

The Applications Development Branch, OCIO, issued Forms Release 043 on April 30, 2004. This release contains the following forms:

New Forms

AD652 - Request for Visual Services

AD845 - Request for Broadcast Media & Technology Services

OGE450A - Confidential Certificate of No New Interests (Executive Branch)

HRD - Recruitment Case File Checklist (Caseclose)

HRD - Status of Your Application for Vacancy (Form212)

HRD - Filled Postdoc Position (Postdoc)

HRD - Qualifications Analysis Sheet (Quals)

HRD - Request and Justification for Recruitment Action (Recjust)

HRD - Recruitment and Selection Approval Request (For Categories 1 and 4 Positions) (Syform)

HRD - Request for Approval to Select (SY) (Syselect)

HRD - Volunteer Sign-in Record (Volsign)

Revised Form: REE172 - Request for Reasonable Accommodation

The following forms will no longer be available to you in InForms once this release has been installed on your PC:

ARS13T - Request for Approval of Other Employment (replaced with REE101)

ARS514 - Research Position Evaluation Case Writeup (available in Microsoft Word at HRD Web site:

[http://www.afm.ars.usda.gov/rpes/rpes\\_forms.htm](http://www.afm.ars.usda.gov/rpes/rpes_forms.htm))

ARS570 - In-Depth Reviewer Contact Sheet (available in Microsoft Word at HRD Web site:

[http://www.afm.ars.usda.gov/rpes/rpes\\_forms.htm](http://www.afm.ars.usda.gov/rpes/rpes_forms.htm))

If you have all of the electronic forms stored on either a LAN or your PC, then downloading the file associated with this notice will give you all the files needed to access the new forms using the [menu screen](#). If you just need a copy of any of the forms, either new or revised, the individual file can be found with our downloadable forms under the appropriate functional area. If you connect to a LAN, do not download any of the individual form files before contacting your LAN administrator.

All of the attached files should be copied to the directory of your choice. The file rel-043.exe is a zipped file containing setupmn.arv, setup.arv and rel-043.exe. The execution of this file will allow you to extract these three files. Once the files are extracted, execute rel-043.exe, which will install the forms and databases. These files install to c:\inf41 by default. You can change this to the drive and directory of your choice. The rel043.bat file should be executed to copy the databases from your LAN directory to the individual users PC. This will create a backup of existing database files on the individual user PC prior to copying the new databases. This file is currently configured to copy from s:\apps\inf41\database; you should change this to reflect your LAN configuration.

If you encounter any problems or have any questions, please contact Brenda Clark ([bclark@ars.usda.gov](mailto:bclark@ars.usda.gov) or 301-504-1117).