

NEW EMPLOYEE CHECKLIST (Before You Report for Duty)

Timeframe	Activity/Task	Date Completed
<p>Within 3-5 days of selection confirmation (email)</p>	<ul style="list-style-type: none"> ✓ Review and sign the <u>Statement of Understanding (SOU)</u> regarding special conditions of employment (for Auditor positions only) ▪ Student Trainees should review, complete and sign this <u>Statement of Understanding (SOU)</u> and <u>Work Schedule Availability</u> ✓ FAX to 301-677-6905 or email to your Human Resources Point of Contact (HR POC) 	
<p>At least 45 days prior to start date</p>	<ul style="list-style-type: none"> ✓ Arrange to obtain original or certified copies of documents to prove your citizenship and verify your identity on your start date (not required for Army Transfers) <p>The following documents are acceptable to verify citizenship:</p> <ul style="list-style-type: none"> • U.S. Passport (unexpired) • Original Birth Certificate issued by <u>Vital Records</u> • Certification of Naturalization (INS Form N 550 or N-570) • Certification of U.S. Citizenship (INS Form N-560 or N561) <p>The following documents (photo) are acceptable to establish identity:</p> <ul style="list-style-type: none"> • U.S. Passport (unexpired or expired) • Driver's License or ID card issued by a state or outlying possession of the U.S. • ID card issued by federal, state or local government agencies • Military dependent's ID card <p>Please note that your Social Security Card isn't acceptable for verifying citizenship or identity.</p> <p>If you don't bring appropriate proof of citizenship and identity on your first day, the Army's personnel office will not allow us to process your appointment in the personnel system. We will not be able to do so until you provide acceptable documentation.</p>	

<p>At least 30 days prior to start date</p>	<p>✓ Complete the following pre-employment forms and either FAX completed forms to 301-677-6905 or email to your HR POC.</p> <p>New Federal Employees, Reinstatements or Reemployed Annuitants:</p> <ul style="list-style-type: none"> ▪ <u>OF 306</u>, Declaration for Federal Employment ▪ <u>SF181</u>, Ethnicity and Race Identification ▪ <u>SF256</u>, Self Identification of Handicap ▪ <u>SF144</u>, Statement of Prior Federal Service ▪ <u>W-4</u>, Federal Tax Withholding Form ▪ <u>SF1199A</u>, Direct Deposit Form (please include a copy of a voided check - direct deposit of your pay is mandatory) ▪ <u>Change of Address and Emergency Notification Form</u> ▪ <u>Military Reservist/Retired Military Identification</u> ▪ <u>Applicant Statement of Selective Service Registration Status</u> (Male Applicants Only) <p>Transfers from Other Federal Agencies:</p> <ul style="list-style-type: none"> ▪ <u>OF 306</u>, Declaration for Federal Employment ▪ <u>SF181</u>, Ethnicity and Race Identification ▪ <u>SF256</u>, Self Identification of Handicap ▪ <u>SF144</u>, Statement of Prior Federal Service ▪ <u>W-4</u>, Federal Tax Withholding Form ▪ <u>SF1199A</u>, Direct Deposit Form (please include a copy of a voided check - direct deposit of your pay is mandatory) ▪ <u>Change of Address and Emergency Notification Form</u> <p>Transfers Within Army:</p> <ul style="list-style-type: none"> ▪ <u>OF 306</u>, Declaration for Federal Employment ▪ <u>W-4</u>, Federal Tax Withholding Form ▪ <u>SF1199A</u>, Direct Deposit Form (please include a copy of a voided check - direct deposit of your pay is mandatory) ▪ <u>Change of Address and Emergency Notification Form</u> <p>IN ADDITION TO FAXING OR EMAILING FORMS , YOU MUST MAIL THE ORIGINALS TO:</p> <p style="text-align: center;">US ARMY AUDIT AGENCY HUMAN RESOURCES OFFICE 393 LLEWELLYN AVENUE FORT MEADE, MARYLAND 20755-5375</p>	
<p>At least 3 weeks prior to start date</p>	<p>For new Federal employees, reinstatements, or reemployed annuitants only:</p> <p>✓ Familiarize yourself with your benefits options as a new federal employee (health insurance, life</p>	

	<p>insurance, Thrift Savings Plan, long term care insurance) if you plan to enroll. There are many options available and we cannot recommend or chose one for you.</p> <p>Benefits information for new Army employees is available at:</p> <p>http://www.abc.army.mil/NewEmployee/NewEmployeeInfo.htm</p> <p>http://www.opm.gov</p> <p>http://www.tsp.gov</p>	
<p>At least 2 weeks prior to your start date</p>	<ul style="list-style-type: none"> ✓ Create your Army Knowledge Online (AKO) account using the <u>Creating AKO Account Guidance</u> (not required for Army Transfers) ✓ If you already have an AKO account, please provide the address to you AAA HR POC. ✓ Verify your education by submitting a final copy of your transcript to the HR office (for Auditor positions only). You may <u>fax</u> it to our office 301-677-6905. <p>*Student and web-based copies are acceptable provided they mirror an official transcript.</p>	
<p>At least 1 week prior to start date</p>	<ul style="list-style-type: none"> ✓ Contact your sponsor before your first day to confirm your arrival and to ask any last minute questions ✓ Get directions and instructions for getting on base if not provided yet 	
<p>Bring with you on your first day</p>	<ul style="list-style-type: none"> ✓ Acceptable documents to verify both citizenship and identity (not required for Army Transfers) ✓ Printed hard copy of <u>I-9 Form</u> and complete section 1 (not required for Army transfers) ✓ Printed Appointment Affidavit (provided by email) ✓ Printed hard copies of beneficiary forms listed below (not required for Army transfers). You may complete in advance and get additional information and witnesses on your first day. <ul style="list-style-type: none"> ▪ <u>SF2823</u>, FEGLI Designation of Beneficiary ▪ <u>SF3102</u>, FERS Designation of Beneficiary ▪ <u>SF2808</u>, CSRS Designation of Beneficiary ▪ <u>SF1152</u>, Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employees ▪ <u>TSP-3</u>, Thrift Savings Plan Beneficiary 	

	<ul style="list-style-type: none">✓ A voided check for direct deposit (note direct deposit of your pay is mandatory)✓ A copy of this checklist✓ Any other forms that you were not able to complete prior to your first day	
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