

Federal Agency Transfer General In-processing Forms

Forms must be completed prior to in-processing. Please bring completed forms first day.

Here you will find attachments and links necessary for us to process your appointment, for you to receive your first paycheck, and for you to finalize legal documents for Federal employment with Department of Veterans Affairs.

Make sure you read all instructions.

You must have Adobe Acrobat Reader to access these forms.

Declaration Of Federal Employment (OF-306)	This form is used to determine your suitability for Federal employment and your current enrollment status in the Government's Life Insurance program. All your answers must be truthful and complete. A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Signature required on 17a and date.
Ethnicity and Race Identification (SF-181)	This form is used to collect statistical information on the composition of the workforce.
Self Identification Of Reportable Handicap (SF-256)	This form is used to collect statistical information for agency reports on hiring, placement, and advancement of handicapped individuals. Complete personal information in top boxes. Find code which describes the impairment. Enter code in the top right hand box.
Designation of Unpaid Compensation (SF1152)	This form is to designate a beneficiary to receive your last paycheck if something should happen to you while you were still an employee at Southwestern Power Administration. Complete Section A and Section B.
Employee's Withholding Allowance Certificate (W-4 Form)	Complete this form so that the correct federal income tax is withheld from your paycheck. In Oklahoma, state tax withholding is the same as federal.
Direct Deposit Sign-Up Form (FMS-2231)	Please fill out Section 1, 2, 3, and sign 5. (Type of payment will be Net Pay) Make sure routing number is correct along with your account number. Last digit of routing number will go in check digit box.
Employee Address Form	Address information for emergency situations.
Standards of Ethical Conduct for Executive Branch Employees (FOR YOUR RECORDS) Employee Conduct Certification Form	Information on the ethical standards for federal employees. This is for your records only, DON'T BRING TO ORIENTATION. Print and sign this form