

BUREAU OF INDIAN AFFAIRS
PATHWAYS INTERNSHIP PROGRAM
Frequently Used Forms and Other Documentation

Attention Pathways Students. The information contained in this document may have outdated links.

Please visit our Pathways Program Website at <https://www.bia.gov/bia/ots/workforce-planning-coordination> to ensure you are using the most recent version!

Document Title	SSN	Last Revision Date	Originating Office	Rules and Authority (Primary, does not include every source)	Why	Link To Download	Phase
A-07 Health Benefits Coverage during Nonpay Status	Last 4	4/2012	Human Resources	5 U.S.C. 89, 5 CFR 890	To start, stop or change entitlements and to process any voluntary or involuntary deductions on pay and leave issues.	Contact HR for more information and copies of Forms	During Work Assignment
A-23, Request for Official Mailing Address	No		Human Resources	5 CFR 293.104	Any time your address or contact information changes, a new form is required. This information is tied to your Payroll, Wages and Tax statements, etc.	Click Here	Pre-Employment
BIA Form-2519, Notice of Release of Information	Yes		Personnel Security	5 CFR 300, 362, 731, 732, & 736 and 441 DM Personnel Security and Suitability Program	Favorable screening to gain access to Federal systems. Student may be hired with favorable screening, but is contingent upon favorable Background Investigation.	Contact Personnel Security at 505-563-5132 for more information and copies of Forms	Tentative Selection
Biography (Students) Template	No	10/20/17	Pathways Program	OTS Pathways Program	Used for work assignment placements and job conversions.	Click Here	Pre-Employment
Career Ladder Recruitment And Promotion Plan Agreement	No		Human Resources	5 U.S.C. 5334(b), 5 CFR 335	If applicable, for newly converted employees (student graduates) placed in a Career Ladder Position (CLP), i.e. GS-0460-5/7. Promotions are not automatic! It's tied to your IDP, and based of your performance in your new position (via EPAP rating), and you must meet Time-in-Grade (TIG) requirement (1 year). This Agreement must be in place for a period of 1 year, etc. (time starts based on when these forms are completed). If this is not in place, you will not meet paperwork requirements. Major difference from Pathways is TIG now applies.	Contact HR for more information and copies of Forms	Conversion
Career Ladder Agreement and Progress Evaluation Form	No		Human Resources	5 U.S.C. 5334(b), 5 CFR 335	Form completed by supervisor to evaluate employee's performance is acceptable, etc.	Contact HR for more information and copies of Forms	Conversion
Charge Card Statement - Reconciled	No		Other (Ethics, IT, Travel, Charge card, Concur)	Executive Order 12931, Federal Procurement Reforms, dated October 13, 1994 and Government Charge Card Abuse and Prevention Act of 2012 (Charge Card Act)	Although this is not a form, we are including this because it is paperwork that is required for charge card holders. It is policy that all employee's submit the reconciled Statement and applicable documentation to their immediate supervisor by the 5th of each month . MANDATORY: DOI Policy requires all employees who perform temporary duty (TDY) travel are required to use a travel charge card for the payment of travel expenses (Ref: DOI Use of Travel Charge Card, FMM 2017-010m March 2017).	Inquire with Pathways Internship Program Office and visit our webpage at https://www.bia.gov/bia/ots/workforce-planning-coordination	Throughout employment with BIA as an Intern
Concur CGE Form System Access Request Form	Last 4		Other (Ethics, IT, Travel, Charge card, Concur)	41 CFR 301-73.106	Concur of DOI's Travel Management Service. Students can access Concur using their laptop/smart phone to complete/stamp documents, etc.	Click Here	New Employee Program Orientation
Confirmation Appointment Letter	No		Human Resources	5 CFR 302 Schedule D, and 5 CFR 250; 300; 362; 731; 732; 736; and 441 DM, etc.	Confirms your job employment and provides appointment details.	NA	Pre-Employment
Contingent Student Hire MOU	No	06/25/18	Pathways Program	OTS Pathways Program	To provide students who are pursuing unrelated degrees and opportunity to explore career options under the OTS Pathways Internship Program. Continued employment is contingent upon the student providing documentation of degree program change, etc.	Request Form from Pathways Internship Program Office	Pre-Employment
