

PERMANENT OR INDEFINITE APPOINTMENT FORMS (as of 9/7/2022)  
<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 (SEE PART II)

PART I - PERSONNEL

<u>REQUIRED DOCUMENTS</u>	<u>FORM INSTRUCTIONS</u>	THIS COLUMN FOR HRO USE ONLY
OF 306 Declaration for Federal Employment	<b>Requires wet-signature</b> ; use date of appointment	
SF 144 Statement of Prior Federal Service (orders and DD214 optional)	<b>Requires wet-signature</b> ; 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.	
I-9 Employment Eligibility Verification	<b>Requires wet-signatures</b> ; 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 1152 Designation of Beneficiary (Unpaid compensation)	<b>Requires wet-signature</b> ; use date of appointment; witness signatures can be anyone other than a beneficiary  <b>Department or agency, Bureau, Division, and Location fields should read as follows:</b>  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)	<b>Requires wet-signature</b> ; use date of appointment; witness signatures can be anyone other than a beneficiary  <b>Department or agency, Bureau, Division, and Location fields should read as follows:</b>  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)	<b>Requires wet-signature</b> ; use date of appointment; witness signatures can be anyone other than a beneficiary  <b>Department or agency, Bureau, and Location fields should read as follows:</b>  Department or agency: Departments of the Army & Air Force Bureau: National Guard of Hawaii Location: Honolulu, HI 96816-4495	
SF 61 Appointment Affidavit	<b>Requires wet-signature</b> 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	<b>DO NOT SUBMIT TO HRO</b> <b>Submit to your Pay Offices below</b>  <b>HIARNG PAY OFFICE EMAIL:</b> ng.hi.hiarng.list.ngi-uspfo-civ-pay@mail.mil <b>HIANG PAY OFFICE PORTAL:</b> ask supervisor to scan and create an inquiry in the Comptroller Service Portal – <a href="https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx">https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx</a>  <b>FORMS CAN BE FOUND ONLINE:</b> <a href="https://dod.hawaii.gov/hro/technician-resources/technician-in-processing/new-employee-temp-appointment-package/">https://dod.hawaii.gov/hro/technician-resources/technician-in-processing/new-employee-temp-appointment-package/</a>
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 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.