

# Technician Orientation Checklist

(As of 23 September 2011)

By my initials, I certify that I received orientation in the following subject areas:

<b>All Employees (Permanent, Indefinite, Temporary)</b>
---

- Direct Deposit Sign-Up Form
- Employee's Withholding Allowance Certificate (W-4 Form)
- Declaration for Federal Employment (OF 306)
- Employment Eligibility Verification (Form I-9)
- Self-Identification of Handicap (SF 256)
- Ethnicity and Race Identification (SF 181)
- Unemployment Insurance Benefits
- Conditions of Temporary Employment
- Designation of Beneficiary (Unpaid Compensation, TSP, Life Insurance, Retirement)
- Statement of Prior Federal Service (SF 144)
- Equal Employment Opportunity (EEO)
- Ethics (Employee Conduct)
- On the Job Injuries (Workman's Compensation)
- Annual Leave Documents (DD214, Title 10 Active Duty Orders, SF50's)  
(Restrictions apply to Temporary employees)
- By my initials, I acknowledge that my annual leave earnings category cannot be adjusted until the required documentation has been submitted and verified.
- Sick Leave
- Credit Union availability
- My Biz – Online Self Service Personnel Application
- Employee Benefit Information System (EBIS)
- Enlistment/Re-enlistment Bonus Acknowledgement
- Appointment Affidavit

## Permanent and Indefinite Employees

1. \_\_\_\_\_Standards/Appraisals

I received a NGB Form 904-1 (orange card) to take to my immediate supervisor. I understand that my supervisor must provide initial counseling and performance standards within 30 days of my hire date. Generally, I am due a performance appraisal on a yearly basis (certain personnel actions may alter the due date (for example: a promotion or reassignment)

2. \_\_\_\_\_Military Leave

I received information about the three military leave options available to me.

3. \_\_\_\_\_Federal Employees' Health Benefit Program (FEHB)

I received information about the health insurance coverage available to me. I understand that I have 60 days to complete and return the SF2809 *Health Benefits Election Form* to HRO. The form must be completed and returned *regardless* of whether I choose to enroll OR not enroll in this benefit.

4. \_\_\_\_\_Federal Employee Dental and Vision Insurance Program (FEDVIP)

I received information about the Federal Employee Dental and Vision Insurance Program available to me. I understand that I am responsible for accessing additional information and submitting enrollment forms as indicated. HRO is not involved in this process.

5. \_\_\_\_\_Flexible Spending Accounts

I received information about the Flexible Spending Accounts available for medical care and dependent services. I understand that I am responsible for accessing additional information, understanding the Internal Revenue Service (IRS) restrictions, and submitting enrollment forms as indicated. HRO is not involved in this process.

6. \_\_\_\_\_Long Term Care

I received information about the Federal Long Term Care benefit available to me. I understand that I am responsible for accessing additional information and submitting enrollment forms as indicated. HRO is not involved in this process.

7. \_\_\_\_\_Federal Employees' Group Life Insurance Program (FEGLI)

I received information about the life insurance coverage available to me. I understand that I have 60 days to complete and return the SF2817 *Life Insurance Election Form* to HRO. The form must be completed and returned *regardless* of whether I choose to not enroll or to retain only Basic coverage.

8. \_\_\_\_\_National Guard Association of the United States (NGAUS) Technicians Insurance Program

I received information about the insurance programs offered by NGAUS. I understand that this plan is endorsed by the Association, and that premiums can be made by payroll deduction. Specific to the Technician Program, the insurance programs offered are not a Federal Benefit available to all Federal Employees.

9. \_\_\_\_\_Federal Employee Retirement System (FERS)

I received a brief overview of the retirement options available to me as a Federal employee.

10. \_\_\_\_ Military Buyback

I received information about how to make my Title 10(Active Duty) military service creditable for retirement. I understand that a deposit can be made interest free until my third anniversary of employment. A copy of all DD214s and/or Title 10 orders must be submitted to HRO to begin this process. The DD214 must reflect the characterization of service and number of days lost.

11. \_\_\_\_ Thrift Savings Plan (TSP)

I received information about the civilian Thrift Savings Plan available to me. I understand that I must complete and return the TSP-1 form to HRO for processing.

12. \_\_\_\_ Designation of Beneficiary (retirement, TSP, life insurance, unpaid compensation)

I received all Designation of Beneficiary forms. While optional, I understand that HRO highly encourages completion and submission of these forms. Important Note: Only natural children and formally adopted children are eligible for benefits under the Standard Order of Precedence in the absence of a Designation of Beneficiary Form. Entitlement for Stepchildren must be established by a Designation of Beneficiary Form.

13. \_\_\_\_ Union Representation

I understand that not all positions within the Technician Program are covered by the Bargaining Unit Contract. I know that I am/am not a part of the bargaining unit.

14. \_\_\_\_ Membership in Professional Organizations

I understand that membership in professional organizations is a personal option. There are many excellent organizations available that lobby to further or retain benefits of National Guard members. One local organization that lobbies for benefits for both the military and technician side is the National Guard Association of Washington (NGAW). I received a brochure that gives some information about, and contact information for, this organization.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_