

## WELCOME & KEY INFORMATION

As a new federal employee, you have access to a comprehensive benefits package. Many elections require action within the first 60 entry on duty (EOD) or a Qualifying Life Event (QLE). The CHRA is here to assist you through it's Civilian Human Resource Service Centers (CHRSCs) and ABC-C. This brochure summarizes your options.

**The ABC-C offers through the Government Retirement Benefits (GRB) portal :**

- Employee-controlled benefit elections and changes (FEHB, FEGLI, TSP)
- Extensive resource library (videos, forms)
- Chat function to message HR Specialist when you have an open case
- Trained specialists provide assistance

### Important Deadlines:

- Health Insurance (FEHB): 60 days
- Dental & Vision (FEDVIP): 60 days
- Flexible Spending Accounts (FSAFEDS): 60 days (or Oct 1, whichever comes first)
- Optional Life Insurance (FEGLI): 60 days

**Note:** Enrollment is not retroactive and may not be effective on your first day.

## CONTACT US

Specialists are available from 8 a.m. to 4 p.m. Central time, Monday through Thursday. For all contact information, visit our website and select the yellow '[Contact Us](#)' button from our homepage to ensure you are connecting with your command's assigned Benefits Specialists.



**USACE / AMC & AMC  
Subcommands / All other Army /  
National Guard / NAF Portee:**  
(877) 276-9287 / (571) 644-6041

**DHA / DoDEA / DeCA / All other  
DoD:**  
(877) 276-9268 / (571) 644-6059



**DoDEA Employees Only:**  
[usarmy.riley.chra-hqs.mbx.abcc-dodea-inquiries@army.mil](mailto:usarmy.riley.chra-hqs.mbx.abcc-dodea-inquiries@army.mil)

**DHA Employees Only:**  
[usarmy.riley.chra-hqs.mbx.abcc-dha-inquiries@army.mil](mailto:usarmy.riley.chra-hqs.mbx.abcc-dha-inquiries@army.mil)



Army Benefits Center-Civilian  
305 Marshall Avenue  
Fort Riley, Kansas 66442-7005



<https://abc.chra.army.mil/abc>

**WE'RE ON**



Welcome to Federal Service:  
Your Benefits Election Guide



**U.S. ARMY**



**Army**  
**Benefits**  
**Center-**  
**Civilian**

## Health Insurance



Federal Employee Health Benefit

- Enrollment is not automatic
- More than 100 plans available
- Enroll within 60 days on GRB days to avoid waiting until the next Open Season
- Premium Conversion: Pre-tax premiums save you money
- <https://www.opm.gov/healthcare-insurance/healthcare/> for resources

## Flexible Spending Accounts



Federal Flexible Spending Account Program

- Pay for eligible health and dependent care expenses with pre-tax dollars.
- Enroll within 60 days. Election amounts cannot be carried over into the next year.
- Options: Health Care FSA (HCFSA), Limited Expense HCFSA (LEX HCFSA), Dependent Care FSA (DCFSA).
- Apply directly FSAFEDS Website [www.fsafeds.gov](http://www.fsafeds.gov)

## Designations of Beneficiary

- Ensure your benefits (life insurance, unpaid salary, TSP, retirement funds) are distributed according to your wishes.
- File a Designation of Beneficiary form for each program if you want to change the standard order of payment.
- [Designations of Beneficiary Web Pages and Forms.](#)

## Dental and Vision



Federal Employee Dental & Vision Insurance Program

- Employee-paid, group dental and vision insurance with competitive premiums and no pre-existing condition limitations
- Enroll within 60 days directly with BENEFEDS
- Eligibility requires FEHB eligibility (enrollment in FEHB is not required)
- <https://www.benefeds.gov/> for resources

## Retirement Program



- Three Tiered Retirement Plan: [Social Security](#), [FERS](#) Basic Benefit Plan, [Thrift Savings Plan](#) (TSP).
- Automatic agency contribution to TSP (1% of basic pay).
- Matched TSP contributions.
- Begin, change or stop TSP allocations on GRB. To review investments go to [tsp.gov](http://tsp.gov). To review Social Security go to [ssa.gov](http://ssa.gov).

## Life Insurance



Federal Employees' Group Life Insurance Program

- Basic Life Insurance: Automatically enrolled and effective on your first day in pay status unless you waive
- Optional Life Insurance: Enroll within 60 days on GRB (Options A, B, C)
- No initial proof of insurability required
- <https://www.opm.gov/healthcare-insurance/life-insurance/> for resources

### SELF SERVICE

#### HOW TO ACCESS GRB\* PLATFORM:

Visit: <https://platform.chra.army.mil> or navigate from the ABC-C website by clicking the GRB icon.

- Select your desired benefit topic
- Review general and personal information
- Make benefit elections and changes

Calculate retirement estimates

\*Note: GRB Platform requires CAC-enabled computer access

#### SPECIALIZED SERVICES & CONVENIENCE

- [Employee Benefits Virtual Café](#): Topical webinars.

Convenience: Submit benefits support tickets through our ServiceNow ticket system. Just scroll down on the '[Contact Us](#)' page for the form or via the CAC-enabled [Civilian Human Resources Portal](#) (CHRP).

