



**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Subject: Review of Official Personnel Folder**

**I would like to view my OPF. Please send via Registered Mail to:**

**Station Manager**

**Station:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City / State / Zip + 4 :** \_\_\_\_\_

**Name:** \_\_\_\_\_

PLEASE PRINT

**Employee I.D. #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_