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Description of document: Listing of Commerce Department (DOC) forms posted on the DOC employee only Intranet, 2017

Requested date: 2017

Released date: 31-May-2017

Posted date: 02-October-2017

Source of document: FOIA Request  
Department of Commerce  
Departmental Freedom of Information Officer  
Office of Privacy and Open Government  
14th and Constitution Avenue NW  
Mail Stop 52010FB  
Washington, DC 20230  
Fax: 202-482-0827  
[FOIAonline](#) system

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From: efoia <efoia@doc.gov>  
Sent: Wed, May 31, 2017 3:21 pm  
Subject: Final Disposition, Request DOC-OS-2017-000598

DOC-OS-2017-000598 has been processed with the following final disposition: Full grant.

Re: Freedom of Information Act (FOIA) Request – DOC-OS-

This is in response to your FOIA request to the Department of Commerce. Enclosed you will find documents responsive to your request and are being released to you in its entirety.

Sincerely,

Harriette Boyd  
FOIA Specialist  
DOC/OS/OPOG

Records were released to the public as a result of this request. You may retrieve these records immediately using the following link: [View Records](#). Over the next 2 hours, these records are also being added to FOIAonline's search pages, further enabling you to retrieve these documents associated with your FOIA request at any time.

Commerce Department Forms (CD)

Apply

Reset

<a href="#">Form Number</a>	<a href="#">Title</a>	<b>Office</b>
CD-10B	Photographic Specification Sheet	OS/Office of Public Affairs
CD-11	Request for Audiovisual Services	OS/Office of Public Affairs
CD-126	Separation Clearance Certificate	OS/CFO-ASA/Office of Human Resources Management
CD-137	Report of Incident, Injury, Illness, Motor Vehicle Accident, Property Damage, or Fatality	OS/CFO-ASA/Office of Human Resources Management
CD-138	Professional Liability Insurance Reimbursement Claim	OS/CFO-ASA/Office of Human Resources Management
CD-14	Transmittal Slip	OS/Office of the Executive Secretariat
CD-15	Transmit/Route Slip	OS/Office of the Executive Secretariat
CD-150	Request for Authorization of Travel/Moving Expense	OS/CFO-ASA/Travel Management Division
CD-165	Request for Authorization -- Admittance to Building	OS/CFO-ASA/Office of Security
CD-170	Incentive Awards Program Suggestion Evaluation	OS/CFO-ASA/Office of Human Resources Management
CD-210	Record of Gift or Bequest	OS/CFO-ASA/Office of Financial Management
CD-224	Employee Claim for Loss/Damage to Personal Property	OS/Office of General Counsel
CD-240	Invention Disclosure and Rights Questionnaire	OS/Office of the Chief Financial Officer and Assistant Secretary for Administration
CD-243	Request for Administration of Medication	OS/CFO-ASA/Office of Human Resources Management

<u>Form Number</u>	<u>Title</u>	<u>Office</u>
CD-244	FOIA Request and Action Record	OS/CFO-ASA/Office of Privacy and Open Government
CD-25	Record of Inoculation	OS/CFO-ASA/Office of Facilities and Environmental Quality
CD-27	Publication Clearance Request	OS/Office of Public Affairs
CD-281	Report of Government Property in Possession of Contractor	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-29	Travel Order	OS/CFO-ASA/Travel Management Division
CD-294	Classified Data Index	OS/CFO-ASA/Office of Security
CD-29I	Instructions for Completing CD-29	OS/CFO-ASA/Travel Management Division
CD-307	Carpool Application Form	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-314	Statement Regarding Employee Responsibilities/Conduct	OS/CFO-ASA/Office of Human Resources Management
CD-317	Privacy Act Advisory Statement	OS/CFO-ASA/Office of Privacy and Open Government
CD-326	Recommendation for Recognition	OS/CFO-ASA/Office of Human Resources Management
CD-327	Employee Referral Award	OS/CFO-ASA/Office of Human Resources Management
CD-334	Request for Approval of Other than Coach-Class Accommodations	OS/CFO-ASA/Travel Management Division
CD-334I	Instructions for Completing CD-334	OS/CFO-ASA/Travel Management Division
CD-342	Record of Gifts and Decorations from Foreign Governments	OS/CFO-ASA/Office of Financial Reporting and Internal Controls

