

CHECKLIST FOR “TEMPORARY APPOINTMENT”

Name: _____

Effective: _____

Unit: _____

FAX & HARD COPY TO: Air Guard: 154 WG/FM Civ Pay & Army Guard: USPFO/Civ Pay

_____ Form: FMS 2231 – Fast Start Direct Deposit Form

_____ Form: HW-4 (State of Hawaii Tax Form)

_____ Form: W-4 (Federal Tax Form)

FAX & MAIL ORIGINAL COPY TO HRO-M:

_____ Form I-9 - Employment Eligibility Verification

_____ Form OF 306 - Declaration of Federal Employment

_____ Form SF 144 - Statement of Prior Federal Service

_____ Form - Condition of Employment

_____ Form SF 181 - Ethnicity & Race Identification Form

_____ Form SF 256 - Self Identification of Disability Form

_____ Form - TRS and FEHB Acknowledgment Form

_____ SF 61 - Appointment Affidavit (Must sign full legal name (First, Middle, Last, & Suffix))

_____ DD 214s and DD 215s (Member Copy 2, 4, or 7 only)

_____ Military Orders (Include original order & “all” amendments) for military service performed

ON-LINE ENROLLMENTS - EMPLOYEE RESPONSIBILITY:

_____ FSAFEDS: All listed on the website (2 total). Eligible for Dependent Care Account only.
Enrollment is done through the FSAFEDS website.

_____ FLTCIP: All listed on the website (2 total).

DISTRIBUTE or INFORM TECHNICIAN to Obtain Electronic Copies of the following on the HRO Website at: <http://dod.hawaii.gov/hro/technician-resources/technician-in-processing/hing-permanent-indefinite-technicians/>

_____ 2014 Federal Leave Record Card

_____ Form CA-11 When Injured at Work Information Guide for Federal Employees

_____ Handbook: National Guard Technician – Rev Nov 2009

_____ Handout: Enlistment Bonus & Orders POC

_____ Handouts: Employment Outside the HING & Sample Memo

_____ Handout: Reviewing the SF-50

_____ Handout - Military OneSource

_____ MyBiz & My Workplace: All listed on the website (2 total)

_____ Handout: Union P.O.C. Technician

_____ **NOTE: PT Policy must be issued “by the supervisor” before performing the 1st PT session.**