Order Record	6/75	X
PHS-6033	Correspondence Control Record	7/75	X
PHS-6034	Check/Bond Record	7/75	X
PHS-6039	Authorization for Expert Services for International/Intergovernment Organizations	1/85	X
PHS-6041	Request for Access to Locked Area in Parklawn Building	-	X
PHS-6045	PHS Report to the Secretary on Sterilization	1/79	X

PHS Forms — Obsolete

FORM NUMBER	TITLE	DATE	OBSOLETE
PHS-6047	Request for Forms/Stationery	5/76	X
PHS-6052	PHS Annual Summary of Reports Management	-	X
PHS-6053-1	Amendment of Order for Supplies or Services	-	X
PHS-6054	Status Report of Privacy Act Workload and Impact	-	X
PHS-6056	Public Health Assistance Program Quarterly Activity Report	11/76	X
PHS-6057	Public Health Employee Assistance Program Confidential Client Record	11/76	X
PHS-6060	Commercial Long Distance Service Receipt	2/77	X
PHS-6061	Summary Certification of Commercial Long Distance Services	2/77	X
PHS-6066	Telecommunications Request	4/77	X
PHS-6067	Physician Statement for Handicapped Parking Assignment	6/78	X
PHS-6068-1	Quarters Deficiency Checklist (<i>Page 1</i>)	11/77	X
PHS-6068-2	Quarters Deficiency Checklist (<i>Continued</i>) - (<i>Page 2</i>)	11/77	X
PHS-6069	Quarters Rental Rate Record	5/85	X
PHS-6070A	Quarters Assignment & Acceptance Agreement (<i>Includes two separate forms Page 1 & Page 2</i>)	4/86	X
PHS-6070B	Quarters Termination Record	2/96	X
PHS-6074	Code Tables for Officers (Dental)	8/85	X
PHS-6074A	Instructions and Code Tables for Officers- (Instructions to Form PHS-6074)	8/85	X
PHS-6075	Checklist of Personnel Instruction Transmittal Sheets for the Commissioned Corps Personnel Manual	10/90	X
PHS-6076	Code-A-Phone Request for Forms or Publications	12/77	X
PHS-6086	Service Sponsorship of Civilian Medical Care (<i>HRSA</i>)	8/84	X
PHS-6087	Claim for Reimbursement of Travel Costs and Consultant Fee	--	X
PHS-6088	PHS Issuance Clearance and Approval Record	11/94	X
PHS-6093	Agency Reporting System for Updating the National Master Facility Inventory	4/84	X
PHS-6097	Progress Report HMO Feasibility Activities	--	X

PHS Forms — Superseded

FORM NUMBER	TITLE	DATE	SUPERSEDED BY
<u>SUPERSEDED</u>			
PHS-347	Order for Supplies or Services <i>(Superseded by OF-347)</i>	9/95	OF-347
PHS-348	Order for Supplies or Services <i>(Superseded by OF-348)</i>	6/89	OF-348
PHS-416-3	Reference Report on NRSA Application <i>(Superseded and Incorporated by PHS-416-1)</i>	--	PHS-416-1
PHS-1558	Request for Travel Reservations <i>(Superseded by PSC-76)</i>	3/91	PSC-76
PHS-1912	Request for Approval and Authorization of Overtime Work <i>(Superseded by PSC-48)</i>	3/74	PSC-48
PHS-2590-1	Application for Continuation Grant <i>(Superseded and Incorporated by PHS-2590)</i>	1/81	PHS-2590
PHS-2626	PHS Forms Status Notice <i>(Superseded by PSC-17)</i>	--	PSC-17
PHS-3069	Authorization to Take and Use Photographs and Information <i>(Superseded by PSC-66)</i>	11/93	PSC-66
PHS-3997	Application for Staff Fellowship Programs at NIH, ADAMHA, CDC, & FDA <i>(Superseded by SF-171)</i>	--	SF-171
PHS-4538	Reference Request--Commissioned Personnel Training Applicant <i>(Superseded by PHS-1813)</i>	--	PHS-1813
PHS-5141	PHS Commissioned Corps, Appointment Affidavit <i>(Superseded by PHS-5141-1, 5141-2, & 5141-3)</i>	2/92	PHS-5141-1,2 & 3
PHS-5144	Student Training and Extern Program (COSTEP) <i>(Superseded by PHS-6365)</i>	5/92	PHS-6335
PHS-5154	Financial Status Report as Amended by PHS <i>(Superseded by SF-269)</i>	-	Superseded
PHS-5161-2	Application for Federal Assistance (Research) <i>(Superseded by SF-424)</i>	7/84	SF-424
PHS-5163	Application for Federal Assistance (Short form) <i>(Superseded by SF-424)</i>	9/80	SF-424
PHS-6006	Telephone Service Request <i>(Superseded by PSC-28 Parklawn Bldg. and PSC-28-1 Hubert Humphrey Bldg.)</i>	6/94	PSC-28, PSC-28-1
PHS-6012	Obligation and/or Adjustment Request <i>(Superseded by PSC-59)</i>	--	PSC-59
PHS-6025	National Research Service Award Institutional Grant Application <i>(Superseded by HRSA-6025-1)</i>	--	HRSA-6025-1
PHS-6025-1	HRSA Competing Training Grant Application <i>(Superseded by HRSA-6025-2)</i>	--	HRSA-6025-2
PHS-6025-2	Training Grant Continuation (HRSA) <i>(Superseded by HRSA-6025-3)</i>	5/92	HRSA-6025-3

PHS Forms — Superseded

FORM NUMBER	TITLE	DATE	SUPERSEDED BY
PHS-6030-1	Vacancy Announcement <i>(Superseded by AHC-4)</i>	--	AHC-4
PHS-6066	Telecommunications Request <i>(Superseded by PSC-28/PSC-28-1)</i>	4/77	PSC-28/28-1
PHS-6135	Request for Office Machine Repair <i>(Superseded by PSC-49)</i>	--	PSC-49
PHS-6152	OASH Performance Appraisal System (SES) <i>(Superseded by EPMS Form)</i>	3/88	EPMS Form
PHS-6153	Employee Performance Management System <i>(Superseded by PHS-7000)</i>	--	PHS-7000
PHS-6159	Audio-Visual Equipment Request and Receipt <i>(Superseded by PSC-4)</i>	--	PSC-4
PHS-6181	Request for Laboring Material Handling and Trucking Services <i>(Superseded by PSC-32)</i>	3/81	PSC-32
PHS-6190	Application to the Board for Corrections of PHS Commissioned Corps Records <i>(Superseded by PSC-54)</i>	4/96	PSC-54
PHS-6293	Uniformed Services Active Duty Dependents Dental Insurance Plan Enrollment Election <i>(Superseded by DD-2494)</i>	4/87	DD-2494
PHS-6295	Application for Parking Permit (Parklawn Complex) <i>(Superseded by PSC-43)</i>	4/95	PSC-43
PHS-6317	Nurse Officers Special Pay Contract <i>(Superseded by PHS-6323 and PHS-6324)</i>	10/90	PHS-6323
PHS-6328-1	Rating Form <i>(Superseded by AHC-5)</i>	--	AHC-5
PHS-6329-1	Rating Plan <i>(Superseded by AHC-6)</i>	--	AHC-6
PHS-6330-1	Non-Competitive Candidates (AHCPR) <i>(Superseded by AHC-7)</i>	--	AHC-7
PHS-6352	On-the-Spot Cash Award <i>(Superseded by PSC-60)</i>	10/91	PSC-60
PHS-6354	Federal Express Shipment Information Form <i>(Superseded by PSC-46)</i>	1/92	PSC-46
PHS-6378	PHS Transhare Program <i>(Superseded by PSC-58)</i>	7/92	PSC-58
PHS-7001	BPA Receiving Report <i>(Superseded by PSC-27)</i>	10/88	PSC-27
PHS-7002	Record of Call <i>(Superseded by PSC-27-1)</i>	10/88	PSC-27-1
PHS-7004	Authorization to Take and Use Photographs and Information <i>(Superseded by PSC-66)</i>	11/93	PSC-66

PHS Forms — OMB CLEARANCE

<i>FORM NUMBER</i>		<i>DATE</i>	<i>OMB CLEARANCE</i>
<u>OMB CLEARANCE</u>			
PHS-50	Application for Appointment as a Commissioned Officer in the U.S. Public Health Service Commissioned Corps (OMB # 0937-0025 Expires 7/31/03)	7/97	OMB # 0937-0025
PHS-398	Application for PHS Grant (OMB # 0925-0001 Expires 5/2004)	5/01	OMB # 0925-0001
PHS-416-1	Application for PHS Individual National Research Services Award (OMB # 0925-0002 Expires 11/30/01)	12/98	OMB # 0925-0002
PHS-416-5	Research Fellowship Activation Notice (OMB # 0925-0002 Expires 11/30/01)	12/98	OMB # 0925-0002
PHS-416-7	Termination Notice NRSA (OMB # 0925-0002 Expires 11/30/01)	12/98	OMB # 0925-0002
PHS-416-9	Application for PHS Individual National Research Service Continuation Award (OMB # 0925-0002 Expires 11/30/01)	12/98	OMB # 0925-0002
PHS-2271	Statement of Appointment of Trainee (OMB # 0925-0001 Expires 5/31/04)	4/98	OMB # 0925-0001
PHS-2590	Application for Continuation of a PHS Grant (OMB # 0925-0001 Expires 5/2004)	5/01	OMB # 0925-0001
PHS-3734	Official Statement Relinquishing Interest and Rights in a PHS Research Grant (OMB # 0925-0001 Expires 5/2004)	5/01	OMB # 0925-0001
PHS-5161-1	Grant Application Form for Non-Construction Projects (OMB # 0920-0428 Expires 6/30/03)	7/00	OMB # 0920-0428
PHS-6031	National Research Service Award (OMB # 0925-0002 Expires 11/30/01)	12/98	OMB # 0925-0002
PHS-6031-1	Annual National Research Service Award Pay Back Activities (OMB # 0925-0002 Expires 11/30/01)	12/98	OMB # 0925-0002
PHS-6349	Annual Report on Possible Research Misconduct (OMB # 0937-0198 Expires 12/31/02)	12/00	OMB # 0937-0198

PHS Forms Alphabetical Index (FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER)

PHS ACTIVE FORMS ARE LISTED ON PAGES 20-26, PHS OBSOLETE FORMS ARE LISTED ON PAGES 28-37, PHS SUPERSEDED FORMS ARE LISTED ON PAGES 38-39

