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# TPMC Day 3

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## Recap of Day 2



- Day 2 Critique
- What was learned
- Questions
- Other



# *Employee Assistance Program*

**Mrs. Noelani M. A. DE Silva**  
**Human Resources Specialist, Employee Benefits**  
**(808) 672-1231**  
**[noelani.m.desilva.mil@mail.mil](mailto:noelani.m.desilva.mil@mail.mil)**



## Learning Objectives

- **Overview Employee Assistance Program (EAP)**
- **History**
- **Services**
- **EAP Website Tour**



## EAP Overview

**Voluntary, confidential program that helps employees (including management) work through various life changes that may adversely affect job performance, health and personal well-being to optimize the organization's success.**



## History of the NGB EAP



### 1940s

- EAPs began as occupational alcohol program
- Yale Center of Alcohol Studies developed the Plan for Business and Industry

### 1950s

- EAP field expanded to include employees experiencing issues with mental health

### 1970s

- The "Hughes Act" mandated EAPs in Federal agencies
- The National Institute on Alcohol Abuse and Alcoholism was established, promoting EAPs further
- Private EAP firms began to offer EAP services for companies

### 1970s to Present

- Several laws, regulations, and Federal initiatives expanded EAPs in Federal agencies
- Expansion of EAP services for families member grew



## EAP Services

### Services includes...

- **Financial & Legal Services**
- **Health & Wellness**
  - **Child/Parenting & Elder Care**
- **Counseling**
- **Supervisor & Risk Management**
- **Crisis Response**



## Financial & Legal Services

**Federal Occupational Health's (FOH) EAP includes free consultation with financial experts and licensed attorneys.**

**Services include help with living will and health care power of attorney, housing or real estate matters, estate planning, education funding, retirement planning, and investment strategies.**





## Health & Wellness

**Health and wellness presentations and EAP orientations support both supervisors and employees.**

**The employee orientation sessions discuss the features and benefits of the EAP, how the EAP functions, and how to access and use the EAP.**

**Health and wellness presentations include such topics as civility, change and transition, balancing work and life, time and stress management, and more.**



## Child Care/Parenting

Whether faced with a specific need for your child or just want to talk through an issue, EAP Parenting experts are available to provide personalized consultations, research and guidance.

- Caring for your child with special needs
- (Day) Care Options
- Adoption
- Stages & Ages
- Parenting
- **Coping with Working Parent Guilt**





## Elder Care

**EAP specialists have years of experience helping seniors and their families. If you are faced with a specific situation or want to understand the options available to you and your family, EAP Senior Care experts are available to provide personalized consultations, research and guidance.**

- **Care Options & Costs**
- **Caregiving**
- **Health Conditions**
- **Healthy Mind & Body**
- **Safety Concerns**





## Counseling

**Licensed or credentialed professional counselors provide face-to-face, short-term counseling to employees and family members.**

**Counselors can also provide referrals to community resources based on client needs, health insurance coverage, and financial resources.**





## Supervisor & Risk Management

**EAP counselors provide guidance and consultation so that supervisors and managers can effectively identify, interact with, and refer employees with performance or conduct issues to the program.**

**FOH counselors are available 24/7 to discuss performance concerns and the appropriate EAP intervention.**





## Crisis Response



**Exposure to threats, acts of violence, natural disasters, injury, or death calls for immediate response.**

**EAP's professionally trained critical incident stress management (CISM) counselors assist in management consultations, CISM services, and follow-up with the organization and individuals as appropriate.**





Get Started

Benefits & Services

Topics & Tools

Health & Wellness



## Healthy Living Topics

Aging Well

Mind & Body Health

Breast Cancer

Nutrition

Children Mental Well-Being

Online Safety

Emotional Wellness

Pregnancy and New Parent

Fitness

Sleep Issues

Goal Setting

Time Management

Healthy Life

Tobacco Cessation

Heart Health

Weight Management

Medication Safety

Women's Health

Men's Health



### Body Mass Index Calculator

Check your BMI to help you aim for a healthy weight.

GO

### Calorie Burner Counter

See how many calories you've burned through exercise and daily activities.

GO



## Contact EAP



# EAP

We care, just call.

1-800-222-0364

1-888-262-7848 (TTY)

[www.FOH4You.com](http://www.FOH4You.com)



# Military OneSource

(800) 342-9647

<http://www.militaryonesource.mil/>





# Questions





# Services and Support to HING



# HIANG Counseling Team

- HIANG Directors of Psychological Health
- HIARNG Behavioral Health Staff PHC, BHS, BHT
- HIARNG Behavioral Health Officers Unit Ministry Team



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  - Child/Parenting & Elder Care
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- Supervisor & Risk Management
- Crisis Response



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Sleep Issues

Goal Setting

Time Management

Healthy Life

Tobacco Cessation

Heart Health

Weight Management

Medication Safety

Women's Health

Men's Health



### Body Mass Index Calculator

Check your BMI to help you aim for a healthy weight.

GO

### Calorie Burner Counter

See how many calories you've burned through exercise and daily activities.

GO



## Contact EAP



# EAP

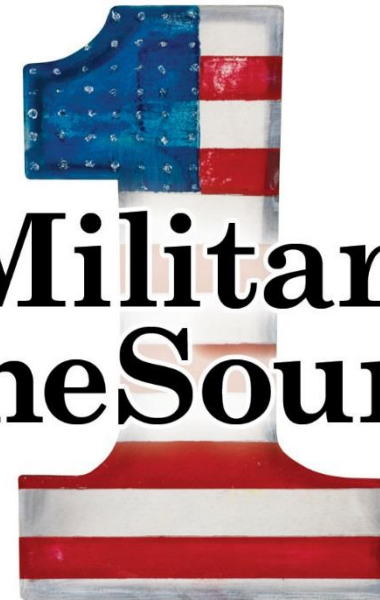
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# Questions





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PHC, BHS, BHT
- HIARNG Behavioral Health Officers  
Unit Ministry Team



# Counseling is Personal



# BH Services

- Direct 24/7/365 Access
- Critical incident management services
- Command Consultation services
- Case Management services
- Assessments, resource and referral services
- IDT, AT, and special events support
- Provide psycho-educational presentations and briefings, Leadership training, wellness education



# BH Services

- Available to support you and your family, 24/7/365
- Free, confidential, flexible outreach services. DTW applies-except UMT
- Individual, Couple, Family, Group sessions

#1 Question asked is...

**AM I CRAZY?**



**Our answer is...YES!**



**Your team can help  
with a variety of issues  
by providing  
consultations,  
community/military  
resources, and/or  
referrals for...**



# Military Issues



# Deployment Challenges



# Crisis Management



# Substance Abuse



# Anger Management



# Relationship Problems



# Parenting Skills



Some animals  
Make better parents

Optimus rhymes, ifunny.mobi



# Challenging Kids



**AND THEN THERE WAS FRED**

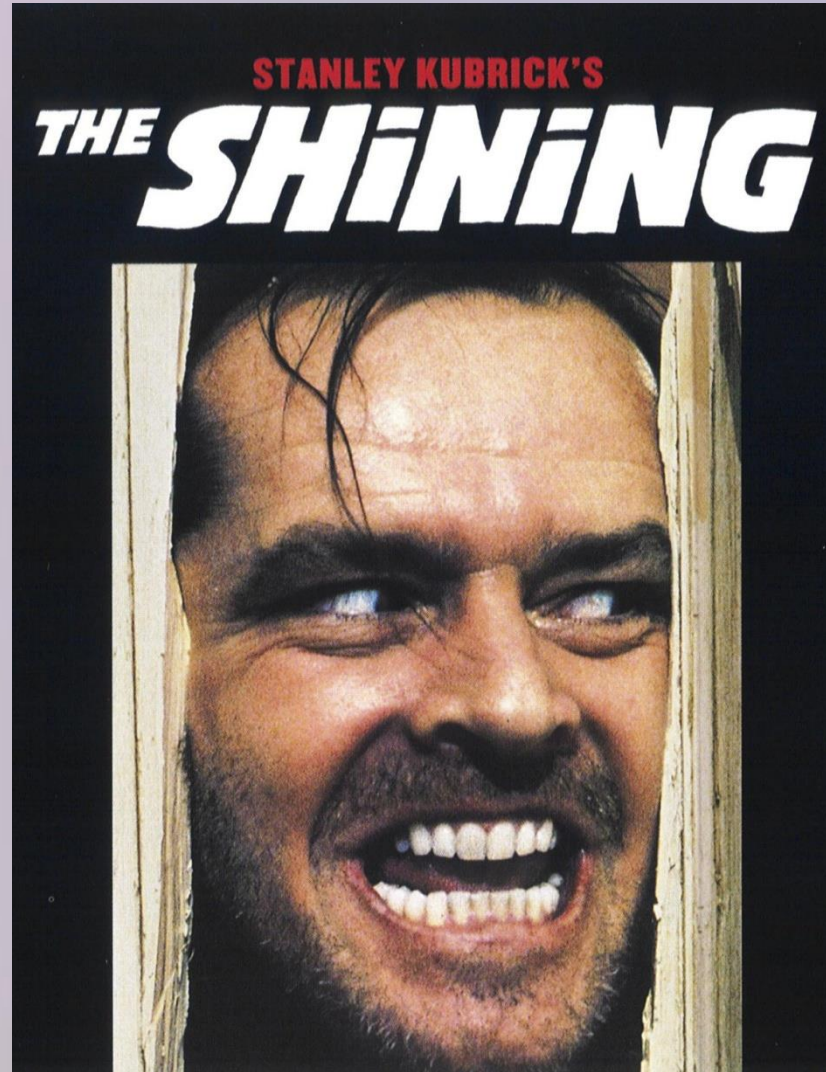
We don't talk about him anymore.

