

CONVERSION TO NEW APPOINTMENT FORMS (as of 9/7/2022)
<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

REQUIRED DOCUMENTS	FORM INSTRUCTIONS	THIS COLUMN FOR HRO USE ONLY
OF 306 Declaration for Federal Employment	Requires wet-signature, use date of appointment	
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

Federal W-4, Federal Withholding Certificate	<p>DO NOT SUBMIT TO HRO Submit to your Pay Offices below</p> <p>HIARNG PAY OFFICE EMAIL: ng.hi.hiarng.list.ngi-uspfo-civ-pay@mail.mil</p> <p>HIANG PAY OFFICE PORTAL: ask supervisor to scan and create an inquiry in the Comptroller Service Portal – https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx</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 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.