

**DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY**

**DEPARTMENTAL PERSONNEL MANUAL SYSTEM**

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**DPM LETTER:** 832- 1

**SUBJECT:** Determining Maximum Wages Subject to  
Social Security Taxes

**DATE:** DEC 5 1990

Personnel and payroll offices are reminded that the Federal Government is considered to be one employer for purposes of determining the maximum wages subject to Social Security taxes. Thus, if an employee transfers from one agency to another, wages paid by the prior agency are to be taken into account in determining the employee's share of taxes.

Personnel offices can determine the amount of Social Security taxes withheld from the employee in one of two ways. The preferred method to obtain this information is from the prior agency on Standard Form 75, Request For Preliminary Employment Data. Section M of the form is available for this purpose. The other way to get the employee's prior Social Security tax withholdings is from a copy of his or her most recent Statement of Earnings and Leave (SEL). The personnel office should ask the employee for a copy when he or she enters on duty (EOD).

Once the personnel office has the new employee's Social Security withholdings, the information must be sent to the payroll office with other EOD papers for processing into the Consolidated Uniform Payroll System (CUPS). The payroll technician will enter the amount of the Social Security withholdings along with the employee's Social Security wages paid by the prior agency. CUPS will automatically continue Social Security withholdings until the proper yearly deductions have been made or will suspend Social Security deductions because the maximum yearly amount has been withheld by the prior agency.

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**Filing Instructions:** File after FPM Chapter 832 Letters

**Distribution:** Personnel Council Members; Office of Financial Mgmt. (M-83); Office of Accounting (AAA-100); All FPM Subscribers (Headquarters and Field)

**OPI:** M-17/SMITH/64140

If you have any questions about this matter, please contact Terry Smith, the Department's Retirement Counselor. Terry is on the Labor and Employee Relations Division (M-17) staff and he can be reached by telephone on FTS 366-4140 or (202) 366-4140.

  
Director of Personnel

Attachment

# Request For Preliminary Employment Data

(Safeguard The Confidential Nature Of The Data On This Request)

Revised 1/89  
U.S. Office of Personnel Management  
FPM Supplement 296-33

Type or print the name and address of the activity to which this request is being sent and your return address at the bottom.

Date Of This Request

TO

Fold

To Whom It May Concern:  
The person named below is tentatively selected for an appointment in this agency. Please complete this form using the instructions on page 4 and mail to the address at the bottom of this form.

## Part I - To Be Completed By Activity Requesting Information

1. Name of Tentative Selectee (Last, First, Middle)		2. Social Security Number	3. Date of Birth
4-A. Title of Position for Which Tentatively Selected		B. Pay Plan and Occupational Code	C. Grade or Level
5. Agency in Which Position is Located (Enter Code From Block 47 on SF 50)		6. Personnel Office that Services the Position (Enter Code From Block 48 on SF 50)	
7. Entry on Duty (EOD) Date Desired by this Activity			
8-A. Name of Person Requesting Information		B. Requester's Title	
C. Requester's Signature	D. Date Signed	E. Requester's Telephone Number (FTS, Autovon, and Commercial - Include Area Code)	
9. Additional Data Requested			

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Please Return This Completed Request To:

PAGE 1

Previous Editions are Unusable  
NSN-7540-00-682-6750  
75-108

## Part II - To Be Completed By Activity Giving Information

(Complete the following and provide any additional data requested in Item 9, Part I. Follow the instructions on page 4.)

### Section A - Identification Shown On Personnel Records

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth
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### Section B - SF 50 Data

4-A. Employment Status

Currently on the Rolls of This Agency                       Separated (Specify Date)

B. Location of OPF/MRPF

On File in This Office                       On File in Another Office  
 Sent to NPRC (Specify Date) ▶                      (Name and Address of That Office) ▶

5. Position Title

6. Pay Plan	7. Occ. Code	8. Grade or Level	9. Step or Rate	10. Salary	11. Pay Basis
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12. Name and Location of Position's Organization

