

# OVERSEAS EMPLOYMENT ONBOARDING CHECKLIST

(See Privacy Act Statement on Page 5)

**Background:** This checklist can be used to facilitate the onboarding of job candidates or employees to overseas positions in foreign areas. This checklist can be used for new appointments as well as agency reassignments.

## SECTION A Administrative Data

1. Job Candidate Name (Last, First, Middle Initial)

2. Email Address

3. Telephone Number  Home  
 Cell

4. Pay Plan, Series, Grade/Step (e.g. GS-2210-13/8)

5. Job Title (e.g. Information Technology Specialist)

6. Staff or Service Office (e.g. Federal Acquisition Service)

7. Office Symbol (e.g. CSA)

8. Overseas Duty Station Location (e.g., Wiesbaden, Germany)

9. Type of Base or Installation  
 Embassy or Consulate  U.S. Air Force Base  
 U.S. Army Base  U.S. Navy Base  
 U.S. Joint Base  Other

10. Name of Base or Installation (e.g. Ramstein Air Base)

11. Tour Length Requirements  
Overseas Tour Length (check one)  
 12 Months - 1 Year  24 Months - 2 Years  
 36 Months - 3 Years  Other: \_\_\_\_\_ months

12. Estimated Date of Appointment or Placement  
(MM/DD/YYYY) (e.g. 04/01/2023)

13. Estimated Arrival Date at Duty Station  
(MM/DD/YYYY) (e.g. 6/30/2023)

14. GSA Employee Local Liaison at Host Office

a. Name (Last, First, Middle Initial)

b. Email Address

c. Telephone Number  Home  
 Cell

15. City and Country of Nearest U.S. Embassy or Consulate (e.g. Berlin, Germany)

**SECTION B**  
**Onboarding Checklist**

Activities	Function Responsible	Date (MM/DD/YYYY)
1. <b>Position Description (PD)</b> is written to support the vacancy announcement and selection process. (In some cases a PD already exists and can be used without changes.)	Office of Human Resources Management (OHRM)	
2. Service/Staff Office (SSO) submits a <a href="#">Standard Form 52</a> for the GSA appointment via the HR Links Personnel Action Request (PAR) module.	SSO Representative	
3. After the supervisor submits the SF-52, the Supervisor provides OHRM with a copy of the Memorandum of Understanding (MOU).	Supervisor	
4. <b>(If applicable)</b> Job opportunity announcement (JOA) is posted	OHRM	
5. Selection certificates are prepared for the hiring manager	OHRM	
6. Hiring manager conducts interviews	Supervisor	
7. Hiring manager makes a selection of a best qualified candidate	Supervisor	
8. Tentative job offer is made to the job candidate	OHRM	
9. OHRM contacts the candidate and advises the candidate of the documents and next steps that will be taken, for example, the requirement that the candidate should schedule a fingerprinting appointment through the <a href="#">USAccess scheduling</a> website.	OHRM	
10. Candidate accepts the tentative job offer. <b>Note:</b> The final job offer letter is dependent upon acceptable results of both medical clearance and drug testing. In some cases the final offer letter also cannot be issued until the security clearance is complete (i.e. Top Secret, Tier 5 - Sensitive Compartmented Information (SCI)).	OHRM	
11. Candidate completes the Electronic Application (eApp) online from the National Background Investigation Service (NBIS).	Candidate	
12. Under <a href="#">GSA Order 9732.1E</a> , Personnel Security and Suitability Program Handbook, Chapter 4, OHRM may apply for a National Security Waiver for certain Top Secret Tier 5 positions (i.e., non-SCI) which if approved results in an interim Secret Clearance.	OHRM	
13. OHRM sends <a href="#">Optional Form 306</a> and <a href="#">GSA 3665</a> to the job candidate	OHRM	
14. Candidate returns Optional Form 306 and GSA 3665 to OHRM	Candidate	
15. OHRM submits the entire security package to the Office of Mission Assurance (OMA) Personnel Security office for processing. Within Monster Government Solutions (MGS) OHRM notifies OMA. OHRM then continuously tracks the status of the security package via the security tracker (within and outside MGS).	OHRM	
16. <b>(If Applicable)</b> Drug testing - OHRM provides the candidate with pre-employment drug testing information. Candidate takes a pre-employment drug test. <b>Note:</b> Check the position description (PD) to determine if it is a drug testing-designated position. See Order <a href="#">9700.3 OAD</a> .	OHRM/ Candidate	
17. <b>Medical Clearance</b> - Candidate has a physician complete State Department form <a href="#">DS-1843</a> and submits it, along with <a href="#">DS-3069</a> , to the State Department for medical clearance review (Email to <a href="mailto:MEDMR@State.gov">MEDMR@State.gov</a> ). <b>Note:</b> The HR Specialist must sign the DS-3069 before it is submitted to the State Department. When the State Department has completed the clearance, the results should be provided by the Candidate to the HR Specialist who should load it into the MGS staffing file.	Candidate	

