

CONVERSION TO PERMANENT STATUS

NAME	TYPE OF APPT
LOCATION	EFFECTIVE DATE

Request you download and print forms, complete the information and bring with you on your first day of duty.

	OF 306	DECLARATION FOR FEDERAL EMPLOYMENT – Must be executed the 1 st day the appointee enters on duty
	ABC IVRS*	HEALTH BENEFITS ELECTION – Must be completed within 60 days of the effective date
	ABC IVRS *	LIFE INSURANCE ELECTION – Must be completed within 31 days of the effective date
	ABC IVRS *	THRIFT SAVINGS PLAN ELECTION
	RI 20-97	ESTIMATED EARNINGS DURING MILITARY SERVICE (if applicable)

BENEFITS INFORMATION TO BE OBTAINED @ <http://www.opm.gov/insure> BY THE EMPLOYEE

THRIFT SAVINGS PLAN BOOKLET FOR FEDERAL EMPLOYEES www.tsp.gov/pdf/formspubs/tspb08.pdf

*** TO MAKE LIFE INSURANCE, HEALTH BENEFITS, AND THRIFT SAVINGS PLAN ELECTIONS CALL ARMY BENEFITS CENTER (ABC) INTERACTIVE VOICE RESPONSE SYSTEM (IVRS) AT (877) 276-9287, OR GO TO THE ABC WEBSITE AT: [HTTPS://WWW.ABC.ARMY.MIL](https://www.abc.army.mil).**

DESIGNATION OF BENEFICIARY FORMS CAN BE FOUND AT <https://www.abc.army.mil/forms/beneficiaryforms.htm>

(NOTE: ALL FORMS LISTED ABOVE HAVE BEEN HYPERLINKED FOR YOUR CONVENIENCE.)

IMPORTANT INFORMATION: Bring completed forms to the person who will conduct your in-processing for employment.

Afterwards it should be mailed by that person to: SW Processing Center; ATTN: PD BR2-SWD; 301 Marshall Avenue;

Fort Riley, KS 66442-5004

IVRS MENU

Call 1-877-276-9287 (Army Center)									
Press	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">2</td> <td style="width: 20px; text-align: center;">B&E</td> </tr> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">Curr Emp</td> </tr> </table>	2	B&E	1	Curr Emp				
2	B&E								
1	Curr Emp								
Enter: SSN & PIN** Enter/Verify Phone #			FEHB	Retirement	TSP				
<p style="text-align: center;">MAIN MENU</p> Press <ul style="list-style-type: none"> 1 FEHB 2 Retirement 3 TSP 4 FEGLI 5 Benefit News 6 Request Faxed Documents 9 Exit 			<ul style="list-style-type: none"> 1 General FEHB 2 Personal FEHB 3 New Employee Coverage 4 Self & Family to Self Only w/o Changing Health Plans 5 Open Season Election 6 Cancel FEHB 7 Non-Open Season Change 8 Faxed Copy of SF 2809 0 Transfer to a Benefits Counselor 9 Return to the Previous Menu 	<ul style="list-style-type: none"> 1 General Retirement 2 Personal Retirement Info 3 Retirement Estimate 0 Transfer to a Benefits Counselor 9 Return to the Previous Menu 	<ul style="list-style-type: none"> 1 Personal TSP 2 Enroll/change during TSP Open Season 3 New Employee Election 4 Stop Contributions 0 Transfer to a Benefits Counselor 9 Return to the Previous Menu 				
			<p style="color: red; font-weight: bold;">**If this is your first time using the system and you have not created PINs via the web, your PIN will be 4-digits (month/year of your date of birth), i.e., Oct 56 will be 1056.</p>			FEGLI			
<ul style="list-style-type: none"> 1 General FEGLI 2 Personal FEGLI 3 Elect New Employee FEGLI 4 Non-Open Season Election/Change/Term 5 Open Season Election 0 Transfer to a Benefits Counselor 9 Return to the Previous Menu 									