You're probably better off not going to [TASTE OF AWESOME.COM](https://www.tasteofawesome.com)

# Self-destructive behaviors



You can feel like this...



**Or, like this!**



**But if you see this....**



**Contact Your  
Counseling  
Team  
Immediately!**



## **Kanani Krafft, LCSW**

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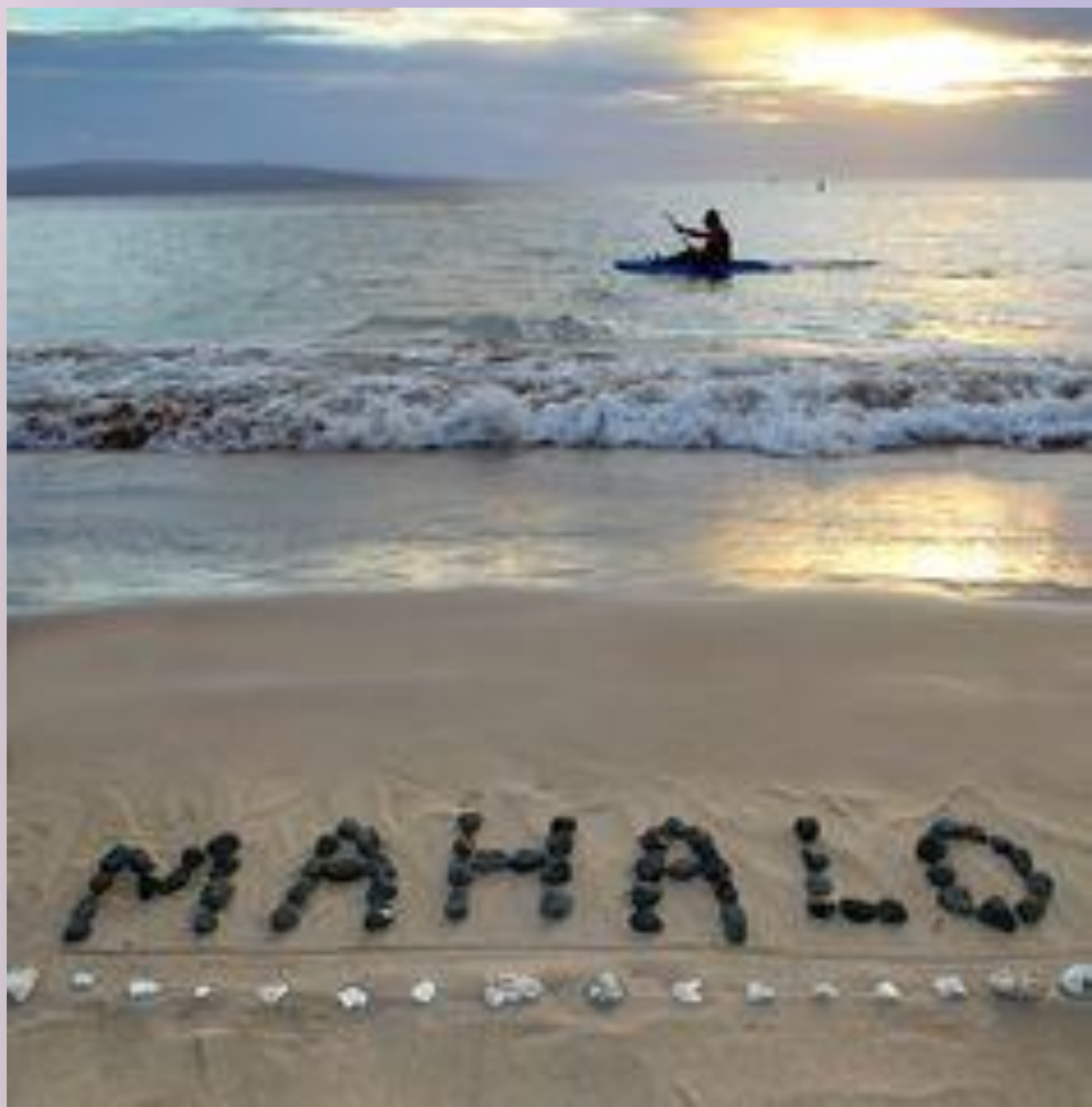
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**808-672-1439**



***Hawaii Air National Guard  
Transition Assistance Advisor  
(TAA) Program***

**Contact Information:**

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**Transition Assistance Advisor (TAA)**

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# Making the most of your Money Opportunities.



# Agenda

- Program Services
- Income planning goals
- Credit Reports
- Blended Ret. System
- Fed. Benefits



# PFC Service Goal

**WE PROMOTE** financial responsibility and accountability in money management

HOW  
?

- Preventive financial education
- Personal financial counseling
- Consumer advocacy
- Information and referral

WHY  
?

- Personal Financial Readiness
- Responsibility and accountability
- Stability, choice and freedom

# Finding a Balance

- Which group are you in?



20% Spending More



30% Breaking Even



50% Spending Less

# Credit Protection

## Protect your identity

- Check your credit report at [annualcreditreport.com](http://annualcreditreport.com)
- Place an “Active Duty” alert
- Freeze your credit

## Credit Bureaus:

### Equifax

- <http://www.equifax.com>
- 1-800-525-6285

### Experian

- <http://experian.com>
- 1-888-397-3742

### TransUnion

- <http://transunion.com>
- 1-800-888-4213



# BRS or Legacy: A Quick Overview



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The Uniformed Services  
Blended Retirement System

## The Military Retirement Benefit

- Legacy Retirement System**

- Defined annuity benefit computed as  $2.5\% \times \text{Years Served} \times \text{Retired Pay Base}$
  - Must serve at least 20 years
- Only **19%** Active and **14%** Reserve Qualify

- Blended Retirement System, blends:**

- Defined annuity becomes  $2.0\% \times \text{Years Served} \times \text{Retired Pay Base}$
- Automatic & matching TSP



**85%** of all service members will get retirement benefits

Service members who leave after just 2 years will keep TSP savings + DoD Contributions + Any Earnings

# Blended Retirement System



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The Uniformed Services  
Blended Retirement System

## Blended Retirement System Basics

### Defined Benefit

*For non-regular retirement, at age 60 or earlier with creditable active service*

- Basic qualifications for retirement do not change
- The pension is still the primary component of military retirement

2.0% x

Years of Service

x

High-36  
Month  
Average of  
Base Pay

=

Monthly Retired Pay



### Defined Contribution



Individual Contribution	Agency Automatic Contribution	Agency Matching Contribution	Total TSP Monthly Contribution
0%	1%	0%	1%
1%	1%	1%	3%
2%	1%	2%	5%
3%	1%	3%	7%
4%	1%	3.5%	8.5%
5%	1%	4%	10%

NOTE: Currently serving members who opt-in will see matching contributions immediately

### Continuation Pay

- Mid-career incentive designed to maintain force retention
- Payable at 8, but not more than 12 years of service
- AC\*: 2.5x to 13x monthly basic pay (RC: 0.5x to 6x)

\* Active Guard Reserve (AGR)/Full Time Support (FTS) receive AC continuation pay rates

### Lump Sum

- May elect lump sum of 25% or 50% at retirement
- Discounted present value from retirement to age 67
- At age 67, reverts back to full annuity

# Benefits Check up

---

## Tax Sheltering Benefits Fed Techs:

- FSA – Medical and Dependent Care
- Gov. Match in TSP
- Vision Insurance Premiums
- Life Insurance Premiums

# Conclusion

Questions?

Resources

Thank you!



**Sara M. Griffin, AFC®**

Personal Financial Counselor

Covers - HIARNG

Phone: 808.594.2509

Email: [PFC1.hi.ng@Zeiders.com](mailto:PFC1.hi.ng@Zeiders.com)

**Vincenza Vicari-Bentley, AFC®**

Personal Financial Counselor

Covers - HIANG

Phone: 808.238.8111

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**Lorna Souza**  
**Airman and Family Readiness**  
**[Lorna.souza@us.af.mil](mailto:Lorna.souza@us.af.mil)**  
**808-341-7608**



## **Airmen & Soldiers**

### **Who do we assist?**

- **Current Airmen & Soldiers in the HIANG & HIARNG**
- **New Airmen & Soldiers from active duty and interstate transfers**
- **Family members**
- **ROTC Members**

## **WHAT DO WE DO?**

### **JOB DEVELOPMENT & PLACEMENT**

- **Career counseling**
- **Identify skill sets (military & civilian)**
- **One-on-one assistance**
- **Resume and interviewing skills**
- **Job search assistance and counseling**
- **Personal contact with local employers**
- **Provide workshops based on needs of Servicemembers**
- **Identify & refer to potential educational/training classes**
- **Follow-up with Servicemember & Employer**

### **CONTACT INFORMATION:**

**Email: [hiarngpathways@gmail.com](mailto:hiarngpathways@gmail.com)**  
**Phone: (808) 630-0128**

## **Employers**

### **How we assist employers**

- **Established relationships with businesses and the community**
- **Assist with matching the best candidates for jobs**
- **Follow up**

### **Program Objective**

**To assist and prepare Servicemembers to earn a living wage that enables them to stay in Hawaii**



**PATHWAYS**  
PREPARE, ASSIST, WORK, STAY

**To Prepare and Assist Hawaii National Guard  
Servicemembers and Family members earn a  
wage that enables them to live in Hawaii**

**Hawaii Army National Guard  
Recruiting and Retention Battalion**

# PURPOSE

**PATHWAYS** is a state-wide program designed to prepare and connect current and future Hawaii National Guard (HING) Servicemembers (SM) with local employment opportunities that will enable them to earn sustainable living wages to live in Hawaii. Pathways will also assist family members who contribute financial to the household. Funding for Pathways is through the National Guard Bureau attached to the Hawaii Army National Guard.

