

INPROCESSING /NEW EMPLOYEE ORIENTATION (NEO) CHECKLIST

AS A NEW EMPLOYEE YOU WILL NEED TO MAKE SEVERAL ELECTIONS WITHIN PRESCRIBED TIMEFRAMES REGARDING HEALTH, DENTAL, AND VISION INSURANCE; BENEFICIARIES; LONG TERM CARE; THRIFT SAVINGS PLAN; AND MILITARY BUY BACK. ALWAYS KEEP A COPY OF ANY FORM YOU COMPLETE FOR YOUR PERSONAL RECORDS.

DONE	ELECTIONS	SUSPENSE FROM START DATE
	FIRST PAY CHECK SHOULD BE: _____	For your information (FYI)
	FEGLI (Federal Employee Group Life Insurance) • Enrollment: https://www.abc.army.mil • Or call an ABC-C Counselor: 1-877-276-9287	60 days to Enroll Automatically covered under Basic unless waived.
	FEHB (Federal Employee Health Benefits) • Enrollment: https://www.abc.army.mil (ABC) • Or Call an ABC-C Counselor: 1-877-276-9287	60 days to Enroll Open Season: 2 nd Monday of Nov thru 2 nd Monday of Dec (Effective Date: 1 st PP in Jan)
	FEDVIP (Federal Employees Dental/Vision Program) • Enrollment: https://www.benefeds.com • Or Call: 1-877-888-FEDS (3337)	60 days to Enroll Open Season: 2 nd Monday of Nov thru 2 nd Monday of Dec (Effective Date: 1 st PP in Jan)
	Beneficiary Forms for FEGLI, Unpaid Compensation, Retirement, and TSP • Elections: https://www.abc.army.mil and http://www.tsp.gov • Forms are also available at the CPAC	As soon as possible CPAC will receive all forms except beneficiary for TSP. It must be mailed directly to Thrift Savings Plan, P.O. Box 385021, Birmingham, AL 35238; Or fax to: 1-866-817-5023
	FSA (Flexible Spending Account) • Enrollment: https://www.fsafeds.com • Or call a FSAFEDS Counselor at 1-877-FSAFEDS • 1-877-372-3337	60 days of start date or by October 1 (whichever comes first) Otherwise after Oct 1, you must wait until the next open season.
	TSP (Thrift Savings Plan) • Enrollment: http://www.abc.army.mil • Allocations to Funds: http://www.tsp.gov	Any Time. No requirement to participate but highly encouraged as a supplement to retirement savings. Can change contribution amount; fund allocation changes often. Refer to TSP website for restrictions.
	Military Buy Back • Information: https://www.abc.army.mil • Under Benefits Topics – Retirement • Download Forms: RI 20-97 and SF 3108 & DD214	Complete before 2 yrs of employment. The sooner the deposit is paid, the less interest will accrue. The deposit must be paid in full before final adjudication of your retirement application by OPM. More details found on the ABC website.
	(LTCI) Long Term Care Insurance • Enrollment: http://www.ltcfeds.com	60 days to Enroll Personal preference, not required to participate
	TASKS TO BE COMPLETED BY EMPLOYEE	WHERE TO GO
	CAC (ID Card)	Waiting period (Varies) Call: 524-3704, X-1103 Go to: Bldg #1039, on O’Connell Blvd. ID/DEERS Section
	Vehicle Decal(s)	Waiting period (5-10 days) Vehicle Registration at Gate #1 (Off Hwy 115) bring CAC, car registration, proof of insurance

OTHER HUMAN RESOURCES INFORMATION

LEAVE ACCURAL (Determined by the # of yrs service)		PERFORMANCE MGT (Rating Period Determined by the Grade)	
Sick Leave (per pay period)	Earn 4 hours	GRADE	RATING PERIOD
Annual Leave (per pay period)	Earn 4 hours for the first 3 years	GS/GM/WS 13 & above	1 JUL – 30 JUN
	Earn 6 hours between 3-15 years	GS/WS 9-12	1 NOV – 31 OCT
	Earn 8 hours after 15 years	GS/WS 6-8; WG/WL/WD/WN 6 & above	1 FEB – 31 JAN
Part-Time Employment	Prorated based on # of hrs worked	GS/WS 1-5; WG/WL/WD/WN 1-5	1 MAY – 30 APR
		NSPS	1 OCT – 30 SEP

