



EMPLOYEE ORIENTATION FORMS



During your first days as an NRC employee, you will be required to complete a number of forms, actions and plans designed to ensure your successful entry into the NRC workforce. This forms matrix is provided as a quick reference tool.

 Adobe Acrobat PDF Image









 **Fillable** Screen Fillable Adobe Acrobat (Use only with Adobe Reader 5.0 and above; the Adobe Reader is available free from Adobe.com) If there is a problem opening an Adobe file through the internet browser, please try this: Using the RIGHT button on the mouse, click on the PDF/F icon and select "Save target as" from the resulting menu. Save the form file to a hard drive or a local network drive. Then open the file using Adobe Reader 5.0 or above. Using this method, avoids opening the file through the internet browser.

Transfer From Other Agency
Permanent
Re-Employed Annuitants
Presidential Appointees
Temporary Term






Your Pay






 FMS - 2231	Direct Deposit Sign-Up	✓	✓	✓	✓	✓	✓
 SF-1152	Unpaid Compensation - Designation of Beneficiary	✓	✓	✓	✓	✓	✓

Your Benefits

 Premium Conversion Waiver/Election Form	This form is used to waive pre-tax treatment of employee premium contributions to the FEHB program. Complete this form only if you do not want the pre-tax health benefit. Pre-tax treatment is automatic.	✓	✓				✓
 SF2809	Health Benefits Election form	✓	✓	✓	✓	✓	
 SF-3102	Federal Employees' Retirement System (FERS) Designation of Beneficiary	✓	✓				✓
 TSP-60	Rollover Qualified Retirement Savings (e.g. 401K)	✓	✓				✓
 SF-2817	Federal Employee's Group Life Insurance (FEGLI) Enrollment Form	✓	✓				✓
 SF-2823	FEGLI Beneficiary Form	✓	✓				✓
 TSP-1	TSP Enrollment Form	✓	✓				✓
 TSP-3	TSP Change of Beneficiary Form	✓	✓				✓

Employment Forms

 SF-256	Self Identification of Handicap	✓	✓	✓	✓	✓	✓
 OF-306	Declaration of Federal Employment	✓	✓	✓	✓	✓	✓
 SF-181	Race and National Origin Identification	✓	✓	✓	✓	✓	✓
 SF-144	Statement of Prior Federal Service	✓	✓	✓	✓	✓	✓
 I-9	Employment Eligibility Verification	✓	✓	✓	✓	✓	✓
 W-4	Employee Withholding Allowance	✓	✓	✓	✓	✓	✓

 Maryland Withholding Exemption Certificate	Maryland Withholding Exemption Certificate						
 Virginia Withholding Exemption Certificate	Virginia Withholding Exemption Certificate						
 West Virginia Withholding Exemption Certificate	West Virginia Withholding Exemption Certificate	✓†	✓†	✓†	✓†	✓†	✓†
 District of Columbia Withholding Exemption Certificate	District of Columbia Withholding Exemption Certificate						
 FTA State Tax Forms	State Tax Forms						

Footnotes:

* - Requirements for Re-employed annuitants are determined on a case-by-case basis.

† - State taxes withheld are based on official duty station location.