

# CASUAL HIRE PAPERWORKCHECKLIST

EMPLOYEE NAME: \_\_\_\_\_

## PERSONAL

- Personal Information Form {Initial/As needed}
- AD Standard Operating Procedures {Annually}
- Incident Behavior (PMS-935-1) {Annually}
- Declaration for Federal Employment (OF-306) {Every 3 years}

## Pay (COIDC Email > [sm.fs.asc\\_ipc@usda.gov](mailto:sm.fs.asc_ipc@usda.gov))

- Employment Eligibility (I-9) {Every 3 years}
- Employee's Federal W-4 {Initial/as needed}
- Employee's State W-4 {Initial/as needed}
- Direct Deposit (SF-1199AA) {Initial/as needed}

## Travel (COIDC Email > [sm.fs.pnr@usda.gov](mailto:sm.fs.pnr@usda.gov))

- Financial Info Security (FS-6500-214) Completed by dispatch {Initial Employment}
- Vendor Code Info Worksheet (FS-6500-231) {Initial/as needed}

## Motor Vehicle

- Defensive Driving Certificate {Every 4 years}
- Written Exam {Every 4 years}
- State DMV Driving Record {Annually}
- Driver App. For Authorization (R6-7100-184) {Annually}
- Physical Fitness (OF-345) {Annually}
- Authorization in Lieu of an OF-346 (Receive from Licensed COIDC Examiner) {Annually}
- Driver Casual Responsibilities {Annually}

## Fitness (Safety manager creates eMedical)

- AD will email COIDC to initiate with Tim Hoiness on spreadsheet {Annually if WCT/RT-130 needed for position}