

# HQ ARPC & HQ RIO CIVILIAN PERSONNEL IN-PROCESSING CHECKLIST

JULY2019

**INSTRUCTIONS:** After your initial in-processing appointment with the 460<sup>th</sup> FSS/FSCA, Civilian Personnel Office, it is your responsibility to accomplish following actions for your unit and Buckley AFB. Your supervisor or Unit HR Liaison can assist you. There is no need to return this checklist to the Civilian Personnel Section.

ACTIVITY	BLDG PHONE 720	DONE
<b>Finance/Civilian Payroll:</b> Visit HQ ARPC/FM, Sylvia Gallegos, on the first floor of Bldg 390, to complete Civilian Pay forms and to set-up your pay account in ATAAPS. <b>NOTE:</b> Once your SF-50 is processed in the personnel data-system it can take 24 to 72 hours for your personnel information to refresh in the payroll data-system. <b>UNIT TIMECARD KEEPER NAME:</b> _____	Bldg 390 847-3790	
<b>Travel Voucher Assistance:</b> (when/if applicable) See 460 FM/FMF, Bldg 1030, for assistance with RITA, WTA, TQSE, etc.; Mon-Fri, 0830 to 1500; 2 <sup>nd</sup> Wed. of each month open at Noon, or email: <a href="mailto:finance.service@us.af.mil">finance.service@us.af.mil</a>	Bldg 1030 847-6416	
<b>Equal Opportunity Training (EO):</b> (Mandatory) Call (720) 847-6250 to schedule an appointment within the first 30 duty-days of arrival, IF YOU ARE NOT ABLE TO ATTEND the <u>Buckley New Comers' Orientation</u> listed below.	Bldg 1030 847-6250	
<b>Supervisor:</b> Go to your duty section within your unit to meet with your supervisor. A review of your position description and job responsibilities is required.	WORK UNIT	
<b>Supervisor/Unit Resource Office:</b> Supervisor must ensure AF Form 3821, EMPLOYEE ACCOUNTING DATA - DEFENSE CIVILIAN PAY SYSTEM - BASE LEVEL, is completed for accounting purposes.	WORK UNIT	
<b>Unit HR Liaison:</b> Meet with your unit HR Liaison to initiate the unit in-processing checklist and the DD2875 needed to enable your new systems account. <b>Unit HR Liaison NAME:</b> _____	WORK UNIT	
<b>Gov't Travel Card (GTC) Program Coordinator:</b> (Transfer employees only) If you are a transfer employee, please meet with your unit GTC Coordinator to transfer a former account.	WORK UNIT	
<b>Unit Security Manager:</b> Work with the Unit Security Manager to follow the security clearance process to obtain local CAC Verification form. CAC Verification form REQUIRED before CAC can be issued by MPF (listed below).	WORK UNIT	
<b>Military Personnel Flight (MPF):</b> Upon receipt of the CAC Verification form, contact the MPF to schedule an appointment. <b>NOTE:</b> <i>The MPF will not verify identity (name &amp; SSAN, etc.) over the phone or email.</i> To check if your information (name, SSAN, etc.) is refreshed and showing in the DEERS system, you must go to the MPF in person. <b>NOTE:</b> Once your SF50 is processed in the personnel data-system it can take 24 to 72 hours for your personnel information to refresh into the DEERS data-system. <u>It is strongly advisable to set an appointment for CAC issue/update at least 72hrs from the date of in-processing.</u> Go to RAPIDS web-site: <a href="https://rapids-appointments.dmdc.osd.mil/default.aspx">https://rapids-appointments.dmdc.osd.mil/default.aspx</a> <b>APPT DATE/TIME:</b> _____	Bldg 606 847-4357	
<b>AFFIRST Registration:</b> Report to Airmen & Family Readiness Center, Bldg. 606, to register for New Comers' Orientation.	847-6681	
<b>Buckley New Comers' Orientation:</b> (Mandatory) Register within the first 60 duty-days of arrival. <b>APPT DATE/TIME:</b> _____	Bldg 606 847-6681	
<b>Employee Development Manager:</b> 1. New Employee Orientation Computer Based Training (CBT) is mandatory for new employees to Department of the Air Force. Contact Buckley Education & Training Office, Joseph Delorenzo, for enrollment. 2. If you are hired to a supervisory or management position, you are required to complete supervisory training within 6 months of your appointment. Contact Buckley Education & Training Office, Joseph Delorenzo, for enrollment.	Bldg 606 847-9204	
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<b>DPMAP:</b> New employees/supervisors must take at least one DPMAP course within 60 days of arrival – See DPMAP handout. For questions, contact Joshua Fisher, <a href="mailto:joshua.fisher.14@us.af.mil">joshua.fisher.14@us.af.mil</a> OR Melonie Wilson, <a href="mailto:melonie.wilson@us.af.mil">melonie.wilson@us.af.mil</a>	Bldg 606 847-6372 847-6278	
<b>Supervisors of Civilians:</b> Required to attend Supervisor Workshop with CPF within 30 days of arrival. Workshop held the first Monday of each month. <b>Upcoming DATE/TIME:</b> _____	Bldg 606 847-6372	
<b>Voting Assistance:</b> Contact Installation Voter Assistance Office, <a href="mailto:vote@buckley.af.mil">vote@buckley.af.mil</a> , Bldg 606, Airmen & Family Readiness Center, 720-847-6681.	Bldg 606 847-6681	
<b>Civilian Conduct and Responsibility (AFI36-703):</b> Required reading.	On Your Own	
<b>Bargaining Unit:</b> If your position is covered by the AFGE Local 2040A/B, access the union contract on the FSCA Sharepoint, see Labor Relations: <a href="https://eis2.afspc.af.mil/sites/460sw/460msg/460fss/fsm/fsmc/SitePages/Home.aspx">https://eis2.afspc.af.mil/sites/460sw/460msg/460fss/fsm/fsmc/SitePages/Home.aspx</a>	On Your Own	
<b>Contact the Benefits and Entitlements Team (BEST) 1-800-525-0102 or DSN 665-0102 and use the following benefits checklist.</b> AFTER your SF-50 is processed, review and update your benefits.	1-800-525-0102 On Your Own	