**PATHWAYS** was designed to increase the retention and recruitment of SM by assisting them to research, obtain, and retain civilian employment through intentional education, job preparation, and employment skills training. The program is specialized, offering individual assistance to participants. This equips the client to participate and use the resources necessary to gain and maintain wages through civilian employment in order to continue to live in Hawaii.

# PROGRAM OBJECTIVES

- **Prepare** Servicemembers and their families to effectively obtain living wage employment opportunities in the civilian community.
- **Assess** military skills, education, prior experience, and abilities to transfer into successful civilian employment.
- **Connect** the client to employment opportunities that match their abilities and experiences.
- **Coordinate** efforts with businesses and local community partners to engage and facilitate employment for Soldiers and their Family members.
- **Follow up** with Servicemember and employer for retention and evaluation of successful placement.

# SCOPE OF OPERATIONS

During FY16 the HIARNG RRB launched the **PATHWAYS** program to assist Servicemembers to obtain sustainable living wage employment. During this period, the target population was defined as:

- HING Servicemembers who may be unemployed or underemployed,
- Soldiers who are entering the Hawaii Army National Guard through the Recruit Sustainment Program (RSP),
- Soldiers requesting Conditional Release
- Army ROTC members,
- Family members whose income helps support the household.

# SCOPE OF OPERATIONS

(CONTINUED)

Specific to the HIARNG:

Effective May 1, 2017, HIARNG Policy Memorandum *17-001 HIARNG Pathways Program*, officially defined Soldiers required to meet with **PATHWAYS**:

- HIARNG Soldiers who are employed full time by the HIARNG for at least 60 consecutive days in any ADOS, Technician, State Active Duty, or Active Guard Reserve (AGR) status, (this policy is not required for Soldiers retiring from Title 10 or Title 32 Active Duty),
- Soldiers who indicate they are experiencing financial, or employment related stressors on their monthly Wellness Checks,
- All HIARNG Soldiers who indicate a desire to transfer to Active Duty (Compo 1) or leave the state solely for financial gain/stability.

# PATHWAYS HIGHLIGHTS

**PATHWAYS** is differentiated from other “employment” referral programs (ESGR, TAA, CSFL, local, state, and federal agencies) by:

- Working one-on-one with the individual on resumes and job assistance.
- Targeting the client to the job (the “right” fit) and career planning objectives, including exploring educational & training options.
- Professional and personal referrals to jobs and the ability to liaison with employers/resources as needed with follow up.

**PATHWAYS** works with the HING State Family Programs and other support partners to receive and make referrals.

**PATHWAYS** participates in all CHPC and other Readiness areas as requested and needed.

**PATHWAYS** relies on units for referrals through presentations, wellness checks, and from unit leaders.

# Accomplishments

- YR 1 (FY 16 & 17) - assisted over 90 SM/family members with resume and/or job placement; with over 30 SM/family members successfully employed.  
YR 2 (FY 18 to date) assisted over 170 SM/family members with resume and/or job placement assistance; with over 40 SM/family members successfully employed.
- Have presented to most Air and Army guard units, including neighbor islands, and local agencies .
- Average wage - \$17/hour, ranges from \$11 to \$38/hour
- Established/renewed relationships with over 50 employers/agencies in the state, colleges, certifications, transition service providers, and other state and local agencies for referral services.

# CONTACT INFORMATION

## Program Manager

Debbie Nakashima

Email: [debpathways@gmail.com](mailto:debpathways@gmail.com)

Cell: (808) 630-0128

## Training and Development

### Specialists

Lehua Ka'auwai-Krueger

Tiffany Ward

John Paul Jones

Dwight Au

Inquiry email: [hiarngpathways@gmail.com](mailto:hiarngpathways@gmail.com)



# HING Safety

**HIARNG Safety and Occupational Health**

**LTC Katherine Kalama**

**808-672-1692**

**[Katherine.o.Kalama.mil@mail.mil](mailto:Katherine.o.Kalama.mil@mail.mil)**

**154 Wing Safety**

**CMSgt Ron Mori**

**[Ronald.mori.1@us.af.mil](mailto:Ronald.mori.1@us.af.mil)**

**TSgt Sy Kageyama**

**DSN: 315-448-8120**

**Option 4 or Ext 444-6529**



## USAF Safety Overview



- The AF Mishap Prevention Program is designed to
  - Minimize loss of Air Force resources
  - Protect Air Force personnel from occupational deaths, injuries, or illnesses by managing risks
- Commanders, functional managers and supervisors are responsible for developing and implementing a mishap prevention program
- Safety staff performs and/or assists with risk assessments of the mission, contingency exercises and operations



## Supervisor Responsibilities

- AFI 91-202 lists additional responsibilities:
  - Identify the acquisition and use of Personal Protective Equipment (PPE)
  - Apply sound Risk Management (RM) techniques
    - Incorporate Job Hazard Analysis (JHA) into work center
  - Provide positive examples in leadership and motivation
  - Report & Investigate mishaps, coordinate with Unit Safety Representatives (USR)



# USAF Hazard Report

## AF Form 457



- Hazard Report Forms are forwarded to the safety office for evaluation
- Once evaluated and validated, corrective action must be effectively implemented

<b>HAZARD REPORT</b> <small>To be completed IAW AFI 91-202, Chapter 4</small>		Control Number <i>(Assigned by safety professional)</i>	Date Submitted
To: Installation Safety Office <i>(Organization &amp; Location)</i>		From: Contact Information <i>(Individual reporting hazard has right to remain anonymous)</i>	
<b>PART I</b>	<b>HAZARD</b> <i>(To be completed by individual reporting hazard)</i>		
Description <i>(Date, Time, Summary - Who, What, When, Where, How)</i>			
Type <i>(Unsafe procedures, practices or conditions affecting flight, occupational (ground), weapons, systems or space safety. Is health or fire hazard involved?)</i>			
Recommendations <i>(Optional)</i>			
<b>PART II</b>	<b>INVESTIGATION OF HAZARD</b>		
Investigator Summary	Valid Hazard	<input type="radio"/> Yes <input type="radio"/> No	Risk Assessment Code (RAC) <input type="text"/>
Date Investigated			
Investigator <i>(Name, Grade and Title/Position)</i>		Signature	

AF Form 457, 20151117

Previous editions currently in use as of date of this form are authorized - All others are obsolete.

Adobe® LiveCycle® Designer ES4  
OPR: HQ AFSEC/SBOS



# Supervisor Mishap Report

## AF Form 978



- All unusual occurrences should be reported using HIANG Form 36
- Once evaluated by the Safety Office and determined to be a reportable injury, the Safety office will assist with completing the AF 978

SUPERVISOR'S MISHAP REPORT				
<small>Authority: Executive Order 12196, 29 CFR 1950, 10 USC 8013, DoD 6055.07 and AF 91-204. Privacy Act: This form requires collecting and maintaining information protected by the Privacy Act of 1974. Form will be safeguarded from unauthorized disclosure. Purpose: To assist safety professionals in making identification of individuals and to obtain required personal information to complete mishap reports. Routine Use: Used to (a) Establish the severity of injury/illness and to ensure proper reporting accountability within the Department of the Air Force; (b) Identify causes of illness/injuries so supervisors and functional managers can take appropriate action to eliminate or control unsafe and unhealthy conditions; (c) Prepare statistical and historical reports as required by Executive Order 12196 and Department of Defense; (d) Provide documentation for cumulative summation of treatment causes. Disclosure: Voluntary, however failure to provide requested information may delay appropriate corrective action to ensure personal safety and reporting mishap to AFSEC.</small>				
MISHAP DATA INFORMATION				
1. NAME (Last, First, Middle Initial)	2. GRADE/RANK	3. AGE	4. SEX	
5. UNIT/OFFICE SYMBOL	6. DAFS/OCC SERIES	7. JOB TITLE	8. DUTY PHONE	
9. DATE OF MISHAP	10. TIME OF MISHAP (24hr Format)	11. MISHAP OCCURRED	12. ON/OFF DUTY	13. DUTY STATUS
14. DAYS SCHEDULED TO WORK (check all that apply) <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THURS <input type="checkbox"/> FRI <input type="checkbox"/> SAT		15. WORK SHIFT HOURS (24hr Format) to	16. HOURS ON DUTY PRIOR TO MISHAP	
17. WEATHER CONDITIONS	18. LIGHT CONDITIONS	19. # DAYS SINCE LAST DEPLOYMENT/TDY	20. # DAYS DEPLOYED/TDY IN LAST 365 DAYS	
21. LOCATION OF MISHAP SITE (bldg. #, room, street name, intersection, parking lot, home, work, etc.)				
22. DESCRIPTION OF MISHAP (who, what, when, where, and why; indicate the cause (s); if more space is needed use separate sheet (s) of paper)				
23. WITNESSES		24. WITNESS NAME(S)		
25. DISPOSITION OF INDIVIDUAL (check all that apply to include the number of days)		26. TYPE OF INJURY/INJURIES (i.e., bruise, fracture, cut, sprain, etc.)		
<input type="checkbox"/> No Medical Treatment needed or sought <input type="checkbox"/> Returned to restricted duty _____ number of days <input type="checkbox"/> Admitted to Hospital _____ number of days <input type="checkbox"/> Treated and released back to regular duty hours <input type="checkbox"/> Placed on quarters _____ number of days <input type="checkbox"/> Place on con leave for _____ number of days <input type="checkbox"/> First/Self aid only		27. BODY PART(S) INJURED (i.e., lower back, head, right knee, etc.)		
Comments				

AF FORM 978 20140408

The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. The unauthorized disclosure or misuse of this personal information may result in criminal and/or civil penalties.

