

CONVERSION TO NEW APPOINTMENT FORMS

<https://dod.hawaii.gov/hro/technician-resources/technician-in-processing/>

DATED WITH THE DATE OF CONVERSION I.E. START OF PAY PERIOD

NEW PAY FORMS NOT REQUIRED; CONTACT PAY OFFICE IF ATAAPS REQUIRES UPDATE.

PART I - PERSONNEL

<u>REQUIRED DOCUMENTS</u>	<u>FORM INSTRUCTIONS</u>	THIS COLUMN FOR HRO USE ONLY
OF 306 Declaration for Federal Employment	Requires wet-signature, use date of appointment	
Condition of Employment (Title 32 ONLY)	Required if converting to new T32 appointment. Date with start of pay period.	
Employee Educational Data	Only required if new appointment requires education beyond H.S.	
SF 1152 Designation of Beneficiary (Unpaid compensation)	Only required if never submitted or if you would like to change/update your beneficiary designations. Requires wet-signature.	
SF 3102 Designation of Beneficiary (FERS)	Only required if never submitted or if you would like to change/update your beneficiary designations. Requires wet-signature. 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)	Only required if never submitted or if you would like to change/update your beneficiary designations. Requires wet-signature. 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	Required if transferring from another agency.	
Resume		

PART II - PAY

ATAAPS Form	If your new appointment will result in a change in office, supervisor, directorate, etc., please contact your pay office to initiate a change in your ATAAPS.	
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PART III - DoD BADGE REQUEST

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