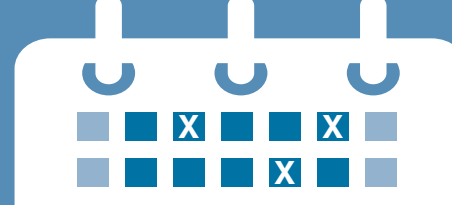


New Hire Benefits Calendar



Number of Days from Entrance on Duty (EOD)	Benefits Decisions	*Enrollment Procedures
Immediate Automatic Enrollment (if in an eligible position)	<p>Federal Employees Government Life Insurance (FEGLI) Basic (https://www.opm.gov/healthcare-insurance/life-insurance/)</p> <p>Basic life insurance is automatic and premiums will be deducted from your pay unless you waive coverage within the first pay period that you are eligible for the coverage. The insurance will be effective the first day you enter pay and duty status. To designate your beneficiary complete Form SF-2823</p>	<p>To waive coverage, complete Part 5 of SF-2817, Life Insurance Election Form and fax it to 855-816-9805 or email to ogden.benefits.section@irs.gov. Mail original form to the IRS Payroll Office at IRS Ogden Payroll Center, PO Box 9774, M/S 1508, Ogden, UT 84409 or overnight to IRS Ogden Payroll Center, 1973 N. Rulon White Blvd, M/S 1508, Ogden, UT 84409. If you waive or cancel FEGLI coverage, you will not be eligible to enroll again until one year from the date you waived or cancelled coverage and you will be required to get a physical at your own expense. SF-2823, FEGLI Beneficiary Forms should be mailed to: Internal Revenue Service, 440 Space Center Drive, Lee's Summit, MO 64064.</p>
Within 60 days of EOD (if in an eligible position)	<p>Federal Employees Government Life Insurance (FEGLI) Optional (https://www.opm.gov/healthcare-insurance/life-insurance/)</p> <p>If you enroll in Option A, B and/or C it will be effective on the first day you enter in a pay status. If you do not elect Optional Life insurance within the first 60 days it is considered waived. A proof of insurability process may be required to elect life insurance after your initial opportunity.</p>	<p>If you choose Option A, B, and/or C after you are enrolled in Basic Life Insurance, complete Form SF-2817 and fax it to 855-816-9805 or email to ogden.benefits.section@irs.gov. If unable to download forms, you can obtain them by calling the Employee Resource Center at 866-743- 5748, TTY: TTY access through the Federal Relay service at 800-877-8339 and select Employee Connection. Mail original form to: IRS Ogden Payroll Center, PO Box 9774, M/S 1508, Ogden, UT 84409 or overnight to IRS Ogden Payroll Center, 1973 N. Rulon White Blvd, M/S 1508, Ogden, UT 84409. FEGLI Beneficiary Form SF-2823 should be mailed to: Internal Revenue Service, 440 Space Center Drive, Lee's Summit, MO 64064.</p>
Immediately or any time (if in an eligible position)	<p>Thrift Savings Plan (TSP) (http://www.tsp.gov)</p> <p>FERS retirement is a three-tiered plan made up of a basic annuity from your retirement plan, Social Security, and retirement savings investment plan called the Thrift Savings Plan. The Agency automatically enrolls new employees in the TSP. Changes to your contributions will begin no later than the first full pay period after your agency accepts your election. Contributions can be either a percentage of your basic pay or a fixed dollar amount. You now have the option to select from the traditional (Pre-tax) contribution or a Roth (After Tax) contribution. Please review Tspbk08 - Summary of the Thrift Savings plan booklet for more information at https://www.tsp.gov/publications/tspbk08.pdf</p> <p>See the TSP website for complete information.</p>	<p>If you're a FERS employee hired (or a FERS or CSRS employee rehired) after October 1,2020, your agency has automatically enrolled you in the TSP, and 5% of your basic pay is deducted from your paycheck every pay period and deposited in your TSP account. If you are under FERS, you also get contributions from your agency.</p> <p>To increase your TSP allotment or stop your participation in TSP, you must submit a form TSP-1 form to IRS - Philadelphia Payroll Center 2970 Market Street M/S 5721 Philadelphia, PA 19104. If you chose to make changes later (30 days after your EOD) you must go to the Employee Personal Page at https://www.nfc.usda.gov/EPPS or call 855-632-4468.</p> <p>Completed TSP-3, beneficiary forms, should be mailed to the address or sent to the fax number listed of the form.</p>
	<p>Retirement (https://www.opm.gov/retirement-services/)</p> <p>Generally, new hires are automatically covered by the Federal Employees Retirement System (FERS), if they have no prior federal service. Coverage is effective the first day of employment. *Certain rehired employees may be covered by CSRS.</p> <p>Military or Prior Civilian Service Deposits / Redeposits</p> <p>To determine if you are eligible to make a deposit/redeposit for additional service credits, including making deposits to have your military service added to your civilian service, contact the ERC at 1-866-743-5748 to create a service ticket and a Benefits Specialist will contact you.</p>	<p>The form you use depends on your retirement system. For FERS mail completed Designated Beneficiary Form SF-3102 to: Internal Revenue Service, 440 Space Center Drive, Lee's Summit, MO 64064. For CSRS mail Designated Beneficiary Form SF-2808 to the Office of Personnel Management to the address listed on the form.</p> <p>Detailed information about creditable service for retirement is on the following Web site: https://www.opm.gov/retirement-services/</p> <p>Detailed information about Military Service is at the following Web site: http://hco.web.irs.gov/Onboarding/Toolkit/Employee/Veterans.asp.</p>

