

**New Federal Employees - What Forms Do I Complete?**

Type of Form	Form Number	Form Title	What's This Form For??	Required*	Optional**	Completion Date	Where do I submit my forms?
Regulatory	<a href="#">SF-61</a>	Appointment Affidavit	<b>NOTE: Please refer to the information provided on your firm offer letter. New employees must bring a copy of this form to sign on their first day during onboarding.</b>				
	<a href="#">SF-144</a>	Statement of Prior Federal Service	Authorizes the collection of information to determine and record service that may be creditable for accrual of annual leave.	<b>X</b>		First day of work	Forward form to local Human Resources Office (HRO)
	<a href="#">OF-306</a>	Declaration of Federal Employment	<b>NOTE: Please refer to the information provided on your firm offer letter. New employees must bring a copy of this form so they can sign again as an appointee on their first day during onboarding.</b>				
	<a href="#">I-9</a>	Employment Eligibility Verification	<b>NOTE: Please refer to the information provided on your firm offer letter. New employees must bring a copy of this form to sign on their first day during onboarding.</b>				
	<a href="#">SF-181</a>	Race and National Origin Identifier	Identifies your race and national origin category to be used in planning and monitoring EEO programs. The information provided will be used for statistical purposes only.		<b>X</b>	First day of work	Forward form to local Human Resources Office (HRO)
	<a href="#">SF-256</a>	Self-Identification of Handicap	Identifies your handicap status which is essential for effective data collection and analysis. The information provided will be used for statistical purposes only.		<b>X</b>	First day of work	Forward form to local Human Resources Office (HRO)
	<a href="#">SF-813</a>	Verification of Service in Nonwartime Campaigns or Expeditions	Only military retirees need to complete this form. It is used to verify military service performance in a nonwartime campaign or expedition for which a badge/medal was authorized, in order to credit such service for leave accrual purposes.		<b>X</b>	First day of work	Forward form to local Human Resources Office (HRO)
	None	<a href="#">Drug Testing Notice</a>	You are required to read and sign this form as a condition of employment. For as long as you occupy a testing-designated position in DCAA, you must be willing to submit, on a random, unannounced basis, to periodic urinalysis testing prescribed by the DCAA Drug-Free Workplace Program.	<b>X</b>		First day of work	Forward form to Security Division

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Payroll	<a href="#">SF-1199A</a>	Direct Deposit Form	<b>Required for an accurate first paycheck.</b> Used for depositing your net salary and allotments to your financial institution.	<b>X</b>		First day of work	Forward form to local Human Resources Office (HRO)
	<a href="#">W-4</a>	Federal Tax Withholdings	<b>Required for an accurate first paycheck.</b> Used by employers to withhold the correct Federal income tax from your pay.	<b>X</b>		First day of work	Forward form to local Human Resources Office (HRO)
	<a href="#">State Tax Forms</a>	State/City/Local Tax Withholdings	<b>Required for an accurate first paycheck.</b> Used by employers to withhold the correct State, City and/or Local income tax from your pay. Check your state's taxation website for this form.	<b>X</b>		First day of work	Forward form to local Human Resources Office (HRO)
Benefits	<a href="#">SF-2809</a>	Health Benefits Election Form (FEHB)	<b>The use of EBIS for Benefit elections is mandatory.</b> Documents the employees' intent to enroll in Federal Employees Health Benefits (FEHB) or waive their option to enroll. After this opportunity, employees may only enroll in FEHB during an open season or a life changing event.	<b>X</b>		60 Days From Your First Day of Work	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
	None	<a href="#">FEHB Premium Conversion Waiver/Election Form</a>	<b>The use of EBIS for Benefit elections is mandatory.</b> Used to waive or elect pre-tax treatment of employee premium contributions to the FEHB program. Employees are automatically enrolled in the pre-tax treatment of employee contributions to the FEHB program. FEHB deductions are withheld from an employee's paycheck prior to the allocation of Federal, Medicare, or social security taxes. Employees do not need to complete this form unless you elect NOT to have your FEHB premium contributions deducted on a pre-tax basis or you have previously waived this benefit and want to participate again .		<b>X</b>	At Same Time as SF-2809, Health Benefits Enrollment Form	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).

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Benefits (Cont'd)	<a href="#">SF-2817</a>	Life Insurance Election Form (FEGLI)	<b>The use of EBIS for Benefit elections is mandatory.</b> Documents your life insurance election or waive participation in the Federal Employee's Group Life Insurance Program. By law, employees are automatically covered for Basic Life Insurance unless it is waived using the SF-2817.		<b>X</b>	30 Days From Your First Day of Work. Only submit if electing more than Basic coverage or waiving life insurance	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
	<a href="#">TSP-1</a>	Thrift Savings Plan (TSP) Election Form	<b>The use of EBIS for Benefit elections is mandatory.</b> Used to allocate your contributions among the five investment funds in TSP and the amount to be withheld biweekly from your paycheck.		<b>X</b>	At Employee's Discretion	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
	<a href="#">TSP-1-C</a>	Thrift Savings Plan (TSP) Catchup Contributions Election Form	<b>The use of EBIS for Benefit elections is mandatory.</b> If you are 50 or older (or will become 50 during the calendar year), you have the option to make "catch up" contributions to their TSP account. You must already be contributing either the maximum TSP contribution percentage or a dollar amount which reaches the IRS deferral limit by the end of the year. Catch-up contributions are withheld biweekly from your paycheck and are in addition to the amount contributed to your regular TSP account. If using EBIS, this option will not appear unless the above age condition is met.		<b>X</b>	At Employee's Discretion	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).

