

## FRTIB Onboarding Checklist

This Onboarding Checklist was created to enhance your entrance experience to the FRTIB and acclimation to the agency. As such this checklist is for your use only and does not need to be returned to the agency. This checklist is not auditable.

Please note, some of the links in this checklist will only work within the FRTIB network.

<b>BEFORE ARRIVAL</b>				
	✓	Action	Link	Owner(s)
1	<input type="checkbox"/>	Completes and returns applicable Entrance on Duty new hire forms listed on the FRTIB Onboarding website. See Appendix A of this document for the Forms Checklist which will instruct which forms you must complete and return to your HR POC.	FRTIB Onboarding page - Forms section	Employee
2	<input type="checkbox"/>	Insurance: Determines eligibility and reviews available programs.	<a href="https://www.opm.gov/healthcare-insurance/Guide-Me/New-Pro prospective-Employees/">https://www.opm.gov/healthcare-insurance/Guide-Me/New-Pro prospective-Employees/</a>	Employee
3	<input type="checkbox"/>	Suitability Processing / Background Investigation  Employee may be contacted to complete additional forms via the Electronic Questionnaire for Investigative Processing (e-QIP) system. Note: This does not apply if employee already completed the appropriate background investigation.  When scheduled for a PIV card appointment please review the "Acceptable Forms of Identification" document in advance of your appointment.	FRTIB Onboarding page - Forms section	ORM-BCSD / Employee

## FRTIB Onboarding Checklist

DAY 1				
	✓	Action	Link	Owner(s)
1	<input type="checkbox"/>	Attends New Employee Orientation (NEO) Orientation for new employees covers a variety of topics: **Privacy Briefing **Personnel Briefing & Issuance of Fobs and Badges **EEO Briefing **Information Security Briefing **Issuance of Office Keys **Tour and Respective Program Area Topics	FRTIB Onboarding page - Orientation Materials section	ORM-HR / Employee
2	<input type="checkbox"/>	If employee is a transfer from another agency, employee must provide the servicing HR office with a copy of the last Leave and Earnings Statement from the losing agency so leave balances can be transferred. In addition, employee contacts the Benefits Specialist regarding FSA, LTC, TSP Loan(s).		ORM-HR / Employee
3	<input type="checkbox"/>	After orientation, completes the next step in badging process, if applicable.		ORM-BCSD / Employee
WITHIN WEEK 1				
	✓	Action	Link	Owner(s)
1	<input type="checkbox"/>	Discusses work schedules and completes Telework Agreement Application form, if applicable. Sends completed form to Telework Program Manager.	FRTIB Onboarding page	Employee / Supervisor and/or Telework Program Manager
2	<input type="checkbox"/>	Discusses work schedules and completes Alternate Work Schedule (AWS) form, if applicable. Sends completed AWS form to Benefits Specialist.	FRTIB Onboarding page	Employee / Supervisor and/or Benefits Specialist
BEFORE THE END OF WEEK 2				
	✓	Action	Link	Owner(s)
1	<input type="checkbox"/>	Reviews list of mandatory training requirements for all employees.	<a href="https://frtib.sumtotal.host/">https://frtib.sumtotal.host/</a>	Employee
2	<input type="checkbox"/>	Verifies time card in QuickTime.	<a href="https://qtime.ibc.doi.gov/proweb/qtime1542/login">https://qtime.ibc.doi.gov/proweb/qtime1542/login</a>	Employee
3	<input type="checkbox"/>	Enrolls in the transportation subsidy program, if applicable.	FRTIB Onboarding page	Employee / ORM-MOD
BEFORE THE END OF WEEK 3				
	✓	Action	Link	Owner(s)
1	<input type="checkbox"/>	Reviews Leave and Earning Statement (LES) in Employee Express.	<a href="https://www.employeeexpress.gov/Default.aspx">https://www.employeeexpress.gov/Default.aspx</a>	Employee
WITHIN 30 DAYS				
	✓	Action	Link	Owner(s)
1	<input type="checkbox"/>	Establishes Individual Development Plan (IDP) (must be finalized within 30 days of entrance on duty).	<a href="https://frtib.sumtotal.host/">https://frtib.sumtotal.host/</a>	Supervisor / Employee
2	<input type="checkbox"/>	Establishes performance standards (must be finalized within 30 days of entrance on duty).	<a href="https://usaperformance.opm.gov/Login.aspx">https://usaperformance.opm.gov/Login.aspx</a>	Supervisor / Employee