A

PHS-6048A A Long Term Training Evaluation for Participants
 PHS-6048B A Long Term Training Evaluation for Supervisors
 PHS-6037 Acknowledgment of Receipt of Application for Vacancy
 PHS-6382 Administrative Time and Leave Record
 PHS-114-1 Advice of Allotment (Original, Increase or Decrease)
 PHS-6093 Agency Reporting System for Updating the National Master Facility Inventory
 PHS-6340 Agreement to Receive Recruitment Relocation Bonus
 PHS-6106 Agreement to Receive an Allowance Under the Federal Physicians Comparability Allowance Program
 PHS-6053-1 Amendment of Order for Supplies or Services (Obsolete)
 PHS-6050 Annual Copying and Duplicating Equipment Report
 PHS-6031-1 Annual National Research Service Award Pay Back Activities
 PHS-6349 Annual Report on Possible Misconduct
 PHS-7039 Application for Allotment of Pay
 PHS-4736 Application and Issue Record (ID Cards) - (Obsolete)
 PHS-2146-3 Application for Annuity under Retired Servicemen's Family Protection Plan (Obsolete)
 PHS-50 Application for Appointment as a Commissioned Officer in the PHS
 PHS-7034 Application for Assimilation into the Regular Corps
 PHS-2590-1 Application for Continuation Grant (Obsolete)
 PHS-2590 Application for Continuation of a PHS Grant
 PHS-5161-2 Application for Federal Assistance (Research) (Obsolete-Superseded by SF-424)
 PHS-5163 Application for Federal Assistance (Short Form) (Obsolete-Superseded by SF-424)
 PHS-6295 Application for Parking Permit / Parklawn Complex (Obsolete-Superseded by PSC-43)
 PHS-398 Application for PHS Grant
 PHS-416-1 Application for PHS Individual National Research Service Award
 PHS-416-9 Application for PHS Individual National Research Service Continuation Award
 PHS-4013-1 Application for Shipment of Household Goods (Commissioned Officers)
 PHS-3997 Application for Staff Fellowship Programs ... (Obsolete-Superseded by SF-171)
 PHS-1122-1 Application for Training for Commissioned Personnel
 PHS-3038-1 Application Receipt Record (HRSA) (Obsolete)
 PHS-3830 Application Receipt Record (NIH) (Obsolete)
 PHS-1485 Approval List -Grant Continuation
 PHS-7003 Article of Refurbishment (Obsolete)
 PHS-6159 Audio-Visual Equipment Request and Receipt (Obsolete-Superseded by PSC-4)
 PHS-6147 Audit Clearance Document
 PHS-6147A Audit Clearance Document (Continuation)
 PHS-6039 Authorization for Expert Services for International Intergovernment Organizations
 PHS-6335 Authorization to Remove an Illegally Parked Vehicle
 PHS-7004 Authorization to Take and Use Photographs and Information (Obsolete)
 (Superseded by PSC-66)
 PHS-3069 Authorization to Take and Use Photographs and Information (Obsolete)
 (Superseded by PSC-4)
 PHS-4341-1 Award of Retirement Certificate (Obsolete)

B

PHS-1881-1 Basic Training Contract
 PHS-4392 Billet Description
 PHS-7001 BPA Receiving Report (Obsolete-Superseded by PSC-27)
 PHS-114-2 Budget Plan

C

PHS-4086 Carrier's Performance Report (Obsolete)
 PHS-6314 Certificate for Completion of CO Orientation (Obsolete)
 PHS-6404 Certificate for Recognition as Associate Recruiter with COSTEP (Obsolete)
 PHS-6388 Certificate for Recruitment (Obsolete)
 PHS-6316 Certificate of Appreciation as a Member of the National Vaccine Advisory Committee
 PHS-7005 Certificate of Appreciation/Office of Minority Health
 PHS-6051 Certificate of Eligibles - Merit Promotion Program (Parklawn Personnel Office)
 PHS-6051-1 Certificate of Eligibles - Merit Promotion Program (AH CPR)
 PHS-6326 Certificate of Recognition (President's Council on Physical Fitness and Sports)
 PHS-4314-2 Certificate of Recognition and Appreciation (Obsolete)
 PHS-6403 Certificate of Recognition for Recruiter/COSTEP (Obsolete)
 PHS-6034 Check/Bond Record (Obsolete)
 PHS-6013 Checklist for PHS Transmittal Records (Obsolete)
 PHS-6075 Checklist of Personnel Instruction Transmittal Sheets for the Commissioned Corps Personnel Manual (CCPM)
 PHS-1637-4 Child's Dependency Statement
 PHS-6164 Claim for Lump-Sum Leave Payment (Obsolete)
 PHS-6087 Claim for Reimbursement of Travel Costs and Consultant Fee (Obsolete)
 PHS-6074 Code Tables for Officers (Dental) (Obsolete)
 PHS-6076 Code-A-Phone Request for Forms or Publications (Obsolete)
 PHS-6060 Commercial Long Distance Service Receipt (Obsolete)
 PHS-969-1 Commission Officer's Promotion Assimilation Board Report (Obsolete)
 PHS-6313 Commissioned Corps Award Program Post Card (Obsolete)
 PHS-4966 Commissioned Officer's Pay Authorization (Obsolete)
 PHS-6290A Commissioned Officer's Request for Second Mortgage/Home Equity Loan Certification (Obsolete)
 PHS-6290 Commissioned Officer's Request for Variable Housing Allowance (Obsolete)
 PHS-1079 Commissioned Officer's Work Sheet for Officer Board (Obsolete)
 PHS-7016 Conference Room Name Tents
 PHS-7016-2 Conference Room Reservation Request
 PHS-7016-3 Conference Room Schedule
 PHS-6188 Continuation Pay Contract for Dental Officers of the Commissioned Corps of USPHS (Obsolete)
 PHS-5102-2 Continuation Pay Voluntary Service Agreement for Medical and Dental Officers of the Commissioned Corps of the USPHS (Obsolete)
 PHS-3576 Contractor's Release for All Contracts

PHS Forms Alphabetical Index (FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER)

PHS ACTIVE FORMS ARE LISTED ON PAGES 20-26, PHS OBSOLETE FORMS ARE LISTED ON PAGES 28-37, PHS SUPERSEDED FORMS ARE LISTED ON PAGES 38-39

C

PHS-6162 Contributory Educational Assistance Program Statement of Understanding Allotment (Obsolete)
 PHS-6343-1 Copier Meter Record
 PHS-4168-1 CORD Officer's Progress Report (Obsolete)
 PHS-3853 CORD Program Application Control Record (Obsolete)
 PHS-6033 Correspondence Control Record (Obsolete)
 PHS-4673-2 COSTEP Disposition Sheet (Obsolete)
 PHS-4369-2 COSTEP Evaluation Questionnaire (Obsolete)
 PHS-4772 COSTEP Status Report
 PHS-6336 Curriculum Vitae

D

PHS-425-2 DCP/OSG Preprinted Return Address Label (Obsolete)
 PHS-6289 Dental Officers' Additional Special Pay (ASP) Contract
 PHS-5146 Diagnostic Index Record Card (Obsolete)
 PHS-6369 Donor Request for Authorization to Transfer Annual Leave

E

PHS-6151 EEO Complaint Record
 PHS-6383-3 Electronic Phototypesetting Request
 PHS-6249 Emergency Health Service (Position Description)
 PHS-6250 Emergency Health Service (Information Card)
 PHS-6234 Emergency Orders (COS) (Obsolete)
 PHS-7018-1 Employee Agreement to Receive Special Pay
 PHS-6153 Employee Performance Management System (Obsolete-Superseded by PHS-7000)
 PHS-7000-2 Employee Performance Management System (EPMS) Generic Performance Standards
 PHS-7000-2A Employee Performance Management System (EPMS) Generic Performance Standards
 PHS-6072 Employee Qualifications Analysis Record
 PHS-7015 Engineering and Scientific Career Continuation Pay (ESCCP) Contract
 PHS-6332 Equal Opportunity Achievement Award (PHS/Certificate)
 PHS-6373 Extramural Training Agreement

F

PHS-416-2 Facilities and Commitment Statement for Research (Obsolete)
 PHS-6354 Federal Express—Shipment Information Form (Obsolete) (Superseded by PSC-46)
 PHS-416-16 Fellowship Notice of Intent (Obsolete)
 PHS-416-13 Fellowship Review Committee Voting Record (Obsolete)
 PHS-6089-1 Film Target Reel - Beginning with ...
 PHS-6089-2 Film Target Reel - Ending with ...
 PHS-5154 Financial Status Report as Amended by PHS (Obsolete) (Superseded by SF-269)
 PHS-6383-6 Forms Specification Notice
 PHS-5153-3 Formula Grant Award

G

PHS-6344-9 General and Composition Proofs Notice
 PHS-5161-1 Grant Application Form for Non-Construction Projects

H

PHS-6172 Health Maintenance Organization Compliance Credential (Obsolete)
 PHS-6084 Hispanic Health and Nutrition Examination Survey Daily Progress Report
 PHS-6080 HMO National Data Reporting Requirements
 PHS-6327 Honor Roll Certificate (President's Council on Physical Fitness and Sports)
 PHS-6222 Honorable Discharge for Commissioned Officers in USPHS (Obsolete)

I

PHS-6383-2 Image-setting Checklist
 PHS-6342-2 Individual Honor Award Nomination Record
 PHS-6315 Initial Assurance Regarding Procedures for Dealing With & Reporting Possible Misconduct in Science
 PHS-6374 Intramural Training Agreement
 PHS-6074A Instructions and Code Tables for Officers for Form PHS-6074 (Obsolete)
 PHS-4392-1 Instructions for Completing COSTEP Billet Description (Obsolete)
 PHS-731 International Certification of Vaccination
 PHS-1436-1 Interoffice Transfer Voucher (Obsolete)
 PHS-969-2 Interview Report-Applicant (Obsolete)
 PHS-2070 Inventory of Furniture & Furnishings

J

PHS-4469-1 Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) Evaluation Questionnaire (To Be Completed by Preceptor or Immediate Supervisor)

L

PHS-6346 Library Card Application for Parklawn and PGC Branch Libraries (Obsolete)
 PHS-6351 Limited Tour of Duty Statement of Understanding (Obsolete)
 PHS-6240 Loan Request (Obsolete)

M

PHS-6023 Mail Receipt
 PHS-6387 Mail User Account Registration (Obsolete)
 PHS-6247 Manuscript Control Record (Envelopes) (Obsolete)
 PHS-6300 Medical Officer's Incentive Special Pay (ISP) Contract (Obsolete)
 PHS-6310 Medical Officer's Retention Bonus (MORB) Contract (Obsolete)
 PHS-6300-1 Medical Special Pay (MSP) Contract Request
 PHS-4426 Memo of Understanding Concerning Participation in the CORD Program (Obsolete)
 PHS-2443-2 Memorandum/Medical Findings (PHS Commissioned Corps Personnel) (Obsolete)
 PHS-4661 Memo Regarding Temporary Promotion in the Reserve Corps (Obsolete)
 PHS-6030 Merit Promotion Vacancy Announcement
 PHS-6233 Mobilization Orders-Division of Commissioned Personnel (Obsolete)
 PHS-497 Motor Vehicle Trip Ticket (Obsolete)

