

AFPC COVID-19 Virtual In-processing

Procedures Guide

This guide creates virtual in-processing procedures for selectees who are unable to in-process due to factors such as epidemic, pandemic, deployment or situations that warrant stop movement for civilian employment.

Civilian Personnel Section (CPS) Human Resources (HR) Specialists assist selectees with administrative tasks to finalize the federal hiring process for employment. Typically, this is done through physical reporting to the Civilian Personnel Office on the entrance-on-duty date. As part of in-processing, the CPS HR Specialist administers the oath, signs the Affidavit of Federal Employment, SF61, completes the I-9 and validates citizenship documents which ensure selectees are legal US Citizens. A decision logic table is included.

In the event of an epidemic/pandemic or other real-world situation preventing physical in-processing, virtual in-processing is authorized to minimize the need for Civilian Personnel Offices to have selectees physically present at the CPS for in-processing.

Swearing in - Official Oath of Federal Employment

If selectees are physically able to report to the Civilian Personnel Office, the oath will be administered by a CPS HR specialist or Civilian Personnel Officer and the Appointment Affidavit (SF 61) must be completed by the HR Specialist. When it is not administratively feasible for the selectee to be physically present for in-processing, the Human Resources Specialist will make contact with the selectee and arrange Video Teleconferencing to administer the oath via live feed. The selectee may accomplish this by utilizing mobile or desktop computing devices and applications with video capability, i.e., facetime or skype. The CPS Human Resources Specialist will coordinate the method of virtual in-processing with the selectee and identify the contact number and method being utilized in the reporting instructions email sent to the selectee, hiring manager and AFPC POC prior to the entrance on duty date (EOD).

On the EOD and at the agreed upon time, the selectee and CPS representative will establish contact via the teleconferencing method. The oath must be administered and the selectee must sign the SF61 confirming the oath has been rendered and the selectee is now an employee eligible for pay and benefits. The selectee must be visible to the Human Resources Specialist while the oath is being administered. An American flag must be present and visible to the selectee. The selectee will then sign the Appointment Affidavit (SF61) and the official who administers the oath will attest to completion by signing the SF 61 and ensuring the document is placed in the employee's onboarding record in USA Staffing. The document will be forwarded to the employee's electronic personnel file when the onboarding record is finalized.

Assignment of all pre-employment forms will be accomplished through onboarding manager and assigned by the servicing staffing teams at Air Force Personnel Center (AFPC). Civilian Personnel sections will continue to validate that all pre-employment requirements have been met

(include suitability checks) and will coordinate the entrance-on-duty date with the selectee, hiring manager and AFPC prior to issuance of the firm job offer.

This applies to selectees who require completion of the Appointment Affidavit (SF-61). If an individual is a current federal Air Force employee and not required to complete an employment affidavit, they will not be required to re-accomplish the oath or complete a new SF-61.

Declaration for Federal Employment OF 306

HR Specialists will have employees sign the Declaration for Federal Employment, OF 306 as the appointee in block 17(b) upon virtual in-processing. The selectee will electronically sign via onboarding manager. If unable to sign in onboarding manager, the selectee will print and sign the form and upload the signed copy to onboarding manager. The HR Specialist will validate signatures and certify the form as the appointing officer. This process remains unchanged and should be in accordance with current onboarding procedures.

I-9 and Official Citizenship Documentation

Civilian Personnel Sections must properly complete the Employment Eligibility Verification Form (I-9) for each individual hired. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form. This task will be completed as part of the virtual in-processing so the CPS HR Specialist can visually observe the documents being utilized to verify US citizenship. This process must be completed within 3 days of in-processing. The selectees must have documents of choice identified in list A, B or C on the I-9 form available during virtual in-processing.

