

Checklist of Required Forms (First Duty)

Form Number/Reference	Form Name/Reference	Guide Reference	Date Completed
NASA Form 420	Service Agreement First Duty Station Appointment		
NASA Form 1449	Information Covering Persons Transferred or Appointed to First Duty Station	Appendix A-2	
Standard Form 1038	Advance of Funds Application (if obtaining an advance)	Appendix A-5	
Standard Form 1012 (Travel Voucher)	Used for En route reimbursement Expenses		
Standard Form 1012 (Travel Voucher)	Reimbursement of expenses or to account for an advance of funds		
NASA Form 1204	Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service	Appendix A-9	
Standard Form 1012 (Travel Voucher)	Employee's Claim for Damage to, or Loss of, Personal Property Incident to Service		

NOTE: Samples of forms can be found at:
<http://www.nssc.nasa.gov/customerservice/fm/cto/changeOfStation/COSVPI.asp>