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	<a href="#">RI 20-97</a>	Estimated Earnings During Military Service	If you have served in the military, you have the option to "buy back" military time so that you may have it credited towards your civilian retirement. You must include a copy of your DD214 in order to estimate your earnings. To find out more, please contact your local human resources office.		<b>X</b>	At Employee's Discretion	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
<b>Beneficiary</b>	<a href="#">SF-3102</a>	Federal Employees Retirement System (FERS) Designation of Beneficiary	Use this form to designate a beneficiary or beneficiaries to receive your FERS contributions in the event of your death. You do NOT need to make a designation if you are satisfied with the order of precedence the law provides (see SF-3102) or if you are not in the FERS retirement plan. However, FERS employees are strongly recommended to have a completed SF-3102 on file.		<b>X</b>	At Employee's Discretion	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
	<a href="#">SF-2823</a>	Federal Employees Group Life Insurance (FEGLI) Designation of Beneficiary	Use this form to designate a beneficiary or beneficiaries to receive your life insurance lump sum payments in the event of your death. You do NOT need to make a designation if you are satisfied with the order of precedence the law provides (see SF-2823) or if you have waived participation in the FEGLI program. However, employees enrolled in FEGLI are strongly recommended to have a completed SF-2823 on file.		<b>X</b>	At Employee's Discretion	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
	<a href="#">TSP-25</a>	Thrift Savings Plan (TSP) Automatic Enrollment Refund Request	Complete this form to request a refund of the contributions to your TSP account (and their earnings) that were deducted from your pay due to automatic enrollment. The TSP must receive this form no later than 90 days from the date of your first contribution. Log on to EBIS to stop your automatic contributions.		<b>X</b>	Within 90 days from the date of employee's first TSP contribution	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).

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<b>Beneficiary (Cont'd)</b>	<a href="#">TSP-25</a>	Thrift Savings Plan (TSP) Automatic Enrollment Refund Request	Complete this form to request a refund of the contributions to your TSP account (and their earnings) that were deducted from your pay due to automatic enrollment. The TSP must receive this form no later than 90 days from the date of your first contribution. Log on to EBIS to stop your automatic contributions.		<b>X</b>	Within 90 days from the date of employee's first TSP contribution	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
	<a href="#">TSP-3</a>	Thrift Savings Plan (TSP) Designation of Beneficiary	Use this form to designate a beneficiary or beneficiaries to receive your TSP contributions in the event of your death. You do NOT need to make a designation if you are satisfied with the order of precedence the law provides (see TSP-3) or if you are not vested in the TSP program. However, employees who are contributing to TSP or are vested are strongly recommended to have a completed SF-2823 on file.		<b>X</b>	At Employee's Discretion	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
	<a href="#">TSP-25</a>	Thrift Savings Plan (TSP) Automatic Enrollment Refund Request	Complete this form to request a refund of the contributions to your TSP account (and their earnings) that were deducted from your pay due to automatic enrollment. The TSP must receive this form no later than 90 days from the date of your first contribution. Log on to EBIS to stop your automatic contributions.		<b>X</b>	Within 90 days from the date of employee's first TSP contribution	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).
	<a href="#">SF-1152</a>	Unpaid Compensation of Deceased Civilian Employee Designation of Beneficiary	Use this form to designate a beneficiary or beneficiaries to receive any unpaid compensation (i.e., last paycheck) in the event of your death. You do NOT need to make a designation if you are satisfied with the order of precedence the law provides (see SF-1152). However, employees are strongly recommended to have a completed SF-1152 on file.		<b>X</b>	At Employee's Discretion	After your start date, you will be required to select your benefits elections electronically using our Electronic Benefits Information System (EBIS) which can be accessed at the following link: <a href="https://ebis.satx.disa.mil/">https://ebis.satx.disa.mil/</a>  Questions regarding the use of EBIS should be directed to your local Human Resources Office (HRO).

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Other	None	<a href="#">DCAA Rules for Computer Users</a>	Identifies rules for computer users. It is provided to all new DCAA employees and is for your review, retention and signature. You cannot gain access to the DCAA network until you have completed this form.	X		First day of work	Forward form to local Human Resources Office (HRO)
	None	<a href="#">Auditor Rotation Policy Statement</a>	This statement is required to be signed only by ALL new auditors to DCAA ONLY. It certifies that you have read, understand and acknowledge the agency's rotation policy as it applies to auditors.	X		First day of work	Forward form to local Human Resources Office (HRO)
	None	<a href="#">Retired Military- Reserve Category Identification Sheet</a>	This form is only required if you have previously retired from the military OR are currently in a military reserve program. It designates the type of military retiree you are and identifies the type of reservist, if any.		X	First day of work	Forward form to local Human Resources Office (HRO)
	None	Travel Card Application	Consult with your immediate supervisor.	X		First day of work	Electronic Submission
		<a href="#">DCAA's Statement of Independence</a>	New DCAA auditors and technical personnel who participate in contract audits should familiarize themselves with Auditor Independence standard appearing in the Comptroller General's "Government Auditing Standards" (the Yellow Book). The auditors are required to comply the Yellow Book. To	X		Return form to first line supervisor before beginning to work on first audit	Return form to first line supervisor