

## TEMPORARY EMPLOYEES

<b>NAME</b>	<b>TYPE OF APPT</b>
<b>LOCATION</b>	<b>EFFECTIVE DATE</b>

**Request you download and print the forms, complete the information and bring with you on your first day.**

	<b>SF 61</b>	<b>APPOINTMENT AFFIDAVITS</b> – Must be executed the 1 <sup>st</sup> day the appointee enters on duty.
	<b>OF 306</b>	<b>DECLARATION FOR FEDERAL EMPLOYMENT</b> – Must be executed the 1 <sup>st</sup> day the appointee enters on duty.
	<b>FORM I-9</b>	<b>EMPLOYMENT ELIGIBILITY VERIFICATION</b> – Must be completed within 3 business days of the effective date. <b>Copy of I-9 needs to be faxed/emailed to CPAC same day in process</b>
	<b>SF 144</b>	<b>STATEMENT OF PRIOR FEDERAL SERVICE</b>
	<b>SF 181</b>	<b>RACE &amp; NATIONAL ORIGIN IDENTIFICATION</b>
	<b>SF 256</b>	<b>SELF-IDENTIFICATION OF HANDICAP</b>
	<b>SF 813</b>	<b>VERIFICATION OF A MILITARY RETIREE'S SERVICE IN NONWARTIME CAMPAIGNS OR EXPEDITIONS</b> (if applicable)
	<b>SWCPOC 004</b>	<b>CONDITIONS OF EMPLOYMENT FOR TEMPORARY POSITIONS</b>
	<b>SWCPOC 007</b>	<b>EDUCATION INFORMATION SHEET</b>
	<b>SWCPOC 005</b>	<b>CERTIFICATION OF SELECTIVE SERVICE REGISTRATION (MALES DOB AFTER 12/31/59)</b>
	<b>SWCPOC CFD FORM 050</b>	<b>ARMED FORCES RESERVE OR NATIONAL GUARD STATUS</b>


**FORWARD TO DISTRICT/DIVISION CUSTOMER SERVICE REPRESENTATIVE**

	<b>SF 1199A</b>	<b>DIRECT DEPOSIT SIGN UP FORM</b> (fwd to CSR)
	<b>FORM W-4</b>	<b>EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE</b> (fwd to CSR)

**(NOTE: ALL FORMS LISTED ABOVE HAVE BEEN HYPERLINKED FOR YOUR CONVENIENCE.)**

**IMPORTANT INFORMATION:** Bring completed forms to the person who will conduct your in-processing for employment. Afterwards it should be mailed by that person to: SW Processing Center; ATTN: PD BR2-SWD; 301 Marshall Avenue; Fort Riley, KS 66442-5004.