PHS Forms Alphabetical Index (FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER)

PHS ACTIVE FORMS ARE LISTED ON PAGES 20-26, PHS OBSOLETE FORMS ARE LISTED ON PAGES 28-37, PHS SUPERSEDED FORMS ARE LISTED ON PAGES 38-39

N

PHS-6296 National Disaster Medical System Emergency-ID Card
 PHS-6312 National Emergency Preparedness Service Ribbon Certificate (Obsolete)
 PHS-6025 National Research Service Award Institutional Grant Application (Obsolete)
 PHS-6031 National Research Service Award Pay Back Agreement
 PHS-6150 NCHSR Correspondence Control Record (Obsolete)
 PHS-6258 NCHSR Flexitime Record
 PHS-7037 Next of Kin or Emergency Contact Authorization (Obsolete)
 PHS-6048 Nomination for Long Term Training
 PHS-1181 Nomination to Senate for Appointments and Promotions (Obsolete)
 PHS-6330-1 Non-Competitive Candidates (AHCP) (Obsolete)
 PHS-2874 Notice of Arrival — Commissioned Officers
 PHS-6217 Notice of Block Grant Award
 PHS-6096 Notice of Construction Grant Award
 PHS-5152-1 Notice of Grant Award
 PHS-1533 Notice of Grant Award
 PHS-6331 Notice of Grant Award-Authorization (Legislation/Regulation)
 PHS-5152-6 Notice of Grant Award (AHCP)
 PHS-5152-2 Notice of Grant Award (Continuation Sheet)
 PHS-5152-4 Notice of Grant Award (HRSA)
 PHS-5152-3 Notice of Grant Award (SAMHSA)
 PHS-6040 Notice of Intramural Research Project
 PHS-1794 Notice of Lease Renewal (Obsolete)
 PHS-7006 Notice of Materials Due (Obsolete)
 PHS-4896 Notice of Payment for Excess Costs Involved in Movement of Household Goods (Obsolete)
 PHS-6090 Notice of Receipt of Data
 PHS-416-4 Notice of Research Fellowship Award (Obsolete)
 PHS-6356 Notice of Security Violation
 PHS-6383-1 Notice to Customer
 PHS-5176 Notice of Foreign Travel
 PHS-6323 Nurse Special Pay—Nurse Anesthetist Contract Request
 PHS-6317 Nurse Officers' Special Pay Contract (Obsolete)
 (Superseded by PHS-6323 & PHS-6324)
 PHS-6324 Nurse Officers' Special Pay Contract Accession Bonus (Obsolete)

O

PHS-6281 OASH Headquarters Official Time Spent on Union Activities
 PHS-6330 OASH Noncompetitive Candidates for Vacancy
 PHS-7000 OASH Performance Appraisal
 PHS-7000A OASH Performance Appraisal Electronic Version
 PHS-6152 OASH Performance Appraisal System (SES) (Obsolete)
 PHS-6239 OASH Special Recognition Award Certificate (Obsolete)
 PHS-6386 OASH Training Certificate-Computer Security Awareness (Obsolete)
 PHS-7009 OASH Work Schedules Record (Sign in Sheet)
 PHS-6012 Obligation and/or Adjustment Request (Obsolete) (Superseded by PSC-59)

O

PHS-7019 Office of Minority Certificate of Appreciation
 PHS-31 Officers' Leave Record
 PHS-6368 Officer's Operation Log (Obsolete)
 PHS-3734 Official Statement Relinquishing Interest and Rights in a PHS Research Grant
 PHS-6014 OM Correspondence Referral and Tracking (Obsolete)
 PHS-14 OM Internal Clearance Record (Obsolete)
 PHS-6352 On-the-Spot Cash Award (Obsolete) (Superseded by PSC-60)
 PHS-347 Order for Supplies or Services (Obsolete)
 PHS-348 Order for Supplies or Services Schedule (Continuation) (Obsolete)
 PHS-6383-4 Order of Production Notice (Running Sheet)
 PHS-1881-2 Order Pursuant to Basic Training Contract
 PHS-6334 Outstanding Handicapped Employee Award (PHS/Certificate)

P

PHS-1637-3 Parent's Dependency Affidavit
 PHS-1637-2 Parent's/Parent-in-law's Statement
 PHS-6357 Parking Security Central Incident Report (Obsolete)
 PHS-6357-1 Parking Security Central Incident Report (Continuation Sheet) (Obsolete)
 PHS-5166 Parklawn Health Library Charge Card (Obsolete)
 PHS-6032 Parklawn Health Library Order Record (Obsolete)
 PHS-6381 Payment Authorization for Foreign Currency Accounts
 PHS-6171 Payroll Adjustment Notice (Obsolete)
 PHS-425 Penalty Mail Meter Label-Rockville Return (Obsolete)
 PHS-425-3 Penalty Mail Meter Label-Rockville Return ADAMHA Headquarter Use Only (Obsolete)
 PHS-425-4 Penalty Mail Meter Label-Rockville Return CDC Headquarter Use Only (Obsolete)
 PHS-425-1 Penalty Mail Meter Label-Rockville Return FDA Headquarter Use Only (Obsolete)
 PHS-425-2 Penalty Mail Meter Label-Rockville Return HRSA Headquarter Use Only (Obsolete)
 PHS-425-5 Penalty Mail Meter Label-Rockville Return IHS Headquarter Use Only (Obsolete)
 PHS-426 Penalty Mailing Label with No Return Address (For Field Use Only) (Obsolete)
 PHS-7000-3 Performance Management & Recognition System (PMRS) Generic Performance Standards
 PHS-6052 PHS Annual Summary of Report Management (Obsolete)
 PHS-6322 PHS Award Certificate (Generic)
 PHS-5141 PHS Commissioned Corps, Appointment Affidavit (Obsolete)
 PHS-5141-1 PHS Commissioned Corps Appointment Affidavit—(Reserve Corps)
 PHS-6353 PHS Commissioned Officer State Tax Withholding Allowance Certificate
 PHS-6353 PHS Commissioned Officers State Withholding Allowance Certificate
 PHS-5175A PHS Correspondence Control/ Route Slip
 PHS-5175 PHS Correspondence Referral
 PHS-5175C PHS Correspondence Referral-Urgent (Obsolete)
 PHS-5175B PHS Correspondence Referral (White House Direct Reply) (Obsolete)
 PHS-6344-1 PHS Distribution Sheet
 PHS-6500 PHS Electronic Records and Systems Data Entry Form (Obsolete)
 PHS-6364 PHS Employee Invention Report

PHS Forms Alphabetical Index (FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER)

PHS ACTIVE FORMS ARE LISTED ON PAGES 20-26, PHS OBSOLETE FORMS ARE LISTED ON PAGES 28-37, PHS SUPERSEDED FORMS ARE LISTED ON PAGES 38-39

P

PHS-6280 PHS Flexitime Record
 PHS-2626 PHS Forms Status Notice (Obsolete) (Superseded by PSC-17)
 PHS-534 PHS Header Label (Obsolete)
 PHS-6088 PHS Issuance Clearance and Approval Record (Obsolete)
 PHS-6337 PHS Multiyear Retention Bonus (MRB) Contract (Obsolete)
 PHS-6339 PHS Parking Permit (Obsolete)
 PHS-6269 PHS Profile Fact Sheet (Contractor's Profile System) (Obsolete)
 PHS-6045 PHS Report to the Secretary on Sterilization (Obsolete)
 PHS-6236 PHS Reports Data and Summary Sheet (Obsolete)
 PHS-6320 PHS Special Recognition Award for Productivity Certificate
 PHS-535 PHS Standard Input Tape Record Document History Record (Obsolete)
 PHS-6378 PHS Transhare Program (Obsolete/Superseded by PSC-58)
 PHS-6294 PHS Transmittal Notice
 PHS-6321 PHS Volunteer Award Certificate
 PHS-5151 PHS Personnel Order Worksheets (PHS 5151-1—PHS-5151-9 -Obsolete)
 PHS-6067 Physician Statement for Handicapped Parking Assignment (Obsolete)
 PHS-2708 Printed Material Stock Notice (Obsolete)
 PHS-6268 Printed Matter Request-Order Form (PSC Forms Store/AOS) (Obsolete)
 PHS-6268-1 Printed Matter Request –Order Form (Continuation Sheet) (PSC Forms Store/AOS) (Obsolete)
 PHS-6384 Printing and Publishing Report
 PHS-6348 Printing Specifications
 PHS-6344 Production Control Record
 PHS-6097 Progress Report HMO Feasibility Activities (Obsolete)
 PHS-6100 Progress Report HMO Planning & Development Activities
 PHS-6152A Progress Review (Obsolete)
 PHS-6255 Property Pass
 PHS-6056 Public Health Assistance Program Quarterly Activity Report (Obsolete)
 PHS-6057 Public Health Employee Assistance Program Confidential Client Record (Obsolete)
 PHS-3188 Public Health Service Medical Intern Evaluation (Obsolete)
 PHS-7031 Purchase Order for Contract Health Service Other than Hospital Inpatient or Dental (Obsolete)

Q

PHS-2977 Quarters Allowance Certificate
 PHS-6070A Quarters Assignment and Acceptance Agreement (Obsolete)
 PHS-6068-1 Quarters Deficiency Checklist (Page 1)
 PHS-6068-2 Quarters Deficiency Checklist (Page 2)
 PHS-6069 Quarters Rental Rate Record
 PHS-6070B Quarters Termination Record (Obsolete)
 PHS-5143 Questionnaire for Dental Applicants (Obsolete)

