

Human Resource Technician (EMR)

US Civilians

Vacant - 535-4208

Retirement (FERS/CSRS), Social Security, Thrift Savings Plan (TSP), Federal Employees Group Life Insurance (FEGLI), and Health Benefits please read below.

- Federal Employees Health Benefits (FEHB): This is one of the most valuable benefits of Federal employment, but coverage is not automatic. Selection of one of the programs is required within the first **60 days** of eligibility. Open season is held the second Monday in November through the second Monday in December every year. You can determine which plan is right for you by consulting the [Federal Employee Health Benefits Guide](#) another useful tool is the side by side comparison guide ([FEHB Comparison](#)). You can enroll in a FEHB program via the BEST phone system (1-800-525-0102) or via EBIS through the [Air Force Portal](#).

- Federal Employees Dental and Vision Program (FEDVIP): Eligible Federal employees and eligible family members can enroll in a dental and/or vision plan, for self, self plus one, or self and family coverage. Coverage information can be found in the FEHB section of EBIS.

- Flexible Spending Accounts (FSAFEDS): Provides a way for you to save money on healthcare and/or child/elder care expenses. Enroll in the FSA program at www.fsafeds.com

- Federal Employees' Group Life Insurance (FEGLI): If you are in a FEGLI-eligible position you are automatically covered under Basic Life Insurance, unless you choose to waive that coverage. You can elect optional insurance for you, and/or your eligible family members. Election to increase life insurance is within the first 60 days of employment/transfer. Use **EBIS** or **BEST** phone system to enroll in **FEGLI**.

- Thrift Savings Plan (TSP): The thrift saving plan is a savings and investment plan for Federal Employees, offering the same type of saving and tax benefits under 401 (k) plans. New hires, newly eligible, and rehired employees will automatically be enrolled into TSP at a contribution rate of 3% of base pay. Employees can access/update TSP information through EBIS. More information is available on www.tsp.gov

- Retirement (FERS/CSRS): Newly hired civilian employees are covered by the Federal Employees Retirement System (FERS). Rehires may be covered under the Civil Service Retirement System (CSRS). To determine your coverage, please refer to your LES via [MyPay](#). For more information and helpful links on retirement refer to [The Office of Personnel Management](#).

A summary of benefits for New, Rehire and Transferred Civilian Employees: [Summary of Benefits](#)

For questions regarding the above information please contact Jolee Berry in the Civilian Personnel office at 535-4208.