

TERM EMPLOYEES (New to Federal Government)

NAME	TYPE OF APPT
LOCATION	EFFECTIVE DATE
Request you download and print the forms, complete the information and bring with you on your first day of duty.	
SF 61	APPOINTMENT AFFIDAVITS – Must be executed the 1 st day the appointee enters on duty.
OF 306	DECLARATION FOR FEDERAL EMPLOYMENT – Must be executed the 1 st day the appointee enters on duty.
FORM I-9	EMPLOYMENT ELIGIBILITY VERIFICATION – Must be completed within 3 business days of the effective date. Copy of I-9 needs to be faxed/emailed to CPAC same day in process
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
SF 144	STATEMENT OF PRIOR FEDERAL SERVICE
SF 181	RACE & NATIONAL ORIGIN IDENTIFICATION
SF 256	SELF-IDENTIFICATION OF HANDICAP
SF 813	VERIFICATION OF A MILITARY RETIREE'S SERVICE IN NONWARTIME CAMPAIGNS OR EXPEDITIONS (if applicable)
SWCPOC 003	CONDITIONS OF EMPLOYMENT FOR TERM POSITIONS
SWCPOC 007	EDUCATION INFORMATION SHEET
SWCPOC 005	CERTIFICATION OF SELECTIVE SERVICE REGISTRATION (MALES DOB AFTER 12/31/59)
SWCPOC CFD FORM 050	ARMED FORCES RESERVE OR NATIONAL GUARD STATUS

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

FORWARD TO DISTRICT/DIVISION CUSTOMER SERVICE REPRESENTATIVE

SF 1199A	DIRECT DEPOSIT SIGN UP FORM (fwd to CSR)
FORM W-4	EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (fwd to CSR)

BENEFITS INFORMATION CAN BE OBTAINED ONLINE - <https://www.abc.army.mil> & <http://opm.gov/insure>

FSAFEDS - Flexible Spending Account must elect within 60 days by logging on <https://www.fsafeds.com>

FEDVIP - Federal Employee Dental/Vision must elect within 60 days by logging on <https://www.benefeds.com>

New Employee Orientation - <https://www.abc.army.mil>

*** 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).**

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

IVRS MENU

Call 1-877-276-9287 (Army Center)									
Press	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">2</td> <td style="width: 50%; text-align: center;">B&E</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="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				
MAIN MENU 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 						