R

PHS-6328 Rating Form (Obsolete)
 PHS-6328-1 Rating Form (Obsolete)
 PHS-6329 Rating Plan
 PHS-6329-1 Rating Plan (Obsolete)
 PHS-6372 Ready Reserve Short Tour Evaluation Report (Obsolete)
 PHS-88 Real Property Voucher (Obsolete)
 PHS-6278 Receipt for Cash - Sub-voucher (Obsolete)
 PHS-2464 Receipt of Accountable Form (Obsolete)
 PHS-6291 Recognition of Professional Nursing Certificate (Obsolete)
 PHS-6081 Recommendation for Change in Standard Pack
 PHS-5076 Recommendation Regarding Continuation Pay for Officers in the PHS Commissioned Corps ...
 PHS-7002 Record of Call (Obsolete)
 PHS-6101 Record of Communications (Obsolete)
 PHS-1553 Record of Congressional Inquiry Received by Telephone (Obsolete)
 PHS-6383-5 Record of Contact
 PHS-6237 Record of Required Distribution (Obsolete)
 PHS-6338 Recruitment Certificate (Obsolete)
 PHS-6401 Recruitment Certificate/COSTEP (Obsolete)
 PHS-6402 Recruitment Certificate/Preceptors/COSTEP (Obsolete)
 PHS-6340A Recruitment Relocation Bonus Service Agreement
 PHS-7017 Reemployment Priority List-Employee Disposition Form
 PHS-7017-1 Reemployment Priority List-Registration Form
 PHS-416-3 Reference Report on NRSA Application (Obsolete)
 (Superseded by PHS-416-1)
 PHS-4538 Reference Request-Commissioned Personnel Training Applicant (Obsolete)
 PHS-1813 Reference Request for Applicants to the USPHS
 PHS-7036 Reimbursement Request for Adoption Expenses
 PHS-3842 Report of Commissioned Officers Annual Leave _____
 PHS-6355 Report of Dental Examination of Applicants to the CC of the PHS
 PHS-5178 Reprographic Services Requisition
 PHS-1345 Request and Authority for Leave of Absence
 PHS-6383-9 Request for Access to Electronic Form and Production
 PHS-6041 Request for Access to Locked Area in Parklawn Building (Obsolete)
 PHS-7008 Request for Approval and Authorization of Overtime
 PHS-1912 Request for Approval and Authorization of Overtime Work
 (Obsolete / Superseded by PSC-48)
 PHS-6390 Request for Approval of New Increased Reduced or Terminated Supervisory
 Differential
 PHS-416-11 Request for Approval of Travel Expenditures Post Doctoral and Special Research
 (Obsolete)
 PHS-6010 Request for Common Accounting Number (Obsolete)
 PHS-2525 Request for Deferments and Hospital Agreement (Obsolete)
 PHS-2525A Request for Delayed Call to Active Duty and Hospital Agreement (Obsolete)
 PHS-4562 Request for Documents – Processing of Application for Appointment (Obsolete)

PHS Forms Alphabetical Index (FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER)

PHS ACTIVE FORMS ARE LISTED ON PAGES 20-26, PHS OBSOLETE FORMS ARE LISTED ON PAGES 28-37, PHS SUPERSEDED FORMS ARE LISTED ON PAGES 38-39

R

PHS-6028 Request for Door Title Cards and Holders
 PHS-6047 Request for Forms/Stationery (Obsolete)
 PHS-6181 Request for Laboring Material Handling & Trucking Services (Obsolete)
 (Superseded by PSC-32)
 PHS-6135 Request for Office Machine Repair (Obsolete) (Superseded by PSC-49)
 PHS-1662 Request for Personnel Action -Commissioned Officer
 PHS-1662A Request for Personnel Action-Commissioned Officer
 (Call to Active Duty Only) (Obsolete)
 PHS-1662B Request for Personnel Action -Commissioned Officer
 (Other than Call to Active Duty) (Obsolete)
 PHS-4401 Request for Publication
 PHS-6340B Request for Renewal of Retention Allowance
 PHS-184-3 Request for Reprints (Post Card With or Without Address) (Obsolete)
 PHS-7018 Request for Special Pay for Physicians and Dentists
 PHS-1558 Request for Travel Reservations (Obsolete)
 PHS-6380 Request for Uniformed Services Medical Records
 PHS-6353-1 Request for Voluntary State Income Tax Withholding from Retired Pay
 PHS-6363 Request to Establish/Change Mailing Address
 PHS-416-5 Research Fellowship Activation Notice
 PHS-7016-4 Roster of Attendance
 PHS-6189 RSP Contract for Medical Officers of the Commissioned Corps PHS
 (Obsolete)

S

PHS-5182-2 Scholarship Program Control Record (Obsolete)
 PHS-6256 Scientific Activities Overseas (Special Foreign Currency Program)
 PHS-5145 Senior Costep Control Record (Obsolete)
 PHS-6086 Service Sponsorship of Civilian Medical Care (Obsolete)
 PHS-1373 Separation of Commissioned Officer's Request for Dependency Determination
 PHS-2897 Shipping Address
 PHS-7033 Special Pay Contract-Accession Bonus (goldenrod paper)
 PHS-6073 Special Placement Program Certificate
 PHS-4314-3 Special Recognition Award Certificate (Obsolete)
 PHS-2271 Statement of Appointment of Trainee
 PHS-6226 Status of Application for the Board of Corrections
 PHS-5178-3 Status Report - Additions to Print on Demand Inventory (Obsolete)
 PHS-6054 Status Report of Privacy Act Workload and Impact (Obsolete)

S

PHS-5144 Student Training and Extern Program for Commissioned Corps (COSTEP) — (Obsolete)
 (Superseded by PHS-6365)
 PHS-6061 Summary Certification of Commercial Long Distance Service (Obsolete)
 PHS-6343 Summary of Copying Equipment Rent/Purchase
 PHS-4314-4 Superior Service Award Certificate (Obsolete)
 PHS-6389 Supervisory Differential Review Record
 PHS-7007 Surgeon General's Certificate of Appreciation
 PHS-6244 Surgeon General's Exemplary Service Certificate (Obsolete)

T

PHS-6066 Telecommunications Request (Obsolete)
 PHS-6006 Telephone Service Request (Obsolete) (Superseded by PSC-29-1)
 PHS-6157 Teleticketing Record (Obsolete)
 PHS-416-7 Termination Notice for Fellows and Trainees Completing a National Research Service Award
 PHS-6140 The Commendation Medal Certificate (Obsolete)
 PHS-7027 The Surgeon General's Medallion Certificate (Obsolete)
 PHS-6170 Timekeeper Correction Form (Obsolete)
 PHS-6375 Total Quality Management (TQM) Certificate (Generic) (Obsolete)
 PHS-6175 Training Certificate (Obsolete)
 PHS-6160 Training Certificate OM/OASH (Obsolete)
 PHS-6182 Training Certificate for Equal Employment Opportunity (Obsolete)
 PHS-6025-1 Training Grant Application (HRSA) (Obsolete)
 PHS-6025-2 Training Grant Application (Continuation) for HRSA (Obsolete)

U

PHS-6293 Uniformed Services Active Duty Dependents Dental Insurance Plan
 Enrollment Plan (Obsolete)
 PHS-6342-1 Unit Honor Award Nomination Board
 PHS-3441 Unrecorded Obligation Chargeable to Expired Appropriation or
 Fund Account (Obsolete)

V

PHS-6030-1 Vacancy Announcement (Obsolete) (Superseded AHC-4)
 PHS-6333 Volunteer Award (PHS/Certificate)
 PHS-2988 Voucher for Reimbursement for Travel (Dependents of PHS Commissioned Officers)

SF Forms

FORM NUMBER	TITLE	DATE	PROPSHOP	FORM
SF-1	Printing and Binding Requisition	7/79		X
SF-1C	Printing and Binding Requisition for Specialty Items	1/60		X
SF-26	Award/Contract	4/85		X
SF-30	Amendment of Solicitation/Modification of Contract (<i>PSC Version</i>)	10/83		X
SF-30	Amendment of Solicitation/Modification of Contract (<i>IHS Version</i>)	10/83		X
SF-30	Amendment of Solicitation/Modification of Contract (<i>SMA Version</i>)	10/83		X
SF-30	Amendment of Solicitation/Modification of Contract	10/83		X
SF-33	Solicitation, Offer and Award	9/97		X
SF-52	Request for Personnel Action	7/91		X
SF-52B	Request for Personnel Action	7/91		X
SF-63	Memorandum of Call (<i>See form OF-306 also</i>)	8/81		X
SF-76	Official Absentee Balloting Material (Post card)	10/95		X
SF-83	Preparation/Instruction Request for OMB Review	9/83		
SF-85	Questionnaire for Non-Sensitive Positions	9/95		X
SF-86A	Continuation Sheet for Questionnaires SF-86, SF-85P, and SF-85	9/95		X
SF-87	Fingerprint Chart (<i>OMB # 3206-0150</i>)	4/87		X
SF-88	Report of Medical Examination (<i>Medical Record</i>)	10/94		X
SF-93	Report of Medical History (<i>Medical Record</i>)	6/96		X
SF-95	Claim for Damage, Injury, or Death	7/85		X
SF-115	Request for Records Disposition Authority	3/91		X
SF-129	Solicitation Mailing List Application	12/96		X
SF-135	Records Transmittal and Receipt	7/85		X
SF-152	Request for Clearance or Cancellation of a Standard or Optional Form or Exception	2/96		X

SF Forms

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>PROPSHOP</i>	<i>FORM</i>
SF-180	Request Pertaining to Military Record	3/99		X
SF-181	Race and National Origin Identification	5/82		X
SF-258	Agreement to Transfer Records to the National Archives of the United States	9/95		X
SF-272	Federal Cash Transactions Report <i>(OMB # 0937-0200 - Expires 2/2003)</i>	11/99		
SF-281	Federal Procurement Data System (FPDS) Summary Contract Action Report (\$25,000 or Less)	10/97		X
SF-420	Etiologic Agents - Biohazard Packaged in Compliance with 42 CFR Part 72 (In case of Damage or Leakage, Notify Center for Disease Control at (404) 633-5313)	3/92		
SF-420A	Clinical Specimens - Biological Products - (In case of Damage or Leakage, Notify Centers for Disease Control at (404) 633-5313)	3/92		
SF-424	Application for Federal Assistance	7/97		X
SF-424A	Budget Information - Non Construction Programs	7/97		X
SF-424B	Assurance - Non Construction Programs	7/97		X
SF-424C	Budget Information - Construction Programs	7/97		X
SF-424D	Assurance - Construction Programs	7/97		X
SF-509	Doctors' Progress Notes (DFEOH only)	7/91		X
SF-510	Nursing Notes (DFEOH only)	7/91		X
SF-541	Gynecologic Cytology	11/77		X
SF-557	Spinal Fluid (Patient's Medical Record)	3/77		X
SF-1012	Travel Voucher	10/77		X
SF-1034	Public Voucher for Purchases and Services Other than Personal	10/87		X
SF-1103	U.S. Government Bill of Lading	1/74	X	
SF-1152	Designation of Beneficiary (Unpaid Compensation of Deceased Civilian Employee)	11/91		X

SF Forms

FORM NUMBER	TITLE	DATE	PROPSHOP	FORM
SF-1153	Claim for Unpaid Compensation of Deceased Civilian Employee	4/82		X
SF-1164	Claim for Reimbursement for Expenditures on Official Business	11/77		X
SF-1174	Claim for Unpaid Compensation of Deceased Member of the Uniformed Services (Photocopies of this form should be used.)	9/92		X
SF-1449	Solicitation/Contract/Order for Commercial Items	10/95		X
SF-2800	Application for Death Benefits (OMB Clearance # 3206-0156)	3/92		X
SF-2801	Application for Immediate Retirement Under the Civil Service Retirement Benefit	1/90		X
SF-2807	Register of Separations and Transfers	7/80		X
SF-2808	Designation of Beneficiary	5/93		X
SF-2809	Employee Health Benefits Election Form	7/99		X
SF-2810	Notice of Change in Health Benefits Enrollment	6/96		X
SF-2817	Life Insurance Election Form	9/92		X
SF-2818	Continuation of Life Insurance Coverage / As a Retiree or Compensationeer	2/96		X
SF-2819	Notice of Conversion Privilege	5/95		X
SF-2821	Agency Certification of Insurance Status	5/95		X
SF-2822	Request for Insurance (FEGLI)	2/88		X
SF-2823	Designation of Beneficiary (For FEGLI) (OMB Clearance # 3206-0136)	7/95		X
SF-3105	Documentation in Support of Disability Retirement Application (See Form SF-3112 Also)	7/90		X
SF-3106A	Spouse's Notification of Application for Refund of Retirement Deductions Under the FERS	2/97		X
SF-3111	Request for Waiver, Extension, or Search in Connection with Election of FERS Coverage	6/90		X

