



Department of the Navy
 Commander Navy Region
 Human Resources Office
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 JBPHH HI 96860-5101

**CAREER/CAREER-
 CONDITIONAL/TERM/TEMP
 PRE-EMPLOYMENT FORMS
 Checklist A – NEW/REINSTATEMENT**

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

- U.S. Citizenship Verification:** Title 5, CFR, Section 7.3 requires that only United States citizens or nationals of the United States be appointed to the Department of the Navy (DON) competitive service positions. You must provide proof of citizenship prior to being appointed. Enclosure (1) lists the acceptable forms of proof of citizenships.
- INS FORM I-9 Employment Eligibility Verification:** Used to verify appointee's identity and authorization for employment in the United States. You must provide to the HRO representative a document from List A *or* List B *and* List C.
- Navy Career Intern Program (NCIP) Acknowledgement Form:** Used by NCIP New Hires to acknowledge the two-year probationary period and conversion from the Excepted Service to the Competitive service.
- 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.
- SF-15 – Application for 10-Point Vet Preference:** Please fill out this form it will be reviewed to determine your veterans preference if you are claiming 10 pt vet preference. A copy of your VA letter will also need to be submitted.
- 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.

- SF-813 For Retired Military** - Used by retired military members to claim credit for creditable military service.
- Statement of Understanding – TERM/TEMP/Intermittent Appointment:** Clarification of the natures and conditions of appointment. TO BE READ CAREFULLY and signed by the individual accepting the appointment.
- Statement of Selective Service:** Verification of enrollment into selective service, required for government service.
- 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.
- NAF Employment Information:** To be complete by your NAF Personnel Office.
- NAF Employment Portability of Benefits:** To be completed by your servicing NAF Personnel Office.
- Apprentice Employment Agreement:** The Pearl Harbor Naval Shipyard and the Intermediate Maintenance Facility (PHNSY & IMF) Apprentice Training Program Agreement.
- Emergency Essential Position Agreement:** To establish emergency procedures to ensure that qualified personnel are identified to fill emergency-essential DoD civilian position overseas.
- Child Care Check - Authorization for Release of Information to Regional Service Center-Pacific Pearl Harbor, HI:** Authorizing the use of Social Security Numbers in accomplishing background checks to determine if you meet the qualifications required by OPNAVINST 1700.9C
- State Criminal History Background Check Documentation:** Please circle the states you have lived in for the past ten years, a background check will be completed in each of these states.

****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.