<u>Form Number</u>	<u>Title</u>	<u>Office</u>
CD-345	Memorandum of Visit or Telephone Call	OS/Office of Legislative and Intergovernmental Affairs
CD-35	Probationary or Trial Period Report	OS/CFO-ASA/Office of Human Resources Management
CD-351	Report of Possible Safety/Health Hazard	OS/CFO-ASA/Office of Human Resources Management
CD-352	Certification of Satisfactory Completion of Managerial or Supervisory Probationary Period	OS/CFO-ASA/Office of Human Resources Management
CD-364	Career SES Probationary Employee Certification	OS/CFO-ASA/Office of Human Resources Management
CD-369	Travel Advance	OS/CFO-ASA/Travel Management Division
CD-370	Travel Voucher	OS/CFO-ASA/Travel Management Division
CD-370A	Travel Voucher - Continuation Sheet	OS/CFO-ASA/Travel Management Division
CD-370I	Instruction for Completing CD-370	OS/CFO-ASA/Travel Management Division
CD-371	Employee Application for Reimbursement of Expenses	OS/CFO-ASA/Travel Management Division
CD-372	Expense Record for Temporary Quarters	OS/CFO-ASA/Travel Management Division
CD-376	Voucher Difference Statement (Travel)	OS/CFO-ASA/Travel Management Division
CD-392	Travel Service Payments	OS/CFO-ASA/Travel Management Division
CD-395	Protective Footwear Authorization/Cash Allowance Receipt	OS/CFO-ASA/Office of Human Resources Management
CD-399	Suggestion Processing Form	OS/CFO-ASA/Office of Human Resources Management
CD-400	Self-Identification of Handicapping Condition	OS/CFO-ASA/Office of Civil Rights

**Form  
Number**

**Title**

**Office**

CD-405	Partial Receipt Notification	OS/CFO-ASA/Office of Facilities and Environmental Quality
CD-406	Invoice Receipt Certification	OS/CFO-ASA/Office of Facilities and Environmental Quality
CD-409	Individual Contract Action Report (over \$25,000)	OS/CFO-ASA/Office of Facilities and Environmental Quality
CD-410	OSBM Work Request (HCHB)	OS/CFO-ASA/Office of Space and Building Management
CD-411	Application for Use of Space in Public Buildings and Grounds	OS/CFO-ASA/Office of Space and Building Management
CD-411A	Revocable License for Non-Federal Use of Real Property	OS/CFO-ASA/Office of Space and Building Management
CD-412	OSBM Space Change Request (HCHB)	OS/CFO-ASA/Office of Space and Building Management
CD-414	Visit Authorization and Clearance Certification Request	OS/CFO-ASA/Office of Security
CD-415	Record of Employee's Address and Emergency Information	OS/CFO-ASA/Office of Human Resources Management
CD-420	Quarterly Review of Experts/ Consultants Appointments	OS/CFO-ASA/Office of Human Resources Management
CD-421	Cashier Sub-Voucher Register	National Oceanic and Atmospheric Administration
CD-422	Cashier Account Audit	National Oceanic and Atmospheric Administration
CD-423	Imprest Fund Verification	National Oceanic and Atmospheric Administration
CD-425	Leave Analysis - 2012	OS/CFO-ASA/Office of Human Resources Management
CD-427	Request for Job Consideration While on Leave	OS/CFO-ASA/Office of Human Resources Management

<u>Form Number</u>	<u>Title</u>	<u>Office</u>
CD-428	Guest Worker Agreement	OS/CFO-ASA/Office of Human Resources Management
CD-430	Performance Management Record (including all parts)	OS/CFO-ASA/Office of Human Resources Management
CD-431	Performance Management Tracking System (PMTS) Certification Report	OS/CFO-ASA/Office of Human Resources Management
CD-432	Individual development Plan (IDP) Tracking System Status Report	OS/CFO-ASA/Office of Human Resources Management
CD-435	Procurement Request	OS/CFO-ASA/Office of Facilities and Environmental Quality
CD-450	Financial Assistance Award	OS/CFO-ASA/Office of Acquisition Management
CD-451	Financial Assistance Award (Notice of Award)	OS/CFO-ASA/Office of Acquisition Management
CD-464	Request for Authorization for Official Entertainment	OS/CFO-ASA/Office of Financial Management
CD-465	Alternative Work Schedule, Attendance Log	OS/CFO-ASA/Office of Human Resources Management
CD-478	Federal Assistance Information Sheet (FAIS)	OS/CFO-ASA/Office of Acquisition Management
CD-479	Request for Restoration of Annual Leave	OS/CFO-ASA/Office of Human Resources Management
CD-481	Classified Document Control Record	OS/CFO-ASA/Office of Security
CD-488	Notification of Change of Address/ Deletion from Mailing List	OS/CFO-ASA/Office of Administrative Programs
CD-492	Justification for Other Than Full/Open Competition	OS/CFO-ASA/Office of Acquisition Management
CD-493	Voluntary Emergency Assistance Request	OS/CFO-ASA/Office of Civil Rights
CD-494	Sensitive Information Cover Sheet	OS/CFO-ASA/Office of Security

