



**Welcome to  
the Fort Carson  
Civilian Personnel Advisory Center  
(CPAC)  
New Employee Orientation  
Congratulations on your NEW JOB**





# Overview of Agenda

- **CPAC (Benefits Overview)**
- **Safety**
- **Inspector General Office (IG)**
- **Privacy Act information (PII)**
- **Equal Employment Opportunity (EEO)**
- **Employee Assistance Program (EAP/Suicide Prevention)**
- **Labor**
- **(AFGE) Union**
- **CPAC (HR Elements)**



# OATH OF OFFICE



**I, \_\_\_\_\_ do solemnly swear (or affirm)  
that I will support and defend the  
Constitution of the United States against all  
enemies, foreign and domestic; that I will  
bear true faith and allegiance to the same;  
that I take this obligation freely, without  
any mental reservation or purpose of  
evasion; and that I will well and faithfully  
discharge the duties of the office on which I  
am about to enter. So help me God.**





# In Processing/Orientation

- **We will cover basic benefits for employees.**  
(It is not intended to be a detailed tutorial.)
- **Some websites will require a CAC**  
(Common Access Card)





# Common Access Card (CAC)

- **Create an AKO Account**  
(Contact your Information Management Officer)
- **CAC Bldg # 1039**  
(Allow 5-7 days for personnel action to process)
- **Call: 524-3704 or 526-4252**  
**Ask: “Am I in the DEER’s system as a Fort Carson Civilian Employee?”**



# DECALS



**Decals on privately-owned vehicles to enter the installation are NOT required!**

**To enter the post, you will need to show your CAC or driver's license.**

# ABC Employee Benefits Tool Kit

ARMY BENEFITS CENTER-CIVILIAN (ABC-C)

303 MARSHALL AVENUE  
FORT RILEY, KS 66442-5004

(877) 276-9287

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Site Map

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## New Employee Benefits Tool Kit

Benefits and Entitlements represents some of the most important decisions that you as an Army, Defense Contract Management Agency (DCMA) or National Guard civilian employee will face during your career. The decisions you make today will have an everlasting effect on you and your families tomorrow. Army leadership and the Army Benefits Center - Civilian (ABC-C) are committed to helping guide and assist you throughout the benefits decision-making process. This Information Tool Kit is designed specifically with you in mind. Here are a few key tips:

- Click [here](#) to send your questions concerning new employee benefits to the ABC-C.
- Please call the ABC-C at 1-877-276-9287 if you have questions about your benefits and entitlements.
- Don't delay in enrolling in your benefits, you have **60 days** from your Entry on Duty (EOD) into a covered position.

The following web links include a wealth of benefits information to assist you as you transition into federal service:

- [ABC-C Brochure](#) - the Who, What, Where and Why of ABC-C
- [ABC-C Telephone Menu](#) - to assist in navigating the ABC-C automated telephone system
- [New Employee Overview](#) - provides enrollment time frames and links for benefits
- [Benefits Election Guide](#) - information on when and where to elect benefits
- [New Employee Benefits Briefing](#) - contains information helpful to new employees and is available in several versions (automated

<https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm>



# Federal Employees Group Life Insurance (FEGLI)

- **Basic insurance cost is shared between you and the Government. You pay 2/3 of the total cost and the Government pays 1/3.**
- **Your age does not affect the cost of Basic insurance.**
- **The Basic Insurance Amount (BIA) is based on your actual current pay. To determine your BIA:**
  - **Take your annual rate of basic pay -- round up to the next higher thousand, then add \$2,000.**



# Federal Employees Group Life Insurance (FEGLI)

- **Option A: An additional \$10,000 in life insurance**
- **Option B: Increase from 1-5 times your annual salary**
- **Option C: Family, coverage for your spouse/children**



# Federal Employees Group Life Insurance (FEGLI)

- **There are no regularly scheduled FEGLI Open Seasons to elect or increase your coverage. Open Seasons are held only when specifically scheduled by the Office of Personnel Management (OPM).**
- **Opt any additional insurance (Option A, B and/or C) you wish to carry within **60** days your appointment to Federal Service.**



# Federal Employees Health Benefits (FEHB)

- Coverage is **NOT** automatic
- Enrollment [www.abc.army.mil](http://www.abc.army.mil)
- Research the plans at [www.opm.gov](http://www.opm.gov)
- 60 days to enroll from the date of appointment
- Effective the 1<sup>st</sup> day of the following pay period after enrollment
- Open Season (Nov -Dec) / Life Changes
- Premium Conversion (pre-tax) automatic unless waived.



# Dental and Vision Benefits (FEDVIP)



- Enrollment : [www.benefeds.com](http://www.benefeds.com)
- 60 days from date of hire to enroll in FEDVIP
- Must be FEHB eligible
- Effective the 1<sup>st</sup> day of the following pay period after enrollment
- Premiums are pre-tax basis
- Transfer from another agency: BENEFEDS Customer Service at 1-877-888-FEDS (1-877-888-3337), TTY 1-877-889-5680.



