

# Employee Information System and Total Employment Development Form



Person's Name (Last, First & Middle Name)

Salutation/Rank

Position Title: (ex. Admin Spt Clerk, Budget Analyst)

Pay Plan/Grade/Series (ex. DK-303-01)

Government Employee Type: (Military, Civilian or Tenant or Student)

**Contract Employees Provide the Following Information**

Contracting Officer Representative

Contract Number (call Procurement Office if, unknown)

Contract Award Date

Contract Award Expiration Date

**All Employees Provide The Following**

Army Knowledge Online (AKO) e-mail address  
(mandatory for EIS, TEDs & ARL Help Desk)

Office Phone Number

Fax Number

Office Symbol (ex. RDRL-LO)

Office Name (ex. Chief of Staff Office)

SSN (all personnel including contractor/tenants(s), etc)

Date of Birth (mandatory for all personnel)

Building Number (ex. 4200)

Room Number (ex. 2B01)

Shelter In Place (SIP) Location

Computer CPU Bar Code

Supervisor's Name

Secretary's Name

Assistant's Name

[Government Employee's provide the following information](#)

Pay Pool Code (ex. Non-supervisory ADLO=LO1)

Category 1 or 2 (DJ-03 employees ONLY)