



## BUREAU OF INDIAN AFFAIRS PATHWAYS INTERNSHIP PROGRAM

### HR Conversion Checklist

Proposed Effective Date:	FPPS Request for Eligibles (RFE) No.: <i>(Completed by Requesting Office)</i>	
<b>EMPLOYEE AND POSITION INFORMATION <i>(To be Converted to)</i></b>		
Name <i>(First and Last)</i>	Position Title, Series, Grade	Position No.
Telephone	Email	Organization Code
Region and/or Agency Name	Duty Station Location <i>(City and State)</i>	Date of Graduation / Degree Conferred

**ATTACHMENTS**

*(REQUIRED, if not attached, provide explanation)*

- Yes    1. Official Transcripts *(Sealed in Envelope)* \_\_\_\_\_
- Yes    2. Updated Resume \_\_\_\_\_
- Yes    3. Approved Organization Chart \_\_\_\_\_
- Yes    4. Classified PD *(Must not be older than 5 years)* \_\_\_\_\_
- Yes    5. Internship Program Completion Certification \_\_\_\_\_
- Yes    6. Work Experience Hours Report \_\_\_\_\_
- Yes    7. OF-306, Declaration for Federal Employment \_\_\_\_\_

**OTHER**

- Yes     No    8. Is employee enrolling/changing health benefits coverage? *If yes, attach the SF 2809. Also student must be in non-pay/non-duty status prior to conversion.* \_\_\_\_\_
- Yes     No    9. Is Government Housing Available? \_\_\_\_\_
- Yes     No    10. Are Relocation Expenses Authorized for Payment? *If YES, attach the PCS Relocation Expense Worksheet.*
- Yes     No    11. Is the employee required to operate government vehicles? *If YES, attach a GSA Form 3607 Motor Vehicle Operator's License and Driving Record.*
- Yes     No    12. Are any other incentives being offered (i.e., student loan repayment, recruitment, etc.)? *If YES, attach agreement and supporting documentation for approval.*
- Yes     No    13. Is this a career ladder position? *If YES, attach completed Career Ladder Recruitment and Promotion Plan Agreement and the Employee Progress Evaluation form.* \_\_\_\_\_

NOTES	BACKGROUND INVESTIGATION ACCOUNTING DATA	
	Fiscal Year(s):	
	Fund:	
	Fund Center:	
	Functional Area:	

**IMPORTANT INFORMATION:** The servicing HR Center for Recruitment and Placement HR staff will notify the requesting office contact when to create an SF-52 (Request for Eligibles) in FPPS/WTTS-EODS upon completion of the HR Classification process. Questions may be directed to your servicing HR Staffing Specialist in the Center for Recruitment and Placement. HR Employee Listing can be found at <http://iamabqzucmw01p.ia.doi.net:16200/inside.indianaffairs/Org/AS-IA/OHCM/EList/index.htm>

REQUESTING OFFICE (NEW SUPERVISOR)
Name: _____
Title: _____
Phone: _____

SERVICING HR OFFICE
Name: _____
Title: _____
Phone: _____

**SEND THIS COMPLETE PACKAGE TO YOUR SERVICING HR OFFICE**