**CHECK LIST FOR FORMS**

**REGULAR GOVERNMENT EMPLOYEE APPOINTMENT**

**Reserve Forces Policy Board**

DEADLINE: As soon as possible.

Please complete, sign and date all items listed below. Return the completed items along with this checklist to the RFPB. Send to:

Reserve Forces Policy Board

ATTN: Mr. Alex Sabol

Designated Federal Officer

5113 Leesburg Pike

Skyline 4, Suite 601

Falls Church, VA 22041

Phone number: (703) 681-0600

CHECK LIST: (Current)

* A copy of your bio (include COLOR PHOTO in .jpg format)
* A Photo Usage Authorization
* A Color copy of your current US Government issued Passport signature and picture pages
* A completed Electronic Signature authorization form.
* Security Clearance Information for National Security Personnel System personnel
	+ 1. Do you have a security clearance? \_\_\_\_\_\_\_ YES \_\_\_\_\_\_ NO
		2. If yes, who holds your security clearance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_