

<p>Request for Official Personnel Folder (OPF)</p> <p>Use prescribed by NIH Manual 2300-293-1.</p>	<p>Date of Request</p>
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Use prescribed by NIH Manual 2300-293-1.

<p>You may keep OPFs up to 30 days. OPFs may be transferred to other personnel offices <i>only</i> by recharging the file through the File Room, SAB, DPM. Call them for information on recharging (301) 496-3361).</p>	<p>Send both copies of the form to: File Room, SAB, DPM Bldg. 31, Room B3C-30</p>
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Date of Request

Send both copies of the form to:

**File Room, SAB, DPM
Bldg. 31, Room B3C-30**

Requester's Name	IC	Building/Room	Phone No.
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IC

Building/Room

Phone No.

Employee's Name <i>(Last name first. List in alphabetical order.)</i>	SAB COMPLETES THIS SECTION.		
	Date SAB Forwarded OPF	OPF Is Out <i>(Check if "yes")</i>	OPF Is Charged To

(Last name first. List in alphabetical order.)

SAB COMPLETES THIS SECTION.

Date SAB
Forwarded OPF

OPF Is Out
(Check if “yes”)

OPF Is Charged To

9

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I am requesting the above OPFs in the performance of my official duties, and will safeguard the confidentiality of the folders.

Requester's Signature