

## *In-Processing Information*

If you have been selected for a civil service job at Fort Monroe you will need to in-process at the Civilian Personnel Advisory Center (CPAC) on your first duty day. Using the table below, please print applicable forms and have them completed prior to in processing.

<b>FORM #</b>	<b>TITLE</b>	<b>APPLICABILITY</b>
<a href="#">SF-144</a>	Statement of Prior Federal Service	All employees in-processing
<a href="#">I-9</a>	Employment Eligibility Verification	All employees in-processing
<a href="#">SF-181</a>	Race & National Origin	New employees to Department of Army (DA)
<a href="#">SF-256</a>	Self Identification for Handicap Employees	New employees to DA
<a href="#">SF-813</a>	Verification of Military Retiree's Service in Non-wartime Campaigns or Expeditions	New federal employees who are retired military
<a href="#">OF-306</a>	Declaration for Federal Employment	All employees in-processing
<a href="#">SF-1199</a>	Direct Deposit	All employees in-processing
<a href="#">VA4</a>	Virginia State Tax Withholding	All employees in-processing
<a href="#">W4</a>	Federal Tax Withholding	All employees in-processing
<a href="#">SF-85</a>	Questionnaire for Non-Sensitive Positions	New federal employees
<a href="#">SF-86</a>	Questionnaire for National Security Positions	Employees selected for positions requiring a security clearance they don't already possess
<a href="#">SF-2809</a>	Health Insurance Registration	New federal employees and all employees transferring into the area who need to switch from a plan not available in this area
<a href="#">SF-2817</a>	Life Insurance Election	New federal employees
<a href="#">DD-1172</a>	Application for Uniform Service Identification Card (Civilians included)	All employees in-processing

Report to the CPAC, 60 Ingalls Road, Bldg. 82, Room 450, Fort Monroe at 8:30 on your first workday. If you have any questions, please contact our office at (757) 727-2457 or DSN 680-2457. Your in processing will take approximately 30 - 45 minutes and then you will report to your new office.

*Welcome to Fort Monroe*