

Career- Conditional, Excepted, Term, and Re-instatement Appointment Checklist

Form	Form Name	Completed
Pay		
SF-1199A	Direct Deposit Sign-Up (Please complete two forms, one is for your bi-weekly compensation and the other is for travel vouchers.)	
SF-1152	Unpaid Compensation - Designation of Beneficiary	
Benefits		
<i>Health Insurance</i>		
RI 70-1	Guide to Federal Benefits	
SF-2809	Health Benefits Election form	
<i>Retirement</i>		
SF-3102	Federal Employees' Retirement System (FERS) Designation of Beneficiary (Hired after 1/1/1987 or converted to FERS)	
SF-2808	Civil Service Retirement System (CSRS) Designation of Beneficiary	
<i>Thrift Savings Plan</i>		
TSP-BK-08	Summary of the Thrift Savings Plan	
TSP-1	TSP Enrollment Form	
TSP-60	Rollover Qualified Retirement Savings (e.g. 401K)	
TSP-65	Request to Combine Uniformed Services and Civilian TSP Accounts (if applicable)	
TSP-3	TSP Designation of Beneficiary Form	
<i>Life Insurance</i>		
FE 76-21	FEGLI Handbook	
SF-2817	Federal Employee's Group Life Insurance (FEGLI) Enrollment Form	
SF-2823	FEGLI Beneficiary Form	
<i>Vision and Dental</i>		
FEDVIP	Federal Employees Dental and Vision Insurance Program (FEDVIP), done online at www.benefeds.com	

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Form	Form Name	Completed
<i>Military Buy-Back</i>		
	Application to make Service Credit Payment (if applicable) (Request form during orientation.)	
Employment Forms		
<u>I-9</u>	Employment Eligibility Verification to be completed on your first day during your orientation.	
<u>SF-256</u>	Self Identification of Handicap	
<u>OF-306</u>	Declaration of Federal Employment to bring on your first day for your in-processing	
<u>SF-181</u>	Race and National Origin Identification	
<u>SF-144</u>	Statement of Prior Federal Service	
<u>W-4</u>	Employee Withholding Allowance	
State Specific Withholding Form	Please visit your State's tax website to download the withholding form.	
Miscellaneous Forms		
<u>OGE-450</u>	Confidential Financial Disclosure Form (<u>if applicable</u>), the hiring manager will inform you if you are required to complete this form.	

Temporary Appointment Checklist

Form	Form Name	Completed
Pay		
SF-1199A	Direct Deposit Sign-Up (Please complete two forms, one is for your bi-weekly compensation and the other is for travel vouchers.)	
SF-1152	Unpaid Compensation - Designation of Beneficiary	
Employment Forms		
I-9	Employment Eligibility Verification to be completed on your first day during your orientation.	
SF-256	Self Identification of Handicap	
OF-306	Declaration of Federal Employment to bring on your first day for your in-processing	
SF-181	Race and National Origin Identification	
SF-144	Statement of Prior Federal Service	
W-4	Employee Withholding Allowance	
State Specific Withholding Form	Please visit your State's tax website to download the withholding form.	

Transfer Employee

Form	Form Name	Completed
Pay		
SF-1199A	Direct Deposit Sign-Up (Please complete two forms, one is for your bi-weekly compensation and the other is for travel vouchers.)	
SF-1152	Unpaid Compensation - Designation of Beneficiary	
Benefits		
<i>Retirement</i>		
SF-3102	Federal Employees' Retirement System (FERS) Designation of Beneficiary (Hired after 1/1/1987 or converted to FERS)	
SF-2808	Civil Service Retirement System (CSRS) Designation of Beneficiary	
<i>Thrift Savings Plan</i>		
TSP-3	TSP Designation of Beneficiary Form	
<i>Life Insurance</i>		
SF-2823	FEGLI Beneficiary Form	
Employment Forms		
I-9	Employment Eligibility Verification to be completed on your first day during your orientation.	
SF-256	Self Identification of Handicap	
OF-306	Declaration of Federal Employment to bring on your first day for your in-processing	
SF-181	Race and National Origin Identification	
SF-144	Statement of Prior Federal Service	
W-4	Employee Withholding Allowance	
State Specific Withholding Form	Please visit your State's tax website to download the withholding form.	
Miscellaneous Forms		
OGE-450	Confidential Financial Disclosure Form (<u>if applicable</u>), the hiring manager will inform you if you are required to complete this form.	