<u>Form Number</u>	<u>Title</u>	<u>Office</u>
CD-50	Personal Property Control	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-503	Consent of Client to Release Information	OS/CFO-ASA/Office of Human Resources Management
CD-506	Request/Approval of Commerce Seal, Emblem, Insignia or Logo	OS/CFO-ASA/Office of Space and Building Management
CD-509	Property Transaction Request	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-511	Certification Regarding Lobbying	OS/CFO-ASA/Office of Acquisition Management
CD-512	Certification Regarding Lobbying - Lower Tier Covered Transactions	OS/CFO-ASA/Office of Acquisition Management
CD-515	Blanket Purchase Agreement Log	OS/CFO-ASA/Office of Acquisition Management
CD-516	Classification and Performance Management Record	OS/CFO-ASA/Office of Human Resources Management
CD-516A	Performance/Progress Review and Appraisal Record	OS/CFO-ASA/Office of Human Resources Management
CD-516B	Generic Performance Management Record	OS/CFO-ASA/Office of Human Resources Management
CD-516C	Final Performance Rating Using Interim Rating(s)	OS/CFO-ASA/Office of Human Resources Management
CD-516D	Appendix B/Generic Performance Standards	OS/CFO-ASA/Office of Human Resources Management
CD-516p3_4	Performance Summary and Rating	OS/CFO-ASA/Office of Human Resources Management
CD-518	Senior Professional Performance Agreement	OS/CFO-ASA/Office of Human Resources Management
CD-519	Individual development Plan (IDP) for the Supervisor and Manager or Executive development Plan (EDP) for the Senior Executive Service (SES)	OS/CFO-ASA/Office of Human Resources Management



<u>Form Number</u>	<u>Title</u>	<u>Office</u>
CD-52	Report of Review of Property	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-526	Court Ordered Child Care or Alimony Deductions	OS/CFO-ASA/Office of Human Resources Management
CD-527	Audit For Leave Year --Print Only	OS/CFO-ASA/Office of Human Resources Management
CD-529	Lump Sum Leave or Compensatory Time Payments	OS/CFO-ASA/Office of Human Resources Management
CD-536	Inventory Work Sheet	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-538	Acceptance of Payment from a Non-Federal Source for Travel Expenses	OS/CFO-ASA/Travel Management Division
CD-540	Warehouse Issue/Pick-Up Request	National Oceanic and Atmospheric Administration
CD-541	Performance Appraisal and Position Review	OS/CFO-ASA/Office of Human Resources Management
CD-544	DOC Application for Transit Benefit	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-546	Personal Property Division Loan Agreement/Receipt	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-547	Off-Site Accountable Property List	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-570	Small Business Set-Aside Review	OS/CFO-ASA/Office of Small and Disadvantaged Business Utilization
CD-571	Reviewers Conflict of Interest and Confidentiality Certification for Non-Government Peer Reviewers	OS/Office of Legislative and Intergovernmental Affairs

<u>Form Number</u>	<u>Title</u>	<u>Office</u>
CD-574	Office Safety Inspection Checklist for Supervisors and Program Managers	OS/CFO-ASA/Office of Human Resources Management
CD-575	Request for Reasonable Accommodation	OS/CFO-ASA/Office of Civil Rights
CD-577	PostSecondary Internship Program Intern Evaluation Survey	OS/CFO-ASA/Office of Human Resources Management
CD-578	Permanent Change of Station Transportation Service Order	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-579	Freight Transportation Service Order	OS/CFO-ASA/Personal Property Management and Transportation Division
CD-580	DOC Clearance Signature Sheet for Proposed Interagency Agreement or Other Special Agreement	OS/CFO-ASA/Office of Acquisition Management
CD-590	Executive Personnel Transaction	OS/CFO-ASA/Office of Human Resources Management
CD-591	Personal Identity Verification (PIV) Request	OS/CFO-ASA/Office of Security
CD-592	Nomination and Approval of Designated Agency Representative (DAR)	OS/Office of the Chief Information Officer
CD-593	NEPA Environmental Questionnaire & Checklist	OS/CFO-ASA/Office of Sustainable Energy and Environmental Programs
CD-64	Certificate of a True Copy	OS/CFO-ASA/Office of Administrative Programs
CD-70	Standard Conditions of Employment for U.S. Citizens Stationed at Overseas Posts	OS/CFO-ASA/Office of Human Resources Management
CD-76	Classified Material Receipt	OS/CFO-ASA/Office of Security
CD-79	Request for Security Clearance	OS/CFO-ASA/Office of Security
CD-81	Authorization for Paid Overtime, Holiday Work	OS/CFO-ASA/Office of Human Resources Management
CD-82A	Transmittal Form (US Department of Commerce)	OS/Office of the Executive Secretariat

Form  
Number

Title

**Office**

CD-97

Request for Security Assurance/Passport Clearance

OS/CFO-ASA/Office of Security