

# Human Resources In-processing Checklist Temporary Technicians

Technician's Name and Phone #:

Date:

Supervisor's Name and Phone #:

Unit:

## All New Hires

Bring completed documents to in-processing

(Forms Link: <http://dod.hawaii.gov/hro/technician-resources/technician-in-processing/>)

**Form I-9:** Complete Section 1, sign and date, and provide "original" source documents to 154 FSS.  
List A Documents **OR** List B **AND** C Documents Verified by 154 FSS.

**Form OF 306:** Declaration for Federal Employment, complete entire form sign **17a & 17b**.

**SF 144: Statement of Prior Federal Service**, Complete entire form and for Item **8** select "NO", item **9** sign and date.

**Condition of Employment - Excepted Service**, Sign and date.

**Memorandum of Understanding (MOU) – Temporary Hires**

**Direct Deposit: FMS 2231**

**(AIR Tech turn-in forms to 154 CPTF) (ARMY Tech turn-in to HRO)**

**Form W-4**, sign and date **Form HW-4**, sign and date

**SF 181:** Ethnicity and Race Identification, select all that applies

**SF 256:** Self-Identification of Disability

**Employee Education Data Form**, select proper codes from **Education Level Lists**, **Instructional Program Codes** and sign and date

**TRS and FEHB Acknowledgement Form** print, sign and date

**Federal Employee Health Benefits (FEHB) Expansion Eligibility**

**SF 61: Appointment Affidavits**, Must be signed at the 154 FSS with FULL LEGAL NAME (First, Middle, Last, Suffix)

**Title 10 Military Orders** (include basic order and all amendments)

**DD 214s and DD 215s** – Must be Title 10 (Member copy 4, or Service Copy 2, 7, or 8)

### Frequently Asked Questions:

When do I know if I'm eligible for health benefits? *Temporary appointments that exceeds 90 consecutive days are eligible to enroll in the Federal Employment Health Benefits.*

When do I get my first pay check?

*Army 12 days after pay period ends, Air 6 days after pay period ends.*

As a Temporary employee do I have military leave? *No.*

A great reference guide about your appointment is the [National Guard Technician Hand Book](http://dod.hawaii.gov/hro/files/2014/01/Technician-Handbook-2015.pdf).  
<http://dod.hawaii.gov/hro/files/2014/01/Technician-Handbook-2015.pdf>

The Human Resources Office must process your appointment action in the personnel system before you can enroll in the benefit programs. Please allow 3-5 business days after you have been appointed to your position before attempting to enroll in EBIS.

For further information call, the HRO services section (808) 672-1006, Option 3.

**Enroll in EBIS (Employee Benefits Information System) or  
Call ABC-C at 877-276-9287**

**ABC.ARMY.MIL**  
THE OFFICIAL HOMEPAGE OF THE ARMY BENEFITS CENTER - CIVILIAN

**EBIS** EMPLOYEE BENEFITS INFORMATION SYSTEM

<https://www.abc.army.mil/>

	FEHB – Federal Employees Health Benefits ( <i>Permanent, Indefinite and Eligible Temps</i> )
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