



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



Office of Human Resources
"Where People are our Most Important Resource"

EOD Date: _____

Employee Name: _____ Organization: _____

HR Specialist: _____ Telephone Number: _____

Admin Contact: _____ Telephone Number: _____

New Employee Orientation Forms to be issued and collected 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 documentation			
	3. Job Offer Letter			
	4. Employment & Benefits Forms listed below			
Employment Forms <small>(forms are online at http://worklifecenter.doe.gov)</small>	1. Statement of Prior Federal Service - SF-144			
	2. Applicant Disability, Race/National Origin and Sex Identification			
	3. Pre-Appointment Certification Statement for Selective Service			
	4. Federal Tax Form - W4			
	5. State Tax Form: MD ____ DC ____ VA ____ OTHER ____			
	6. Direct Deposit - SF1199A			
	7. Designation of Beneficiary SF-1152 (Unpaid Compensation for Deceased Civilian Employee)			
	8. Certification form for: Standards of Ethical Conduct for Employees of the Exec Branch Briefing and DOE 3792.3 Drug-Free Federal Workplace Testing Program Briefing			
	9. Health Benefits Election Form - SF-2809			
	10. Acknowledge of Employee Benefits Elections			
	11. Life Insurance Election Form - SF-2817			
	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 (mail to TSP)			
Other Items <small>(Given on 1st day)</small>	1. Personal Identity Verification (PIV) Request for DOE Security Badge			
	2. Declaration of Federal Employment - OF-306 (Rev January 2001)			
	3. Appointment Affidavits - SF-61			
	4. Collective Bargaining Agreement with Acknowledgment (certain positions)			
	5. New Employee Orientation Feedback Form			
	Items Employee Receives on 1 st Day: <ul style="list-style-type: none"> • New Employee Guide • Information Packet 			

All of the forms and informational materials were given to the new employee listed above during New Employee Orientation. This is to notify you of the status of the forms, due for completion by the employee and returned to you no later than two days after the orientation.

Signature _____
HR Specialist

Telephone Number: _____

Date _____