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# Emergency: 911

**154 Wing Safety**

**CMSgt Ron Mori**

**TSgt Sy Kageyama**

**DSN: 315-448-8120**

**Option 4 or Ext 444-6529**

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# *Workers' Compensation Program*

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**Human Resources Assistant/ Injury Compensation  
Program Administrator**

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## Agenda

- **What is Workers Compensation**
- **FECA Overview**
- **Privacy Act**
- **Responsibilities**
- **Traumatic Injury**
- **Occupational Disease/Illness**
- **Conditions of Coverage**
  - **Timely Filing of Claim**
  - **Federal Civilian Employee**
  - **Fact of Injury**
  - **Performance of Duty**
  - **Causal Relationship**
- **ECOMP**
  - **OSHA-306**
  - **CA-1/CA-2**
- **OWCP Benefits**
- **Continuation of Pay**
- **Timekeeping Codes**
- **Light Duty**
- **Appeal Rights**
- **References**

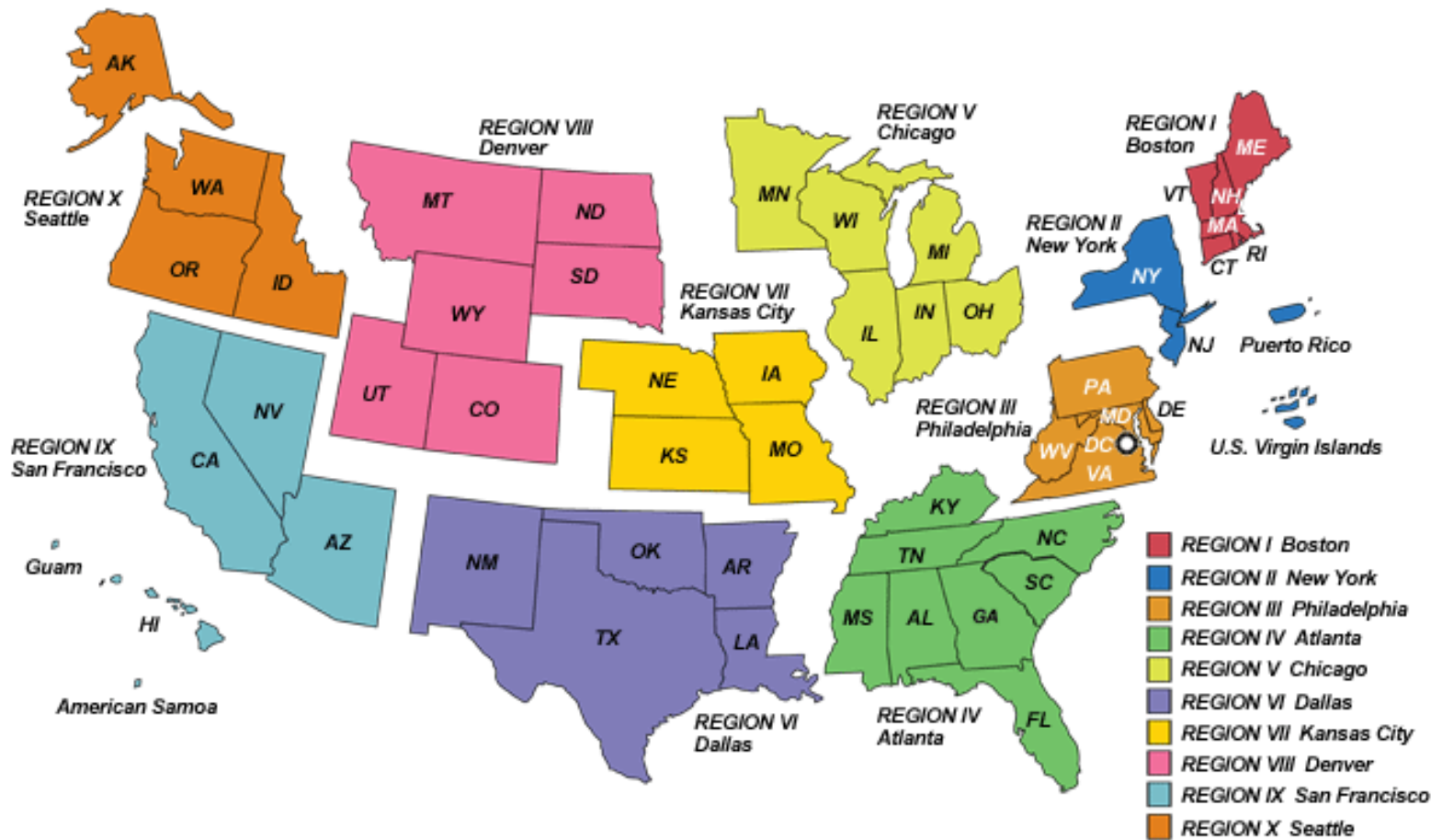


## Learning Objectives

- **What is FECA?**
- **What are my responsibilities?**
- **How to navigate in ECOMP**
- **What does benefits do OWCP provides?**
- **When to take action?**



# Department of Labor District Office Locations





## Workers' Compensation

- **Covered under the...**
  - Federal Employees' Compensation Act (FECA)**
- **Administered by the...**
  - Department of Labor (DOL)**
  - Office of Workers' Compensation Programs (OWCP)**





## FECA Overview

- **Provides compensation benefits to civilian employees of the U.S. federal government for disability due to traumatic injury or disease or illness in performance of duties**
- **Provides payment of benefits to dependents for work-related death of an employee as a result of traumatic injury or occupational disease/illness**



**Note: FECA provides exclusive remedy for work-related injury, disease, or death**



## Privacy Act

- Claims are covered by The Privacy Act of 1974 “Need to know” is determined by OWCP, not employing agency
- HIPAA
  - Does not apply to OWCP claims
  - Does not affect employing agencies



illustrations of.com #1127607



## Responsibilities

### *Employees:*

- **Observe health and safety regulations**
- **Report potential and actual health, safety and fire hazards**
- **Report all injuries to supervisor**
- **Obtain medical status reports from physician(s)**
- **Provide care providers with correct IC-D 9 Codes and Claim Number**
- **Cooperate with light duty placement**
- **It is the claimants responsibility to monitor his/her own claim, just as he/she would if it were an insurance claim**



## Responsibilities

### *Supervisors:*

- Encourage safe work habits and conditions and enforce safety regulations
- Advise employees on rights and responsibilities
- Encourage reporting of incidents ASAP
- Publicize the OWCP and employees' responsibilities under it
- Represent the agency's interest
- Ensure the P.T. Policy is adhered to & the “buddy system” is in place





## Responsibilities (cont.)

### *Supervisors:*

- Investigate incidents; obtain statements; controvert questionable claims
- Complete and submit forms in timely manner through ECOMP
  - CA-1 or CA-2 within three days of receipt
  - CA-7 within three days of receipt
- Keep in contact with employee
- Coordinate personnel actions with HRO
- Coordinate return to work with doctor and accommodate “light duty” work when able (CA17)
- Assist employees in returning to work





## Responsibilities

### ***HRO-M (ICPAs):***

- Assists in submission of claims
- Acts as the liaison between employee, supervisor, treating physicians and the DOL
- Informs employees and supervisors of program benefits and requirements



## Responsibilities

### *The Department of Labor (DOL)...*

- Administers the program for all federal agencies
- Accepts or denies claim
- Adjudicates all claims
- Provides payment of claims



# Traumatic Injury

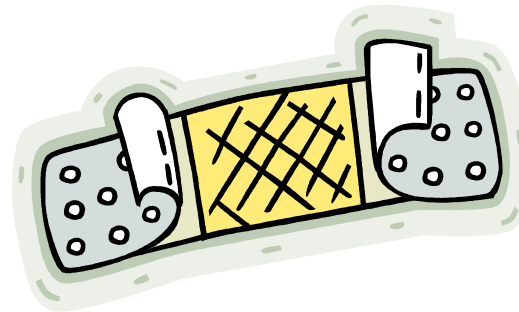
## CA-1

*A traumatic injury is...*

- A wound or other condition of the body caused by external force, including stress or strain

AND

- Caused by a specific event or incident within a single day or work shift

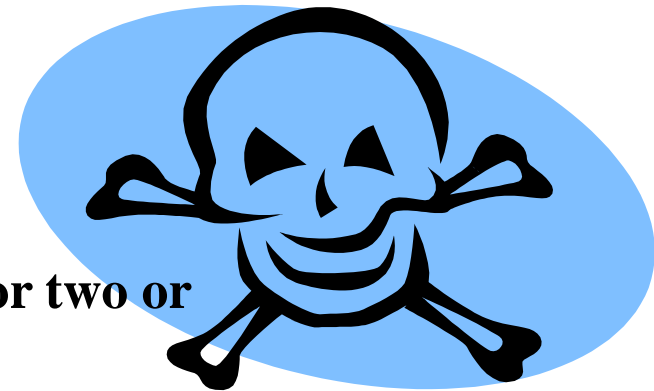




## Occupational Disease/Illness CA-2

### *Occupational Disease/Illness is...*

- **Condition produced over a period longer than one workday or shift, i.e.**
  - systemic infections
  - continued or repeated stress or strain
  - Exposure to toxins, poisons, fumes, etc
  - other exposure to conditions of the work environment for two or more work shifts
- **Continuation of Pay is not provided for Occupational Diseases**





## 5 Conditions of Coverage

- **Timely Filing of Claim**
- **Federal Civilian Employee**
- **Fact of Injury**
- **Performance of Duty**
- **Causal Relationship**





## Timely Filing



- **Traumatic Injuries:**
  - 3 years from date of injury (DOI) to file a claim
  - 30 days from the DOI for Continuation of Pay (COP) eligibility
- **Occupational Disease:**
  - Date of Injury
  - Date of First Awareness
  - Date of Last Exposure





## Federal Civilian Employee

- **FECA covers all civilian employees except for non-appropriated fund employees (NAF)**
- **Temporary employees covered on the same basis as permanent employees**
- **FECA does NOT cover:**
  - **State employees**
  - **Employees in a military status**
  - **Line of Duty injuries (to include drill)**



## Fact of Injury

### *Factual*

- actual occurrence of an accident, incident, or exposure in time, place, and manner alleged



### *Medical*

- medical condition diagnosed in connection with that accident, incident, or exposure. **A medical diagnosis is required**



## Performance of Duty

- **Injury occurred**
  - while performing assigned duties of engaging in an activity reasonably associated with the employment
  - on work premises (assigned work areas)
  - off the premises while engaging in work activity as it relates to the P.D.



