

## CONVERSION TO PERMANENT STATUS

<b>NAME</b>	<b>TYPE OF APPT</b>
<b>LOCATION</b>	<b>EFFECTIVE DATE</b>

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

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

**Send to the District Security Office**

<b>OF 306 (copy)</b>		<b>DECLARATION FOR FEDERAL EMPLOYMENT</b>
<b>SF 85</b>		<b>QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS</b> – (if applicable) Must be sent to the CPAC (USAED, SW, PO Box 17300, ATTN: CESWD-HR, Ft Worth, TX 76102-0300) within 14 business days of the effective date
<b>SF 87</b>		<b>FINGERPRINT CARD</b> – (if applicable) Must be sent to the CPAC within 14 business days of the effective date

**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

<b>Call 1-877-276-9287 (Army Center)</b>					
Press	2 1	B&E Curr Emp			
<b>Enter: SSN &amp; PIN** Enter/Verify Phone #</b>			<b>FEHB</b>	<b>Retirement</b>	<b>TSP</b>
<b>MAIN MENU</b> 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
<b>**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.</b>			<b>FEGLI</b>		
				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	