SF Forms — OMB CLEARANCE

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>OMB CLEARANCE</i>
<u>OMB CLEARANCE</u>			
SF-87	Fingerprint Chart	4/84	OMB # 3206-0150
SF-272	Federal Cash Transactions Report (<i>Status of Federal Cash</i>)	11/99	OMB # 0937-0200
SF-424	Application for Federal Assistance	4/88	OMB # 0348-0043
SF-2800	Application for Death Benefits	3/92	OMB # 3206-0156
SF-2808	Designation of Beneficiary - Civil Service Retirement System	5/93	OMB # 3206-0142
SF-2823	Designation of Beneficiary-Federal Employee Government Life Insurance	7/95	OMB # 3206-0136
SF-3105	Documentation in Support of Disability	7/90	OMB # 3206-0171

SF Forms - Obsolete

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>OBSOLETE</i>
<u>OBSOLETE</u>			
SF-54	U.S. Government Purchase Order Invoice	3/84	X
SF-71	Request for Leave or Approved Absence	12/97	Superseded
SF-78A	Medical Appointment and Report	4/91	X
SF-147	Order for Supplies and Services - (Superseded by OF-347)	5/83	Superseded
SF-171	Application for Federal Employment - (Superseded by OF-612)	6/88	Superseded
SF-176	Election, Declination, or Waiver of Life Insurance Coverage (Superseded by SF-2817)	3/73	Superseded
SF-176A	Federal Employee Group Life Insurance Program	6/75	Superseded
SF-2809A	Federal Employees Health Benefits Program	7/98	X

SF Forms — Superseded

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>Superseded By</i>
<u>Superseded</u>			
SF-71	Request for Leave or Approved Absence	12/97	Form OPM-71
SF-147	Order for Supplies and Services	5/83	Form OF-347
SF-171	Application for Federal Employment	6/88	Form OF-612
SF-176	Election, Declination, or Waiver of Life Insurance Coverage (<i>Superseded by SF-2817</i>)	3/73	Form SF-2817

SF Forms Alphabetical Index (FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER)

SF ACTIVE FORMS ARE LISTED ON PAGES 45-47, SF OBSOLETE FORMS ARE LISTED ON PAGE 49, SF SUPERSEDED FORMS ARE LISTED ON PAGE 50

A		F	
SF-2821	Agency Certification of Insurance Status	SF-272	Federal Cash Transactions Report
SF-258	Agreement to Transfer Records to the National Archives of the United States	SF-2809A	Federal Employee Health Benefits Program (Obsolete - Cancelled)
SF-30	Amendment of Solicitation/Modification of Contract	SF-176A	Federal Employee Group Life Insurance Program (Obsolete-Superseded)
SF-30	Amendment of Solicitation/Modification of Contract (IHS Version)	SF-281	Federal Procurement Data System (FPDS) Summary Contract Action Report (\$25,000 or Less)
SF-30	Amendment of Solicitation/Modification of Contract (PSC Version 1 of 2)	SF-87	Fingerprint Chart
SF-30	Amendment of Solicitation/Modification of Contract (SMA Version 1 of 2)	G	
SF-2800	Application for Death Benefits	SF-541	Gynecologic Cytology
SF-424	Application for Federal Assistance	L	
SF-171	Application for Federal Employment (Obsolete)- Superseded by OF-612	SF-2817	Life Insurance Election Form
SF-2801	Application for Immediate Retirement Under the Civil Service Retirement Benefit	M	
SF-424D	Assurance - Construction Programs	SF-78A	Medical Appointment and Report (Obsolete)
SF-424B	Assurance-Non-Construction Programs	SF-63	Memorandum of Call
SF-26	Award/Contract	N	
B		SF-2810	Notice of Change in Health Benefits Enrollment
SF-424C	Budget Information - Construction Programs	SF-2819	Notice of Conversion Privilege
SF-424A	Budget Information - Non-Construction Programs	SF-510	Nursing Notes (DFEOH only)
C		O	
SF-95	Claim for Damage, Injury, or Death	SF-76	Official Absentee Balloting Material (Post Card)
SF-1164	Claim for Reimbursement for Expenditures on Official Business	SF-147	Order for Supplies and Services (Obsolete / Superseded by OF-34)
SF-1153	Claim for Unpaid Compensation of Deceased Civilian Employee	P	
SF-1174	Claim for Unpaid Compensation of Deceased Member of the Uniformed Services	SF-83	Preparation/Instruction Request for OMB Review
SF-420A	Clinical Specimens - Biological Products	SF-1	Printing and Binding Requisition
SF-86A	Continuation Sheet for Questionnaire SF-86, SF-85P, and SF-85	SF-1C	Printing and Binding Requisition for Specialty Items
SF-2818	Continuation of Life Insurance Coverage (as a Retiree or Compensation)	SF-1034	Public Voucher for Purchases and Services Other than Personal
D		Q	
SF-2808	Designation of Beneficiary	SF-85	Questionnaire for Non-Sensitive Positions
SF-2823	Designation of Beneficiary (for FEGLI)	R	
SF-1152	Designation of Beneficiary (Unpaid Compensation of Deceased Civilian Employees)	SF-181	Race and National Origin Identification
SF-509	Doctor's Progress Notes (DFEOH only)	SF-135	Records Transmittal and Receipt
SF-3105	Documentation in Support of Disability	SF-2807	Register of Separations and Transfers
E		SF-88	Report of Medical Examination (<i>Medical Record</i>)
SF-176	Election, Declination, or Waiver of Life Insurance Coverage (Superseded by SF-2817)		
SF-2809	Employee Health Benefits Election Form		
SF-420	Etiologic Agents-Biohazard Packaged in Compliance with 42 CFR Part 72		

SF Forms Alphabetical Index (FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER)

SF ACTIVE FORMS ARE LISTED ON PAGES 45-47, SF OBSOLETE FORMS ARE LISTED ON PAGE 49, SF SUPERSEDED FORMS ARE LISTED ON PAGE 50

<i>R</i>		<i>S</i>	
SF-93	Report of Medical History (<i>Medical Record</i>)	SF-33	Solicitation, Offer and Award
SF-152	Request for Clearance or Cancellation of a Standard or Optional Form or Exception	SF-1449	Solicitation/Contract/Order for Commercial Items
SF-2822	Request for Insurance (FEGLI)	SF-557	Spinal Fluid (Patient's Medical Record)
SF-71	Request for Leave or Approved Absence	SF-3106A	Spouse's Notification of Application for Refund of Retirement Deductions Under the Federal Employment Retirement System
SF-52	Request for Personnel Action		
SF-52B	Request for Personnel Action	<i>T</i>	
SF-115	Request for Records Disposition Authority	SF-1012	Travel Voucher
SF-3111	Request for Waiver, Extension or Search (In Connection with Election of FERS Coverage)		
SF-180	Request Pertaining to Military Record	<i>U</i>	
		SF-1103	United States Government Bill of Lading
<i>S</i>		SF-54	United States Purchase Order Invoice (Obsolete)
SF-129	Solicitation Mailing List Application		

PSC Forms

[Most of the PSC Forms are stored as PDF Files and can be Printed from the Internet/Intranet]

<i>FORM NUMBER</i>	<i>TITLE [RECORDS RETENTION CODE]</i>	<i>DATE</i>	<i>PROPSHOP</i>	<i>FORM</i>
PSC-1	Job Announcement [GRS-1/32]	1/95		
PSC-2	Employee Performance Management System [GRS-1/23 a & b, OS/HB 202-09]	1/97		X
PSC-3	Mailing Label	11/95		
PSC-4	Reprographics Services Center Electronic File Requisition [GRS-3/6 a & b, GRS-13/2]	4/96		X
PSC-5	Audio Visual Equipment Request & Receipt [GRS-32/1]	2/96		
PSC-6	Audio Visual Request [GRS-23/1]	7/00		X
PSC-10	Shipping Document (Perry Point) [GRS-9/4a]	3/97		
PSC-12	Quality Control Report [GRS-23/8]	8/97		
PSC-13	Contract Index [GRS-3/3]	6/96		
PSC-14	Notice of Formula Grant Award [HHS/PHS Appendix B-300 Item 10d, OS/HB-201-27]	6/96		
PSC-16	Summary of Copying Equipment Rent/Purchase Analysis [GRS-3/3]	7/96		X
PSC-17	Request for Form Action [OS/HB 201.08 or 201.10, GRS-16/3b]	7/96		X
PSC-18	Interlibrary Loan Request [GRS-23 1+7]	8/96		

PSC Forms

[Most of the PSC Forms are stored as PDF Files and can be Printed from the Internet/Intranet]

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM	
PSC-19	NCHS Staff Research Library Courtesy Card [GRS-23-1+7 OS/HB-000-01]	8/96			
PSC-20	Library Date Due Slip (NCHS Staff Research Library) [GRS-23-1+7 OS/HB-000-01]	7/99			
PSC-20-1	Library Date Due Slip (Parklawn Health Library) [GRS-23/1+7 OS/HB-000-01]	7/99			
PSC-21	Interlibrary Loan Request [GRS-23-1+7 OS/HB-000-01]	10/96			
PSC-22	Parklawn Health Library ID Card Application [GRS-11/4a]	10/96			
PSC-23	Library ID Card Application (NCHS Staff Research Library) [GRS-11/4a]	10/96			
PSC-24	Information ID Card Application (AHCPR Resource Center) [GRS-11/4a]	10/96			
PSC-25	Mailing Label - Program Support Center [GRS-12.5]	10/96		X	
PSC-26	Printing, Typesetting, and Graphics Request [GRS-13/2a & b, GRS-3/6 a & b]	1/98			
PSC-26a	Request for Business Card [GRS-13/2a]	12/99		X	
PSC-27	BPA Receiving Report [GRS-23/1, see note after Item #]	6/01		X	
PSC-27-1	Receiving Report Memo [GRS-3/3]	6/01		X	
PSC-28	Telephone Service Request [GRS-12/2b]		(Parklawn Building)	8/99	X
PSC-28-1	Telephone Service Request [GRS-12/2b]		(Hubert H. Humphrey Building)	9/99	X

