Human Resources Camp Requirements

** Employee HR Documents are due to Meghan at least 15 days prior to the start of camp**

In the following pages you will find the documents that need to be completed in order to work for Navy Summer Camps.

5512 Form
Fill this form out in order to drive onto the Yard.

Directions - Complete Page 1 (leave #25, #26, #27 blank) and complete #29, #30, #31 on Page 2. Both driver's license and social security number should be listed.

Federal Tax Form W-4
All employees, returning or new, must complete this form.

Directions - Complete sections 1-8 (employees must sign and date).

MD Tax Form MW507
Complete this form only if you reside in the state of Maryland.

Directions - Complete the first page (employees must sign and date).

I-9 Form
Complete this form if you are a new employee or did not complete this form in 2018 for Navy Camps.

Directions - Complete Section 1 (sign, date, and indicate if there was a Preparer and/or Translator Certification). Provide the Camp Director the appropriate documents/identification. See page 3 of I-9 document for acceptable forms of identification. You musst supply one item from List A OR one item from List B and one item from List C. EXPIRED IDENTIFICATION CAN NOT BE ACCEPTED.