National Aeronautics and Space Administration

Official Personnel Folder (OPF) Disclosure Record

NOTE TO ALL WHO USE THE CONTENTS OF THIS FOLDER:

1. Your use of the contents of this folder must be in accordance with the instuctions in OPM Operating Manual 293-31.
2. You are to safeguard this folder and its contents and related information while it is in your possession.
3. You are required to keep it locked in a safe place when it is not in use.
4. You are prohibited from disclosing the contents of this folder to anyone not demonstrating a need for access.
5. Return this folder to the Personnel Office promptly when through with it.
6. Willful violations of these requirements are subject to criminal penalities under the Privacy Act of 1974 (5 U.S.C. 552a).

EmpName	SOCIAL SECURITY NUMBER

Date of Disclosure	Name of Person OPF Was Disclosed To *(First, Middle Initial, Last)*	Organization Represented	Reason For Disclosure

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Official Personnel Folder (OPF) Disclosure Record (continued)

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EMPLOYEE NAME	SOCIAL SECURITY NUMBER

Date of Disclosure	Name of Person OPF Was Disclosed To *(First, Middle Initial, Last)*	Organization Represented	Reason For Disclosure