# Long Term Care Insurance (LTCI)

- **Enrollment:** [www.ltcfeds.com](http://www.ltcfeds.com)
- **60 days from date of hire - abbreviated underwriting application is used.**
- **If you apply after the first 60 days, you must use the full underwriting application.**

**To make election or for further information call: 877-LTCFEDS**





# Flexible Spending Account (FSA)

- Enrollment: <https://www.fsafeds.com>
- 60 days from start date or by October 1 (whichever comes first)
- Pre-tax dollars to pay for certain health care expenses not paid by FEHB or other insurance
- Try to be accurate on amounts



# **My e-OPF**

## **(Electronic Official Personnel Folder)**

**Allows the employee to have an electronic personnel folder instead of a paper file.**

- Provides secure access to OPF forms and information (MUST LOG ON USING A GOV'T COMPUTER)**
- Eliminates loss of an employee's official personnel files**
- Reduces costs associated with storage, maintenance, and retrieval of records**
- Includes an optional Emergency Data Page**





# **Federal Employees Retirement System Revised Annuity Employee (FERS-RAE)**

**The change became effective on January 1, 2013**

- Employees hired by the federal government on or after January 1, 2013 will pay more for their retirement benefits.**
- Employees who will be excluded from FERS-RAE coverage will be identified on your SF50.**



# Thrift Savings Plan (TSP)

**TSP is a retirement savings and investment plan**

- **Provides a retirement income**
- **Offers the same type of savings and tax benefits that many private corporations offer their employees under "401(k)" plans**
- **1% Agency Contribution – Automatic**
- **Matching: Dollar to Dollar up to 3%, 50% on the next 2%**
- **Maximum IRS limit is \$17,500**
- **ROTH Plan is an option**
- **TSP Loan**
- **TSP Transfer roll over from an IRA or eligible plan**





# **ABC-C Automated Systems**

## **Employee Benefits Information System (EBIS)**

- **Secured Web based application <https://www.abc.army.mil>**
- **Available 24 hours a day**
- **Create and process electronic benefit elections**
- **Requires use of AKO username and password or Common Access Card (CAC) authentication**
- **Requires use of SSN and PIN**
- **Allows you to print pending benefits transactions**

**Benefit Topics**

- [Court Ordered Benefits](#)
- [Forms](#)
- [Health Insurance](#)
- [Life Insurance](#)
- [Open Seasons](#)
- [Retirement](#)
- [TSP](#)
- [Uniformed Services](#)

**Announcements**

- The ABC-C will close at 1245 CT on Thursday, 19 March 2009. Benefits counselors will not be available during this time. Normal business operations will resume on Friday, 20 March 2009 at 0600 CT.
- The Thrift Savings Plan (TSP) amounts for 2009 have been published. The maximum contribution amount for regular TSP is \$16,500; and \$5,500 for TSP Catch-Up. Click [here](#) for the charts to assist you in planning your regular and Catch-Up TSP contributions to reach the maximum for 2009.
- The ABC-C has a new mailing address: **Army Benefits Center - Civilian, 303 Marshall Avenue, Fort Riley, KS 66442-5004**

**How Do I Access the ABC-C?**



[Employee Benefits Information System \(EBIS\)](#)



[IVRS Automated Telephone System](#)

[IVRS Menu Chart](#)

**What's Hot!**



- [I want to retire!](#)
- [Help, I am a new employee!](#)
- [How do I make a deposit/redeposit?](#)
- [How do I change my beneficiary?](#)
- [Leave Without Pay \(LWOP\)](#)

**Newsletters**

- [ABC-C Newsletter - December 08](#)
- [Archived Newsletters](#)

**HR Professionals**

- [CPAC/HR Representative Information](#)
- [Death Reporting](#)

If you are accessing the Employee Benefits Information System (EBIS) website through the Army network, you will need your SSN and 6-digit ABC-C PIN. If you are accessing the EBIS website via the ABC-C homepage, you will first need to authenticate with your Army Knowledge On-Line (AKO) userid and password and then will need your SSN and

**Useful Links**

- [Army Knowledge Online \(AKO\)](#)
- [CPOL Employee Portal \(Army Portal\)](#)
- [Federal Employees Dental and Vision Insurance Program \(FEDVIP\)](#)
- [Federal Employees Flexible Spending Account \(FSAFEDS\)](#)
- [Field Advisory Services \(FAS\)](#)
- [Long Term Care Insurance \(LTCI\)](#)
- [myPay](#)
- [Office of Personnel Management \(OPM\)](#)
- [Social Security Administration \(SSA\)](#)
- [Thrift Savings Plan \(TSP\)](#)

### DoD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

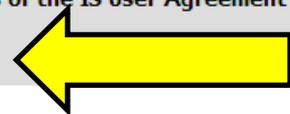
-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USGauthorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content ofprivileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I have read and consent to the terms of the IS User Agreement

I Agree



Welcome to the Employee Benefits Information System (EBIS)...

