

PRE-EMPLOYMENT FORMS (CONUS HIRE EMPLOYEES)

PLEASE COMPLETE THE FORMS CHECKED BELOW AND EMAIL TO REQUESTEE OR FAX TO:

HUMAN RESOURCES OFFICE

ATTENTION: _____

PSC 473 BOX 22 FPO AP 96349-0022

FAX #: 011-81-468-16-7266

PLEASE RETURN NO LATER THAN: _____

_____ **OF 306 – Declaration of Federal Employment**: The information collected on this form is used to determine suitability for Federal employment. A false statement on any part of this declaration or other pre-employment paperwork may be grounds for not hiring you or for firing you after you begin work. (Please sign item 17a only)

_____ **SF 181 – Race and National Origin**: The information you provide will be used for statistical purposes only and will not affect you individually.

_____ **SF-256 – Self-Identification of Handicap**: The information you provide will be used for statistical purposes only and will not affect you individually.

_____ **SF 813- Verification of a Military Retiree’s Service in Nonwartime Campaigns or Expeditions**: Used by retired military members to claim credit for creditable military service.

_____ **Education, Military Reserve & Language Questionnaire**

_____ **Overseas Suitability Determinations/Statement**: Please sign and return the statement only.

_____ **Understanding of living and working conditions in Japan**: Please sign and return the “statement of understanding”.

_____ **Request for ID Card Application**

_____ **Request for Orders**

In order to expedite the processing-in procedure, we are offering these on-line documents. Please complete and Email or fax copies to our office, and handcarry the original documents to Yokosuka Japan. If you need assistance with the documents, please contact

_____ at _____. You can access the forms at:
<http://www.cnic.navy.mil/Japan/RegionOperationandServices/OperationsandManagement/HumanResources/index.htm>

and click under Conus forms.