

## Guidance for Completing Appointment Paperwork

Please carefully complete and review your forms. Required forms are as follows:

*NOTE: When completing the forms, please use your permanent mailing address.*

- **Appointment Affidavit (SF-61)**– Please complete the top half of this form and sign at the bottom. The date on this form must reflect the actual date of your appointment. Contact your Personnel or Administrative Office at post to administer the oath of office and authorize your forms.
- **Employment Eligibility Verification Form (I-9)**– Please complete section 1, sign and date this form. The Personnel Officer or someone from post will verify your information and complete section 2 of the form. Be sure to bring the required documents with you to prove identity and employment eligibility, as indicated on the I-9 form, to include a photo ID.
- **Statement of Prior Federal Service (SF-144)**– Please complete, sign and date this form. If you do not have any prior Federal service to list, please check “Yes” for Item 4 and skip to Item 8.
- **Declaration of Federal Employment (OF-306)**– Please complete, sign and date this form. Please sign on line 17b. as the appointee, not the applicant.
- **Pre Appointment Certification Statement for Selective Service-** Please check the appropriate box, sign and date this form. Females or males not required to be registered should check the second box.
- **Locator Sheet**– Please make sure to include your date of arrival and your expected date of departure.
- **Statement of Understanding-** Please print your name, sign and date this form.
- **Unemployment insurance Benefits**– Please sign and date this form.
- **Voluntary Separation Incentive**– Please check the appropriate box, sign and date this form.
- **Form W-4 Employee’s Withholding Allowance Certificate**– Please complete one form for your State taxes and one for your Federal taxes. Please see the worksheet at the top of the form for determining your withholdings.

- **Direct Deposit Form (SF-1199A)**– Please complete section 1, sign and date this form. Please make sure to attach a copy of your voided personal check for payroll information.
- **Designation of Beneficiary (SF-1152)**– Please complete sections A and B, sign and date this form. You must have two people sign this form in section C as witnesses. Please keep the carbon copy for your records.
- **Privacy act information**– Please keep this information for your records.
- **Time and Attendance Sheet (T&A)**– Please turn your timesheet in to your office timekeeper at the end of each pay period (Friday after payday). Once your supervisor has confirmed your hours worked and signed the form, please fax your timesheet to HR/REE for our records. The fax number is (202) 261-8842. For further assistance, please contact Ms Nakita Smith at (202) 261-8926.
- **Planning Schedule for 2006**– Please note paydays, American holidays and T/A submission days.

To avoid a delay in getting paid, fax your paperwork to **(202) 261-8842, Attention: Student Programs.**

Mail your **original** paperwork via a commercial overnight delivery service such as FedEx, UPS, DHL, etc. to:

Student Programs Coordinator  
 Recruitment Division  
 Department of State  
 2401 E. Street N.W. / Room H518  
 Washington, DC 20522-0108