### Department of Army EBIS Login

**Current Users:**

Enter your SSN and your PIN.

SSN  (No Dashes)

PIN

[Reset PIN](#)

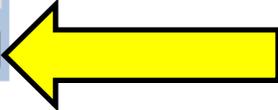
Login...

**User Information:**

If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.

New User

**First time User:  
Two digit month and last two digits of  
your year of birth. (MMYY)**



If you encounter difficulty with your PIN, please contact the HelpDesk @ DSN 856-2000 or 785-239-2000 Monday through Friday, from 0730 to 1600 CT, for assistance.numbers.

# EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM



Help



Calculators



Transactions



Forms



My Profile



Information

**Session**  
User: [redacted]

PIN Logout

## Welcome to the Employee Benefits Information System (EBIS)...

### Department of Army

The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement & benefits.

To get started - choose one of the following:



#### Calculators

Click to use a variety of retirement and TSP calculators.



#### Transactions

Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.



#### Forms

Click to fill and/or print benefits related forms.



#### My Profile

Click to personalize your information that is used in EBIS.



#### Information

Click to view information about Federal employee benefits.



**Agency News**  
Did you create a transaction for TSP, FEHB or FEGLI that is effective this weekend? If you did and you don't see that it is processed yet, remember that our information will not be refreshed for the weekend transactions until Monday morning. If you have concerns about your transaction, please contact a Benefits Counselor.

### FEHB Current Coverage

You are currently not enrolled in FEHB.

Change

### FEHB Pending Transaction

You have no pending transactions.

Void

### TSP Current Coverage

You are currently contributing to TSP.

Retirement Plan	FERS
Contribution Amount	\$0.00
Contribution Percent	5%

Change

### TSP Pending Transaction

You have no pending transactions.

Void

### FEGLI Current Coverage

All FEGLI amounts and costs are based on your age as of the pay period ending date: 08/19/2006.  
 Enrollment Code: C0

<u>Coverage Type</u>	<u>Amount of Coverage</u>	<u>Cost Per Pay Period</u>	<u>Multiple Factor</u>
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### FEGLI Pending Transaction

You have no pending transactions.  
 If you completed a FEGLI transaction that is effective today there will be no pending transaction.



# Beneficiary Forms

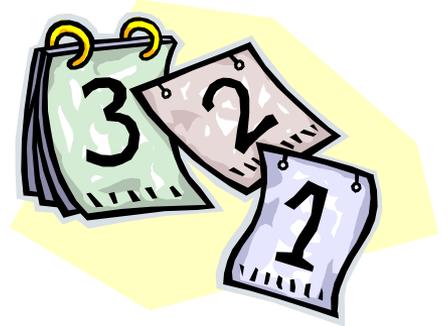
Download forms from [www.abc.army.mil](http://www.abc.army.mil)

- [FEGLI](#) (SF2823) Return to CPAC
- [Unpaid Compensation](#) (SF1152) Return to CPAC
- [Retirement FERS](#) (SF 3102) Return to CPAC
- [TSP](#) (TSP3) Mail Directly to Birmingham



# Important Timelines

- Health Insurance - 60 days
- Life Insurance - 60 days
- Dental and Vision Insurance - 60 days
- Flexible Spending Account - 60 days
- Long Term Care Insurance - 60 days
- Thrift Saving Plan - anytime





# Onboarding

Home Page - Windows Internet Explorer  
https://onboarding.usastaffing.gov/Default.aspx?ReturnUrl=%2f

Home Page

**ONBOARDING MANAGER** [ Go to HR Login ]

**WELCOME TO ONBOARDING MANAGER - NEW HIRE ACCESS!**

This U.S. Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the Federal Government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. §552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring, recording, and action by all authorized government and law enforcement personnel. While using this system, your use may be monitored, recorded, and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

**Log In**

Username:

Password:

**Log In**

[Forgot Username](#) [Forgot Password](#) [Change Password](#)

- Electronically sign and submit all forms
- OF 306 Declaration of Federal Employment
- SF 61 Appointment Affidavit

Internet | Protected Mode: Off 105% 7:12 AM 12/3/2012



# Civilian Payroll

## When and How do I get paid?

- Direct Deposit Forms and W-4
- Leave Transfer



For up to date pay information and maintenance including.

Go to: <https://mypay.dfas.mil>.

- Leave and Earnings Statements (LES)
- Allotments
- Address Changes
- Direct Deposit
- Tax Withholdings

# Questions