- **PT injuries incurred during technician status as part of an approved program ARE considered if adhering to the policy**



## Causal Relationship

- **Link between work-related exposure/injury and any medical condition found**
- **Based entirely on medical evidence provided by physicians who have examined and treated the employee**
- **Opinions of employee, supervisor, or witnesses not considered**



## Statutory Exclusions

- **Willful misconduct**
  - deliberate and intentional disobedience of rules/orders (not carelessness)
- **Drug or Alcohol intoxication**
  - proximately caused the injury
- **Intent to injure self or others**
  - intent must be established





UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**



## Employees' Compensation Operations and Management Portal (ECOMP)



# ECOMP Overview



- **ECOMP is a web-based application accessible via the DOL public internet site, which is intended to allow injured federal workers and their employers to:**
  - **Electronically file OSHA 301s, CA-1s, CA-2s, CA-7s and CA-6s**
  - **Track the exact status of any form or document submitted via ECOMP (e.g., Pending Supervisor Approval, with Agency Reviewer, Received by OWCP, etc.)**
  - **Electronically upload and submit documents to Department of Federal Employees' Compensation's case files**
  - **Serve as a single portal for DFEC stakeholders**



UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

[ECOMP Home](#)
[File a Form](#)
[Upload Document](#)
[Register with ECOMP](#)
[ECOMP](#)

 You are not currently signed in | [Sign In](#) | [Register](#)

#### ECOMP Home

#### Employees & Claimants

- [File New Form](#)
- [Access Existing Form](#)
- [Claim Status \(CQS\)](#)

#### Track Status

#### Case Stakeholders

- [Upload Document to an Existing Case](#)
- [Agency Query System \(AQS\)](#)

#### Reviewers

- [Agency Reviewers](#)
- [OSHA Record Keepers](#)

#### Administration

- [Agency Maintenance](#)
- [ECOMP/DFEC Administrator](#)

#### Help

- [About](#)
- [How to File a Form](#)
- [About Accessibility and 508 Compliance](#)



### Have you been hurt on the job?

If you are a **Federal Employee** or a **Contractor** and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.

If you are a **Federal Employee** you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing **OSHA's Form 301**, then file a claim using either form **CA-1 (for traumatic injury)** or form **CA-2 (for occupational disease)**. After you have received an official FECA case number, you may also file form **CA-7 (Claim for Compensation)**.

[File a Form](#)
[Sign In / Register](#)

### Need to upload a document?

Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.

**⚠ Do not upload OWCP forms or medical bills!** Forms or bills submitted as uploads will not be processed. Submit medical bills [here](#).

[Access Case & Upload Document](#)
[Agency Reviewers & OSHA Record Keepers Sign In](#)


### Track status of form or document


 Enter ECN or DCN [?](#)

[Go!](#)

# Employee Registration





UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

[ECOMP Home](#) | [File a Form](#) | [Upload Document](#) | [Register with ECOMP](#)

---

ECOMP / Register You are not currently signed in | [Sign In](#) | [Register](#)

**ECOMP Home**

**Employees & Claimants**

- File New Form
- Access Existing Form
- Claim Status (CQS)

**Track Status**

**Case Stakeholders**

- Upload Document to an Existing Case
- Agency Query System (AQS)

**Reviewers**

- Agency Reviewers
- OSHA Record Keepers

**Administration**

- Agency Maintenance
- ECOMP/DFEC Administrator

**Contact ECOMP Help**

- About
- How to File a Form
- About Accessibility and 508 Compliance
- Filing Forms as an Injured

## Register for ECOMP

Your ECOMP account enables you to file and manage forms with the Department of Labor OWCP. Your account is subject to the [Privacy Act](#). If you already have an account you can [Sign In here](#).

**Account Basics**

Employee name (first, middle, last)

Home telephone

Your email address  ?

Social security number   I am not a US citizen, and do not have a Social Security Number  
Note: This setting affects the way you file forms. It cannot be changed after you register.

Confirm SSN

**Government Organization**

What part of the government were you working for at the time of your injury? ?

Department.....

Agency-Group.....

Agency.....

Duty station.....

✓ You can file forms OSHA-301, CA-1, CA-2, CA-7 and CA-7a for this organization through ECOMP ? [What is this?](#)

Immediate supervisor's email ?  @

**Password**

Choose a password

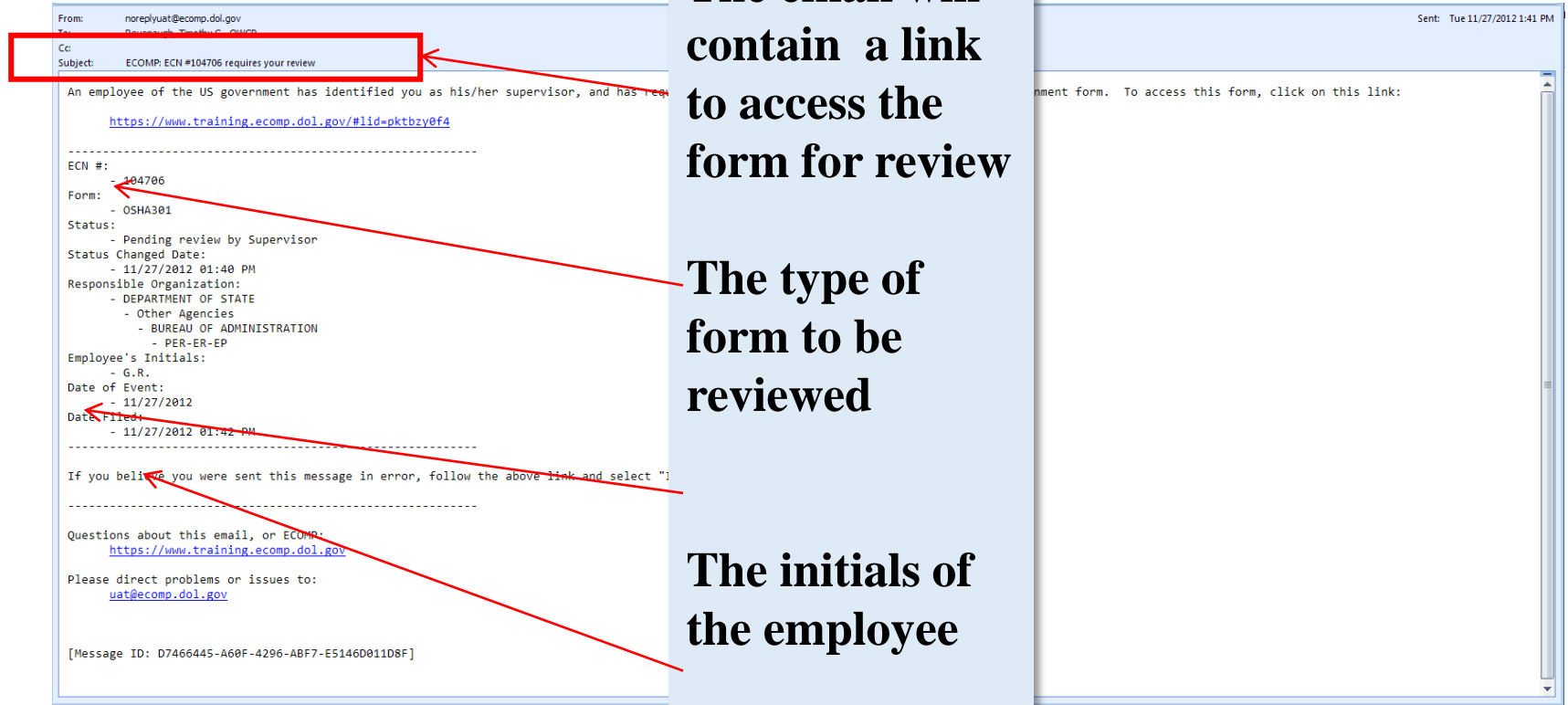
Re-enter password  Passwords must be a minimum of 8 characters, and contain at least one upper-case letter, one lower case letter, one number, and one special character.