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3	<input type="checkbox"/>	Reviews Personnel Action in eOPF.	<a href="https://eopf.opm.gov/frtib/">https://eopf.opm.gov/frtib/</a>	Employee
4	<input type="checkbox"/>	If you are a filer, completes the OGE 450 form and submits to OGC.		Employee / OGC
5	<input type="checkbox"/>	Enrolls in and completes CUI training in ELMS.	<a href="https://frtib.sumtotal.host/">https://frtib.sumtotal.host/</a>	Employee
6	<input type="checkbox"/>	Enrolls in FRTIB 101 training (offered multiple times per year).	<a href="https://frtib.sumtotal.host/">https://frtib.sumtotal.host/</a>	Employee
7	<input type="checkbox"/>	Enrolls in TSP Overview for Board Employees (offered 3 times a year).	<a href="https://frtib.sumtotal.host/">https://frtib.sumtotal.host/</a>	Employee
<b>WITHIN 60 DAYS</b>				
	✓	<b>Action</b>	<b>Link</b>	<b>Owner(s)</b>
1	<input type="checkbox"/>	Deadline to enroll in a health plan. More information found at: <a href="https://www.opm.gov/healthcare-insurance/healthcare/">https://www.opm.gov/healthcare-insurance/healthcare/</a> • Submits form (SF-2809) to the Benefits Specialist		Employee
2	<input type="checkbox"/>	Deadline to enroll in a dental and/or vision plan. More information found at: <a href="https://www.opm.gov/healthcare-insurance/dental-vision/">https://www.opm.gov/healthcare-insurance/dental-vision/</a> • Enrolls through BENEFEDS website	<a href="https://www.benefeds.com/">https://www.benefeds.com/</a>	Employee
3	<input type="checkbox"/>	Deadline to enroll in a Flexible Spending Account. More information found at: <a href="https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/">https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/</a> • Enrolls through FSAFEDS website	<a href="https://www.fsafeds.com/">https://www.fsafeds.com/</a>	Employee
4	<input type="checkbox"/>	Deadline to enroll in life insurance. More information found at: <a href="https://www.opm.gov/healthcare-insurance/life-insurance/">https://www.opm.gov/healthcare-insurance/life-insurance/</a> • Submits form (SF-2817) to the Benefits Specialist		Employee
5	<input type="checkbox"/>	Reviews Long Term Care (LTC) Features and Options NOTE: Before 60 days application is abbreviated. After 60 days application process is more in-depth.	<a href="https://www.ltcfeds.com/">https://www.ltcfeds.com/</a>	Employee
6	<input type="checkbox"/>	Enrolls in and completes Records Management training in ELMS.	<a href="https://frtib.sumtotal.host/">https://frtib.sumtotal.host/</a>	Employee
7	<input type="checkbox"/>	Enrolls in and completes No Fear Act training in ELMS.	<a href="https://frtib.sumtotal.host/">https://frtib.sumtotal.host/</a>	Employee
<b>WITHIN 90 DAYS</b>				
	✓	<b>Action</b>	<b>Link</b>	<b>Owner(s)</b>
1	<input type="checkbox"/>	Completes a Thrift Savings Plan (TSP) election form. More information found at: <a href="https://www.opm.gov/retirement-services/my-annuity-and-benefits/thrift-savings-plan/">https://www.opm.gov/retirement-services/my-annuity-and-benefits/thrift-savings-plan/</a> • Submits election form to the Benefits Specialist		Employee
2	<input type="checkbox"/>	Enrolls in and completes Ethics training. OGC will contact the new employee to schedule.		Employee / OGC
3	<input type="checkbox"/>	Enrolls in and completes FRTIB supervisory training, if applicable.	<a href="https://frtib.sumtotal.host/">https://frtib.sumtotal.host/</a>	Employee

**APPENDIX A**  
**In-Processing Forms Checklist**

**Federal Retirement Thrift Investment Board (FRTIB)**  
**77 K Street NE, Ste 1000, Washington D.C. 20002**

*This checklist will assist you in completing the necessary forms needed for orientation. Please complete all forms prior to orientation and bring them with you on your first day.*

**The section of the checklist is applicable to:**

**- All new FRTIB employees -**

**Bring these completed forms with you:**

\_\_\_\_\_ I-9 Employment Eligibility Verification

\_\_\_\_\_ SF 144 Statement of Prior Federal Service

\_\_\_\_\_ SF 181 Ethnicity and Race Identification

\_\_\_\_\_ SF 256 Self Identification of Disability

\_\_\_\_\_ SF 1152 Designation of Beneficiary Unpaid Compensation of Deceased Civilian Employee  
(Required if your decision differs from the natural order of precedence.)

