

TEMPORARY EMPLOYEES

NAME	TYPE OF APPT
LOCATION	EFFECTIVE DATE

MAIL THE FORMS BELOW TO: SWCPOC; ATTN: B11; 301 Marshall Avenue; Fort Riley, KS 66442-5004.

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

Send to the District Security Office within 14 days of the effective date.

	OF 306 (copy)	DECLARATION FOR FEDERAL EMPLOYMENT
	SF 85	QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS (appointments for 6 months or more)
	SF 87	FINGERPRINT CARD

FORWARD TO DISTRICT/DIVISION CUSTOMER SERVICE REPRESENTATIVE

	SF 1199A	DIRECT DEPOSIT SIGN UP FORM (fwd to CSR)
	ENG 3898	REQUEST FOR MAILING (fwd to CSR)
	FORM W-4	EMPLOYEE’S WITHHOLDING ALLOWANCE CERTIFICATE (fwd to CSR)

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