Conversion Appointment Letter	No		Human Resources	5 CFR 362 (Pathways)	Confirms your job employment and provides appointment details. If relocation applies, the PCS (permanent change of station) Coordinator will not begin initiate the process until they have a copy of this letter, and you completed the other forms, etc. They must also have at least 45 days advance notice to schedule the movers.	NA	Conversion

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Coordinators Student Contact Tracking Sheet	No	01/03/18	Pathways Program	OTS Pathways Program	For Program Coordinators to document all contact with students.	Request Form from Pathways Internship Program Office	Throughout employment with BIA as an Intern
Coversheets for Student Intern Phases	No	02/18/18	Pathways Program	OTS Pathways Program	To ensure all requirements and paperwork are completed and in place.	Request Form from Pathways Internship Program Office	Throughout employment with BIA as an Intern
DI-1020, Travel Authorization	No	09/08/49	Other (Ethics, IT, Travel, Charge card, Concur)	5 U.S.C. 5707, FTR Chapter 201-2.1	This is normally completed electronically in Concur. Contact your host supervisor/travel preparer for more details.	Click Here	Work Assignment Planning
DI-3100, Employee Performance Appraisal Plan (EPAP) – Student	Last 4	8/2018	Human Resources	5 CFR 362.105(i), 5 CFR 430	Required by DOI regulations and policy. Central Office will put the EPAP in Place. Provides performance standards and elements. Students must be fully acceptable to maintain eligibility in Program.	Request Form from Pathways Internship Program Office	New Employee Program Orientation
DI-3100, Employee Performance Appraisal Plan (EPAP) – Student	Last 4	8/2018	Human Resources	5 CFR 362.105(i), 5 CFR 430	Central Office will complete the "Final Rating" and will reflect the host supervisor's evaluation (see Host Office Student Intern Evaluation). Final sent to HR and is recorded in FPPS.	Request Form from Pathways Internship Program Office	Work Assignment Closeout
DI-3100, Employee Performance Appraisal Plan (EPAP)	Last 4	8/2018	Human Resources	5 CFR 362.105(i), 5 CFR 430	New supervisor will initiate the EPAP. See the Form Career Ladder Recruitment And Promotion Plan Agreement for 1 year TIG and other paperwork requirements. If applicable, newly converted employees (student graduates) placed in CLP, i.e.GS-0460-5/7. Promotions are not an guaranteed! It's based of your performance in your new position, IDP, EPAP, and TIG requirements (1 year).	Inquire with new Supervisor	Conversion
DI-625, Position Classification Amendment (PD)	No		Human Resources	5 CFR, OPM Classification	Normally students are not required to Drive. If necessary, the host supervisor can request it be added to their duties by using this form to amend the PD. A GSA 3607 will also need to be completed. The BIA Safety office will do a driver's check and notify HR if approved. This will remain in place until the position is vacated and the student will be required to maintain a Valid Driver's License.	Contact HR for more information and copies of Forms	Work Assignment Planning
Educational Records Release Form (FERPA)	Yes	02/08/18	Pathways Program	Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g, 34 CFR 99, 5 CFR 362	Required to comply with Pathways regulations and policy. Used when students do not comply with submissions of transcripts and schedule, etc.	Click Here	Pre-Employment
Employee Contact Information Form	No	07/25/17	Pathways Program	Pub L. 104-134, 5 CFR, and Departmental Policy	Any time your address or contact information changes , a new form is required. This is because the Pathways Coordinator must be able to contact the employee and because addresses changes can impact eligibility under the Pathways Internship Program .	Click Here	Pre-Employment
Employee System Accesses On-Boarding Checklist and Guide (For Student)	No	07/11/18	Pathways Program	OTS Pathways Program	Step by Step instruction to gain systems accesses for New Employees.	Click Here	Pre-Employment