## Welcome to Buckley AFB!

### Benefits Checklist for New, Rehired and Transferred Civilian Employees

This checklist applies to new, rehired and transferred employees who are eligible for Federal benefits. Generally, employees hired on or converted to appointments described as permanent or indefinite are eligible for Federal benefits. This information is very important to you personally. It is your responsibility to understand and manage your Federal benefits. Most benefits have time limitations on enrollment and making changes. All Air Force-serviced civilian employees will submit their elections to enroll (or make changes) in FEHB, FEGLI, and TSP (regular and catch-up) using the electronically web based Government Retirement and Benefits Application (GRB). GRB has information in all the benefits areas, including general and personal information, as well as retirement and TSP annuity estimates. The Benefits and Entitlements Service Team (BEST) is located at the Air Force Personnel Center (AFPC), Randolph AFB, Texas. BEST is responsible for providing customer service and current benefits information for Air Force civilian employees in the following programs: FEHB, FEGLI, TSP, Retirement (and retirement related) Programs and Survivorship (counseling and/or claims assistance for employee death-in-service and family member death). To access the BEST Phone System, 1-800-525-0102 or DSN 665-0102 / Comm 210-565-0102, you will need your SSAN and use the four-digit default PIN which is equivalent to month and year of birth, i.e. MAY 1980 is 0580.

**As you transition to your new appointment, use this checklist to keep track of your benefits and any appropriate updates.**