13. If Salary Includes COLA, Indicate Base Salary and COLA Base: _____ COLA: _____	14. Veteran Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 2 - 5 Point <input type="checkbox"/> 3 - 10 Point/Disability <input type="checkbox"/> 4 - 10 Point/Compensable <input type="checkbox"/> 5 - 10 Point/Other <input type="checkbox"/> 6 - 10 Point/Compensable/30%	15. Tenure	16. VP for RIF <input type="checkbox"/> Yes <input type="checkbox"/> No
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17. FEGLI Code and Coverage (If code "B", enter date of waiver/cancellation)	18. Annuitant Indicator <input type="checkbox"/>	1 - Reempl Ann-CS    3 - Ret Enlisted    5 - Ret Enl/Reempl Ann-CS A - Reempl Ann-FE    4 - Ret Off/Reempl Ann-CS    E - Ret Enl/Reempl Ann-FE B - Former Ann-FE    C - Ret Off/Reempl Ann-FE    F - Ret Enl/Former Ann-FE 2 - Ret Officer        D - Ret Off/Former Ann/FE    9 - Not Applicable
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19. Pay Rate Determinant	20. Retirement Plan	21. Service Comp. Date (Leave)	22. Work Schedule <input type="checkbox"/> F - Full-time    G - FT Seasonal    H - FT On Call <input type="checkbox"/> P - Part-time    Q - PT Seasonal    R - PT On Call <input type="checkbox"/> I - Intermittent    J - INT Seasonal	23. Position Occupied
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24. Duty Station

### Section C - Central Personnel Data File (CPDF) Data

25. Education Level	26. Year Degree Attained	27. Academic Discipline	28. Citizenship <input type="checkbox"/> U.S. <input type="checkbox"/> Other
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29. Vietnam Era Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No	30. Agency Code	31. Personnel Office ID
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### Section D - Retirement Data

32-A. Branch of Service	B. Retired Rank	C. Check One and Specify Date <input type="checkbox"/> Retired ▶ <input type="checkbox"/> Transferred to Fleet Reserve ▶
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D. Creditable Military Service Years                      Months	33-A. Civilian Retirement Date	B. Retirement System Paying Annuity
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34. FERS Coverage Date First Covered ▶	<input type="checkbox"/> Elected FERS <input type="checkbox"/> Covered Automatically <input type="checkbox"/> Never Covered
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35. CSRS Coverage History (To Compute Frozen Service) Date First Covered By Code 1 or 6:	Date First Covered By Code C or E: SCD on Date First Covered By Code C or E: <input type="checkbox"/> Never Covered
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### Section E - Grade and Pay Data

36. Date Entered Current Grade and Step/Rate	37. Date of Last Within-Grade Increase (WGI)	38. If WGI Was Denied, Date of Denial	39. Date of Last Quality Step Increase (QSI)
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A. Highest Previous Grade/Step Held	B. Dates Held From ▶                      To ▶	C. Salary for That Grade/Step
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D. Based on Special Rate Under 5 U.S.C. 5303 or Other Authority? If "Yes", Cite Authority. <input type="checkbox"/> Yes <input type="checkbox"/> No	41-A. Is the Applicant Now on Grade Retention? <input type="checkbox"/> Yes <input type="checkbox"/> No-Go to item 42.
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B. Retained Pay Plan, Grade, and Step or Rate	C. Date Two-Year Period of Grade Retention Began <input type="checkbox"/> Yes <input type="checkbox"/> No
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43-A. If Not Listed Above, Highest Salary Held on a Federal Appointment	B. Dates Held From ▶                      To ▶
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**Section F - Performance Data**

44. Is Employee in PMRS ("GM" Pay Plan)? <input type="checkbox"/> Yes-Complete items 45-47. <input type="checkbox"/> No-Go to item 47.	45. Date Entered PMRS	46-A. Date of Last PMRS Merit Increase
B. Amount of Last PMRS Merit Increase	47-A. Last Rating of Record	B. Date Rating Issued

**Section G - Appointment Data**

49. Nature of Action (NOA) for Current/Last Appointment or Conversion to Appointment	B. Authority for That Appointment	C. Date
49. If Now Career or Has Held a Career Appointment in the Competitive Service, Dates Served to Attain Career Tenure From <input type="text"/> To <input type="text"/>	B. Nature of Action and Authority for Appointment That Began That Period of Service	
50. If Has Not Held a Career Appointment, Date of Most Recent Career-Conditional Appointment	B. Authority for That Appointment	
51. Is There an INS Form I-9 in OPF/MRPF? <input type="checkbox"/> No <input type="checkbox"/> Yes-Show Date Certified <input type="text"/>		

