

PERMANENT EMPLOYEES (New to Federal Government)

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.
FORM I-9	EMPLOYMENT ELIGIBILITY VERIFICATION – Must be completed within 3 business days of the effective date.
ABC IVRS* (menu attached)	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 – Must be completed within 60 days of the effective date.
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 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

Send to the District Security Office within 14 days of the effective date.

OF 306 (copy)	DECLARATION FOR FEDERAL EMPLOYMENT
SF 85	QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS
SF 87	FINGERPRINT CARD

FORWARD TO DISTRICT/DIVISION CUSTOMER SERVICE REPRESENTATIVE

SF 1199A	DIRECT DEPOSIT SIGN UP FORM (forward to District’s Resource Management Office (CSR))
ENG 3898	REQUEST FOR MAILING (forward to District’s Resource Management Office (CSR))
FORM W-4	EMPLOYEE’S WITHHOLDING ALLOWANCE CERTIFICATE (forward to District’s Resource Management Office (CSR))
RI 20-97	ESTIMATED EARNINGS DURING MILITARY SERVICE (if applicable) (Note: Forward to applicable military finance office.)

BENEFITS INFORMATION TO BE RETAINED BY THE EMPLOYEE

- RI 76-21 FEDERAL EMPLOYEES GROUP LIFE INSURANCE
- ARMY BENEFITS CENTER BROCHURE
- RI 70-1 GUIDE TO FEDERAL EMPLOYEES HEALTH BENEFITS
- RI 90-1 FEDERAL EMPLOYEES RETIREMENT SYSTEM
- TSPBK08 THRIFT SAVINGS PLAN FOR FEDERAL EMPLOYEES

*** 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="text-align: center;">2</td> <td style="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				
<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 									