BENEFITS	ELECTION PERIOD (from effective date of appointment)	HOW TO ENROLL	Date Updated, as needed
<b>Federal Employees Health Benefits (FEHB)</b> <a href="http://www.opm.gov/healthcare-insurance/healthcare/">http://www.opm.gov/healthcare-insurance/healthcare/</a>	60 calendar days	GRB or the BEST Phone System, 1-800-525-0102 / DSN 665-0102	
<b>Federal Employees Group Life Insurance (FEGLI)</b> <a href="http://www.opm.gov/healthcare-insurance/life-insurance/">http://www.opm.gov/healthcare-insurance/life-insurance/</a> FEGLI Calculator: <a href="http://www.opm.gov/retirement-services/calculators/feqli-calculator/">http://www.opm.gov/retirement-services/calculators/feqli-calculator/</a>	60 calendar days	GRB or the BEST Phone System, 1-800-525-0102 / DSN 665-0102	
<b>Federal Employees Dental &amp; Vision Insurance Program (FEDVIP)</b> <a href="http://www.opm.gov/healthcare-insurance/dental-vision/">http://www.opm.gov/healthcare-insurance/dental-vision/</a>	60 calendar days	<a href="http://www.BENEFEDS.com">www.BENEFEDS.com</a> or call 1-877-888-3337 TTY 1-888-889-5680	
<b>Flexible Spending Accounts (FSA)</b> (for reimbursement of health and dependent care expenses not paid by health insurance) <a href="http://www.opm.gov/healthcare-insurance/flexible-spending-accounts/">http://www.opm.gov/healthcare-insurance/flexible-spending-accounts/</a>	60 calendar days, or by 1 Oct, whichever occurs first	<a href="http://www.fsafeds.com">www.fsafeds.com</a> or call 1-877-372-3337 TTY 1-800-952-0450	
<b>Long Term Care Insurance</b> <a href="http://www.opm.gov/healthcare-insurance/long-term-care/">http://www.opm.gov/healthcare-insurance/long-term-care/</a>	60 calendar days (for abbreviated underwriting application)	<a href="http://www.ltcfeds.com">www.ltcfeds.com</a> or call 1-800-582-3337 TTY 1-800-843-3557	
<b>Thrift Savings Plan (TSP) Retirement Savings Plan</b> <a href="https://www.tsp.gov/index.shtml">https://www.tsp.gov/index.shtml</a>	Automatic Enrollment; Can change any time	GRB or the BEST Phone System, 1-800-525-0102 / DSN 665-0102	
<b>Federal Employees Retirement System (FERS)</b> election or CSRS/CSRS Offset only <a href="http://www.opm.gov/retirement-services/fers-information/">http://www.opm.gov/retirement-services/fers-information/</a>	Within 6 months of date of re- employment	Obtain SF 3109 from servicing Civilian Personnel Office; submit original to BEST, 1-800-525-0102 / DSN 665-0102	
<b>Waiver of Federal Employees Health Benefits Premium Conversion</b> <a href="http://www.opm.gov/healthcare-insurance/healthcare/reference-materials/#url=Premium-Conversion">http://www.opm.gov/healthcare-insurance/healthcare/reference-materials/#url=Premium-Conversion</a>	60 calendar days	Obtain Premium Conversion Waiver Form from <a href="http://www.opm.gov">www.opm.gov</a> ; submit to BEST; 1-800-525-0102 / DSN 665-0102	
<b>Military Service Deposit</b> (for credit of military time towards civil service retirement)	If applicable, as soon as possible	Local Civilian Personnel Office, submit SF 813	
<b>Re-credit Sick Leave</b>	If applicable, as soon as possible	Local Civilian Personnel Office	
<b>Designations of Beneficiary</b> (SF-1152; SF-2823; SF-3102-FERS; SF-2808-CSRS; TSP-3) <a href="http://www.opm.gov/forms">www.opm.gov/forms</a> & <a href="https://www.tsp.gov/forms/formsPubs.shtml">https://www.tsp.gov/forms/formsPubs.shtml</a>	As needed	BEST, 1-800-525-0102 / DSN 665-0102	
<b>As soon as you have access to MyPERS and/or CAC, view the following online resources for orientation to benefits programs.</b>			<b>Date Viewed</b>
MyPERS: Civilian New Hire Home Page	<a href="https://mypers.af.mil/app/answers/detail/a_id/25186/kw/25186/p/2">https://mypers.af.mil/app/answers/detail/a_id/25186/kw/25186/p/2</a>		
MyPERS: Benefits & Entitlements	<a href="https://mypers.af.mil/app/categories/c/89/p/2">https://mypers.af.mil/app/categories/c/89/p/2</a>		
GRB Platform: Online Benefits	<a href="https://w45.afpc.randolph.af.mil/AFPCSecureNet40/PKI/MainMenu1.aspx">https://w45.afpc.randolph.af.mil/AFPCSecureNet40/PKI/MainMenu1.aspx</a>		
OPM: New / Prospective Employees	<a href="http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/">http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/</a> (OPM Does not require CAC access)		