

APPOINTMENT / CONVERSION DOCUMENT CHECKLIST

	Transfer/ CAO	TEMP	PERM / INDEF	CONV to Perm / Indef	DOCUMENT #	TITLE
SUBMIT ALL OF THE FOLLOWING FORMS VIA DCPDS Note: Any forms NOT submitted/incomplete will NOT be issued a start/effective date						
1	N/A			N/A	CNG 690 - 2	Nomination for Federal Employment (version 12/2017; new employees only)
2		N/A	N/A		SF-52	Request for Personnel Action (version 7/1991; current employees/transfers)
3		N/A			COE	Certificate of Eligibles (return via USAStaffing ONLY; Do not send via email)
4	N/A		N/A	N/A	Resume	Resume
5	N/A		N/A	N/A	CNG 690-3	Conditions of Temporary Employment (version 4/2015)
6	N/A			N/A	OF 306	Declaration of Federal Employment (version 10/2011)
7	N/A			N/A	I-9	Employment Eligibility Verification (version 7/2017 Must include copies of ID documents)
8	N/A			N/A	SF 181	Ethnicity and Race Identification (version 8/2005)
9	N/A			N/A	SF 256	Self-Identification of Disability (version 10/2016)
10				N/A	SF 61	Appointment Affidavit (send on 1st duty day to HRO via email at: ng.ca.caarng.list.j1-hro-staffing@mail.mil) (version 8/2002)
11	N/A			N/A	DD 214(S)	Member 4 copy for each period of military service
12	N/A			N/A	SF 144	Statement of Prior Federal Service (version 10/1995)
13				N/A	Security Clearance CAL 380-67 (Army)	Security Verification for all T5 employees only Army: ng.ca.caarng.list.g1-security-office@mail.mil Air Force: Wing Security Officer
SUBMIT ALL OF THE FOLLOWING FORMS DIRECTLY TO THE EMPLOYEE BENEFITS TEAM VIA EMAIL ng.ca.caarng.list.j1-hro-benefits@mail.mil						
14	N/A	N/A			CNG 690-52	Acknowledgement Receipt of Employee Benefit Information (FEHB, FEDVIP, and FEGLI) (version 4/2015)
15	N/A			N/A	CNG 690-58	Eligibility for FEHB or TRICARE Reserve Select Insurance (version 4/2016)
Only submit the following forms if employee wants to select out of Order of Precedence (by Law)						
16	N/A			N/A	SF 1152	Designation of Beneficiary for Unpaid Compensation (version 09/2011)
17	N/A	N/A			SF 2823	FEGLI Designation of Beneficiary (version 5/2014)
18	N/A	N/A			SF 3102	FERS Designation of Beneficiary (version 2/2012)
For the following forms do not submit to Employee Benefits Team; use EBIS www.ebis.army.mil or call ABC-C at (877) 276-9287 to enroll after start date						
19	N/A	N/A			TSP-1	Thrift Savings Plan Election Form (version 9/2015)
20	N/A	N/A			SF 2817	FEGLI Life Insurance Election Form (version 11/2011)
For the following forms, it is the Unit's responsibility to contact the correct department, failure to do so may result in delayed pay						
Send these forms DIRECTLY to your payroll office after start date VIA EMAIL (Army only: ng.ca.caarng.mbx.uspfo-technician-pay@mail.mil)						
21				N/A	SF 1199	Direct Deposit Form (version 6/1987)
22				N/A	W-4	Employee's Withholding Allowance Certificate (version 2018)
23				N/A	DE-4	California Employee's Withholding Allowance Certificate
24				N/A	ATAAPS	ATAAPS New Hire Processing Form (Army only)
Contact DIRECTLY ReliaStar Life (#: 1-800-955-7736 ext. 342-3155) (CMDN 1417.06)(available only for T32)						
25					NGAUS-APPMN 125435	NGAUS Disability Insurance Application (Submit beyond 30 days of hire) (version 3/2010)
FAX DIRECTLY to TSP (FAX: 1-866-817-5023)						
26		N/A			TSP-3	TSP Designation of Beneficiary (send to TSP, not HRO) (version 5/2017)
FAX DIRECTLY to DFAS (www.dfas.mil/civilianemployees)						
27					RI 20-97	Military Deposit Form (optional/initiated through ABC-C) (version 05/2013)