PSC Forms

[Most of the PSC Forms are stored as PDF Files and can be Printed from the Internet/Intranet]

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM
PSC-32	PSC Request for Laboring, Materials Handling & Trucking Services [GRS-23/1 also check GRS-11/5]	4/97	X	X
PSC-32a	PSC/AOS Request Labor Services [GRS-23/1]	--		
PSC-33	Request for Property Action [OS/HB 201-25, GRS-4/3]	4/97		X
PSC-34	Telecommunications Project Office - Government Purchase Card Requisition [GRS-23/1]	4/97		X
PSC-35	Interagency Reimbursable Work Agreement [GRS-6/1a, GRS-3/11 & GRS-1/25d]	2/00		X
PSC-36	Request to Earn Credit Hours, Compensatory Time or Overtime [GRS-2-7 & 8]	5/97		X
PSC-37	Receipt Card [GRS-1/32]	4/97		
PSC-39	Name Card for Use in Training (Tent Card) [000-04c]	5/97		X
PSC-40	Voicemail System Quick Change Request [GRS-12/2d(2)]	1/00		X
PSC-41	Voicemail Change Request a Menu [GRS-12/2d(2)]	7/97		X
PSC-42	Parklawn Health Library Charge Card [GRS-23/1+7 OS/HB-000-01]	8/98		
PSC-44	Credit Card Charge Slip [GRS-6/1]	11/97		X
PSC-45	Contract Index Record [GRS-3/3]	2/98		X
PSC-46	Shipment Information Label for Federal Express [GRS-12/5a]	8/01		X

PSC Forms

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FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM
PSC-47	Change in Mail Delivery Stop [GRS-12/6a]	2/00		
PSC-48	Request for Approval and Authorization of Overtime Work [GRS-2/7 & 8]	6/98	X	
PSC-49	Request for Office Machine Repair [GRS-11/5]	8/98	X	
PSC-50	Personnel Charge Out Record [GRS-3/8 or 9]	9/98		
PSC-53	US Government Shipping Label [GRS-9/1a]	12/96		
PSC-54	Application to the Board for Correction of Public Health Service Commissioned Corps Records (OMB# 0937-0095 Expiration Date: 09/3/02) [HHS/PHS Appendix B-300/17c]	9/99		
PSC-55	Telecommunications Equipment Refurbishment Project [GRS-12/2d(2)]	3/99	X	
PSC-56	Request for Door Title Cards and Holders [GRS-3/6]	8/01	X	
PSC-57	Application Acknowledgement for Vacancy Announcements [GRS-1/32]	8/99		
PSC-58	PSC Transhare Program Application (For Parklawn Building, Rockville, MD) [GRS-9/7]	8/01	X	
PSC-58-1	PSC Transhare Program Application (All Regions other than Parklawn Building, Rockville, MD) [GRS-9/7]	8/01	X	
PSC-58-2	PSC Transhare Program Application Update [GRS-9/7]	11/01	X	
PSC-59	Miscellaneous Obligation Record [GRS-23/1]	11/99	X	
PSC-60	On-the-Spot Cash Award [OS/HB 401-01]	10/91		

PSC Forms

[Most of the PSC Forms are stored as PDF Files and can be Printed from the Internet/Intranet]

FORM NUMBER	TITLE [RECORDS RETENTION CODE]	DATE	PROPSHOP	FORM
PSC-61	Internal Routing and Transmittal Cover Sheet [GRS-12/2 or 12/8]	3/00	X	
PSC-62	Fax Cover Sheet [GRS-12/2]	3/00	X	
PSC-64	Request and Approval for Use of Motor Vehicle [GRS-10/1]	5/00	X	
PSC-66	Authorization to Take and Use Photographs and Information [OS/HB 203-01-E]	7/00		
PSC-74	Request for Commercial Telephone Directories [GRS-11/3]	9/00	X	
PSC-75	Request for Pagers/Cellular Phones [GRS-12/2b]	8/02	X	
PSC-77	Billing Claims [GRS-6/10]	10/00		
PSC-78	Child Care Tuition Assistance Application [OS/HB 201-27]	12/00	X	
PSC-80	Voluntary Leave Transfer Program Application [GRS-2/7-8, GRS-1/37]	4/01	X	
PSC-81	Payment Information Report [GRS-9/3]	3/02		
PSC-82	PSC Clearance of Employees for Separation or Transfer [GRS-1/1a+b GRS-18-23]	12/02		
PSC-83	One-Stop-Shop Request for Service [GRS-3/9a GRS-23/1]	7/03		
PSC-270	Request for Advance or Reimbursement (OMB # 0937-0200 - Expires 2/2003) [OS/HB-201.27]	11/99		

PSC Forms

[Most of the PSC Forms are stored as PDF Files and can be Printed from the Internet/Intranet]

<i>FORM NUMBER</i>	<i>TITLE [RECORDS RETENTION CODE]</i>	<i>DATE</i>	<i>PROPSHOP</i>	<i>FORM</i>
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PSC Forms — OMB CLEARANCE

[Most of the PSC Forms are stored as PDF Files and can be Printed from the Internet/Intranet]

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>OMB CLEARANCE</i>
<u>OMB CLEARANCE</u>			
PSC-54	PSC Application to the Board for Correction of Public Health Service (<i>Commissioned Corps Personnel</i>) (OMB # 0937-0095 Expires 9/3/02)	9/99	OMB # 0937-0095
PSC-270	Request for Advance or Reimbursement (OMB # 0937-0200 Expires 2/28/03)	11/99	OMB # 0937-0200

PSC Forms — Obsolete

[Most of the PSC Forms are stored as PDF Files and can be Printed from the Internet/Intranet]

<i>FORM NUMBER</i>	<i>TITLE</i>	<i>DATE</i>	<i>OBSOLETE</i>
<u>OBSOLETE</u>			
PSC-7	Interagency Agreement/ITS	2/96	X
PSC-8	User Registration Form/ITS	3/96	X
PSC-9	Magnetic Tape, Accountability Form/ITS	3/96	X
PSC-11	Training Certificate	10/97	X
PSC-15	Practitioner Request for Information Disclosure (<i>Self Query</i>) (<i>Superseded by HRSA –532</i>)	4/99	Superseded
PSC-31	Change Parking Permit	3/97	X
PSC-76	Sato Traveler Profile	8/00	X

PSC Forms — Superseded

[Most of the PSC Forms are stored as PDF Files and can be Printed from the Internet/Intranet]

FORM

SUPERSEDED

PSC-15	PRACTITIONER REQUEST FOR INFORMATION DISCLOSURE (SELF QUERY) <i>(Superseded by HRSA-532 Revision Date - 3/90)</i>	4/99	HRSA-532
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PSC Forms Alphabetical Index (*FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER*)

PSC ACTIVE FORMS ARE LISTED ON PAGES 53-56, PSC OBSOLETE FORMS ARE LISTED ON PAGE 58, PSC SUPERSEDED FORMS ARE LISTED ON PAGE 59

[Most of the PSC Forms are stored as PDF Files and can be Printed from the Internet/Intranet]

A		L	
PSC-57	Application Acknowledgement for Vacancy Announcement	PSC-20	Library Date Due Slip (NCHS Staff Research Library)
PSC-54	Application to the Board for Correction of Public Health Service Commissioned Corps Records	PSC-20-1	Library Date Due Slip (Parklawn Health Library)
PSC-5	Audio Visual Equipment Request and Receipt	PSC-23	Library ID Card Application (NCHS Staff Research Library)
PSC-6	Audio Visual Request	M	
PSC-66	Authorization to Take and Use Photographs and Information	PSC-9	Magnetic Tape, Accountability Form / ITS (Obsolete)
B		PSC-3	Mailing Label
PSC-27	BPA Receiving Report	PSC-25	Mailing Label for Program Support Center
PSC-77	Billing Claims	PSC-59	Miscellaneous Obligation Record
C		N	
PSC-47	Change in Mail Delivery Stop	PSC-39	Name Card for Use in Training (Tent Card)
PSC-31	Change Parking Permit (Obsolete)	PSC-19	NCHS Staff Research Library Courtesy Card
PSC-78	Child Care Tuition Assistance Application	PSC-14	Notice of Formula Grant Award
PSC-13	Contract Index	O	
PSC-45	Contract Index Record	PSC-60	On-the-Spot Cash Award
PSC-44	Credit Card Charge Slip	P	
E		PSC-42	Parklawn Health Library Charge Card
PSC-2	Employee Performance Management System	PSC-22	Parklawn Health Library ID Card Application
F		PSC-50	Personnel Charge Out Record
PSC-62	Fax Cover Sheet	PSC-15	Practitioner Request for Information Disclosure (Self-Query) (Obsolete) (Superseded HRSA-532)
PSC-272	Federal Cash Transactions Report	PSC-26	Printing, Typesetting, and Graphics Requests
I		PSC-32	PSC Request for Laboring, Materials Handling and Trucking Services
PSC-24	Information ID Card Application (AHCPR Resource Center)	PSC-58	PSC Transhare Program Application (The Parklawn Building only)
PSC-7	Interagency Agreement (Obsolete)	PSC-58-1	PSC Transhare Program Application (All regions excluding the Parklawn Building)
PSC-35	Interagency Reimbursable Work Agreement	PSC-58-2	PSC Transhare Program Application Update
PSC-21	Interlibrary Loan Request	PSC-32a	PSC/AOS Request Labor Services
PSC-18	Interlibrary Loan Request	Q	
PSC-61	Internal Routing and Transmittal Cover Sheet	PSC-12	Quality Control Report
J		R	
PSC-1	Job Announcement		

PSC Forms Alphabetical Index (*FORMS ON PRECEDENT PAGES ARE LISTED IN NUMERICAL ORDER*)

PSC ACTIVE FORMS ARE LISTED ON PAGES 53-56, PSC OBSOLETE FORMS ARE LISTED ON PAGE 58, PSC SUPERSEDED FORMS ARE LISTED ON PAGE 59

[Most of the PSC Forms are stored as PDF Files and can be Printed from the Internet/Intranet]

R

PSC-4 Reprographics Services Center Electronic File Requisition
 PSC-64 Request and Approval for Use of Motor Vehicle
 PSC-270 Request for Advance or Reimbursement
 PSC-48 Request for Approval and Authorization of Overtime Work
 PSC-26a Request for Business Card
 PSC-74 Request for Commercial Telephone Directories
 PSC-56 Request for Door Title Cards and Holders
 PSC-17 Request for Form Action
 PSC-49 Request for Office Machine Repair
 PSC-75 Request for Pagers/Cellular Phones
 PSC-33 Request for Property Action
 PSC-36 Request to Earn Credit Hours, Compensatory Time or Overtime

S

PSC-76 Sato Traveler Profile
 PSC-46 Shipment Information Label for Federal Express

S

PSC-10 Shipping Document (Perry Point)
 PSC-16 Summary of Copying Equipment Rent/Purchase Analysis

