REMOTE FORMS QUEUING SYSTEM (RFQS)
ELECTION FORM

Remote Forms Queuing System (RFQS) provides users with control in obtaining forms and tickler reports electronically. RFQS contains (1) the Forms Menu, (2) the Control Listings Menu, and (3) the Notification Listings Menu. The Forms Menu lists the Notification of Personnel Action (SF–50–B), the Record of Leave Data (SF–1150), and other tickler forms available for printing. The Control Listings Menu and the Notification Listings Menu consist of the tickler reports.

Completion Instructions

A. Identification.

1. **Department Code.** Enter the 2-position department code assigned by OPM.

2. **Agency Code.** Enter the 2-position agency code assigned by NFC.

3. **Personnel Office Identifier (POI).** Enter the 4-position personnel office identifier.

4. **Effective Date.** Enter the effective date of the selection in MM DD YY order. This date should be the first day of the effective pay period.

5. **Contact Person.** Enter the name of the personnel office contact.

6. **Telephone** *(Area code and number)***.** Enter the telephone number of the personnel office contact.

B. Selection Options. *Do not complete this section if current selections are valid.*

7. **Will you print your SF–50–B's?** Valid selections are:
   - **Yes**, if you will use RFQS to print your SF–50–B's after each SF–50–B pass.
   - **No**, if you will have NFC print and mail your SF–50–B's.
   - **S**, if you will use RFQS to print your SF–50–B's after the second SF–50–B pass.

8. **Will you print your SF–1150's?** Valid selections are:
   - **Yes**, if you will use RFQS to print your SF–1150's.
   - **No**, if you will have NFC print and mail your SF–1150's.

9. **Will you print your tickler reports?** Valid selections are:
   - **Yes**, if you will use RFQS to print your tickler reports.
   - **No**, if you will have NFC print and mail your tickler reports.

10. **Will you print your tickler forms?** Valid selections are:
    - **Yes**, if you will use RFQS to print your tickler forms.
    - **No**, if you will have NFC print and mail your tickler forms.

C. Personnel Officer Signature Block for SF–50–B and SF–1150. *Do not complete this section if current selections are valid.*

11. **Approving Official.** Enter the personnel officer whose name appears in the Approving Official block on the SF–50–B and the SF–1150 if you desire this name to be printed on these forms.

12. **Approving Official Title.** Enter the title of the approving official.

A. IDENTIFICATION

1. DEPARTMENT CODE (2 positions)	2. AGENCY CODE (2 positions)	3. PERSONNEL OFFICE IDENTIFIER (POI) (4 positions)	4. EFFECTIVE DATE (6 positions)
5. CONTACT PERSON (35 positions)		6. TELEPHONE (Area code and number) (10 positions)	

B. SELECTION OPTIONS. *(Do not complete this section if current selections are valid.)*

	YES	NO	S		YES	NO
7. Will you print your SF–50–B's?				9. Will you print your tickler reports?		
8. Will you print your SF–1150's? (YES / NO)			■	10. Will you print your tickler forms?		

C. PERSONNEL OFFICER SIGNATURE BLOCK FOR SF–50–B AND SF–1150. *(Do not complete this section if current selections are valid.)*

11. APPROVING OFFICIAL (36 positions)	12. APPROVING OFFICIAL TITLE (36 positions)

FORM AD-961 (REV. 4/17)

Send completed form to: NFC.TMGT@nfc.usda.gov