

**CONVERSION TO NEW APPOINTMENT FORMS (as of 12/1/2023)**

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

**DATED WITH THE DATE OF NEO**

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

**PART I - PERSONNEL**

<u>REQUIRED DOCUMENTS</u>	<u>FORM INSTRUCTIONS</u>	<b>THIS COLUMN FOR HRO USE ONLY</b>
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. <b>Requires wet-signature.</b>	
SF 3102 Designation of Beneficiary (FERS)	Only required if never submitted or if you would like to change/update your beneficiary designations. <b>Requires wet-signature.</b>  <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)	Only required if never submitted or if you would like to change/update your beneficiary designations. <b>Requires wet-signature.</b>  <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	Required if transferring from another agency.	
Resume		

**PART II - PAY**

Federal W-4, Federal Withholding Certificate	<p><b>DO NOT SUBMIT TO HRO</b> <b>Submit to your Pay Offices below</b></p> <p><b>HIARNG PAY OFFICE EMAIL:</b> <a href="mailto:ng.hi.hiarng.list.nghi-uspfo-civ-pay@army.mil">ng.hi.hiarng.list.nghi-uspfo-civ-pay@army.mil</a></p> <p><b>HIANG PAY OFFICE PORTAL:</b> ask supervisor to scan and create an inquiry in the Comptroller Service Portal - <a href="https://csp.cce.af.mil/">https://csp.cce.af.mil/</a></p> <p><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></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](mailto:ng.hi.hiarng.mbx.nghi-hro-benefits@army.mil)