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PECP-WER-A

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STANDING OPERATING PROCEDURE

PROCEDURES FOR IN-PROCESSING PAPERWORK FOR NEW EMPLOYEES

1. **PURPOSE:** To ensure that employees are paid properly and timely, consistent and efficient procedures are required for processing the paperwork of new employees by the Civilian Personnel Advisory Centers (CPACs) and the Processing Centers.

2. **SCOPE:** This Standing Operating Procedure (SOP) applies to all Civilian Human Resources Agency (CHRA), Processing Centers (PC) and Civilian Personnel Advisory Centers (CPAC).

3. **GENERAL:** This SOP includes procedures for in-processing paperwork.

4. **RESPONSIBILITIES:**

a. Supervisors are responsible for implementation of this SOP.

b. CPACs and PCs are responsible for ensuring compliance with procedures and to monitor the quality of actions processed.

c. Human Resources (HR) Technicians are responsible for finalizing the requested transaction.

5. **PROCEDURES:**

a. CPAC will:

(1) Clear through e-verify and provide the selectee with the in-processing forms for completion as soon as possible. All forms may be completed prior to Entrance on Duty (EOD).

(2) In-process all new hires and ensure all appropriate forms are completed and included in the processing package. The complete package containing all required forms listed in Appendix A, should be forwarded via overnight mail to the PC no later than the day following EOD. CPAC will retain any locally required forms not listed.

(3) Ensure all in-processing forms are signed and dated prior to forwarding to the PC. The OF 306 must be signed by employee as both applicant and appointee in

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sections 17a and 17b. The CPAC Representative must enter the date of appointment or conversion in the Appointing Officer block.

b. PC:

(1) Upon receipt of the in-processing package, ensure prompt processing of the Request for Personnel Action (RPA). As stated in the Processing Guide Job Aid, new hires should be entered as soon as possible, but no later than the Wednesday of the second week of the pay period.

(2) Update employee data upon receipt of in-processing package and/or receipt of forms.

6. REFERENCES AND RELATED DOCUMENTS:

CHRA Job Aides – located at <http://www.chra.army.mil/>, Training, DCPDS Training Materials


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Appendix A

REQUIRED EOD FORMS

The forms required depend upon whether or not the individual has prior Federal service, and if so, specifically whether the prior service is from an agency who is currently utilizing DCPDS as their processing database. Below is a listing of required EOD forms. This information was comprised from Ch 3 of the Guide to Processing Personnel Actions (GPPA), and various email messages from CHRA regarding this subject.

NEW-HIRES WITH NO PRIOR FEDERAL SERVICE:

- SF 61 - Appointment Affidavit
- I-9 - Employment Eligibility Verification
- OF 306 - Declaration for Federal Employment
- SF 144 - Statement of Prior Federal Service
- SF 256 - Statement of Self Handicap
- SF 181 - Race & National Origin Info
- Retired Military Data
- Military Reserve or Guard Status
- Beneficiary Forms***
- SF 813 - Verification of a Military Retiree's Service in Non-wartime Campaigns or Expeditions

TRANSFERS – BENEFITS

Important Notice Concerning TSP and FEHB – in the case of all transfers, if the gaining payroll office changes upon transfer, an SF 2810, Change in Health Benefits Enrollment, must be completed to transfer-in FEHB to the new payroll office. The same is true for the TSP-19 to properly capture TSP contributions (regular and catch-up) and TSP loans.

If the payroll office and/or contact information change for the employee upon transfer, employees should be reminded to contact the respective program administrators if enrolled in FEDVIP, FSAFEDS and/or Long Term Care Insurance.

Any employee who enters on duty without a break in service of 4 days or more is handled like a transfer, as explained above, for benefits purposes. For example, an employee may resign or be terminated from an appointment on a Friday, and on Monday, come into Army on a new appointment action.

ARMY TO ARMY TRANSFERS: All Army activities utilize DCPDS and are on the same database. When we pick up an individual from another Army activity, the action is processed like an internal selection (i.e., 721-Reassignment, 702-Promotion, etc). SF 75 information is not required as the information is available in DCPDS. No new hire paperwork is required, however if the individual is moving between payroll offices, they will need to complete the TSP-19 form to transfer their TSP loans (if applicable).

NON-ARMY (utilizing DCPDS) to ARMY (Appendix B): Since the prior activity uses DCPDS, the Staffer will perform a "Transfer Interagency Request" within DCPDS to pull over the employee's history, therefore only the following would be required:

- SF 61 - Appointment Affidavit
- SF 144 - Statement of Prior Federal Service
- I-9 - Employment Eligibility Verification
- OF 306 - Declaration for Federal Employment (Because selective service is now captured on this form. Previously verification of selective service was documented via a separate method.)
- TSP 19 form to transfer in TSP loan (if applicable)

NON-ARMY (DCPDS) to ARMY: Activities not currently utilizing DCPDS require SF-75 information and the following forms:

- SF 61 - Appointment Affidavit
- SF 256 - Statement of Self Handicap
- SF 144 - Statement of Prior Federal Service
- Statement of Understanding for Walter Reed Employees (if applicable)
- I-9 - Employment Eligibility Verification
- SF 181 - Race & National Origin Info
- Retired Military Data
- Military Reserve or Guard Status
- OF 306 - Declaration for Federal Employment
- TSP 19 form to transfer in TSP loan (if applicable)

***BENEFICIARY FORMS (FERS, FEGLI, & Unpaid Compensation): Are optional on the part of the employee.

Appendix B

List of Agencies serviced by DFAS/DCPS on DCPDS (no manual 352 required unless gaining agency did not process transfer action appropriately)		
Agency Transfer to	Payroll Office	
DD/04	PE	DISA (Defense Information Systems Agency) (Serviced by DFAS)
DD/07	PE	DLA (Defense Logistics Agency)
DD/10	PE	DCAA (Defense Contract Audit Agency) (Serviced by DFAS)
DD/11	PE	NGA (National Geospatial-Intelligence Agency) (Formerly NIMA)
DD/12	PE	DSS (Defense Security Service)
DD/16	PE	DODEA (Department of Defense Education Activity)
DD/34	PE	DECA (Defense Commissary Agency)
DD/35	PE	DFAS (including DODIG, NDU, DTIC)
DD/61	PE	DTRA (Defense Threat Reduction Agency)
DD63	PE	DCMA (Defense Contract Management Agency) (Serviced by Army)
AF/**	DE or FF	AIR FORCE (FF for OCONUS; DE for rest)
AR/**	OA or FA	ARMY
DD/DG, DI, DK	PE	WHS (Washington Headquarters Services) (CPO IDs DG, DI, DK only)
IB/**	IB	BBG (Broadcasting Board of Governors)
NG/**	OA or DE	NATIONAL GUARD (OA for Army National Guard; DE for Air National Guard)
NV/**	CY or CH	NAVY (including USUHS) CY for shipyards; CH for other Navy
RE/**	RE	EOP (Executive Office of the President)

List of Agencies serviced by DFAS/DCPS NOT on DCPDS (manual 352 required)		
DN/**	EN	DOE (Department of Energy)
EP/**	EP	EPA (Environmental Protection Agency)
HE/**	HE	HHS (Health and Human Services)
VA/**	VA	VA (Veterans Affairs)