

New Hire Benefits Enrollment Checklist

Complete and submit forms through [USA Staffing](#).

FEGLI Election Form (Federal Employees Group Life Insurance) Auto-enrolled in Basic. You have 60 calendar days from your date of hire to enroll.

FEHB Election Form (Federal Employee Health Benefits Program) You have 60 calendar days from your date of hire to enroll. *****New Hires must provide [proof of dependent eligibility](#) (marriage, birth certificate) and upload documents via USA Staffing.**

Thrift Savings Plan Election Form Auto-enrolled at five percent. You can change at any time.

OCC Dental Election Form 31 calendar days from your date of hire to enroll.

OCC Group Life Election Form 31 calendar days from your date of hire to enroll.

OCC Short-Term Disability Insurance Enrollment Form 31 calendar days from your date of hire to enroll.

OCC 24-Hour Personal Accident Insurance Enrollment Form 31 calendar days from your date of hire to enroll.

Download forms from [USA Staffing](#). Complete, sign, and submit through [GetHelp](#).

FEGLI Beneficiary Form (Federal Employees Group Life Insurance) Obtain witness signatures

FERS Beneficiary Form (Federal Employees Retirement System) Obtain witness signatures

Unpaid Compensation Beneficiary Form Obtain witness signatures

OCC 24-Hour Personal Accident Insurance Beneficiary Form

OCC Business Travel Accident Insurance Beneficiary Form

OCC Group Life Insurance Beneficiary Form

Download form from [USA Staffing](#). Complete, sign, and submit to TSP by fax or mail.

Thrift Savings Plan Beneficiary Form (fax: 1-866-817-5023, or mail: PO Box 285021, Birmingham, AL 35238) Obtain witness signatures

Complete actions online.

OCC Leave Bank Program Go to the [Leave Bank](#) application on the OCCnet. You have 30 calendar days from your date of hire to enroll.

OCC Vision Enrollment Follow these [instructions](#). You have 31 calendar days from your date of hire to enroll. (You must wait at least 10 days after your hire date to access the enrollment website). *****If you do not act to add your eligible dependent(s), your coverage will default to an "employee only" benefit.**

Life Cycle Account Program Go to [TASC Benefit Enroll](#). You have 31 calendar days from your date of hire to enroll.

FSA Programs (Flexible Spending Account) Go to [TASC Benefit Enroll](#). You have 31 calendar days from your date of hire to enroll.

FEDVIP (Federal Employees Dental and Vision Insurance Program) Go to [BENEFEDS.com](#). You have 60 calendar days from your date of hire to enroll.