e-QIP Applicant Instructions	Yes		Personnel Security	5 CFR 300, 362, 731, 732, & 736	Favorable screening gives you tentative access to the Federal information systems and accounts. Student may be hired with a favorable screening, but is contingent upon favorable Background Investigation.	Contact Personnel Security at 505-563-5132 for more information and copies of Forms	Tentative Selection
Exit Clearance Form (Indian Affairs)	Yes	01/2017	Human Resources	5 U.S.C., 8506, 41 CFR 114, 400 DM 1, and 28 IAM 3, and 5 U.S.C. 301.552a (d), 4108, 5501, 5705, 3301, 3501, and 31 U.S.C. 3701	Mandatory for processing separations and program completion confirmation letters for students who graduated but are not being converted.	Click Here	Exit Clearance/Close-out
Exit Clearance Supplemental Form for Conversions to Transfer Employee's Systems Accesses	Yes	7/2018	Pathways Program	5 U.S.C., 8506, 41 CFR 114, 400 DM 1, and 28 IAM 3, and 5 U.S.C. 301.552a (d), 4108, 5501, 5705, 3301, 3501, and 31 U.S.C. 3701	To move/transfer your accesses and accounts to your new office.	Request Form from Pathways Internship Program Office	Conversion

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Fair Credit Reporting Disclosure and Authorization – eQIP	Yes	03/29/17	Personnel Security	5 CFR 300, 362, 731, 732, & 736	Favorable screening to gain access to Federal systems. Student may be hired with favorable screening, but is contingent upon favorable Background Investigation.	Contact Personnel Security at 505-563-5132 for more information and copies of Forms	Tentative Selection
First Year Student Internship Program Overview (Students)	No		Pathways Program	OTS Pathways Program	Requirements are also the responsibility of the students. This helps guide them through first year.	Request Form from Pathways Internship Program Office	New Employee Program Orientation
General Release Signature Form – eQIP	Yes		Personnel Security	5 CFR 300, 362, 731, 732, & 736	Favorable screening to gain access to Federal systems. Student may be hired with favorable screening, but is contingent upon favorable Background Investigation.	Contact Personnel Security at 505-563-5132 for more information and copies of Forms	Tentative Selection
GSA 3607, Motor Vehicle Operator's License and Driving Record (If applicable)	Yes	6/1989	Human Resources	5 CFR 930, Subpart A	Applicable to certain Work Assignments and mandatory before any student can have driving duties, including using POV for travel. All positions have a motor vehicle designation of 1) Regularly operate government vehicles or equipment to perform the duties of the position or 2) Occasionally operate a motor vehicle, but not on a regular basis and 3) Not be required to operate a vehicle (all new hires students start in this category).	Click Here	Work Assignment Planning
Host Office Intern Request Form	No	09/23/16	Pathways Program	5 CFR 362.105(a)	To document type and reason and supports student intern hiring needs.	Click Here	Recruitment
Host Office Intern Request Form	No		Pathways Program	5 CFR 362.105(a)	To document type and reason and supports student intern hiring needs.	Click Here	Work Assignment Planning
Host Supervisor Orientation Checklist	No	07/25/17	Pathways Program	OTS Pathways Program	Useful to host supervisors in orientation at worksite. Students must adhere to worksite rules and protocols.	Click Here	During Work Assignment
Host Supervisor Student Intern Evaluation	No	02/08/18	Pathways Program	5 CFR 362.105(i), 5 CFR 362.204, and 5 CFR 430	This form is required in order for a graduate to be eligible for a non-competitive conversion. This also is used for the student's EPAP yearend final rating.	Click Here	Work Assignment Closeout
HR Conversion Checklist (Pathways)	No	02/08/18	Human Resources	5 CFR 362, and other Admin Pers and Finance	To ensure all requirements and paperwork are completed for a non-competitive conversion under Pathways.	Click Here	Conversion
HR Promotion Request Worksheet	No	03/30/17	Pathways Program	OTS Pathways Program	To document a student's eligibility for a promotion, as applicable, under the Pathways Internship Program.	Contact Pathways Internship Program Office	During Work Assignment
