

PERMANENT OR INDEFINITE APPOINTMENT FORMS
<https://dod.hawaii.gov/hro/technician-resources/technician-in-processing/>
DATED WITH THE DATE OF APPOINTMENT, I.E. DATE OF NEO
PAY FORMS ARE SENT TO CPTF/UPSFO CUSTOMER SERVICE MAILBOXES (SEE PART II)

PART I - PERSONNEL

REQUIRED DOCUMENTS	FORM INSTRUCTIONS	THIS COLUMN FOR HRO USE ONLY
OF 306 Declaration for Federal Employment	Requires wet-signature ; use date of appointment	
SF 144 Statement of Prior Federal Service (orders and DD214 optional)	Requires wet-signature ; use date of appointment; DD214's must be provided for every period of military service identified; only list prior T10 time; if prior fed civilian service, must request eOPF transfer	
TRS FEHB Acknowledgement	Date with date of appointment.	
Condition of Employment (Title 32 ONLY)	Date with date of appointment.	
Employee Educational Data	Only required if new appointment requires education beyond H.S.	
I-9 Employment Eligibility Verification	Requires wet-signatures ; Supervisor/NEO Facilitator fills out Page 2 and signs in Section 2 under certification; HRO need to e-Verify; Section 3 required if employee re-hired within 3 years	
Copy of Passport Photo if used for I9	Will be used to match passport photo with E-Verify.	
SF 181 Ethnicity and Race Identification	Does not get scanned to eOPF - no signature needed	
SF 256 Self-Identification of Disability	Does not get scanned to eOPF - no signature needed	
SF 1152 Designation of Beneficiary (Unpaid compensation)	Requires wet-signature ; use date of appointment; witness signatures can be anyone other than a beneficiary Department or agency, Bureau, Division, and Location fields should read as follows: Department or agency: Departments of the Army & Air Force Bureau: National Guard of Hawaii Division: Office of TAG (HRO-M) Location: Honolulu, HI 96816-4495	
SF 3102 Designation of Beneficiary (FERS)	Requires wet-signature ; use date of appointment; witness signatures can be anyone other than a beneficiary Department or agency, Bureau, Division, and Location fields should read as follows: Department or agency: Departments of the Army & Air Force Bureau: National Guard of Hawaii Division: Office of TAG (HRO-M) Location: Honolulu, HI 96816-4495	
SF 2823 Designation of Beneficiary (FEGLI)	Requires wet-signature ; use date of appointment; witness signatures can be anyone other than a beneficiary Department or agency, Bureau, and Location fields should read as follows: Department or agency: Departments of the Army & Air Force Bureau: National Guard of Hawaii Location: Honolulu, HI 96816-4495	
SF 61 Appointment Affidavit	Requires wet-signature at NEO by employee; pre-filled by HRO - follow template; use date of appointment; HRO signatures by HRO/DHRO/SHRS before RPA approval	
Resume		

PART II - PAY

Federal W-4, Federal Withholding Certificate	<p>DO NOT SUBMIT TO HRO Submit to your Pay Offices below</p> <p>HIANG PAY OFFICE EMAIL: 154CPTF.FMF.CUSTSERV@us.af.mil HIARNG PAY OFFICE EMAIL: ng.hi.hiang.list.ngi-uspfo-civ-pay@mail.mil</p> <p>FORMS CAN BE FOUND ONLINE: https://dod.hawaii.gov/hro/technician-resources/technician-in-processing/new-employee-temp-appointment-package/</p>
Hawaii W-4, State Employee Withholding Certificate	
ATAAPS Form	
Direct Deposit Form	

PART III - DoD BADGE REQUEST

DoD ID Badge form	Form is completed entirely by supervisor and employee (employee is requestor); bottom
Picture for DoD Badge	Picture is taken by supervisor and sent to the JOC-J3/DOMS for review, processing, and pick-up.