

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

Setup & login to [TSP](#). Complete and esign in your TSP account.

Thrift Savings Plan Beneficiary Designation select Manage Beneficiaries and obtain witness esignature.

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) You will receive a welcome e-mail from [TASC](#). to enroll in the FSA Program. You have 31 calendar days from your date of hire to enroll. (**NOTE:** Employees who transfer to the OCC and are enrolled in FSAFEDS, must contact [FSAFEDS](#) to cancel their enrollment. OCC does not participate in FSAFEDS.)

FEDVIP (Federal Employees Dental and Vision Insurance Program) Go to [BENEFEDS.com](#). You have 60 calendar days from your date of hire to enroll. (**NOTE:** Employees who transfer to the OCC and are enrolled in FEDVIP may cancel their enrollment by completing and submitting the [FEDVIP Cancellation Form](#) to [GetHelp](#) within 60 days of their hire date.)