

CHECKLIST FOR “CONVERSION APPOINTMENTS”

Name: _____

Effective: _____

Unit: _____

FAX & MAIL ORIGINAL COPY TO HRO-M:

_____ Form OF 306 – Declaration of Federal Employment

_____ Form SF 144 – Statement of Prior Federal Service

_____ DD 214s and DD 215s (Member Copy 2, 4, or 7 only)

_____ Military Orders (Include original order & all amendments) for military service performed

_____ Form TRS and FEHB Acknowledgment

_____ Form NGAUS Enrollment (If using hardcopy, then all 4 original copies must be submitted to HRO)

ON-LINE ENROLLMENTS - EMPLOYEE RESPONSIBILITY:

_____ SF 2809 – FEHB (Enrollment through the ABC-C website or telephone number)

_____ SF 2817 – FEGLI (Enrollment through the ABC-C website or telephone number)

_____ TSP Deduction - Automatic enrollment in 3% (Make changes through the ABC-C website or telephone number; (Maximum matching by the agency is 5%).

_____ FEDVIP (Enrollment through BENEFEDS for Dental & Vision Insurance)

_____ FSAFEDS: All listed on the website (2 total); Enrollment done through FSAFEDS website.

DISTRIBUTE or INFORM TECHNICIAN to Obtain Electronic Copies of the following on the HRO Website at: <http://dod.hawaii.gov/hro/technician-resources/technician-in-processing/hing-permanent-indefinite-technicians/>

_____ 2014 Federal Leave Record Card

_____ Handbook: 2014 Guide to Federal Benefits

_____ ABC-C: All forms & brochures on the website (5 total)

_____ FEDVIP: All Dental & Vision Information on the website (5 total)

_____ FEGLI: All listed on the website (3 total); Calculator link also available for employee

_____ FEHB: All listed on the website (4 total)

_____ FEHB Plan Information: Electronic link available to view brochures, costs, etc.

_____ FLTCIP: All listed on the website (2 total)

_____ Form CA-11 When Injured at Work Information Guide for Federal Employees

_____ Handbook: National Guard Technician – Rev Nov 2009

_____ Handout: Enlistment Bonus & Orders POC

_____ Handouts: Employment Outside the HING & Sample Memo

_____ Handout: Reviewing the SF-50

_____ Handout - Military OneSource

_____ MyBiz & My Workplace: All listed on the website (4 total)

_____ NG Technician - Union POC

_____ Booklet: NGAUS NG Tech Program

_____ Booklet: FERS - An Overview of Benefits (RI 90-1)

_____ Handouts: Letter Auto Enroll FERS/FERS or CSRS, & What's Stopping You

_____ Booklet: Summary of the TSP

_____ **NOTE: PT Policy must be issued “by the supervisor” before performing the 1st PT session.**