WITHIN GRADE INCREASE(WGI): Determined by the years of service			
GS Steps	Waiting Period	WG/WL/WS Steps	Waiting Period
2-3-4	1 year	2	6 months
5-6-7	2 years	3	1 ½ years
8-9-10	3 years	4 & 5	2 years
Temporary GE	Do not get WIGs		

WEBSITES

<p>Army Knowledge On-Line (AKO) https://www.us.army.mil/suite/login/welcom.jsp</p>	<p>Includes Army publications, forms, references, and telephone “white pages” for all Army Personnel.</p>						
<p>About Fort Carson: Go to Fort Carson Website: http://www.carson.army.mil</p>	<p>Includes Fort Carson news & community events, post directory, on-line map.</p>						
<p>Army Civilian Personnel On-Line: http://cpol.army.mil/</p>	<p>Includes employment opportunities, references, tools, and an employee portal to obtain personal info (SF 50, training, appraisals).</p>						
<p>AFGE Local 1435 (Union) at Bldg. 1011 3rd Floor South, Union Website: http://afgelocal1345.org/</p>	<p>Includes the local union information and activities.</p>						
<p>Civilian HR Training Application: https://www.atrrs.army.mil/ Select CHRТА in channel panel (right side of page) (AKO Account Required)</p>	<p>Centralized HR specific training information (such as HR for Supervisors) where civilian and/or military personnel may enroll in courses.</p>						
<p>Army Training Requirements and Resource System (ATRRS) https://www.atrrs.army.mil (AKO Account Required)</p>	<p>Centralized training management database where civilian and military personnel may enroll in courses.</p>						
<p>OPM http://www.opm.gov</p>	<p>Gateway to HR topics and tools</p>						
<p>OPM Classification http://www.opm.gov/fedclass/index.asp</p>	<p>Useful for supervisor of GS or wage grade empl</p>						
<p>OPM Pay Table http://www.opm.gov/oca/09tables/index.asp</p>	<p>Current Year tables plus links to prior years</p>						
<p>OPM Fact sheets http://www.opm.gov/oca/pay/HTML/factindx.asp http://www.opm.gov/oca/leave/HTML/factindx.asp</p>	<p>Links to factsheets on pay and leave programs</p>						
<p>NSPS http://www.cpms.osd.mil/nsps</p>							
<p>DFAS http://mypay.dfas.mil</p>	<p>My Pay</p>						
<p>PERMISS http://www.cpol.army.mil/library/permis/index.html</p>	<p>PERMISS is a great HR self-service site for employees and supervisors—like an online encyclopedia with links</p>						
<p>FASCLASS https://acpol2.army.mil/fasclass/inbox/default.asp</p>	<p>Army’s depository of PDs – critical for supervisors with Delegation of Classification Authority (DCA)</p>						
<p>CHRA, Training Mgmt http://www.chra.army.mil/TMD/cpoc_dl.htm</p>	<p>Site for Organization & Job Design Handbook and Classification Tutorials</p>						
<table border="1"> <tr> <td data-bbox="120 1287 261 1356">Fort Carson</td> <td data-bbox="261 1287 1070 1356">https://portal.carson.army.mil/Fort%20Carson%20CPAC/default.aspx</td> <td data-bbox="1070 1287 1422 1356">FC Portal - internal</td> </tr> <tr> <td data-bbox="120 1390 261 1459">CPAC</td> <td data-bbox="261 1390 1070 1459">http://www.carson.army.mil/CPAC/index.html</td> <td data-bbox="1070 1390 1422 1459">And External Site</td> </tr> </table>	Fort Carson	https://portal.carson.army.mil/Fort%20Carson%20CPAC/default.aspx	FC Portal - internal	CPAC	http://www.carson.army.mil/CPAC/index.html	And External Site	
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