**Section H - Probation Data**

52-A. Now Serving Initial Appointment Period That Began on (Month/Day/Year):	B. Has Already Completed Initial Appointment Probation Period: Beginning <input type="text"/> Ending <input type="text"/>			
53. Other Probationary Periods	Date Began	Date Completed	Not Completed	Exempt
Supervisory				
Managerial				
SES				

**Section I - Unfavorable Data**

54. Does OPF/MRPF Contain Removal, Suspension, Discharge or Change to Lower Grade Actions? <input type="checkbox"/> Yes <input type="checkbox"/> No	55. Is There Unfavorable Information in Other Files, e.g. Letters of Warning, Admonishment, Reprimand, Suitability or Letter of Decision on an Adverse Action? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
56. If "Yes" to Question 54 or 55, Name of Person to Contact for More Information	B. Telephone Number (Indicate FTS, Autovon, and Commercial - Show Area Code)

**Section J - FEHB Data**

57. Enrollment Status <input type="checkbox"/> Waived <input type="checkbox"/> Cancelled <input type="text"/> Show Date: <input type="checkbox"/> Ineligible <input type="checkbox"/> Enrolled <input type="text"/> Show Code:
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**Section K - Security Data**

A. Most Recent Investigation Completed <input type="checkbox"/> NAC <input type="checkbox"/> BI <input type="checkbox"/> LBI <input type="checkbox"/> NACI <input type="checkbox"/> SBI <input type="checkbox"/> MBI <input type="checkbox"/> PRI	B. Date Investigation Completed
C. Other Type of Investigation--Explain	D. Level of Current Clearance
59-A. If Investigation is Pending, Show Type, Date Initiated and Agency Conducting It	
B. Name of Security Officer to Contact for More Information	C. Telephone Number (Indicate FTS, Autovon, and Commercial - Show Area Code)

**Section L - Service Obligation**

60-A. Does OPF/MRPF Show Employee Has an Obligation to Remain in Government Service for a Specific Period Because of Training Received? <input type="checkbox"/> Yes <input type="checkbox"/> No	B. Date Obligation Expires
61-A. Does Employee Have an Obligation Because of a Government-Paid Move? <input type="checkbox"/> Yes <input type="checkbox"/> No	B. Date Obligation Expires

**Section M - Employee Payroll and Thrift Savings Plan Data**

62-A. Employee's Payroll Office Address	B. Payroll Office Number (8-Digit Identifying Number)
	C. Person to Contact for Leave and Pay Information
	D. Telephone Number (Indicate FTS, Autovon, and Commercial - Show Area Code)
63-A. Year-To-Date Basic Pay \$ <input type="text"/> As Of (Date) <input type="text"/>	B. Year-To-Date Earnings \$ <input type="text"/> As Of (Date) <input type="text"/>
64. Year-To-Date FICA Deductions \$ <input type="text"/> As Of (Date) <input type="text"/>	65. Year-To-Date FHIT Deductions \$ <input type="text"/> As Of (Date) <input type="text"/>
66. Is Employee Currently on LWOP? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="text"/> Beginning Date: <input type="text"/> NTE Date: <input type="text"/>	67-A. Does Employee Have Severance Pay Entitlement? <input type="checkbox"/> Yes <input type="checkbox"/> No
	B. If "Yes", Show Number of Weeks and Beginning Date

<b>68 Thrift Savings Plan</b>				<b>69. TSP Allocation</b>	
<b>P. Service Computation Date</b> Month Day Year		<b>B. TSP Vesting Code</b>	<b>C. TSP Status Code</b>	<b>D. TSP Status Date</b> Month Day Year	
				<b>A. Percentage of Basic Pay</b>	<b>B. Whole Dollar Amount</b>
				.00% OR \$	.00
<b>G FUND GOVERNMENT SECURITIES INVESTMENT</b>		<b>F FUND FIXED INCOME INDEX INVESTMENT</b>		<b>C FUND COMMON STOCK INDEX INVESTMENT</b>	<b>TOTAL</b>
<b>C. CSRS</b>	<b>FERS</b>	<b>D.</b>		<b>E.</b>	
100.00% OR	.00% *	.00% *		.00% =	100.00%
<b>70-A. Name and Signature of Official Certifying TSP Information</b>				<b>B. Date Signed</b>	