T

PSC-55 Telecommunications Equipment Refurbishment Project
 PSC-34 Telecommunications Project Office - Government Purchase Card Requisition
 PSC-28 Telephone Service Request (Parklawn Building)
 PSC-28-1 Telephone Service Request (Hubert H. Humphrey Building)
 PSC-11 Training Certificate

U

PSC-53 U.S. Government Shipping Label
 PSC-8 User Registration Form/ITS (Obsolete)

V

PSC-41 Voicemail Change Request a Menu
 PSC-40 Voicemail System Quick Change Request
 PSC-80 Voluntary Leave Transfer Program Application

HHS FORMS FUNCTION CATEGORIES**ACCIDENT**

HHS-516 DHHS Accident Report

BUILDINGS/GROUNDS

HHS-692 Application and Agreement for use of the Hubert Humphrey Building

COMMITTEES

HHS-532 DHHS Request for Approval of Nominees for Public Advisory Committees

CONTRACTS

HHS-524 Communication Contract Clearance Request

HHS-565 Report of Accountable Personal Property

GRANTS

HHS-690 Assurance of Compliance

EQUIPMENT

HHS-439 Personal Custody Property Record/Hand Receipt

FINANCE

HHS-564 Administrative Time and Leave Record

HHS-610a Authorization to Establish, Change, or Cancel Union Dues Account

HHS-412 Confidential/Administrative Payroll (Sticun Label)

HHS-626 DHHS Advice of Allowance

HHS-610 DHHS Authorization for Individual Union Dues Checkoff

HHS-691-1 Employee Agreement to Receive Special Pay for Physicians and Dentists Under Title 38

HHS-531 Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence upon Change of Official Station

HHS-510 Employee's Statement of Leave Balance

HHS-411A Error Notice

HHS-560 Expert/Consultant Time and Attendance Report

HHS-628 FLSA Time Report

HHS-632B Invoices of Fees for FOIA Services

HHS-411B Leave Error Notice

HHS-357 Notification of US Savings Bond Action (Series EE)

HHS-478 Payroll Number Correction

HHS-476 Record of Home Address

HHS-80 Register of Collections

HHS-572 Reimbursement for Moving Expenses for Civilian Employees

HHS-691 Request for Special Pay for Physicians and Dentists

FINANCE (Continued)

HHS-81 Scheduling of Collection

HHS-420 Signature Card (Timekeepers)

HHS-402 Time and Attendance Report

GENERAL

HHS-674 Structured Approach, Profit/Fee Objective

GRANTS

HHS-690 Assurance of Compliance

IDENTIFICATION

HHS-558 Central Registry Entity Information Form

INVENTIONS

HHS-568 Final Invention Statement & Certification (for Grant or Award)

MEDICAL TREATMENT/CARE

HHS-687 Consent to Sterilization

MOTOR VEHICLES

HHS-101 Application for Motor Vehicle Operator's ID Card

HHS-323 Application for Parking Permit

PERSONNEL

HHS-325 Administrative Suspension Notice

HHS-564 Administrative Time and Leave Record

HHS-521 Annual Report of Outside Activity

HHS-419 Clearance of Personnel for Separation or Transfer

HHS-170 Employee Suggestion Form

HHS-355B Employment Agreement for Manpower Shortage Positions in the 50 States and DC

HHS-355A Employment Agreement for Transfers and Appointments Overseas

HHS-355 Employment Agreement for Transfers to and with the Continental United States

HHS-560 Expert/Consultant Time and Attendance Report

HHS-681 Federal Employees Health Benefits Program – Temporary ID

HHS-652 Final EEO Counseling Report

HHS-651 Initial Interview and Information EEO Counseling Report

HHS-411B Leave Error Notice

HHS FORMS FUNCTION CATEGORIES (Continued)**PERSONNEL (Continued)**

HHS-33	Probationary Employee Certification & Recommendations
HHS-33A	Probationary Employee Certification & Recommendations (Supervisory)
HHS-524	Communication Contract Clearance Request
HHS-565	Report of Accountable Personal Property
HHS-171	Recommendation for Cash Award
HHS-581	Recommendation for Quality Increase
HHS-476	Record of Home Address
HHS-673	Registration for Career Education - Class Schedule & Enrollment for Upward Mobility College
HHS-520	Request for Approval of Outside Activity
HHS-577	Retroactive Time and Attendance Report
HHS-410	Supplemental Information — Expert or Consultant
HHS-402	Time and Attendance Report
HHS-350	Training Nomination and Authorization
HHS-311	Transmittal of Personnel Folder
HHS-569	Vacation Schedule

PRINTING/REPRODUCTION

HHS-26	Printing and Visual Services
HHS-612A	Manned Total Copy System Requisition Form

PROPERTY CONTROL

HHS-557	Personal Property Loan Record
HHS-679	Property Pass
HHS-22	Request for Property Action
HHS-46	Stock Record Card

PUBLICATIONS/PUBLIC INQUIRIES

HHS-615A	Publication Evaluation Request
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PURCHASE/PROCUREMENT

HHS-323	Application for Parking Permit
HHS-393	Purchase/Service/Stock Requisition
HHS-12	Receiving Report

RECORDS MAINTENANCE

HHS-306	Inventory of Vital Operating Records
HHS-311	Transmittal of Personnel Folder

RECORDS MAINTENANCE

HHS-434	Shelf Charge-Out Card
HHS-505	Correspondence Tab
HHS-509A	Notice of Administrative Code Revision

REPORTS CONTROL

HHS-208	Classified Document Accountability Record
HHS-614	Request of Clearance Report
HHS-632	Freedom of Information Request

SAFETY

HHS-348	Request and Approval for Acceptance of Payment of Travel Expenses in Cash or Kind
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SECURITY

HHS-207	Request for Security Clearance
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SERVICES/MISCELLANEOUS

HHS-595	Expense Record for Temporary Quarters
HHS-693	DHHS Request for Laboring, Materials Handling and Trucking Services

SHIPPING/RECEIVING

HHS-342	Report of Survey
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STATISTICS

HHS-347	Certification of True Copy
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SUPPLY (STORES/STOCK)

HHS-524A	Audiovisual Clearance Request
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TRAVEL/TRANSPORTATION

HHS-99	Authorization to Attend Non-Government Sponsored Meetings
HHS-106/	Change of Station/Civilian Personnel Information for Authorization
HHS- 106A	of Moving & Related Travel Expenses
HHS-694	Notification of Foreign Travel
HHS-21	Request for Transportation Services
HHS-16	Request to Use Government Furnished Vehicle for Transportation Between Domicile and Place of Employment
HHS-1	Travel Order

PHS FORMS FUNCTION CATEGORIES**ACCIDENT**

PHS-6250 Emergency Health Service (Information Card)
 PHS-6249 Emergency Health Service (Position Description)

BUDGET

PHS-114-2 Budget Plan

BUILDINGS/GROUNDS

PHS-6335 Authorization to Remove an Illegally Parked Vehicle
 PHS-7016 Conference Room Reservation Request
 PHS-7016-3 Conference Room Schedule
 PHS-6068-1 Quarters Deficiency Checklist (Page 1)
 PHS-6068-2 Quarters Deficiency Checklist (Page 2)
 PHS-6255 Property Pass

CENSUS

PHS-6349 Annual Report on Possible Misconduct

COMMITTEES

PHS-6336 Curriculum Vitae

COMMUNICATIONS

PHS-425-3 Penalty Mail Meter Label - Rockville Return SAMHSA Use Only
 PHS-425-4 Penalty Mail Meter Label - Rockville Return CDC Use Only
 PHS-425-5 Penalty Mail Meter Label - Rockville Return IHS Use Only
 PHS-1553 Record of Congressional Inquiry Received by Telephone
 PHS-5175 PHS Correspondence Referral
 PHS-6023 Mail Receipt
 PHS-6344 Production Control Record
 PHS-6344-1 PHS Distribution Sheet
 PHS-6383-9 Request for Access to Electronic Form and Production
 PHS-6383-5 Record of Contact

CONTRACTS

PHS-3576 Contractor's Release for All Contracts

EQUIPMENT

PHS-6343 Summary of Copying Equipment Rent/Purchase
 PHS-6343-1 Copier Meter Record

FINANCE

PHS-114-1 Advice of Allotment (Original, Increase, or Decrease)
 PHS-3441 Unrecorded Obligation Chargeable to Expired Appropriation or Fund Account
 PHS-6256 Scientific Activities Overseas (Special Foreign Currency Program)
 PHS-6147 Audit Clearance Document
 PHS-6147A Audit Clearance Document (Continuation)
 PHS-6353-1 Request for Voluntary State Income Tax Withholding from Retired Pay
 PHS-6381 Payment Authorization for Foreign Currency Accounts

FORMS

PHS-2897 Shipping Address
 PHS-6382 Administrative Time and Leave Record
 PHS-6383-6 Forms Specification Notice

GRANTS

PHS-398 Application for PHS Grant
 PHS-416-1 Application for PHS Individual National Research Service Award
 PHS-416-5 Research Fellowship Activation Notice
 PHS-416-7 Termination Notice for Fellows and Trainees Completing a National Research Service Award
 PHS-416-9 Application for PHS Individual National Research Service Continuation Award
 PHS-1533 Notice of Grant Award
 PHS-2271 Statement of Appointment of Trainee
 PHS-2590 Application for Continuation of a PHS Grant
 PHS-3038-1 Application Receipt Record (HRSA)
 PHS-3734 Official Statement (Relinquishing Interest & Rights in a PHS Research Grant)
 PHS-3830 Application Receipt Record (NIH)
 PHS-5152-1 Notice of Grant Award
 PHS-5152-2 Notice of Grant Award (Continuation Sheet)

PHS FORMS FUNCTION CATEGORIES (Continued)**GRANTS**

PHS-5152-3 Notice of Grant Award (SAMHSA)
 PHS-5152-4 Notice of Grant Award (HRSA)
 PHS-5152-6 Notice of Grant Award (AHCPR)
 PHS-5153-3 Formula Grant Award
 PHS-5161-1 Grant Application Form for Non-Construction Projects
 PHS-6031 National Research Service Award Pay Back Agreement
 PHS-6031-1 Annual National Research Service Award Pay Back Activities
 PHS-6040 Notice of Intramural Research Project
 PHS-6096 Notice of Construction Grant Award
 PHS-6100 Progress Report HMO Planning and Development Activities
 PHS-6217 Notice of Block Grant Awards
 PHS-6315 Initial Assurance Regarding Procedures for Dealing With and Reporting Possible Misconduct in Science

IDENTIFICATION

PHS-6296 National Disaster Medical System Emergency — ID Card
 PHS-7016-2 Conference Room Name Tents
 PHS-7016-4 Roster of Attendance

