

Directions for Onboarding

The first onboarding task you will complete is the New Hire Questionnaire. Ensure you complete the questionnaire first because this will auto-populate your information to the forms. Every form on this list is required regardless of if the questionnaire or the form itself states it is optional. DCPDS, the system we use to process personnel actions requires information from these documents. Look through and complete all the forms in their entirety. Please ensure you read everything and understand what is being asked. If you have any questions, please reach out.

- Biographic Information
 - Demographic- Self-identify your race and ethnicity and whether you have a disability or not. You will select yes to both questions and then answer the following questions how it applies to you.
- Position Information
- Employment Information
- Background Information
- Compensation Information
- Benefits Information
 - Select the second option for each beneficiary designation. Our Benefits section requires a form to be completed. If you don't select, "Designate beneficiaries", the form won't be created.

List of Documents/Tasks to complete for Onboarding

- New Hire Questionnaire
- Army or Air Force – Finance Packet (Document Upload) This packet will be emailed to you with the Welcome Letter.
 - Consists of: In-processing checklist, Statement of Understanding, Direct Deposit Form, W4 Form
 - Also include a voided check or a screenshot of your bank statement showing the routing number and account number.
- Complete Form I-9
 - Page 3 provides a list of acceptable documents to establish Identity and/or Employment Authorization. Either one document from list A (U.S. Passport) or two documents, one from list B (Driver's License) and one from List C (Social Security Card or Birth Certificate).
- Upload Forms – WA – Upload Employment Eligibility and Identification Documentation
 - You will upload your documents showing Identity and Employment Authorization in this task. (Refer to previous bullet point)
- Complete Form OF 306
 - Digital signature or wet signature are both authorized.
- Upload Form OF 306 with 1st Signature (Block 17a – Applicant)
 - Once signed, digital or wet, upload document into this Onboarding task.
- Complete Form SF 61
 - In-person attendees will be given the oath and sign this form at NEO.
 - HRO staff will sign as the officer.
 - Virtual attendees will complete this form with their supervisor and email it to HRO.
 - Your supervisor will sign at the officer.
- Complete Form SF 181
 - This form states it is optional, however, our Agency requires it. Task will not allow you to provide a completion date, but the form will be filled out if you complete the New Hire Questionnaire correctly. The task will continue to display incomplete until we verify your arrival to NEO.
- Complete Form SF 256

- This form states it is optional, however, our Agency requires it. Task will not allow you to provide a completion date, but the form will be filled out if you complete the New Hire Questionnaire correctly. The task will continue to display incomplete until we verify your arrival to NEO.
- Complete Form SF 1152
 - HRO staff will print out your completed form if you are attending NEO in-person and you will sign it there. If you attend NEO virtually it is your responsibility to download, sign and upload back into Onboarding.
- Complete Form SF 2823 ***Does not apply to TEMP Techs**
 - In-Person attendees will complete the form in Onboarding and will sign at NEO. The Benefits team will print out your form and provide it for you to sign at NEO.
 - Virtual attendees will complete the form, print, then sign the document to include witness signatures, if you are unable to have witnesses the Benefits team will sign as witnesses. You will be responsible for sending this form to Benefits for processing, their distro is: nq.wa.waarnq.list.hro-benefits@army.mil
- Complete Form SF 3102 ***Does not apply to TEMP Techs**
 - In-Person attendees will complete the form in Onboarding and will sign at NEO. The Benefits team will print out your form and provide it for you to sign at NEO.
 - Virtual attendees will complete the form, print, then sign the document to include witness signatures, if you are unable to have witnesses the Benefits team will sign as witnesses. You will be responsible for sending this form to Benefits for processing, their distro is: nq.wa.waarnq.list.hro-benefits@army.mil
- WA-Complete Form SF 144 & WA-SF 144 Supporting Documentation
 - The Benefits team will not review your resume. Please include all federal service and/or Title 10 Active-Duty Service with supporting documentation, i.e. **DD214/SF 50**
 - Service dates will need to be included on this form
 - This is important to determine the amount of leave accrued per pay period
 - If you do not have supporting documentation leave the task WA-SF144 incomplete.
- Complete USAS PSR-1: Personnel System Record Creation Form

*If you have been logged out of Onboarding, you can use this link to gain access again without using the tentative job offer link. <https://onboard.usastaffing.gov/>