HSPD-12 Credentialing and Fingerprints – USA Access and DOI Access Systems	Yes		Personnel Security	Homeland Security Presidential Directive 12 (HSPD-12)	Favorable screening to gain access to Federal systems. Student may be hired with favorable screening, but continued employment is contingent upon full/favorable Background Investigation (BGI).	Contact Personnel Security at 505-563-5132 for more information and copies of Forms	Tentative Selection
I-9, Employment Eligibility Verification	Yes	08/31/12	Human Resources	Immigration Reform and Control Act of 1986	Paperwork required for HR to process Appointment in FPPS. It is used to verify the identity and legal authorization to work of all paid employees in the U.S.	Click Here	Pre-Employment
Individual Development Plan (IDP) – Student	No	07/25/17	Human Resources	5 CFR 430, 370 DM 430, & EO 13562	This is the student's training objectives under the Pathways Program. An IDP can be written to cover the duration of your internship. It is subject to on-going updates and must be completed prior to graduation date to be eligible for conversion/successfully complete Program.	Contact Pathways Internship Program Office	New Employee Program Orientation
Individual Development Plan (IDP) – Student	No	07/25/17	Pathways Program	5 CFR 430, 370 DM 430, & EO 13562	Host supervisor helps the student to complete IDP training objectives and advocates for any additional training needs to meet development goals. Student must write down on the IDP the date completed and have the host supervisor/trainer's initials.	Contact Pathways Internship Program Office	During Work Assignment
Individual Development Plan (IDP) – Student	No	07/25/17	Human Resources	5 CFR 430, 370 DM 430, & EO 13562	IDP must be returned at the end of each work assignment period, showing progress - Even if not all completed!	Contact Pathways Internship Program Office	Work Assignment Closeout
Individual Development Plan (IDP)	No	8/2018	Human Resources	5 CFR 430, 370 DM 430, & EO 13562	New supervisor will initiate the IDP (you can find the form at the back of the DI-3100 EPAP form). Refer to the <i>Career Ladder Recruitment And Promotion Plan Agreement</i> above for details on other requirements that may be applicable for CLP, i.e.GS-0460-5/7.	Inquire with new Supervisor	Conversion
J.P. Morgan Cardholder Application	Yes		Other (Ethics, IT, Travel, Charge card, Concur)	FTR Amend 2016-01 (GSA has Policy Oversight)	Travel Charge Card is mandatory for authorized official government travel.	Click here	New Employee Program Orientation

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Job Placement Interest (Upon Graduation) Worksheet (Students)	No	08/20/17	Pathways Program	OTS Pathways Program	To determine in advance the student's interest in job types and location.	Contact Pathways Internship Program Office	Conversion
Medical Release Signature Form – eQIP (see OF-178)	Yes		Personnel Security	5 CFR 300, 362, 731, 732, & 736	Favorable screening to gain access to Federal systems. Student may be hired with favorable screening, but is contingent upon favorable Background Investigation.	Contact Personnel Security at 505-563-5132 for more information and copies of Forms	Tentative Selection
OF-178 Certificate of Medical Examination	Yes	7/2009	Human Resources	5 CFR 362, 5 USC 552a, and 5 U.S.C. 3301	Condition of Employment for some positions, i.e., Firefighters.	Click Here	Tentative Selection
OF-306, Declaration for Federal Employment	Yes	10/2011	Personnel Security	5 USC 552a and 441 DM Personnel Security and Suitability Program	Favorable screening to gain access to Federal systems. Student may be hired with favorable screening, but is contingent upon favorable Background Investigation.	Click Here	Tentative Selection
OF-306, Declaration for Federal Employment	Yes	10/2011	Human Resources	5 USC 552a and 441 DM Personnel Security and Suitability Program	Required for all new appointments (any position change) while employed within the DOI/BIA. Personnel security will conduct a Reciprocity verification process (if re-investigation is required, etc.).	Click Here	Conversion
OF-8, Position Description (PD) Student Trainee	No	1/1985	Human Resources	5 CFR 511 and OPM Classification	Provides the mission, how your position contributes to the mission, and gives work responsibilities, duties and other requirements.	Contact Pathways Internship Program Office	New Employee Program Orientation