**Security Questions**

**Employee will have to register with ECOMP in order to file a claim. The employee will designate their supervisor during the registration process. As the supervisor you will not need an ECOMP account in order to review forms submitted to you.**



# Filing an OSHA-301: Email to Supervisor



The email will contain a link to access the form for review

The type of form to be reviewed

The initials of the employee

Pertinent dates



# Filing an OSHA-301: Supervisor Portion



UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

[Supervisor Review](#)

[Upload Document](#)

SUPERVISOR

Signed in as **Supervisor** @dol.gov | [Sign Out](#)

## Supervisor Review

### Help

- About
- How to File a Form
- About Accessibility and 508 Compliance
- Filing Forms as an Injured Worker
- Reviewing Forms as a Supervisor
- Uploading Documents to FECA Case Files
- Electronic Document Submission Frequently Asked Questions
- OSHA Record Keeper User Guide
- Agency Reviewer User Guide
- Agency Maintenance Help
- Intro to the Compensation Process
- Which Form to Use?
- FAQ

## Supervisor Review

You have been named by an employee of the US government to review this form:

<b>ECN 104706</b>	<b>OSHA-301</b>	
Employee	Joe Employee	Da
Organization	BUREAU OF ADMINISTRATION	Ini

**You should review this form if both of these are true:**

- Your email is **Supervisor** @dol.gov
- You work as a supervisor at the **DEPARTMENT OF STATE**

**Yes, I will review this form**

**No, I cannot review this form**

**If the supervisor elects to review the form because they do indeed supervise the employee that submitted the form then the supervisor would select the Yes, I will review this form button at the bottom of the screen.**



# Filing an OSHA-301: Supervisor Portion

UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

Supervisor [redacted] SUPERVISOR [redacted] ent

[redacted].gov | Sign Out

OSHA-301

Pending review by Supervisor

1) Form Summary  
2) Review OSHA 301  
3) Reviewer Info & File Form

**Actions**

- Save Progress for Later

**Help**

- DOL's Privacy Policy

OSHA Form 301

Step 1 Form Summary **Continue**

Claimant:	Joe Employee	ECN:	104706
Email:	Joe.employee@gmail.com	Date of event:	11/27/2012
		Filed:	11/27/2012
		Supervisor:	Supervisor [redacted]@dol.gov
		Agency:	BUREAU OF ADMINISTRATION

**Continue**

To start the review, the supervisor will click on the **Continue** button.



# Filing an OSHA-301: Supervisor Portion



UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

Supervisor Review SUPERVISOR

1) Form Summary

2) Review OSHA 301

3) Reviewer Info & File Form

**Actions**

- Save Progress for Later

**Help**

- DOL's Privacy Policy

### OSHA Form 301

Step 3 Reviewer Info & File Form

**Supervisor contact**

Supervisor telephone   International

**Did this incident result in the employee's death?**  Yes  No

Date of death

**Work-related consequences**

Incident resulted in

- Days away from work
- Job transfer or restriction
- None of the above

**Nature of incident**

Injury  Illness

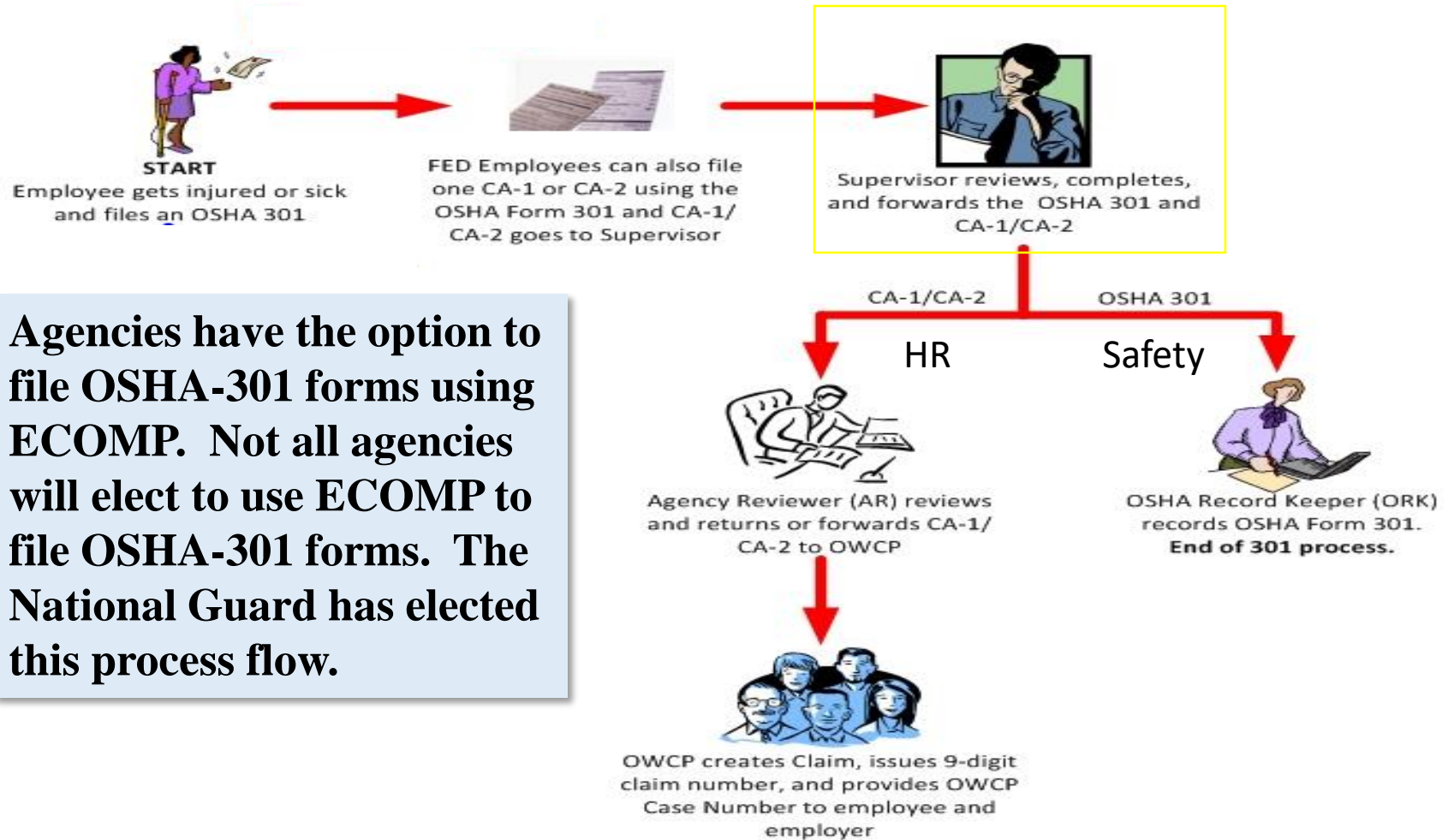
Type of illness

- Skin disorder
- Respiratory condition
- Poisoning
- Hearing Loss
- All other illness

The supervisor would also add any additional information into the form as well. Once the supervisor is done processing the form the File Form button at the bottom of the screen is selected.



# ECOMP's Claims Workflow



Agencies have the option to file OSHA-301 forms using ECOMP. Not all agencies will elect to use ECOMP to file OSHA-301 forms. The National Guard has elected this process flow.

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# Additional Training



- Employee & Claimants**
  - File a Form
  - Access Existing Form
  - Claim Status (CQS)
- Track Status**
- Case Stakeholders**
  - Upload Document to an Existing Case
  - Agency Query System (AQS)
- Reviewers**
  - Agency Reviewers
  - OSHA Record Keepers
- Administration**
  - Agency Maintenance
  - ECOMP/DFEC Administrator
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  - About
  - How to File a Form
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  - Filing Forms as an Injured Worker
  - **Reviewing Forms as a Supervisor**
  - Uploading Documents to FECA Case Files
  - Electronic Document



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[File Form](#)

## Track status of form

Enter ECN or DCN

## Need to upload a document?

Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.

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[Agency Reviewers & OSHA Record Keepers Sign In](#)

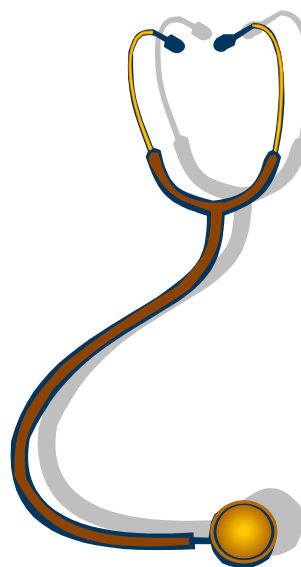
**Training is available for employees, supervisors, safety personnel and ICPAs. To view training for supervisors click on the Reviewing Forms as a Supervisor link**





## OWCP Benefits

- **Medical expenses (fee schedule)**
- **First aid expenses**
- **Rehabilitation**
- **Travel expenses to care provider**
- **Chiropractic care (limited)**
- **Early nurse intervention**
- **Assisted Reemployment Program**
- **Continuation of Pay (COP)**
- **Compensation for lost wages**
- **Scheduled benefits**
- **Permanent total disability**
- **Death benefits**





## Continuation of Pay (COP)

- **Continuation of an employee's regular pay by the employing agency with no charge to sick or annual leave**
  - **Traumatic injury claims *only***
  - **Maximum of 45 calendar days per injury**
  - **Written notice of injury must be submitted within 30 days of the date of injury**
  - **Medical evidence is required**



## Terminating COP

- **Employee returns to work with no loss of pay**
  - **Employee's period of employment expires**
  - **OWCP directs the employer to stop**
  - **COP has been paid for 45 days**
- **However, the agency may controvert the employee's COP entitlement pending a final determination by OWCP**
- **NOTE: OWCP has the exclusive authority to determine questions of entitlement and all other issues relating to COP**



## Timekeeping Codes

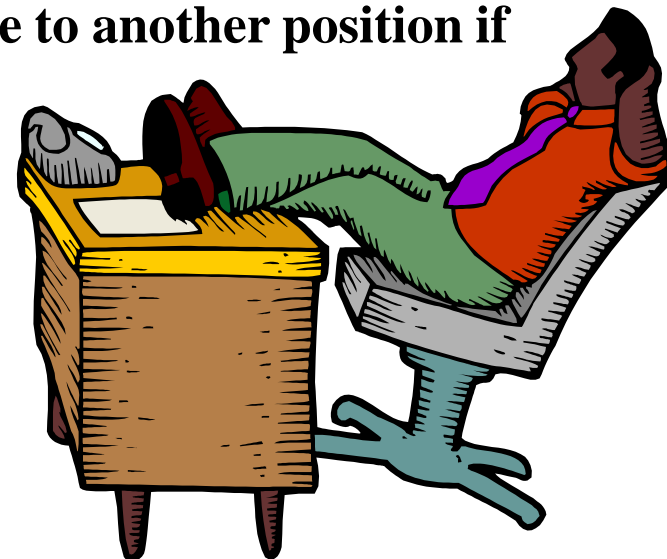
- **LU**
  - Used in conjunction with Traumatic injuries on the 1<sup>st</sup> day of injury
  - Also enter the “injury number” with the leave code
  - Injury Number = month and day on which the first day of absence occurred
    - ex: Injury occurring on 15 February = LU# 0215
- **LT**
  - Continuation of pay
- **KD**
  - LWOP code for Workers Comp.