For questions on enrollment, contact the Employee Resource Center at 866-743-5748; TTY access through the Federal Relay Service 800-877-8339

Number of Days from Entrance on Duty (EOD)	Benefits Decisions	*Enrollment Procedures
<p>Within 60 days of EOD (if in an eligible position) Enroll by:</p>	<p>Federal Employee Health Insurance (FEHB) (https://www.opm.gov/healthcare-insurance/healthcare/)</p> <p>Eligible employees must enroll in health insurance using Form SF-2809. Generally, coverage is effective the pay period following the receipt of the form by the Human Resource Office if you are in pay status at some point within the pay period prior to the effective date. The good news for employees is the government pays approximately 72 percent of the average health insurance premium but not more than 75 percent of the total premium for any health plan. For more information, visit the OPM website.</p>	<p>For FEHB plan information, review your Guide to Federal Benefits or visit: www.opm.gov/insure/health/planinfo/index.asp</p> <p>To enroll, complete Form SF-2809, and fax it to 855-816-9805 or email it to: ogden.benefits.section@irs.gov. For premium and pre-tax information, go to the following website https://www.opm.gov/healthcare-insurance/healthcare/reference-materials/reference/federal-employees-receiving-premium-conversion-tax-benefits/</p>
	<p>Dental and Vision Insurance (FEDVIP) (http://www.opm.gov/healthcare-insurance/dental-vision/)</p> <p>Eligible employees can enroll in supplemental Federal dental and vision insurance within 60 days of being hired. All premiums are at the employee's expense and are withheld from salary on a pre-tax basis. For more information on FEDVIP, visit the BENEFED website at https://www.benefeds.com/</p>	<p>You may enroll in FEDVIP through the secure BENEFEDS Portal website at https://www.benefeds.com/ or contact a customer service representative at the toll-free number below:</p> <p>877-888-3337 or TTY: 877-889-5680.</p>
	<p>Flexible Spending Account (FSAFEDS) (https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/)</p> <p>FSAFEDS allows you pay for certain health and dependent care expenses with pre-tax dollars. You have 60 days from your eligibility date to sign-up for an FSA, or until October 1, whichever comes first. Applications for the current calendar year are not accepted from October 1 through December 31. If you wish to enroll after October 1, you will need to do so during open season for the following year. For more information, visit the FSAFEDS website at https://www.fsafeds.com/ or contact a customer service representative by calling toll-free 877-372-3337 or TTY 866-353-8058.</p>	<p>Apply online at FSAFEDS (https://www.fsafeds.com/) or contact a customer service representative by calling toll-free 877-372-3337 or TTY 866-353-8058.</p>
	<p>Long Term Care Insurance (LTCFEDS) (https://www.opm.gov/healthcare-insurance/long-term-care/)</p> <p>You can apply for Long Term Care Insurance using the abbreviated application with only a few health-related questions within 60 days from the date you are hired or become eligible for coverage. If you apply after the 60 day period more actions are required, which may include a physical and it will be at your expense. All premiums are at the employee's expense. For more information, visit the LTCFEDS website at https://www.ltcfeds.com/.</p>	<p>Apply online at http://www.ltcfeds.com/ or by calling LTC partners at 800-582-3337 or TTY 800-843-3557.</p>

* Please pay special attention to specific addresses / instructions where each form needs to be submitted (outlined in column 3)

For questions on enrollment, contact the Employee Resource Center at 866-743-5748; TTY access through the Federal Relay Service 800-877-8339.