

APPOINTMENT / CONVERSION DOCUMENT CHECKLIST

	TEMP	INDEF	PERM	CONV to Perm / Indef	DOCUMENT #	TITLE
1				N/A	CA NG 690 - 2	Nomination for Technician Employment (use this form for prospective employees)
2					SF 52	Request for Personnel Action (use this form for current employees)
3						Certificate of Eligibles
4					OF 612	Employment Application / Resume
5					DD 214(S)	Certification of Release or Discharge from Active duty Attach a Member - 4 copy for each period of military service
6				N/A	SF 61	Appointment Affidavit
7				N/A	OF 306	Declaration of Federal Employment
8				N/A	I-9	Employment Eligibility Verification
9				N/A	SF 181	Race / National Origin Identification
10				N/A	SF 256	Identification of Handicap
11				N/A	SF 144	Statement of Prior Federal Service
12				N/A	SF 1152	Designation of Beneficiary for Unpaid Compensation
13		N/A	N/A	N/A	CNG Form 690-3	Conditions of Temporary Employment
14				N/A	48830-NGOE	NGAUS Disability Insurance Application (Use when within 31 days after hire)
15					NGAUS-APPMN 125435	NGAUS Disability Insurance Application (Use when beyond 31 days after hire)
16	N/A				RI 20-97	Military Deposit Form
17	N/A				CNG Form 690-52	Acknowledgement of FEHB, FEDVIP, FEGLI, and TSP Information
18	N/A				SF 2817	FEGLI Life Insurance Election
19	N/A				SF 2823	FEGLI Designation of Beneficiary
20	N/A				SF 3102	FERS Designation of Beneficiary
21				N/A		Eligibility for FEHB or TRICARE Reserve Select Insurance

Send these forms DIRECTLY to your payroll office

22				N/A	SF 1199	Direct Deposit Form
23				N/A	W-4	Employee's Withholding Allowance Certificate
24				N/A	DE-4	California Employee's Withholding Allowance Certificate

FAX this form DIRECTLY to TSP (FAX: 1-866-817-5023)

25	N/A				TSP-3	TSP Designation of Beneficiary
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