



## Strategic Systems Programs Employment Forms Checklist

**EOD Date:** \_\_\_\_\_

**SP Code:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**HR Liaison:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

The following are New Employee Orientation Forms to be collected by your SP14 HR Liaison:

Form Name and Number			Form Complete and Signed	
			YES	NO
<b>Bring on 1<sup>st</sup> Day</b>	1.	Photo ID and Social Security Card	<input type="checkbox"/>	<input type="checkbox"/>
	2.	Passport; Birth Certificate; or U.S. Citizenship documentation	<input type="checkbox"/>	<input type="checkbox"/>
	3.	A voided check from your bank for direct deposit purposes	<input type="checkbox"/>	<input type="checkbox"/>
	4.	Common Access Card (CAC) <i>(For current Federal employees only)</i>	<input type="checkbox"/>	<input type="checkbox"/>
	5.	Employment Forms Listed Below	<input type="checkbox"/>	<input type="checkbox"/>
<b>Employment Forms</b>	6.	Employment Eligibility Verification (I-9)	<input type="checkbox"/>	<input type="checkbox"/>
	7.	Ethnicity and Race Identification (SF-181)	<input type="checkbox"/>	<input type="checkbox"/>
	8.	Self-Identification of Disability (SF-256)	<input type="checkbox"/>	<input type="checkbox"/>
	9.	Federal Tax Form (W-4)	<input type="checkbox"/>	<input type="checkbox"/>
	10.	Tax Worksheets: DC___ MD___ VA ___ Other ___	<input type="checkbox"/>	<input type="checkbox"/>
	11.	Direct Deposit Sign Up Form (SF-1199)	<input type="checkbox"/>	<input type="checkbox"/>
	12.	System Authorization Access Request – Navy (SAAR-N)	<input type="checkbox"/>	<input type="checkbox"/>
	13.	Receipt/Acknowledgement Notice of Drug Testing	<input type="checkbox"/>	<input type="checkbox"/>
	14.	SSP Organizational Locator Form	<input type="checkbox"/>	<input type="checkbox"/>
	15.	Declaration for Federal Employment (OF-306)	<input type="checkbox"/>	<input type="checkbox"/>
	16.	Statement of Prior Federal Service (SF-144) <i>(For employees who have prior Federal civilian and/or military service only)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All of the forms and informational materials were given to the new employee listed above during New Employee Orientation. This checklist provides a status of the forms, which are due for completion by the employee and returned to his/her HR Liaison no later than two days after the orientation.</p> <p>Signature: _____ Date: _____  <div style="margin-left: 100px;">HR Liaison</div></p>				