IMMUNIZATION

PHS-731 International Certification of Vaccination

INVENTIONS

PHS-6364 PHS Employee Invention Report

MAINTENANCE REPAIR

PHS-7003 Article of Refurbishment

MEDICAL TREATMENT/CARE

PHS-6080 HMO National Data Reporting Requirements
 PHS-6086 Service Sponsorship of Civilian Medical Care

PERSONNEL

PHS-50 Application for Appointment as a Commissioned Officer in the PHS Commissioned Corps
 PHS-1122-1 Application for Training for Commissioned Personnel
 PHS-1662 Request for Personnel Action Commissioned Officer
 PHS-1912 Request for Approval and Authorization of Overtime Work
 PHS-2988 Voucher for Reimbursement for Travel (Dependents of PHS Commissioned Officers)
 PHS-4314-1 PHS Employee Suggestion Certificate
 PHS-4314-2 Certificate of Recognition and Appreciation
 PHS-4314-3 Special Recognition Award Certificate
 PHS-4314-4 Superior Service Award Certificate
 PHS-4341-1 Award of Retirement Certificate
 PHS-4392 Billet Description
 PHS-4469-1 Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) Evaluation Questionnaire (To be completed by supervisor)
 PHS-4772 Costep Status Report
 PHS-6030 Merit Promotion Vacancy Announcement
 PHS-6037 Acknowledgement of Receipt of Application for Vacancy
 PHS-6048 Nomination for Long Term Training
 PHS-6048A A Long Term Training Evaluation for Participants
 PHS-6048B A Long Term Training Evaluation for Supervisors
 PHS-6051 Certificate of Eligibles -Merit Promotion Program (Parklawn Personnel)
 PHS-6051-1 Certificate of Eligibles - Merit Promotion Program (AHCPR)
 PHS-6069 Quarters Rental Rate Record
 PHS-6072 Employee Qualifications Analysis Record
 PHS-6073 Special Placement Program Certificate
 PHS-6075 Checklist of Personnel Instruction Transmittal Sheets for the Commissioned Corps Personnel Manual (CCPM)
 PHS-6106 Agreement to Receive an Allowance Under the Federal Physicians Comparability Allowance Program

PHS FORMS FUNCTION CATEGORIES (Continued)**PERSONNEL**

PHS-6151	EEO Complaint Record
PHS-6226	Status of Application for the Board of Corrections
PHS-6258	NCHSR Flexitime Record
PHS-6280	PHS Flexitime Record
PHS-6281	OASH Headquarters Official Time Spent on Union Activities
PHS-6316	Certificate of Appreciation as a Member of the National Vaccine Advisory Committee
PHS-6318	PHS Equal Opportunity Achievement Award Certificate
PHS-6320	PHS Special Recognition Award for Productivity Certificate
PHS-6321	PHS Volunteer Award Certificate
PHS-6322	PHS Award Certificate (Generic)
PHS-6326	Certificate of Recognition (President's Council on Physical Fitness and Sports)
PHS-6327	Honor Roll Certificate (President's Council on Physical Fitness and Sports)
PHS-6329	Rating Plan
PHS-6330	OASH Noncompetitive Candidates for Vacancy
PHS-6331	Notice of Grant Award Authorization (Legislation/Regulation)
PHS-6332	Equal Opportunity Achievement Award Certificate (PHS)
PHS-6333	Volunteer Award Certificate (PHS)
PHS-6334	Outstanding Handicapped Employee Award Certificate (PHS)
PHS-6340	Agreement to Receive Recruitment Relocation Bonus
PHS-6340A	Recruitment/Relocation Bonus Service Agreement
PHS-6340B	Request for Renewal of Retention Allowance
PHS-6342-1	Unit Honor Award Nomination Board
PHS-6342-2	Individual Honor Award Nomination Record
PHS-6353	PHS Commissioned Officers State Withholding Allowance Certificate
PHS-6363	Request to Establish/Change Mailing Address
PHS-6369	Door Request for Authorization to Transfer Annual Leave
PHS-6389	Supervisory Differential Review Record
PHS-6390	Request for Approval of New Increased, Reduced or Terminated Supervisory Differential
PHS-7000	OASH Performance Appraisal

PERSONNEL

PHS-7000-2A	Employee Performance Management System (EPMS) Generic Performance Standards
PHS-7000-A	OASH Performance Appraisal Electronic Version
PHS-7000-2	Employee Performance Management System (EPMS) Generic Performance Standards
PHS-7000-3	Performance Management and Recognition System (PMRS) Generic Performance Standards
PHS-7005	Certificate of Appreciation/Office of Minority Health
PHS-7007	Surgeon's General's Certificate of Appreciation
PHS-7008	Request for Approval and Authorization of Overtime
PHS-7009	OASH Work Schedules Record (Sign in Sheet)
PHS-7017	Reemployment Priority List - Employee Disposition Form
PHS-7017-1	Reemployment Priority List - Registration Form
PHS-7018	Request for Special Pay for Physicians and Dentists
PHS-7018-1	Employee Agreement to Receive Special Pay
PHS-7019	Office of Minority Certificate of Appreciation
PHS-7034	Application for Assimilation into the Regular Corps
PHS-7036	Reimbursement Request for Adoption Expenses
PHS-7037	Next of Kin or Emergency Contact Authorization
PHS-7039	Application for Allotment of Pay

PRINTING AND REPRODUCTION

PHS-5178	Reprographic Service Requisition
PHS-6050	Annual Copying and Duplicating Equipment Report
PHS-6081	Recommendation for Change in Standard Pack
PHS-6344-9	General and Composition Proofs Notice
PHS-6348	Printing Specifications
PHS-6383-1	Notice to Customer
PHS-6383-2	Imagesetting Checklist
PHS-6383-3	Electronic Phototypesetting Request
PHS-6383-4	Order of Production Notice (Running Sheet)
PHS-6384	Printing and Publishing Report

PHS FORMS FUNCTION CATEGORIES (Continued)**PUBLICATIONS/PUBLIC INQUIRIES**

PHS-4401 Request for Publication
PHS-6247 Manuscript Control Record (Envelopes)

PURCHASE/PROCUREMENT

PHS-6028 Request for Door Title Cards and Holders

SECURITY

PHS-6356 Notice of Security Violation

STATISTICS

PHS-6090 Notice of Receipt of Data

STUDY/SURVEY

PHS-6084 Hispanic Health and Nutrition Examination Survey
Daily Progress Report

TRAVEL/TRANSPORTATION

PHS-5176 Notification of Foreign Travel
PHS-6039 Authorization for Expert Services for International
Intergovernment Organizations

VISUAL AIDS

PHS-6089-1 Film Target Reel (Beginning with...)
PHS-6089-1 Film Target Reel (Ending with...)
PHS-6294 PHS Transmittal Notice

PSC FORMS FUNCTION CATEGORIES**COMMUNICATIONS**

PSC-35	Interagency Reimbursable Work Agreement
PSC-37	Receipt Card
PSC-40	Voicemail System Quick Change Request
PSC-41	Voicemail Change Request a Menu
PSC-46	Shipment Information Label for Federal Express
PSC-47	Change in Mail Delivery Stop
PSC-61	Internal Routing and Transmittal Cover Sheet
PSC-62	Fax Cover Sheet

CONTRACTS

PSC-13	Contract Index
PSC-45	Contract Index Record

EQUIPMENT

PSC-16	Summary of Copying Equipment Rent/Purchase Analysis
PSC-17	Request for Form Action
PSC-49	Request for Office Machine Repair
PSC-55	Telecommunications Equipment Refurbishment Project

FINANCE

PSC-44	Credit Card Charge Slip
PSC-59	Miscellaneous Obligation Record
PSC-77	Billings Claims
PSC-270	Request for Advance or Reimbursement

GENERAL

PSC-3	Mailing Label
PSC-25	Mailing Label for Program Support Center
PSC-53	US Government Shipping Label

GRANTS

PSC-14	Notice of Formula Grant Award
PSC-78	Child Care Tuition Assistance Application

IDENTIFICATION

PSC-26a	Request for Business Card
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LIBRARY

PSC-18	Interlibrary Loan Request
PSC-19	NCHS Staff Research Library Courtesy Card
PSC-20	Library Date Due Slip (NCHS Staff Research Library)
PSC-20-1	Library Date Due Slip (Parklawn Health Library)
PSC-21	Interlibrary Loan Request
PSC-22	Parklawn Health Library ID Card Application
PSC-23	Library ID Card Application
PSC-24	Information ID Card Application
PSC-42	Parklawn Health Library Charge Card

PERSONNEL

PSC-1	Job Announcement
PSC-2	Employee Appraisal System for General Schedule Employees
PSC-11	Training Certificate
PSC-36	Request to Earn Credit Hours, Compensatory Time or Overtime
PSC-39	Name Card for Use in Training (Tent Card)
PSC-48	Request for Approval and Authorization of Overtime Work
PSC-50	Personnel Charge Out Record
PSC-54	Application to the Board for Correction of Public Health Service— Commissioned Corps Records
PSC-57	Application Acknowledgement for Vacancy Announcement
PSC-60	On-the-Spot Cash Award
PSC-80	Voluntary Leave Transfer Program Application

PSC FORMS FUNCTION CATEGORIES (Continued)**PRINTING & REPRODUCTION**

- PSC-4 Reprographics Services Center Electronic File Requisition
- PSC-26 Printing, Typesetting, and Graphics Request

PROPERTY CONTROL

- PSC-33 Request for Property Action

PUBLICATIONS/PUBLIC INQUIRIES

- PSC-74 Request for Commercial Telephone Directories
- PSC-75 Request for Pagers/Cellular Phones

PURCHASE/PROCUREMENT

- PSC-12 Quality Control Report
- PSC-27 BPA Receiving Report
- PSC-34 Telecommunications Project Office Government Purchase Card Requisition

SERVICES

- PSC-28 Telephone Service Request
- PSC-28-1 Telephone Service Request
- PSC-32 PSC Request for Laboring, Materials Handling & Trucking Services

SERVICES (Continued)

- PSC-32a PSC/AOS Request Labor Service
- PSC-56 Request for Door Title Cards and Holders

SHIPPING/RECEIVING

- PSC-10 Shipping Document (Perry Point)
- PSC-27-1 Receiving Report Memo

TRAVEL TRANSPORTATION

- PSC-43 Application for Parking Permit
- PSC-43-1 Application for Executive Parking Permit
- PSC-43-3 Application for Parking Permit (For Silver Spring Centre Use Only)
- PSC-58 PSC Transhare Program Application
- PSC-58-1 PSC Transhare Program Application (All Regions other than Parklawn Building, Rockville, Maryland)
- PSC-58-2 PSC Transhare Program Application Update
- PSC-64 Request and Approval for Use of Motor Vehicles

VISUAL AIDS

- PSC-5 Audio Visual Equipment Request and Receipt
- PSC-6 Audio Visual Request
- PSC-66 Authorization to Take and Use Photographs and Information

HEALTH AND HUMAN SERVICES FORMS CATALOG



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