

In Processing Document Checklist

Document	Instructions
I-9 Employment Eligibility Verification	Section one: Complete in its entirety, ensuring signature and date under confirmation of penalty for falsification. Section two: Employer will examine and document one document from list A or, two documents from list B and C as described on page 5. Signed by HR representative.
SF-61 Appointment Affidavit	Using Congratulatory letter, ensure Position, additional information will be provided by HR Representative. Ensure signature as appointee, after Oath of Office during in processing.
OF-306 Declaration of Federal Employment	Will be completed upon tentative job offer. Ensure signature as appointee after Oath of Office.
SF-1152 Designation of Beneficiary (Unpaid Compensation)	Complete section A with personal information, and B with information of beneficiaries, signing on line above section C. Section C: Ensure signature of two witnesses, and that witnesses are not beneficiaries. Type or Print Return Address at bottom.
SF-2823 Designation of Beneficiary (Federal Employee Group Life Insurance)	Complete section A with personal information, and B with information of beneficiaries. Section C, complete with address, check as insured, and applicable boxes on far right. Section C: Ensure signature of two witnesses, and that witnesses are not beneficiaries. Note: Witnesses must not be beneficiaries.
SF-3102 Designation of Beneficiary (Federal Employee	Complete section A with personal information, and B with information of beneficiaries, signing

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Retirement System)	<p>on line above section C.</p> <p>Section C: Ensure signature of two witnesses, and that witnesses are not beneficiaries.</p> <p>Type or Print Return Address at bottom.</p>
<p>TSP 3 Designation of Beneficiary (Thrift Savings Plan)</p>	<p>Complete page 1 part I with personal information.</p> <p>Complete part III, signing and ensuring witnesses are not the beneficiaries.</p> <p>Complete page 2, signing and ensuring witnesses are not the beneficiaries.</p>
<p>SF-1199A Direct Deposit Enrollment</p>	<p>Complete sections A-E. Section C, print SSN.</p> <p>Complete section 3, with name of Financial Institution, and routing number.</p> <p>If applicable, joint payee's signature.</p>
<p>Form W- 4 Federal Withholdings</p>	<p>Complete lines A-H of Allowance worksheet as applicable.</p> <p>Complete numbers 1-7 ensuring signature at bottom.</p>
<p>SF-144 Statement of Prior Federal Service (If Applicable)</p>	<p>Complete lines 1-4, skipping to lines 8 and 9, only if all prior federal service was included in resume. If not complete blocks 5-7 before completing 8-9.</p>
<p>Retired Military Data (If Applicable)</p>	<p>Ensure completion of recall status as retired military member. Sign at bottom.</p>
<p>Selective Service Registration (Males born after December 31st, 1999 only)</p>	<p>Certify registration status by checking next to appropriate statement. Ensure completion and signature.</p>

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Military Reserve or Guard Status (If Applicable)	Check no Military Reserve or Guard Status if it does not apply. Ensure completion and signature
Education Data Sheet	Ensure completion and signature
Standard Ethical Code of Conduct for Civilian Employees	Ensure completion and signature
Statement of Understanding Off Duty Employment	Ensure completion and signature
SF-181 Ethnicity and Race Identification	Ensure completion.
SF-256 Self Identification of Disability	Ensure completion.