

The Applications Development Branch, OCIO, issued Forms Release 051 on January 24, 2005. **This will be the last forms release until the new platform is implemented.** Once a project plan has been developed we will forward it to you.

Release 051 contains the following new and revised forms:

New Forms

AD1110 - Detailed Cost Analysis

REE103 - Request for Approval to Accept an Award from a Non-Federal Source

REE104 - Acceptance of Free Attendance at Widely-Attended Gatherings

Revised Forms and Databases

AD1147 - Public Transportation Benefit Program Application

ARS23 - Record of Payments

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

OGE450 - Confidential Financial Disclosure Report

REE101 - Application for Approval to Engage in Non-Federal Employment or Activity

REE102 - Conflict of Interest Certification (consolidation of forms REE102 - ADODR Certification and REE103 - COR/COTR Certification)

Since all of the forms listed under revised forms and databases required database modifications, previously saved records for these forms will not be available to you once this release has been installed at your location. If you need to keep the data you previously entered and saved for any of these forms, print the forms with the data prior to the installation of these new forms.

Forms REE103 - COR/COTR Certification and HRD/SYSELECT - Request for Approval to Select (SY) will no longer be available once this release has been installed at your location. HRD/SYSELECT is obsolete. If you need to keep the data you previously saved for these forms, print the forms with the data prior to the installation of this release.

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 revised and 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 files should be copied to the directory of your choice. The file rel-051.exe is a zipped file containing setupmn.arv, setup.arv and rel-051.exe. The execution of this file will allow you to extract these three files. Once the files are extracted, execute rel-051.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 where your forms and databases are stored. The rel051.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 me.

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