Effective 20 March 2020, the Department of Homeland Security issued flexibility in the requirements of I9 compliance. <https://www.ice.gov/news/releases/dhs-announces-flexibility-requirements-related-form-i-9-compliance>

“Due to precautions being implemented by employers and employees related to physical proximity associated with COVID-19, the Department of Homeland Security (DHS) announced today that it will exercise discretion to defer the physical presence requirements associated with Employment Eligibility Verification (Form I-9) under Section 274A of the Immigration and Nationality Act (INA). Employers with employees taking physical proximity precautions due to COVID-19 will not be required to review the employee’s identity and employment authorization documents in the employee’s physical presence. However, employers must inspect the Section 2 documents remotely (e.g., over video link, fax or email, etc.) and obtain, inspect, and retain copies of the documents, within three business days for purposes of completing Section 2. Employers also should enter “COVID-19” as the reason for the physical inspection delay in the Section 2 Additional Information field **once physical inspection takes place after normal operations resume**. Once the documents have been physically inspected, the employer should add “documents physically examined” with the date of inspection to the Section 2 additional information field on the Form I-9, or to section 3 as appropriate. These provisions may be

implemented by employers for a period of 60 days from the date of this notice OR within 3 business days after the termination of the National Emergency, whichever comes first. Employers who avail themselves of this option must provide written documentation of their remote onboarding and telework policy for each employee. This burden rests solely with the employers.

*Once normal operations resume, all employees who were onboarded using remote verification, must report to their employer within **three business days** for in-person verification of identity and employment eligibility documentation for Form I-9, Employment Eligibility Verification. Once the documents have been physically inspected, the employer should add “documents physically examined” with the date of inspection to the Section 2 additional information field on the Form I-9, or to section 3 as appropriate. Any audit of subsequent Forms I-9 would use the “in-person completed date” as a starting point for these employees only.*

This provision only applies to employers and workplaces that are operating remotely. If there are employees physically present at a work location, *no exceptions* are being implemented at this time for in-person verification of identity and employment eligibility documentation for Form I-9, Employment Eligibility Verification. However, if newly hired employees or existing employees are subject to COVID-19 quarantine or lockdown protocols, DHS will evaluate this on a case-by-case basis. Additionally, employers may designate an authorized representative to act on their behalf to complete Section 2. An authorized representative can be any person the employer designates to complete and sign Form I-9 on their behalf. The employer is liable for any violations in connection with the form or the verification process, including any violations in connection with the form or the verification process, including any violations of the employer sanctions laws committed by the person designated to act on the employer’s behalf.”

Benefits, Access and Identification Card

Civilian personnel section will develop local policies on virtual in-processing benefits briefings, system access and requirements to obtain a government identification card.

If you have questions, please submit them to AFPC.DP3CR.CivilianRecruiting@us.af.mil.

Virtual In-Processing Forms

Decision Logic Table

	Appointment Affidavit SF 61	Employment Eligibility Verification I-9	Statement of Prior Federal Service SF 144	Declaration for Federal Employment OF 306	Ethnicity and Race Identification SF181	Self-Identification of Disability SF 256	Direct Deposit Sign-Up SF-1199-A	Fast Start Direct Deposit FMS-2231	FERS Election of Coverage SF-3109	Request for Preliminary Employment Data SF75
Non-Federal New Hire	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Internal Air Force Employee	No	No	No	No	No	No	No	No	No	No
Transfers DoD & Non-DoD	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Reemployed Annuitant (unless completed in the last three years or change of name or status to work in US.)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Eligible to be accomplished Virtually	Yes	No *See Note 1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

*Note 1- CPO's **MUST** visually observe the selectee's identity documents and authorization to work in the US and physically or electronically sign the I-9. For I-9 Reporting Requirements Visit: <https://www.uscis.gov/i-9-central/complete-correct-form-i-9/who-needs-form-i-9/who-needs-form-i-9>. Effective 20 Mar 2020, DHS issued flexibilities regarding visual observance of the I9 document. To view I-9 reporting flexibilities Visit: [DHS announces flexibility in requirements related to Form I-9 compliance](#)

The above decision logic table provides guidance on pre-employment forms that will be required when a selectee virtually in-processes. Civilian personnel offices will make determinations on feasibility to virtually in-process.

The virtual in-processing should include administering the oath and witness signing of the SF61 appointment affidavit virtually by Video Teleconferencing or with on a mobile device, with video capability.

CPOs will direct employees to access GRB for benefits briefings and advise employees of timelines to make benefits elections.

Common access card (CAC) appointments will need to be scheduled to allow selectees ability to obtain the CAC to access to the assigned installation.

To view more information on required in-processing documents visit <https://www.opm.gov/policy-data-oversight/data-analysis-documentation/enterprise-human-resources-integration/entrance-on-duty/requirements.pdf>.