**SECTION B**  
**Onboarding Checklist (continued)**

18. <b>Agency Transfer Candidates</b> - OHRM obtains the <a href="#">Standard Form 75</a> from the losing agency and copies of the prior transportation agreement (e.g., <a href="#">DD-1617</a> ).	OHRM	
19. <b>Agency Transfer Candidates</b> - Thrift Savings Plan Loan documentation requested from losing agency.	OHRM	
20. <b>Overseas Candidates:</b> OHRM provides candidate with <a href="#">GSA 5039</a> , Living Quarters Allowance (LQA) Eligibility Questionnaire.	OHRM	
21. <b>Overseas Candidates:</b> Candidate returns GSA 5039.	Candidate	
22. <b>Overseas Candidates:</b> OHRM and Overseas Program Manager (PM) use information from resume and losing agency documents to determine eligibility for post allowance, 45-day leave ceiling, home leave and living quarters allowance.	OHRM/ Hiring Manager/ Overseas PM	
23. <b>Overseas Candidates:</b> Overseas PM obtains permission from the SSO to offer the overseas allowances for which the candidate is eligible. The most common foreign allowances are:  <input type="checkbox"/> Post Allowance <input type="checkbox"/> Living Quarters Allowance <input type="checkbox"/> Post Differential  <input type="checkbox"/> Educational Allowance <input type="checkbox"/> Danger Pay	Overseas PM	
24. <b>Security Clearance:</b> OMA approves the employee for the security clearance as identified by the Position Description (PD).	OMA	
25. <b>Medical Clearance:</b> Candidate provides OHRM with the results of the State Department medical clearance.	Candidate	
26. <b>Final Offer Letter:</b> If the candidate passes: a. Pre-employment drug test (if required) b. State Department medical clearance, and c. OMA Personnel Security clearance OHRM sends a <b>final offer letter</b> to the candidate. The final offer letter should include a statement about which allowances will be offered.	OHRM	
27. Candidate accepts the final offer letter.	Candidate	
28. <b>State Department Assignments</b> - Supervisor requests a "Note Verbale" from the local Consulate when an employee is supporting the State Department. ( <i>A Note Verbale is an official State Department memorandum approving of the assignment</i> ).	Supervisor	
29. <b>State Department Assignments</b> - Consulate supplies a Note Verbale to OHRM.	State Department	
30. <b>Department of Defense (DoD) Assignments:</b> For DoD assignments, the DoD sponsor's office sends a copy of the signed GSA/DoD Memorandum of Agreement (MOA), and supporting documentation, to the DoD civilian personnel office, Civilian Personnel Advisory Center (CPAC). Usually there is an MOA specific to the new candidate and a separate one that specifies the long-term relationship between the two agencies. The CPAC provides a Request for Personnel Action (RPA) tracking number. This RPA results in a "zero compensation" dual appointment SF-50. This dual appointment confers on-base civilian privileges.	DoD Sponsor	
31. <b>DoD Assignments:</b> Candidate completes the DoD Army in Europe (AE) Form 600-77A, Status of Forces Agreement (SOFA) Identification application form. The process results in issuance of a SOFA ID certificate (AE Form 600-77C).	Candidate	

