



FAA Pre-Employment Processing Centers (PEPC)

CHECKLIST

BEFORE YOU ARRIVE

- Returned your signed Tentative Offer Letter (check your email from: 9-amc-ahf-c420-patriots@faa.gov)
- Complete Entrance On Duty System (EODS) registration + forms:
 - OF-306
 - AT Basics Election
 - FAA Drug Memorandum
 - Temporary Employment Agreement

WHAT TO BRING

- Valid federally-issued I.D. (e.g., driver's license, passport) - NOTE: Expired identification will not be accepted
- Documents, contact information for eAPP (lots of dates, numbers and addresses; not a comprehensive list, but the main things you might not know offhand)
 - **I.D.**
 - Driver's license, U.S. passport (if you have one)
 - Expired Foreign Passport or I.D. card
 - If a naturalized or derived U.S. citizen, your FS 240, DS 1350, FS 545, other relevant documentation
 - **Residence**
 - List of places you've lived the last 10 years
 - Dates
 - Addresses
 - Contact of someone who knew you at each address (name, address, email, phone #)
 - **Education**
 - Schools attended (up to 10 years; dates, addresses)
 - Degrees, diplomas – dates earned, degree/diploma name, school address
 - **Employment**
 - Job list (up to 10 years)
 - Dates
 - Position title
 - Employer name and address
 - Supervisor contact (name, work address, email, phone #, title)
 - (Former) military, Federal services (dates, addresses, Agency/branch)
 - Selective Service Registration Number (men)
 - **Contacts**
 - Three people who've known you well the last 7+ years (NOT relatives, spouse or someone listed elsewhere on your eQIP)
 - Names
 - Dates known
 - Email
 - Phone #
 - Spouse, ex-spouse(s), cohabitant:
 - Name (alias and dates used, if applicable)



- Date and place of birth
 - Social security number
 - Citizenship info (naturalization number, if applicable)
 - Relatives (dad, mom, step-parents, siblings, step-siblings, half-siblings, in-laws, guardians, children)
 - Name (and alias, dates used, if applicable)
 - Address
 - Date of birth
 - Citizenship (and naturalization number, if applicable)
 - Foreign contacts
 - Name
 - Date and place of birth
 - Citizenship
 - Address
 - Employer
- **Financial Interests**
 - Foreign financial interests/real estate/benefits received from a foreign country
 - Date acquired
 - Country
 - Value