

PREPARATION OF STANDARD FORM 1190  
INSTRUCTION SHEET

The following instructions will assist you in completing the Standard Form 1190 (SF-1190). The numbers below correspond with the numbered blocks on the SF-1190.

1. Enter your full name.
2. Enter your social security number.
3. Enter agency (e.g., USAF, Army, DeCA, DLA) and office symbol.
4. Enter your current duty telephone number.
5. Enter your current grade and current basic annual salary (do not include any allowances; wage grade workers should multiply hourly rate by 2,087 to get the annual salary).
6. Enter your current position title.
7. Enter Okinawa, Japan.
8. Enter date you arrived on Okinawa.
9. Enter your last duty station (e.g., CONUS, Hawaii, Germany, etc.)
10. Enter your mailing address.
11. For local hires only (e.g., Discharged from military service, To accompany military sponsor, Hired locally, etc. Otherwise, use N/A).
12. Applicable only if your spouse or dependents are employed by the U.S. Government (otherwise use N/A). This includes spouse and/or dependents who are employed by the military, civil service, and non-appropriated funds.
13. List family members currently residing with you on Okinawa.
14. List family members away from Okinawa.
15. Leave Blank.
16. Enter your full name.
17. Enter your social security number.
18. Leave Blank.
19. Leave Blank.
20. Leave Blank.
21. Read Employee Statement, date and sign.
22. Leave Blank.
23. Leave Blank.