\_\_\_\_\_ SF 1199A Direct Deposit Sign Up Form (use this form if you do not have allotments)

\_\_\_\_\_ FRTIB Direct Deposit Agreement (use this form if you have allotments)

\_\_\_\_\_ W-4 Employee's Withholding Certificate

\_\_\_\_\_ State Tax Withholding

\_\_\_\_\_ Form \_\_\_\_\_ DC \_\_\_\_\_ MD \_\_\_\_\_ VA \_\_\_\_\_

\_\_\_\_\_ Emergency Contact Form

\_\_\_\_\_ Education Data Sheet (If applicable, request official transcripts for HR)

\_\_\_\_\_ Official Mailing Address Form

*Mission Support will collect the following forms during New Hire Orientation:*

\_\_\_\_\_ Fitness Center Waiver

\_\_\_\_\_ Mass Transportation Benefits Program Application

*You will complete the following forms during New Employee Orientation:*

\_\_\_\_\_ OF-306 Declaration of Federal Employment

\_\_\_\_\_ SF 61 Appointment Affidavit

***Please make sure that HR receives ALL documents required for starting your payroll. These documents should be received no later than the first Wednesday of your initial pay period.***

**The section of the checklist is applicable to:**

**- New to the federal government (includes reinstatement) -**

**NOTE: If you have prior federal service please alert your HR Specialist.**

\_\_\_\_\_ SF 2823 Designation of Beneficiary FEGLI

\_\_\_\_\_ SF 3102 Designation of Beneficiary FERS

\_\_\_\_\_ The above two forms are required if your decision differs from the natural order of precedence.

\_\_\_\_\_ SF 2809 Health Benefits Election Form

\_\_\_\_\_ SF 2817 Life Insurance Election FEGLI

\_\_\_\_\_ TSP 1 Thrift Savings Plan Election Form

\_\_\_\_\_ TSP 3 Thrift Savings Plan Designation of Beneficiary (unfillable PDF)

## APPENDIX A

### In-Processing Forms Checklist

**The section of the checklist is applicable to:**  
**- Transfers from another federal agency -**

#### **Do you have a Federal Flexible Spending Account?**

If yes, when you change agencies (i.e., transfer from Department of the Army to FRTIB) you will need to notify the Federal Flexible Spending Account with the following information:

- \* Name of new employing agency: Federal Retirement Thrift Investment Board
- \* New agency payroll identification number: 26-14-0001
- \* Effective date of Transfer \_\_\_\_\_

You may contact an FSAFEDS Benefit Counselor toll-free at 1-877-FSAFEDS (372-3337), (TTY: 1-800-952-0450), Monday through Friday, 9:00 AM until 9:00 PM, Eastern Time. **Please be advised that there may be payroll allotments missed due to the transfer.** In this case future allotments will be increased throughout the Benefit Period to ensure you meet your annual election.

#### **Are you enrolled in the Federal Employees Dental and Vision Insurance Program (FEDVIP)?**

If so, when you change agencies you must provide the following information to insure your coverage does not lapse.

- \* Name of new employing agency: Federal Retirement Thrift Investment Board
- \* New agency payroll identification number: 26-14-0001
- \* Effective date of Transfer \_\_\_\_\_

You may either update this information yourself online at [www.BENEFEDS.com](http://www.BENEFEDS.com) or by contacting customer service at 1-877-888-FEDS (3337) or TTY 1-877-889-5680. Customer Care Consultants are available Monday through Friday from 9:00 am to 7:00 pm Eastern Time.

#### **Do you have a TSP Loan or making TSP Catch Up Contributions?**

If so, you must immediately notify this office to insure your TSP loan payments and catch up contributions continue. The Financial Liaison Center only re-initiates TSP loans. In order to do so, you must submit a copy of the Verification of Account (TSP-19). You will also need to provide your loan account number and payment amount. If the FRTIB has a different pay cycle from your current agency, you should reamortize your loan to avoid being in default.

#### **Other miscellaneous information for transfers:**

It is recommended you provide a copy of last leave and earnings statement (LES) (Transfer eligible only) dated the Saturday prior to the effective date of the FRTIB appointment.

Rehires must provide last LES prior to separation or SF 1150.