

PERMANENT OR INDEFINITE APPOINTMENT FORMS (as of 12/1/2023)
<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	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.	
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	
Guaranteed Issue Group Life and Disability Insurance Application (Open Enrollment)	Fill out front if want disability or term life insurance. Fill out back if opt out. Need annual pay information and job duty.	
SF 181 Ethnicity and Race Identification	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>HIARNG PAY OFFICE EMAIL: ng.hi.hiarng.list.nghi-uspfo-civ-pay@army.mil HIANG PAY OFFICE PORTAL: ask supervisor to scan and create an inquiry in the Comptroller Service Portal – https://csp.cce.af.mil/</p> <p>FORMS CAN BE FOUND ONLINE: https://dod.hawaii.gov/hro/technician-resources/technician-in-processing/checklist-new-perm-indef-employee-package-2/</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.

Send DD214s or Questions to HRO Benefits Section Org box: ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil