



USAID
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List of Employment Forms

A Mandatory Reference for ADS Chapter 414

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List of Employment Forms*

Selected candidates must complete one or more of the forms listed below prior to or at the time of their appointment to the Foreign Service. **Note that some or all of these forms will be filled out electronically.**

<u>Form No.</u>	<u>Title</u>
<u>AD-349</u>	Employee Address
<u>AID 450-1</u>	USAID/W Emergency Locator Card (Initial Assignment in USAID/W)
<u>DD-214</u>	Military Discharge (if applicable)
<u>DS-1843</u>	Medical History and Examination for Individuals Age 12 and over
<u>DS-1622</u>	Medical History and Examination for Children Age 11 and under
<u>DS5002</u>	Foreign Service Designation of Beneficiary Form
<u>I-9</u>	Employment Eligibility Verification Data
<u>OF-126</u>	Residence and Dependency Statement
<u>OF-306</u>	Declaration of Federal Employment
<u>OF-612</u>	Application for Federal Employment
<u>OGE-450</u>	Confidential Financial Disclosure Report
<u>OFG Form-278</u>	Executive Branch Personnel Public Financial Disclosure Report
<u>SF-61</u>	Appointment Affidavit/Oath of Office
<u>SF-144</u>	Statement of Prior Federal Service
<u>SF-181</u>	Ethnicity and Race Identification (For current Federal employees only)
<u>SF-256</u>	Self-Identification of Disability

SF-1152	Designation of Beneficiary--Unpaid Compensation of Deceased Civilian Employee (See ADS 476)
SF-1199A	Direct Deposit
SF-2809	Employee Health Benefits Registration Form
DG-60	FEHB Premium Conversion Waiver
SF-2817	Life Insurance Election: Federal Employee Group Life Insurance Program (ADS-476)
SF-2823	Designation of Beneficiary - FEGLI Program
SF-2808	Designation of Beneficiary - Civil Service Retirement Systems (CSRS)
SF-3102	Designation of Beneficiary - Federal Employees Retirement System (FERS)
SF-3109	Federal Employees Retirement System (FERS) Election of Coverage
TSP-1	Thrift Savings Plan Election
TSP1-C	Thrift Savings Plan Catch-Up
TSP-3	Designation of Beneficiary - Thrift Savings Plan (TSP)
W-4	Federal Tax Form
MW507	Maryland Withholding Tax Form
VA-4	Virginia Withholding Tax Form
DC	DC Withholding Tax Form
D-4A	DC Non-Residence Form
AID 400-31	Authorization for Release of Medical Information
AID 400-32	Certification of Waiver – Foreign Service Annuity
AID 400-33	Conditions of Employment for Foreign Service Career Employees

[AID 400-34](#)

Conditions of Employment for Time-Limited Foreign Service
Career Candidate Employee

[AID 400-35](#)

Conditions of Employment for Time-Limited Foreign Service
Non-Career Employees Assigned to Overseas Mission

Statement of Medical Clearance: After the Medical Director, Office of Medical Services (M/MED) at the Department of State issues the statement of medical clearance by email, the candidate must provide the statement to HCTM.

**Subject to change*

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