



U.S. Department of Energy New Employee Orientation FORMS CHECKLIST

EOD Date: _____

Employee Name: _____ Organization: _____

HR Specialist: _____ Phone Number: _____

Admin Contact: _____ Phone Number: _____

New Employee Orientation Forms to be issued and collected by HR Orientation Team:

| FORM NAME AND NUMBER | | FORM COMPLETE & SIGNED | | |
|---|--|------------------------|----|--|
| | | Yes | No | Comments |
| Bring on 1st Day | 1. Photo ID | | | Grayed areas indicate forms that may not be applicable for Temporary or Transfer employees |
| | 2. Passport, Birth Certificate, or U.S. Citizenship Documents | | | |
| | 3. Employment & Benefits forms listed below | | | |
| Employment Forms | 1. Employee Information Form | | | |
| | 2. Statement of Prior Federal Service – SF-144 | | | |
| | 3. Declaration for Federal Employment – OF-306 | | | |
| | 4. Applicant Disability, Race/National Origin and Sex Identification | | | |
| | 5. Pre-Appointment Certification Statement for Selective Service | | | |
| | 6. Employment Eligibility Verification Form – I-9 | | | |
| | 7. Federal Tax Form – W-4 | | | |
| | 8. Direct Deposit – SF-1199A | | | |
| | 9. Designation of Beneficiary for Unpaid Compensation) – SF-1152 | | | |
| | 10. Health Benefits Election Form – SF-2809 (return within 60 days of appointment) | | | |
| | 11. Life Insurance Election Form – SF-2817 (return within 31 days of appointment) | | | |
| | 12. Designation of Beneficiary, Life Insurance – SF-2823 | | | |
| | 13. FERS Retirement Designation of Beneficiary Form – SF-3102 | | | |
| | 14. Thrift Savings Plan Election Form – TSP-1 | | | |
| 15. Thrift Savings Plan Designation of Beneficiary Form – TSP-3 | | | | |
| 16. Thrift Savings Plan Allocation Form – TSP-50 | | | | |
| 17. Acknowledgement of Employee Benefits Elections | | | | |
| Other Items (given on 1st day) | 1. Emergency Contact Form | | | |
| | 2. DOE-ID Inventions Policy Acknowledgement | | | |
| | 3. Injury Reporting Acknowledgement | | | |
| | 4. Information for Employees with Prior Military Service | | | |
| | 5. Prior Military Service Catch 62 Acknowledgement | | | |
| | 6. Appointment Affidavit – SF-61 (oath administered) | | | |

All of the forms and information materials were given to the new employee listed above during New Employee Orientation. This form serves as notification of the status of these forms which are due for completion by the employee and returned no later than two days after the orientation (unless otherwise noted).

Signature _____ Date: _____

HR Representative