

CHECKLIST
For
NEW EMPLOYEE

Sharman Pitcher (801) 777-2151

- INSURANCE:** Contact a Benefits & Entitlements Service Team counselor at
(800) 525-0102.
DSN 665-0102
(210) 525-0102

BEST counselors are available: Monday through Friday

For retirement information, 7:00AM to 4:15PM, Central Time, (6:00AM to 5:00PM Hill time)

For other benefit information, 7:00AM to 6:00PM, Central Time, (6:00AM to 5:00PM Hill time)

You should be able to enter the BEST phone system to reach a benefits counselor or conduct benefits transactions within a few days of your date of hire. This also applies to civilian employees transferring to the Air Force from other government agencies. If you are still unable to reach a benefits counselor a week after coming to work for the Air Force, please notify your local base-level Civilian Personnel Office, and they will contact BEST on your behalf.

If you are unable to get into the BEST phone system because it says your information is incorrect or not on file, please ensure you are entering the correct information and try again. If you get the same message, please notify your local Civilian Personnel Office and they will contact BEST on your behalf.

DEADLINES

- Federal Employee Health Benefit insurance (FEHB): Must make selection within the first 60 days of employment. A selection tool is available at PlanSmartChoice.com
- Flexible Spending Account (FSA): Must make selection within the first 60 days of employment
- Life Insurance (FEGLI): You are automatically enrolled for Basic. If you want to elect any of the three Optional programs, you must make selection within the first 60 days of employment.
- Waiving FEGLI: If you plan to waive the Federal Employee Group Life Insurance, and want to avoid paying any premiums, **you** must contact a BEST counsellor within the first pay period.
- Thrift Savings Program (TSP): Use the BEST system. **(800) 525-0102**