**Section N - Losing Agency Release Data**

<b>71-A. Is EOD Date in Part I, Item 7, Acceptable?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>B. If Unacceptable, Show Earliest Possible Release Date</b>
<b>C. Name of Person to Call to Discuss Release Date</b>	<b>D. Telephone Number (Indicate FTS, Autovon, and Commercial - Show Area Code)</b>
<b>72-A. Name of Person Giving Information</b>	<b>B. Address (Building, Street, City, State, ZIP Code)</b>
<b>C. Title</b>	
<b>D. Signature and Date Signed</b>	<b>D. Telephone Number (Indicate FTS, Autovon, and Commercial - Show Area Code)</b>

**Instructions for Activity Requesting Information**

Use the SF 75 to obtain pre-employment information when the applicant's Official Personnel Folder (OPF) or Merged Records Personnel Folder (MRPF) is not available for review. This most often occurs when the applicant works for a different agency, when the applicant works in the same agency but receives personnel service from another office, when the applicant's OPF/MRPF is on file in another agency even though the applicant is not employed there, or when the applicant's OPF/MRPF has been retired to the National Personnel Records Center (NPRC) but the last employer has most of the information needed.

Use the information provided on the SF 75 to: (1) verify information on the applicant's application; (2) make decisions regarding the applicant's eligibility for appointment, pay and benefits; and (3) complete the SF 52, *Request for Personnel Action*, to employ the applicant. No other form may be used in lieu of the SF 75 without prior OPM approval, and the SF 75 may not be used for any other purposes (such as to obtain references or to voucher a prospective employee). Be sure to request SF 75 information sufficiently in advance of the projected date of the action to enable the office that receives the form to complete and return it or to provide the information by telephone before the effective date of the employment action.

You may request SF 75 information by telephone or by mail. When requesting the information by mail, complete Part I and circle the items in Part II that are needed. If additional information is required (e.g., *dates of a detail, the number of hours an intermittent employee has been in pay and duty status, etc.*), list it in Item 9 of Part I.

After you receive the SF 75 information, follow your agency's procedures to refer the form to the personnel specialist who will effect the appointment. Then use it to complete the SF 52 and transmit TSP and earnings information to your payroll office.

**Instructions for Activity Providing Information**

The name of the person on whom information is requested is in Part I, Item 1, of this form. Use the most recent SF 50 on which the data appear to complete Part II, Sections A and B. Use the OPF/MRPF, Employee Performance Folder (EPF), agency adverse action, and agency security/suitability files to complete Part II, Sections I and K. If SF 50 shows both a code and a definition for an item, enter only the code unless the definition is requested. Review both the right (long-term records) side of the OPF/MRPF and the left (temporary records) side of the OPF/MRPF to complete Part II, Sections C, D, E, G, H, J, and L. Review OPF/MRPF and Employee Performance Folder to complete Part II, Section F. OPF/MRPF and contact payroll to obtain information to complete Part II, Section M.

If additional remarks are necessary, include them on extra sheets of paper.

Complete this form and return it to the requesting office within 5 workdays. If the information must be obtained from another office, provide the requestor with the name, address, and telephone number of the office maintaining the OPF/MRPF. Immediately complete Item 4 in Part II and send the form to that office to be completed and returned to the requester. Be sure to provide all the requested information and to show dates in "month-day-year" sequence.

If the person is no longer employed by your agency and the OPF/MRPF has been sent to the National Personnel Records Center (NPRC) in St. Louis, complete only Section B, Item 4, and Section K in Part II, and return the form to the requesting agency. DO NOT send the SF 75 to the NPRC.

**Instructions for Filing SF 75**

**Requesting (Gaining) Activity**

File the SF 75 on the temporary (left) side of the OPF/MRPF with the SF 52 for the employment action.

**Activity Providing Information (Losing Activity)**

When the information is given by telephone, retain the completed form on the right side of the OPF/MRPF so that the disclosure of information can be accounted for under the Privacy Act. When information is provided by mail, simply place a statement on the right side of the OPF/MRPF to document that "SF 75 information on (name of employee) was disclosed to (name and address of agency) on (date)."