

REQUIRED FORMS

Revised October 15, 2014

The following information will provide you with the forms necessary for your appointment to be processed and for you to receive your first salary payment. These forms apply to:

- New Federal employees
- Employees who transfer to the USDA from another Federal agency or department (transfer from outside of the Department of Agriculture)

On your First Day of Work: Fax or email to your [Servicing Processing Assistant](#)

Form	Purpose	Instructions	Link to Form
Employee Address	Provide your mailing address to receive official mail.	Complete questions 1 - 7, sign and date lines 13 and 14.	AD-349 http://www.aphis.usda.gov/library/forms/pdf/ad349.pdf
Direct Deposit Sign-Up Form	This form is required for direct deposit of your salary check to your bank account.	Complete sections 1 - 3, Section 4 if applicable, sign and date section 5.	http://www.aphis.usda.gov/library/forms/pdf/fms2231.pdf (Either the FMS 2231 form or the SF-1199A form are acceptable)
Employee's Withholding Allowance Certificate	This form provides information for your Federal tax withholding.	Complete lines 1 - 7, sign and date employee signature line.	W-4 http://www.aphis.usda.gov/library/forms/pdf/fw4.pdf
State Tax Withholding Certificate	If income tax withholding is collected in your state, state taxes are attached to your official duty station. If you work in one state but live in another state, you may waive the state taxes of your duty station, if there is a reciprocity agreement, by completing the state tax form waiver, and also completing a state tax withholding form for the state you live in.	If applicable, complete, sign and date.	Find the appropriate state forms at this link: http://www.statew4.com/content/taxforms.php
Ethnicity and Race Identification	Used to collect statistical information on the composition of the Federal workforce.	Complete personal information and answer questions 1 and 2	SF-181 http://www.opm.gov/forms/pdf_fill/sf181.pdf
Self-Identification of Handicap	Used to collect statistical information on the composition of the Federal workforce.	Complete personal information and enter disability code.	SF-256 http://www.opm.gov/forms/pdf_fill/sf256.pdf

Forms required for employment to be completed on your FIRST DAY of work:
 Fax or email on first day to your [Servicing Processing Assistant](#)

Form	Purpose	Instructions	Link to Form
Appointment Affidavit	You are required to take the oath of office on your first day of work.	Print, but do not sign this form until orientation.	SF-61 http://www.opm.gov/forms/pdf_fill/SF61.pdf
Declaration for Federal Employment	Determine your acceptability for federal employment and enrollment	Complete questions 1 - 16, read item 17, print, but do not sign this form until orientation.	OF-306 http://www.opm.gov/forms/pdf_fill/of0306.PDF
Employment Eligibility Verification	Verifies your eligibility to work in the United States.	Complete Section 1 and print this form. Read the I-9 instructions to identify two forms of acceptable identification to bring to orientation. This identification is REQUIRED.	I-9 http://www.aphis.usda.gov/library/forms/pdf/I9.pdf
Request for USDA Identification (ID) Badge	This form is required to register all Federal Employees as part of the government-wide Personal Identity Verification (PIV) process.	Read instructions before completing the form. Complete Section A, items 4 - 23 only, print and bring to orientation with two forms of acceptable identification.	Instructions: http://www.aphis.usda.gov/library/forms/pdf/ad1197instr.pdf AD-1197 http://www.aphis.usda.gov/library/forms/pdf/ad1197.pdf
Personnel Security Documents Transmittal	Provides instructions on transmitting the personnel security documents.	Complete your name, SSN, date of birth and place of birth only, print and bring to orientation.	HRO-1197 http://www.aphis.usda.gov/library/forms/pdf/hro1197.pdf
Fingerprint Cards	Required for the background investigation.	Will be provided at orientation.	
Statement of Prior Federal Service	Provides information needed in order to receive credit for prior Federal service.	Complete, sign, print and bring to orientation.	SF-144 http://www.opm.gov/forms/pdf_fill/SF144.pdf

Use the following form to submit all documents to your [Servicing Processing Assistant](#) in Minneapolis

Personnel Document Transmittal Processing Documents	Provides instructions for transmitting the required forms to Human Resources.	Complete your name only, print, and bring to orientation. The orientation facilitator will send all forms to Human Resources using this transmittal.	HRO Form 444c http://www.aphis.usda.gov/library/forms/pdf/hro444c.pdf
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Your pay:

Normally you will receive your pay for your first pay period of work 9 to 12 days after that pay period ends. For example, if you begin work in pay period 1, your salary will be paid for that pay period during the second week of pay period 2 (Usually on Monday if direct deposit, Thursday if paper check).

- Pay period calendars:
 - 2014 - http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/downloads/2014_pp_calendar.pdf
 - 2015 - http://www.aphis.usda.gov/mrpbs/publications/new_employee_orientation/downloads/2015_pp_calendar.pdf
- [Review your Statement of Earnings and Leave](#) (PDF)
- National Finance Center's Employee Personal Page: <https://www.nfc.usda.gov/epps/>. After you receive your first salary payment, the National Finance Center (NFC) will mail you a password to access the Employee Personal Page. On this web site, you can review and print your Statement of Earnings and Leave each pay period, make changes to your mailing address, tax withholdings, direct deposit, allotments, and certain benefits, such as Thrift Savings Plan contributions.

Employee Benefits:

If your employment provides eligibility for employee benefits, click [here](#)