OPM-71, Request for Leave or Approved Absence	Last 4	9/2009	Human Resources	5 U.S.C. 6311 and 370 DM 630	To be used for students submitting paper T&As. Leave must be requested in advance and in writing (either with this form or in QuickTime) and be approved by host supervisor.	Click Here	During Work Assignment
Outside Work Conflict of Interest Form (Ethics)	Yes	4/2012	Other (Ethics, IT, Travel, Charge card, Concur)	5 C.F.R. § 3501.105	Use this form if you (all BIA employee) are considering taking a 2nd job. This is not required if it is academic/school related, such as student work study programs, etc.	Click Here	If applicable
Overtime and Comptime Election and Request Form (Pathways)	No	08/24/17	Human Resources	Fair Labor Standards Act (FLSA), 5 CFR 551	Required for students to document their election between comptime or overtime (OT). The OTS Pathways Internship Program does not pay for any OT. Host supervisors however can approve and pay for OT using their own funds to pay and encoding it in QT.	Click Here	During Work Assignment
Participant Agreement	No	06/20/18	Pathways Program	5 CFR 362.106	Required by Pathways regulations and policy. Provides requirements, conditions of employment and other information to maintain eligibility in Program.	Contact Pathways Internship Program Office	Pre-Employment
Pathways Internship Program Academic Plan	No	2/2017	Pathways Program	5 CFR 362	To monitor and track student's academic progress towards degree completion and ensure OPM basic education qualification standards are met for targeted positions upon conversion.	Contact Pathways Internship Program Office	New Employee Program Orientation
PCS Relocation Expense Worksheet	?		Human Resources	5 U.S.C. 57, 41 CFR 300-304, FTR Chapter 302 (Relocation Allowances)	This form initiates PCS moves. Moves must be scheduled at least 45 days in advance.	Contact HR for more information and copies of Forms	Conversion
PCS Request for Coordination – BIA (if applicable)	No		Human Resources	5 U.S.C. 57, 41 CFR 300-304, FTR Chapter 302	The student graduate will work with the PCS contractor to complete the paperwork and must keep new supervisor informed. They will receive a PCS Travel Authorization form, guidance, and other material.	Contact HR for more information and copies of Forms	Conversion
Photo Release	No	07/17/17	Pathways Program	Privacy Act (Pub L 93-579) and 5 U.S.C. 552(a)	Required under Privacy Act and by Public Affairs Office.	Click Here	Pre-Employment
Photos from Student Intern during Work Assignment (JPG or PNG)	No		Pathways Program	Pathways Program (5 USC 552a)	To document internship and may be used for briefings, marketing material and presentations. Photographs are official records.	NA	Work Assignment Closeout
Program Completion Conversion Eligibility Certification Form	No	08/24/17	Pathways Program	5 CFR 362.204	Required for Pathways regulations and policy.	Contact Pathways Internship Program Office	Conversion
Program Completion Letter (for non-conversions)	No		Pathways Program	OTS Pathways Program	Confirms your BIA Pathways internship employment and hours completed details.	Contact Pathways Internship Program Office	Exit Clearance/Closeout
Resume (Updated) Student Guide	Yes		Human Resources	5 CFR 362.204(b)(4), 5 USC 552a(b) and various sections under 5 CFR Admin Pers for job applications	Used for job placement inquiries and required by Personnel security for the Reciprocity verification process (if re-investigation is required, etc.).	Click Here	Conversion

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SF-1152, Designation of Beneficiary – Unpaid Compensation of Deceased Civilian Employee	Yes	9/2011	Human Resources	5 U.S.C. 5581-5583	Last pay check. Use this form to designate a beneficiary or beneficiaries. Also see designation of beneficiary forms, SF-2823 (FEGLI), SF-3102 (FERS) and TSP-3.	Click Here	Pre-Employment
SF-1199a, Direct Deposit Sign-up Form	Yes	8/2012	Human Resources	5 U.S.C. 552a, 31 U.S.C. § 3332(g), and Executive Order 9397	Paperwork required for HR to process Appointment in FPPS.	Click Here	Pre-Employment
SF-144, Statement of Prior Federal Service	Yes	10/1995	Human Resources	5 CFR 362.204(b)(4), 5 USC 552a(b) and various sections under 5 CFR Admin Pers	Paperwork required for HR to process Appointment in FPPS.	Click Here	Pre-Employment
