

TRANSFERS (From Outside Dept of the Army)

NAME	TYPE OF APPT
LOCATION	EFFECTIVE DATE

MAIL THE FORMS BELOW TO: SWCPOC; ATTN: B11; 301 Marshall Avenue, Fort Riley, KS 66442-5004.

	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. Send a copy to CPAC
	ABC IVRS *	HEALTH BENEFITS ELECTION – (if applicable) Employee in a Health Maintenance Organization (HMO) moves or becomes employed outside the geographic area from which the carrier accepts enrollments, or moves or becomes employed further from this area. Transfer from a post of duty outside the United States. Must be completed within 60 days of the effective date.
	SF 181	RACE & NATIONAL ORIGIN IDENTIFICATION
	SF 256	SELF-IDENTIFICATION OF HANDICAP
	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

FORWARD TO DISTRICT/DIVISION CUSTOMER SERVICE REPRESENTATIVE

	SF 1199A	DIRECT DEPOSIT SIGN UP FORM (fwd to CSR)
	ENG 3898	REQUEST FOR MAILING (fwd to CSR)
	FORM W-4	EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE (fwd to CSR)

BENEFITS INFORMATION TO BE RETAINED BY THE EMPLOYEE

ARMY BENEFITS CENTER BROCHURE
RI 70-1 GUIDE TO FEDERAL EMPLOYEES HEALTH BENEFITS

*** TO MAKE HEALTH BENEFITS ELECTION 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	2 1	B&E Curr Emp			
Enter: SSN & PIN** Enter/Verify Phone #			FEHB	Retirement	TSP
MAIN MENU Press 1 FEHB 2 Retirement 3 TSP 4 FEGLI 5 Benefit News 6 Request Faxed Documents 9 Exit			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	1 General Retirement 2 Personal Retirement Info 3 Retirement Estimate 0 Transfer to a Benefits Counselor 9 Return to the Previous Menu	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
**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.					FEGLI
					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