**SECTION B**  
**Onboarding Checklist (continued)**

32. Candidate, Supervisor and OHRM complete the <a href="#">GSA 5040</a> , Overseas Employment Agreement, which is signed by the candidate and the supervisor	Candidate	
33. OHRM works with the Supervisor and losing agency (if applicable) to finalize an Entry on Duty (EOD) effective date	OHRM/ Supervisor/ Losing Agency	
34. OHRM processes the personnel action (SF-50) to appoint the employee	OHRM	
35. Candidate EOD's and completes new employee orientation	Candidate	
36. Complete <a href="#">GSA Relocation Fact Sheet</a> <b>Note:</b> This step requires the final offer letter to be accepted	Candidate	
37. GSA Forms: <a href="#">GSA 87 - Official Travel Authorization</a> and <a href="#">GSA 87A - Official Change of Duty Station Authorization</a> submitted to OAS Travel for Permanent Change of Station (PCS) authorization. <b>Note:</b> This step requires the final offer letter to be accepted. These forms are prepared by the Office of the Chief Financial Officer (OCFO) and then submitted by the Supervisor to the Head of Staff or Service Office (HSSO) for approval.	OCFO	
38. <a href="#">Passport Request Letter</a> sent to the Office of Administrative Services (OAS) Passport Services (once candidate is in GSA)	Supervisor	
39. <a href="#">Visa Request Letter</a> sent to OAS Passport Services	Supervisor	
40. Official or Diplomatic Passport Application: Candidate submits <a href="#">DS-82</a> or <a href="#">DS-11</a> to OAS Passport Services	Candidate	
41. OAS Passport Services sends Official or Diplomatic Passport package to the State Department. Note: This step requires the final offer letter to be accepted (which is a required earlier step) and then the Official Travel Authorization (i.e. <a href="#">GSA 87</a> ) be signed by the HSSO.	OAS Passport Services	
42. OHRM and candidate complete form <a href="#">I-9</a> (if applicable)	Candidate	
43. New employees complete <a href="#">Standard Form 61</a> , Appointment Affidavit (if applicable)	Candidate	
44. <b>State Department Assignments:</b> New employee responds to State Department housing survey.	New Employee	
45. SSO submits an <a href="#">SF-52, Request for Personnel Action</a> , using the HR Links PAR module, to reassign the employee to the overseas post for compensation and position management purposes. <b>Note:</b> The Office of Personnel Management (OPM) alternatively permits a pay adjustment action coupled with a change in duty station in lieu of a reassignment.	New Employee	
46. <b>DoD Assignments:</b> New employee visits the DEERS office (i.e., Defense Enrollment Eligibility Reporting System). This office may process a Common Access Card (CAC) application by using the DD Form 1172-2, Application for Identification Card, or, the DEERS office may use the digital equivalent, called TASS (i.e., the Trusted Associate Sponsorship System) to issue a Common Access Card (CAC).	New Employee	

**Instructions (General)**

This form should be provided by the human resources (HR) staffing specialist to the hiring manager. Both the hiring manager and the HR staffing specialist should use this form together to track and annotate the new hire/reassignment processing steps. While the job candidate does not see or fill out this form, many of the steps require the candidate to engage in certain supporting activities, such as undergo a drug test or submit other necessary Government forms to the HR staffing specialist.

**Instructions for Section A**

**Items 1 through 15:** The administrative data used to complete these fields should be taken from the selected job candidate's resume, the SF 52, Request for Personnel Action, and the Memorandum of Understanding or Note Verbale supporting the establishment of the position. The hiring manager (i.e. supervisor) selects the length of the overseas tour, following consultation with the human resources specialist.

**Instructions for Section B**

Section B includes the processing steps used for entry on duty/reassignment and relocation. The processing steps listed on this form generally follow the natural sequential order of these transactional steps.

**PRIVACY ACT STATEMENT**

Information collected via this form is pursuant to federal law, in particular: the United States Code at 5 U.S.C. § 3301 [rules for admission to the Federal service] and 5 U.S.C. § 3302 [rules for the competitive service]. The information collected also facilitates the correct benefits determination decisions for the accumulation of annual leave (5 U.S.C. § 6304(b)), home leave and related renewal agreement travel (5 U.S.C. § 6305(a) and 5 U.S.C. § 5728), and permanent change of station (5 U.S.C. §§ 5722, 2724a, and 5724(d)). Disclosure of information related to the candidate and position is mandatory under these authorities so that the correct pay and benefits can be provided upon appointment, transfer or reassignment to a foreign area. Use of this information is governed by Civil Service regulations found within 5 U.S.C. Part 630 and the Federal Travel Regulations under the Code of Federal Regulations at 41 C.F.R. Part 302. The information collected via this form will only be used by the GSA Office of Human Resources Management and the employee's new supervisor under the provisions of 5 U.S.C. § 552a(b)(3) [routine use]. Such information is not releasable to the general public due to 5 U.S.C. § 552(b)(6) and will be stored within the Office of Personnel Management's Electronic Personnel Folder (eOPF) application, under System of Record Notice (SORN) "OPM/GOVT-1" in the Federal Register at 77 FR 73694 (December 11, 2012). A job candidate's failure to provide the information requested on this form may lead to the erroneous payment of compensation and benefits, or, the non-payment of eligible compensation and benefits.