SF-181, Race & National Origin Identification	Yes	8/2005	Human Resources	42 U.S.C. Section 2000e-16 and OMB 1997 Rev Standards for the Classification of Federal Data on Race and Ethnicity	Voluntary and has no impact on your employment status.	Click Here	Pre-Employment
SF-182, Authorization, Agreement and Certification of Training	Yes	12/2006	Human Resources	5 U.S.C. 1103(c), 4101, Executive Order 11348, 3 CFR, 1967 Comp., p. 275, and 5 CFR 410	Use this form for training in the Federal government (documents cost, approval, and has service commitment agreement).	Click Here	Work Assignment Planning
SF-256, Self-Identification of Handicap			Human Resources	Rehabilitation Act of 1973	Voluntary! Paperwork required for HR to process Appointment in FPPS.	Click Here	Pre-Employment
SF-2809, Health Benefits Enrollment Form (Federal Employee Health Benefits, FEHB)	Yes	11/2015	Human Resources	5 U.S.C. 89, 5 CFR 890	Voluntary. Although this is not a pre-employment requirement, this form should be completed during this phase if you choose to sign up. Keep in mind students are placed in a non duty/non pay status (LWOP) while they are in school and if you elect(ed) to sign up, you will incur a debt if you do not make other payment arrangements through payroll. Employee pays 30% and Government pays 70%. Contact HR to discuss your options!	Click Here	Pre-Employment
SF-2809, Health Benefits Enrollment Form (Federal Employee Health Benefits, FEHB)	Yes	11/2015	Human Resources	5 U.S.C. 89, 5 CFR 890	If applicable. If you previously elected to not participate, but are interested and you are returning from a non duty/nonpay status, you can use this form to sign up. Complete and return to HR and call them to discuss your options.	Click Here	Work Assignment Planning (RTD)
SF-2809, Health Benefits Enrollment Form (Federal Employee Health Benefits, FEHB)	Yes	11/2015	Human Resources	5 U.S.C. 89, 5 CFR 890	If applicable. Before you go back into a nonduty/nonpay status (LWOP), you must contact HR about stopping your contributions and/or discuss options or you will incur a Debt!	Click Here	Work Assignment Closeout (LWOP)
SF-2809, Health Benefits Enrollment Form (Federal Employee Health Benefits, FEHB)	Yes	11/2015	Human Resources	5 U.S.C. 89, 5 CFR 890	If applicable. Graduates may be eligible to sign up at the time of conversion, if they are currently in a non-duty/non-pay status (LWOP). Otherwise you can sign up during open season (Nov each year).	Click Here	Conversion
SF-2817, Life Insurance Election (Federal Employee Group Life Insurance, FEGLI)	Yes	11/2011	Human Resources	5 CFR 870, 5 U.S.C. 87 Federal Employees' Group Life Insurance. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number to distinguish between the applicant and people with similar names.	AUTO ENROLL (Basic Only). Applicable to new hires without a NTE date (Temporary employees are not eligible). Although this is not a pre-employment requirement, if you wish to sign up for additional (Optional), this form should be completed during this phase. You must elect (submit form to HR) within 31 days of your start date (see your HR confirmation letter for exact date). Life Insurance costs are small, and open-enrollment is not annual. If you choose not stop contributions now you will have to complete medical and other requirements and wait for the next open season.	Click Here	Pre-Employment
SF-2823, Designation of Beneficiary – FEGLI	Yes	5/2014	Human Resources	5 CFR 870	It's very important that you designate a beneficiary or beneficiaries for life insurance. Most employees and annuitants (retirees) don't realize that they have several designations to keep current. If they don't have a designation on file, then the funds will be distributed according to the order of precedence. NOTE: There are 4 designation of beneficiary forms: SF-2823 (FEGLI), SF-1152 (Last pay check), SF-3102 (FERS) and TSP-3.	Click Here	Pre-Employment

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SF-3102, Designation of Beneficiary –FERS	Yes	2/2012	Human Resources	5 CFR 841-850	FERS-FRAE is applicable to new hires without a NTE date (Temporary employees are subject to Social Security only, aka FICA). FERS-FRAE, is 1 of 3 parts that make up your Federal Retirement System (FERS-FRAE, Social Security, and TSP). Use this form to designate the beneficiary or beneficiaries. NOTE: There are 4 designation of beneficiary forms, SF-2823 (FEGLI), SF-1152 (Last pay check), SF-3102 (FERS) and TSP-3.	Click Here	Pre-Employment
