

## NEW HIRE FORMS CHECKLIST

Use this form as a reference when filling out your new hire paperwork. Forms are assigned to each section based on your appointment type. All beneficiary forms are optional and require two witnesses. In the event a designation of beneficiary form is not on file, compensation is automatically distributed in the order of precedence established by law.

**SECTION 1: REQUIRED BY ALL EMPLOYEES (Temporary, Indefinite, Conditional, Permanent)**  
*All of these forms must be completed and uploaded into USA staffing or emailed to HR. Only the financial forms are designated according to service branch.*

### Finance Forms

*Army Employees will need complete the following two forms:*

- W4 2022: Employee Withholding Certificate
- SF1199A: Direct Deposit

*Air Force Personnel will need to complete the following five forms:*

- W4 2022: Employee Withholding Allowance Certificate
- FMS 2231: Fast Start Direct Deposit
- AF 1745: Address Change Form
- DD 2058: State of Legal Residence Certificate
- AF 3821: Employee Accounting Data

### Employment Forms

- I-9 Form: Employment Eligibility Verification
- SF 61: Appointment Affidavit
- SF 144: Statement of Prior Federal Service
- OF 306: Declaration of Federal Employment
- HRO Form 905: Standards of Conduct
- FEHB/TRS Form: Eligibility for Federal Employees Health Benefits or Tricare Reserve Select

### Optional Forms

- SF 256: Self Identification of a Disability
- SF 181: Ethnicity and Race Identification Form
- SF 1152: Beneficiary Form for Unpaid Compensation

## SECTION 2: TEMPORARY EMPLOYEES ONLY

*In addition to the required forms listed above, this additional form is required from all temporary employees.*

### Employment Form

- Form 690-3: Conditions of Temporary Employment

## SECTION 3: PERMANENT AND INDEFINITE EMPLOYEES ONLY

*Optional beneficiary forms pertaining to Permanent and Indefinite Employees.*

### Optional Forms

- SF 3102: Designation of Beneficiary for Federal Employees Retirement System(FERS)
- SF 2823: Designation of Beneficiary for Federal Employees Group Life Insurance Program(FEGLI)
- TSP Designation of Beneficiary: If you choose to complete it, please do so on TSP.gov