

If you have TRICARE Reserve Select (TRS) – you are no longer eligible for this benefit.

ALL OTHERS YOUR 60 DAY DEADLINE: \_\_\_\_\_

## **NTE – Not to Exceed – Temp Tech Federal Employee Responsibilities for Benefits**

Accuracy of information and benefit elections are the responsibility of a federal employees

Your Human Resources Office is available for assistance at 907-428-6578

Or the Army Benefits Center – Civilian at 877-276-9287

**EBIS (Employee Benefits Information System)** Establish account at: [www.abc.army.mil](http://www.abc.army.mil)

1. Click on the man in the RED SHIRT (top right) to register
2. Click on “NEW USER”
3. Enter your “SSN” and Temporary PIN with your Month and Year of Birth (MMYY)
4. Create “NEW PIN” (Can use CAC Card PIN) and “Re-Enter PIN”
5. Click “CONTINUE”
6. Enter “SSN” and PIN to Login
7. “Transactions” is where you will make elections and changes to your TSP, FEHB or FEGLI benefits



On the ABC Website is a “New Employee Benefits Tool Kit” that may assist you with a review of benefits information.  
Additional websites to research benefits: [www.opm.gov](http://www.opm.gov), [www.checkbook.org](http://www.checkbook.org) and [www.plansmartchoice.com](http://www.plansmartchoice.com)  
however plansmartchoice contains NO 2016 Health Plan data.

### **YOUR OPPORTUNITY FOR THE FOLLOWING PROGRAMS EXPIRES 60 DAYS FROM YOUR APPOINTMENT DATE**

**FEHB (Health Insurance): Federal Employees Health Benefits** - Sign-up on EBIS website: [www.abc.army.mil](http://www.abc.army.mil)

You have **60 Days** from your appointment date to sign-up for a health insurance plan. If you do not make an election, you are considered to have declined coverage and you must wait until next open season or Qualifying Live Event (Marriage, Birth, etc.) to enroll. Each year in November there is an Open Season for enrollment. For premiums and brochures: [www.opm.gov](http://www.opm.gov) (then search compare plans; enter zip code/non-postal employee and pay frequency/then compare plans).

IMPORTANT: Health Benefits (FEHB) enrollment is not retroactive and it cannot be made effective the day you enter on duty as you must have been in a pay status during some part of the pay period which precedes the one in which your enrollment becomes effective. Once this requirement has been met your enrollment will become effective on the first day of the first pay period that begins after your employing office receives your enrollment request. You need to consider this in cancelling any other health insurance coverage you may already have and for scheduling of doctor visits or tests.

IAW 5 CFR 890, while temporary employees are eligible for FEHB, they are not eligible for FEDVIP

To DISENROLL in TRICARE Reserve Select (TRS) – Google RCPTA

The date you select that you are eligible for FEHB, you are no longer eligible for FEHB.

TRICARE Reserve Select will prorate your monthly payment based on your FEHB Eligibility Start Date

**MY BIZ: (Important to view and print employment documents)** : <https://compo.dcpds.cpms.osd.mil>

By BIZ is for Technicians to view their Civilian Personnel Data. It allows you to view information from your official personnel records including actions documented on **SF-50** (Appointment, Salary Changes, Etc.) and position, salary, benefits, awards and performance. In addition, employees may update personal information and a Verification of Employment tool allows technicians to submit information to an external organization (business, bank, etc.). You may access user guides and training tutorials at:

SIGN-IN to DCPDS website:

1. MyBiz login at: <https://compo.dcpds.cpms.osd.mil>
2. Register your CAC
3. USER NAME is “SSN” with dashes