SF-61, Appointment Affidavit	No	8/2002	Human Resources	5 U.S.C. 3331	Paperwork required for HR to process Appointment in FPPS. Oath of office.	Click Here	Pre-Employment
SF-86, Questionnaire for National Security Positions (eQIP)	Yes	11/2016	Personnel Security	5 USC 552a, 5 CFR 300, 362, 731, 732, & 736, and 441 DM Personnel Security and Suitability Program	Used to for a favorable screening to get access to Federal systems. Student may be hired with favorable screening, but their continued employment is contingent upon (full) favorable Background Investigation (BGI).	Click Here	Tentative Selection
State Tax Exempt Forms (Hotel)	No		Other (Ethics, IT, Travel, Charge card, Concur)	5 U.S.C. 57 and FTR State Tax Exemption Information for Government Charge Cards Policy (GSA)	Hotels are Centrally Billed Account (CBA) and CBA cards (JP Morgan) are exempt from state taxes in EVERY state. Certain states require forms for CBA travel cards.	Each Hotel has their own form.	During Work Assignment
State Tax Withholding Form	Yes		Human Resources	26 U.S.C. 3402	Paperwork required for HR to process your appointment in FPPS. You are responsible for verifying the state and withholding amounts, etc.	Contact HR for more information and copies of Forms	Pre-Employment
T&A Time and Attendance Form (Pathways)	No	10/2017	Human Resources	5 CFR 630.101 and 5 CFR 610	Bi-weekly. Used by students who do not have access to the QuickTime system. The paper T&A must have all signatures and be submitted to your designated timekeeper by the deadline. Late submissions can/will result in you not getting paid on time (i.e., 2 weeks). On rare occasions a "pay daily" request can be sent to the Denver Payroll Office and the student can receive a pay check in 1-3 days. Each time this happens the BIA is charged a fee to process. Avoid doing this!	Click Here	During Work Assignment
Tentative Job Offer Letter	No		Human Resources	5 CFR 250 and 731, and 441 DM 5	At which time HR will initiate the favorable screening /BGI processes through Personnel Security.	NA	Tentative Selection
Transcripts "Official" (Sealed in Envelope)	Yes		Human Resources	5 CFR 362.204 and OPM policy	Required. Verification you meet/met the education qualifications for the position and under Pathways Internship Program.	NA	Conversion
Transcripts and School Schedule	Yes		Pathways Program	5 CFR 362.203(g)(2) and Participant Agreement	Required by Pathways regulations and policy. PDF copies of Unofficial Transcripts acceptable; However, they are subject to verification with school.	NA	Throughout employment with BIA as an Intern
Travel - Lost Receipt	No	07/25/17	Other (Ethics, IT, Travel, Charge card, Concur)	DOI Temporary Duty Travel Policy	This is good practice for accountability and supports reconciliation statements to the supervisor for review and signature. This form is mandatory for transactions of \$75 and above.	Click Here	During Work Assignment
Travel Trip Request Form (for Concur Travel Arranger)	No	04/19/18	Pathways Program	OTS Pathways Program	Use to arrange travel for work assignments that are away from your school location or permanent residence.	Click Here	Work Assignment Planning
Travel Authorization (Concur Version Form)	No		Other (Ethics, IT, Travel, Charge card, Concur)	5 U.S.C. 57, 41 CFR 300-304, and FTR Sub Part A	Official record used to authorize travel on behalf of the government. All student travel arrangements must be finalized prior to work assignment begin and end dates. The student is not permitted to travel until they have received a copy of their approved Travel Authorization form.	NA	Work Assignment Planning

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Travel Voucher (Concur Version Form)	No		Other (Ethics, IT, Travel, Charge card, Concur)	5 U.S.C. 57, 41 CFR 300-304, and FTR Sub Part A	Official record used to itemize trip details/costs, upload receipts and other documents for reimbursements (Payments will go directly to your bank account). If you used your government travel charge card for food, you must pay the balance by the deadline (even if you didn't get your reimbursement payment yet!). That's why it's important to do your vouchers immediately after the trip ends. DO NOT WAIT!	NA	During Work Assignment
