



Your Office Information

Fax Transmittal Sheet

Your Address



DATE: DATE

TO:

Name: Official Personnel File
Fax #: 301-480-1436 or 301-480-1407

FROM:

Name: RANK NAME
PHS Serno: **XXXXX**
Phone#: XXX-XXX-XXXX
Fax#: XXX-XXX-XXXX
Pages: X (Including Cover Sheet)
Comments: Please update my OPF with these materials. Thank you.