## Light Duty

### *Responsibility of...*

- The supervisor to try to accommodate the return of an employee on light duty
- The HRO to officially reassign an employee to another position if necessary
- The employee to cooperate





## Appeal Rights

- **Oral Hearing within 30 Days**
- **Reconsideration within 1 year**
- **ECAB Appeal Board within 180 Days From date of Decision**

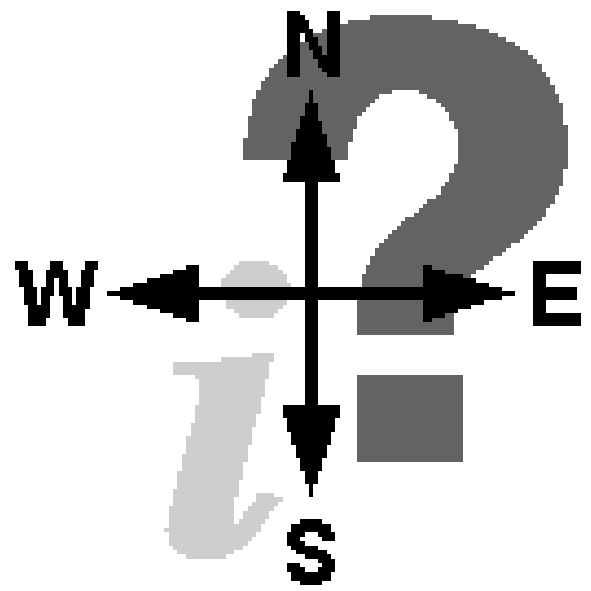


## References

- **5 U.S.C. 8101**
- **Code of Federal Regulations, 20 CFR part 10**
- **FECA Procedure Manual Part 2**
- **Publication CA-810**
- **OWCP Directive**
- **ECAB Decisions**



# Questions





# ***MILITARY SERVICE DEPOSIT***



**Ms. Charla Quiambao**  
**Human Resources Assistant**  
**(808) 672-1781**

**[charla.l.quiambao.mil@mail.mil](mailto:charla.l.quiambao.mil@mail.mil)**



## OBJECTIVES

- **About Military Service Deposit**
- **Military Service**
- **Post-56**
- **USERRA Service**
- **How To Pay Military Deposit**
- **ABC-C**





## ABOUT MILITARY SERVICE DEPOSIT

- It is also commonly known as a Military Buyback
- Benefit for technicians with active duty military service to add credit towards retirement SCD and increases annuity during retirement
- Money paid into the Retirement Fund for a period of active military service performed after 12-31-1956
- Only creditable military service may be bought back to be added towards retirement
- Military Service Deposits **must be paid in full** prior to the date of separation or retirement



## MILITARY SERVICE

### *Creditable*

- Active duty in the uniformed service, that is terminated under *honorable* conditions

### *Not Creditable*

- Dishonorable Discharge
- Officer Dismissal
- Clemency Discharge
- Neutral or Uncharacterized Discharge





## POST-56 MILITARY SERVICE

**Military Service on/after  
01-01-1957**



**Must Pay to Receive credit  
for Eligibility (RSCD) &  
Annuity Computation**

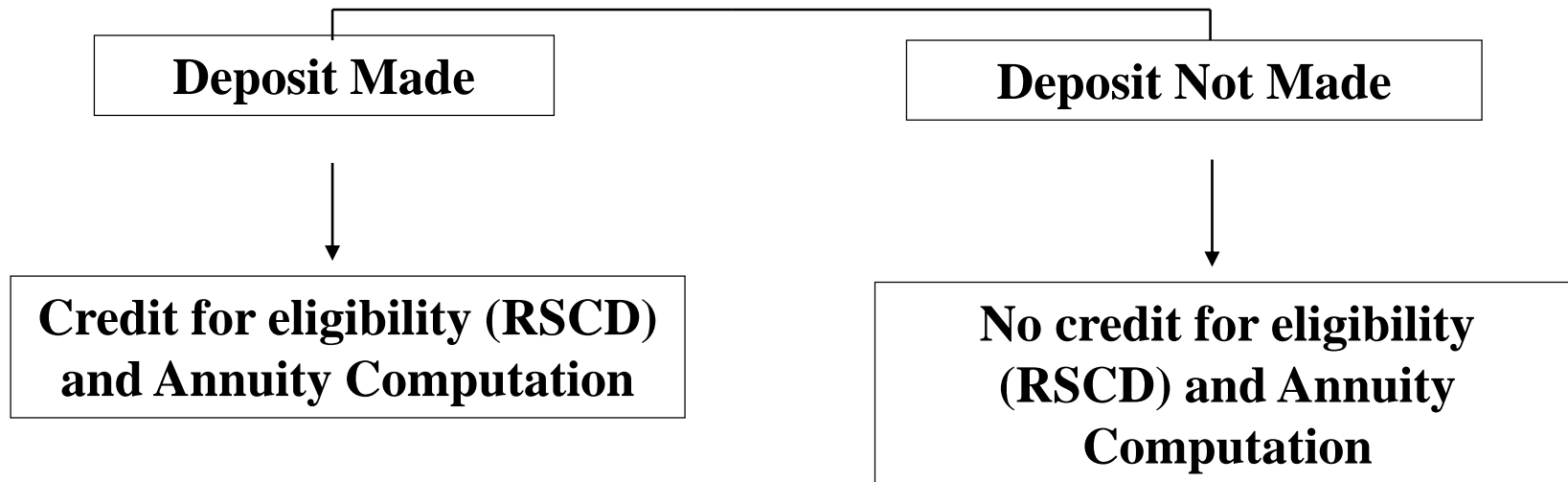
**Amount of Deposit:**

**3% of basic pay earned + interest (2 years interest free)  
[Interest will vary]**



# USERRA SERVICE

## Title 10 / Title 32 Service That Interrupts Civilian Service



### Amount of Deposit

Lesser of the two:

- 3% of basic pay earned + interest (2 years interest free)
- what your FERS contributions would have been for the civilian service if you had not entered into the military + interest (2 years interest free)

[Interest will vary]



## HOW TO PAY A MILITARY DEPOSIT

- **Complete Form RI 20-97, Estimated Earnings During Military Service, and send to the appropriate branch of service (addresses are on the ABC-C website). Include copies of all of your DD 214s**
- **Upon receipt of estimated earnings, include your DD 214, SF 3108 page 1 and SF 3108A and forward to the ABC-C. The ABC-C will calculate an estimate of the deposit owed and forward to DFAS**
- **DFAS will finalize the amount owed and advise you of payment options**
- **Ensure “Payment In Full” notice is filed in eOPF**
- **Military deposit must be completed in full **prior to separation****

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**DEFENSE FINANCE AND ACCOUNTING SERVICE**  
Indianapolis  
8899 E. 56TH ST  
INDIANAPOLIS INDIANA 46249-6200



**John Jacob Jingleheimer Schmitt**  
123 Employees Lane  
Leahi, HI 45678

10-27-2017

MEMORANDUM FOR John Jacob Jingleheimer Schmitt

**SUBJECT:** Notice of Military Service Deposit Payment Completion  
**Employee Identification Number:** CP1234567890  
**Service Period(s):** 01-01-1983 – 12-31-2003 20 Years, 0 Months, 0 Days

Your Payment for military service deposit has been received and processed by our office. Our records indicate that your deposit was paid in full on 06-30-2004. **Please submit a copy of this letter to your Human Resources Office for filing into your Electronic Official Personnel File (eOPF).**

If additional assistance is needed, please contact our Customer Service desk at 800-729-3277 or FAX 866-401-5849 or mail your correspondence to:

DFAS Indianapolis  
Civilian Payroll  
8899 East 56th Street  
Indianapolis, Indiana 46249-1900

Sincerely,

*Todd Cress*

Todd Cress  
Branch Chief  
ADS, TSP and Retirements

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## ARMY BENEFITS CENTER – CIVILIAN (ABC-C)

Specialist are available from 0700 to 1700 (CT), Monday through Friday.

- **Phone:** 1-877-276-9287 (Option 3 for National Guard)
- **Fax:** 1-785-239-6228
- **Website:** <https://www.abc.army.mil>
- **Mailing Address:** Army Benefits Center – Civilian  
305 Marshall Avenue  
Fort Riley, KS 66442-7005



U.S. ARMY

# ARMY BENEFITS CENTER - CIVILIAN

Home

Benefits

EBIS

About Us

Contact Us

ICE



## BENEFITS TOPICS

Civilian Death-in-Service  
Forms  
Health Insurance  
Injury Compensation  
Life Insurance  
Retirement  
Thrift Savings Plan (TSP)  
Unemployment Compensation

## QUICK LINKS

Affordable Care Act  
Court Ordered Benefits  
Defense Contract Management Agency  
Federal Benefits Open Season  
Financial Literacy  
Leave Without Pay (LWOP)  
National Guard  
New Employee Benefits Tool Kit  
Non-Appropriated Fund  
Social Security  
Uniformed Services

## EXTERNAL LINKS

Federal Employees Dental and Vision Program (FEDVIP)  
[www.benefeds.com](http://www.benefeds.com)  
(877) 888-3337  
Federal Employees Flexible Spending Account (FSAFEDS)  
[www.fsafeds.com](http://www.fsafeds.com)  
(877) 372-3337  
Long Term Care Insurance (LTCI)  
[www.ltcfeds.com](http://www.ltcfeds.com)  
(800) 582-3337  
Thrift Savings Plan (TSP)

## ABC-C STATUS

### PHONE SYSTEM



Fully Operational

### EBIS



Fully Operational

Updated: 17 Oct 2017

## ANNOUNCEMENTS

\*\*\*Updated\*\*\*

### Benefits changes effective on or after 29 Sep 2017

Benefits elections effective on or after 29 Sep 2017 **have processed!** This includes FEGLI Open Season elections.

