

2 Oct. Staff mtg.

OTR Personnel

Soft File Contents

FILE ONLY ONE COPY OF EACH DOCUMENT

Left Side

Pertinent memorandum, notes,
traffic.

*Contract and all contract
amendments (This is the
Official File of contract
employees)

Right Side

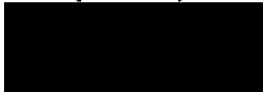
Top

Bio Profile
Current Cover sheet
Career Board/Panel Category

1. Actions

latest promotion
PSI (latest)

STATINTL

 (est)

check-in/out

*all contract actions

2. Performance

FR's (last 3)*all contract FR's
LOI (current)
training (all)
promotion recommendations
performance certifications

3. Assignments

~~FR~~/FRQ/HRQ (all)
Qualification Updates (all)

4. Medical & Security

travel orders (all)
cover documents
last 259 & 259a
security documents

5. Other

service abroad
CIARDS
PHS
claims