

# Human Resources In-processing Checklist Technician

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, sign **17a** & **17b**.
- SF 144: Statement of Prior Federal Service**, For Item **8** select "NO", item **9** sign and date.
- Condition of Employment - Excepted Service**, Sign and date.
- 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 code, sign and date
- TRS and FEHB Acknowledgement Form** print, sign and date
- 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)

## Temporary Hires

- Federal Employee Health Benefits (FEHB) Expansion Eligibility
- Memorandum of Understanding (MOU) – Temporary Hires**

## Conversion Appointments

Forward documents below to HRO for processing

- NGAUS Insurance Plan** (optional)
- Form OF 306:** Declaration for Federal Employment, sign 17a & 17b
- SF 144: Statement of Prior Federal Service**, Item **8** select "NO", item **9** sign and date

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**



	FEHB – Federal Employees Health Benefits <i>(Permanent, Indefinite and Eligible Temps)</i>
	FEGLI – Federal Employees Group Life Insurance <i>(Permanent, Indefinite Hire Only)</i>
	TSP – Thrift Savings Plan <i>(Permanent, Indefinite Hire Only)</i>

**Visit BENEFEDS for the following benefit**



[\(https://www.benefeds.com/\)](https://www.benefeds.com/)

	FEDVIP Dental <i>(Permanent, Indefinite Hire Only)</i>
	FEDVIP Vision <i>(Permanent, Indefinite Hire Only)</i>
	Federal Long Term Care Insurance Program (FLTCIP)

**Visit Federal Flexible Spending Account (FSAFEDS)**



[\(https://www.fsafeds.com\)](https://www.fsafeds.com/)