



Department of the Navy
 Commander Navy Region
 Human Resources Office
 850 Ticonderoga Street Suite 110
 JBPHH HI 96860-5101

**CAREER/CAREER-
 CONDITIONAL/TERM/TEMP
 PRE-EMPLOYMENT FORMS
 Checklist A – OTHER THAN 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 YOUR PREPROCESSING APPOINTMENT

- OF-306 - Declaration for 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)
 - SF-144 - Statement of Prior Federal Service:** Used to claim prior Active Duty Military and Federal Civilian Service for benefits, such as leave accrual and reduction in force retention. This office will verify the dates and types of appointments claimed.
 - Education/Military Reserve/Language Questionnaire:** This form is used to accurately capture your education, military reserve status and language proficiency.
 - SF-181 - Race and National Origin:** You are requested to furnish this information under the authority of 42 U.S.C. 2000e-16, which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. Completion of this form is voluntary.
 - SF-256 Self-Identification of Handicap:** The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.
 - 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.
 - Drug Free Work Place (For Reading Purposes Only):** General notice of drug testing for new employees under Department of Navy drug-free workplace program.
- *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 processed at time of Preprocessing appointment.

****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.