



Department of the Navy  
Commander Navy Region  
Human Resources Office  
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**CAREER/CAREER-  
CONDITIONAL/TERM/TEMP  
PRE-EMPLOYMENT FORMS  
Checklist A – NAVY TO NAVY**

**Click here to access the forms:**

<http://www.cnrc.navy.mil/Hawaii/AboutUs/RegionalDepartments/TotalForceManpower/HumanResources/FormsDocumentLibrary/index.htm>

**ALL FORMS MUST BE FILLED OUT PRIOR TO SETTING YOUR ENTRANCE ON DUTY DATE**

- Drug Free Work Place (For Reading Purposes Only):** General notice of drug testing for new employees under Department of Navy drug-free workplace program.
- TSP-19 Transfer of TSP:** THIS FORM MUST BE COMPLETED AND PROVIDED TO YOUR POC IMMEDIATELY ONLY IF YOU HAVE A CURRENT TSP LOAN, THIS WILL ENSURE NO LOSS OF PAYMENTS ON YOUR LOAN.

**\*\*YOU WILL BE CONTACTED BY THE SECURITY OFFICER TO CONDUCT YOUR SECURITY CLEARANCE\*\***

- SF-85 (P/S) Background Check:** Background investigation to determine suitability for non-sensitive positions.
- SF-85/86 Clearance Continuation:** Continuation form (Use when there is not enough room on the SF-85).
- SF-87 Finger Print Card:** To accompany the SF-85 (P/S). To be mailed to you separately. Contact your local Police Station and request courtesy Fingerprinting.

**\*\*THE FOLLOWING FORMS ARE TO BE HANDCARRIED BY YOU AND GIVEN TO YOUR TIMEKEEPER AT YOUR NEW DUTY STATION\*\***

- Employee Address and Record Form:** Verification of Address to send your pay statements.
- Faststart Direct Deposit Form – Required for ALL Employees:** It is required to participate in the Department of Defense direct deposit of pay program.
- Federal Tax Form:** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
- Hawaii State Tax Form:** Complete Form HW-4 so that your employer can withhold the correct State of Hawaii income tax from your pay.