Travel Voucher Reimbursement Worksheet (for Concur Travel Arranger)	No	06/18/18	Pathways Program	OTS Pathways Program	Use form to get details to your travel preparer so that you can get reimbursed.	Click Here	During Work Assignment
Trip Cost Comparison - Student Trainee	No	07/25/17	Other (Ethics, IT, Travel, Charge card, Concur)	DOI Temporary Duty Travel Policy	To justify use of other travel modes, such as POV. When making travel arrangements, using the least expensive mode of transportation and class of accommodations to accomplish the TDY mission must be considered. When employees elects to use POV as a personal preference, the reimbursement will be based on actual costs not to exceed the total trip costs as if performed under the least expensive mode, including lodging, transportation, per diem, and miscellaneous expenses	Contact Pathways Internship Program Office	During Work Assignment
TSP Booklet: Managing Your Account	No	1/2018	Human Resources	5 CFR 841-850	How TSP works.	Click Here	Pre-Employment
TSP-1, Election Form (Thrift Savings Plan, TSP)	Yes	1/2016	Human Resources	5 U.S.C. 84	AUTO ENROLL (3% TSP) . Applicable to new hires without a NTE date (Temporary employees not eligible). Although this is not a pre-employment requirement, you can use the form to increase/stop contributions. The Gov't matches up to 4%. The contributions are deposited into the G fund of your TSP account. If your are in a non-duty/non-pay status (LWOP) contributions will not begin/will stop and you will incur a Debt. TSP is 1 of 3 parts that make up your Federal Retirement System (FERS-FRAE, Social Security, and TSP).	Click Here	Pre-Employment
TSP-3, Designation of Beneficiary	Yes	5/2017	Human Resources	5 CFR 841-850	Use this form to designate the beneficiary or beneficiaries of your TSP. NOTE: There are 4 designation of beneficiary forms: SF-2823 (FEGLI), SF-1152 (Last pay check), SF-3102 (FERS) and TSP-3.	Click Here	Pre-Employment
W-4, Employee's Withholding Allowance Certificate	Yes		Human Resources	26 U.S.C. 3402	Paperwork required for HR to process Appointment in FPPS. You are responsible for verifying the state and withholding amounts, etc.	Contact HR for more information and copies of Forms	Pre-Employment
Welcome Letter	No		Pathways Program	OTS Pathways Program	Provides contacts, paperwork to be completed and initiates on-boarding.	NA	Pre-Employment
Work Assignment Agreement	No	09/04/17	Pathways Program	5 CFR 250; 300.301, and 335, and 5 U.S.C. 301	Takes place of Detail memos, SF-52 forms, and provides crucial information and requirements to all stakeholders.	Click Here	Work Assignment Planning
Work Assignment Interest Worksheet (Contingent Hires)	No	03/26/18	Pathways Program	OTS Pathways Program	To determine in advance the student's interest in types of program and work assignments.	Contact Pathways Internship Program Office	Pre-Employment
Work Assignment Interest Worksheet (Students)	No	08/22/17	Pathways Program	OTS Pathways Program	To determine in advance the student's interest in types of work assignments.	Contact Pathways Internship Program Office	New Employee Program Orientation
Work Assignment To Do List (Before, During and Closeout) (Students)	No	06/29/18	Pathways Program	OTS Pathways Program	Checklist for students to use on what is required, when to submit information and to who.	Click Here	Work Assignment Planning
Work Experience Hours Completed (Report)	No		Human Resources	5 CFR 362.204	Student must complete at least 640 hours worked before they graduate. Does not include hours on paid leave or holidays. Also this report provides oversight of payroll costs for tracking budgetary limits.	Contact Pathways Internship Program Office	Conversion
Work Schedule Agreement Form (Pathways) aka AWS (Students)	No	08/24/17	Human Resources	5 U.S.C. 6133 and 5 CFR 610	Sets student's work schedule, hrs per day, begin and end times, around class schedule (if applicable). Leave and absences that occur during this time must be done using an OPM 71 and approved by the host supervisor.	Click Here	Work Assignment Planning