Please keep in mind that with the high number of elections processed, it may take longer than normal for your benefits forms to flow into your eOPF (normal timeframe is 24-48 hours).

### Tuesday, 17 Oct 2017

Benefits Specialists will be **UNAVAILABLE** from 1400 - 1700 CT on Tuesday, 17 Oct 2017 due to system maintenance. Specialist availability will resume on Wednesday, 18 Oct 2017 at 0700 CT. EBIS will be available to make benefits elections during this time.

### Thrift Savings Plan (TSP) and Hurricanes Harvey / Irma

The TSP has made a temporary change to the financial hardship withdrawal rules for participants affected by Hurricanes Harvey and Irma. TSP will treat any Financial Hardship In-Service Withdrawal Request as a qualifying hardship and will waive the rule prohibiting employee contributions for 6 months after taking a hardship withdrawal if you meet the posted requirements. You can get more information on this, to include information on how to request a TSP Financial Hardship In-Service Withdrawal by visiting TSP's [Plan News and Announcements](#) page.

### 2017 Federal Employee Benefits Survey (FEBS)

## EBIS

Click to log into:



### Employee Benefits Information System (EBIS)

#### What is EBIS?

EBIS is an automated, secure, self-service web application that allows employees to review general and personal benefits information, and allows you to calculate your own retirement estimates. EBIS also allows you to make benefits elections for Federal Employees Health Benefits (FEHB), Federal Employees Group Life Insurance (FEGLI), and the Thrift Savings Plan (TSP).

#### Did you know?

You can only access EBIS if you are logged in with your Common Access Card (CAC). You must also have your Social Security number and EBIS PIN. This is to help protect your Personally Identifiable Information (PII)!

#### Problems accessing EBIS?

Our [EBIS Login Information sheet](#) can help.

## EBATS

Click to log into:



Employee Benefits Automated



**ARMY BENEFITS CENTER - CIVILIAN  
EMPLOYEE BENEFITS AUTOMATED TRACKING SYSTEM**

**EDIPI:** 9876543210**PP-Ser-Gr:** GS-0203-06**Region:** NGB**Name:** Schmitt John Jacob J**SCD Civ Leave:** 06 APR 2008**HRO:** TO-Hawaii**Address:** 123 Employees Lane  
Leahi, HI 45678**Macom:** AR-National Guard - Army**UIC:** W8APAA**eMail:** johnjacob.j.schmitt.mil@mail.mil**Payroll Office:** OA - OMAHA, NE**Retirement Plan:** NF**TSP:** 2% Traditional / 3% Roth **TSP Catch-Up:** 0 Traditional / 0 Roth**FEHB:** 631 / Kaiser Foundation Health Plan of Hawaii / High Self**FEGLI:** X0 / Basic + Option B (5x) + Option A**Military Deposit/Post-56:**

Date Received	USERRA	Comments	Date Complete
9/26/2016	No	C1	10/3/2016



## REFERENCES



- <https://www.abc.army.mil/retirements/FERSPost56.htm>
- <https://www.abc.army.mil/retirements/Retirement1/fersretrecord.pptx> [Slides 24-28]
- <https://www.dfas.mil/civilianemployees/militaryservice/militaryservicedeposits.html>
- <https://www.opm.gov/retirement-services/benefits-officers-center/webcast-presentations/military-deposits.pdf>



**ANY  
QUESTIONS?**



*Uniformed Service Employment and  
Reemployment Rights Act of 1994*

**USERRA**

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**Human Resources Assistant**  
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## Agenda

- **What is USERRA?**
- **Who does USERRA affect?**
- **How does it affect benefits?**
- **USERRA Election Packet Overview**
- **Supervisory and Technician Responsibilities**
- **Great to know - References**



## Objectives

- **Gain knowledge on the agency process for USERRA**
- **Know websites to use and assist employees**
- **Be the link between the employee and HRO**
- **Prevent or minimize personnel issues and backlog**



## What is USERRA?

- **Effective October 13, 1994, a federal law that establishes certain rights and benefits for employees and duties for employers**
- **Protecting veteran's employment and reemployment rights against discrimination and retaliation**
- **Service in the "Uniformed Services" covers all military training and service, whether in a voluntary or involuntary basis, in time of peace or war**
- **Employee is entitled to non-seniority rights and benefits (within grade increases, general adjustments, health insurance)**



## Who does this affect?

- **USERRA applies to persons serving in the active components of the Armed Forces**
- **USERRA applies to virtually all employers, public or private in the United States, regardless of size, including the Federal Government**
- **Two choices: Employee may be placed on Absent-US or Separation-US status. Both status affords the technician reemployment rights**



## Who does this affect?

- Limits reemployment rights to five cumulative years with the same employer
- Military deposit required to be paid prior to separation or retirement
- Reemployments rights if military service as follows:
  - **Less than 31 days**, report back to work on the next scheduled work day
  - **More than 31 days but less than 180 days**, must apply to return within 14 days following release from military service
  - **More than 181 days**, must apply to return within 90 days following the release from military service



## Who does this affect?



### *What is Reservist Differential?*

- Department of Defense must pay a reservist differential payment to *eligible* technicians who are orders to active duty under provisions of law defined in 10 USC 101(a)(13)(b)
- The purpose of the reservist differential is to ensure no loss of pay while serving on military orders. Civilian pay exceeds military pay
- Titles performed under these nine qualifying for reservist differential:
  - 10 USC 331, 10 USC 332, 10 USC 333, 10 USC 688,  
10 USC 12301(a), 10 USC 12302, 10 USC 12304  
10 USC 12305, 10 USC 12406



## Who does this affect?

Can I use my accrued leave when I go on orders?

- Annual Leave - Code: **“LA”** (5 USC 6304)
- Military Leave - Code: **“LM”** (5 USC 6323)
- Compensatory Time Off for Travel - Code: **“CF”** (5 USC 5550b)
- Sick Leave - Code: **“LS”** (5 USC 6307), *if appropriate, must be approved by HRO*
- NGB Exception: Regular Compensatory Time (CT), if your employee has CT, it must be used *prior* to any other authorized paid leave. The effective date of the Absent-US will be adjusted accordingly
- Non-pay status - Code: **“KG”**



## Who does this affect?

Are there other leave I can use?

- 44-Day Military Leave – Code: **“LV”**
- 22-Day Law Enforcement Leave – Code: **“LL”**
- 5-Day Presidential Leave – Code: **“LV”** - Upon returning to duty from a contingency operation. Must have completed at least 42 consecutive days on active duty. May only be used once for a 12 month period



## Who does this affect?

**What counts against my 5-year limit for reemployment rights?**

### **Exemptions**

- **Involuntary active duty in wartime**
- **Involuntary active duty for national emergency up to 24 months**
- **Ordered to active duty in support, as determined by the Secretary of the military departments, or critical mission requirement**
- **Active duty in support of a war and national emergency**

<https://www.dol.gov/vets/vms/userra/ex43.doc>



## How does it affect benefits?



### Federal Employee Health Benefits (FEHB):

- **Employee is eligible for continued coverage for up to 24 months when called to active duty. (P.L. 108-375)**
- **Non-contingency: Employee pays for premium for the first 12 months and the second 12 months pays for agency and employee premiums (102%)**
- **Contingency: Agency pays for premiums**

### Federal Employees Group Life Insurance (FEGLI):

- **Employee is eligible for coverage continues until the technician's times in a non-pay status totals 12 months at no cost of the technician**



## How does it affect benefits?

### Thrift Savings Plan (TSP):

- Returning employees have the opportunity to make up missed contributions. Agency matching and automatic 1%.
- TSP-41 Loan (if applicable)
- Thriftline: 1-877-968-3778

#### **HOT TIP:**

Technician can continue to pay their TSP Loan while on military orders by completing TSP-26 Coupon

**PREVENT TAXABLE DISTRIBUTIONS**



## How does it affect benefits?



### Federal Dental and Vision Insurance Program (BENEFEDS/FEDVIP)

- Technician must call and notify BENEFEDS of their status (if applicable)
- Must keep up with payments current to avoid lapse in coverage
- 1-877-888-3337

### Flexible Spending Account (FSAFEDS)

- Technician must call and notify FSAFEDS of their status to Absent-US and when returning to duty
- 1-877-372-3337

### Federal Long Term Care Insurance (FLTCIP)

- Technician must call and notify FLTCIP and keep premium payments up to date to prevent a cancellation of coverage
- 1-800-582-3337



## How does it affect benefits?

### National Guard Association of the United States (NGAUS)

- **Disability/Supplemental Insurance - Exclusively for the Air and Army National Guard federal technicians.**
- **Protection when you are unable to work due to a disability.**
- **Payroll deductions**
- **Contact Information:**

**ReliaStar Life Insurance Company**

**Route Number 8947**

**20 Washington Ave South Minneapolis, MN 55401**

**☎ 1-800-955-7736 Ext. 342-3155 📠 FAX: 1-612-372-5301**



## How does it affect benefits?

### Retirement

- **Reminder: Military deposit will need to be paid prior to retirement or separation to be creditable for retirement.**
- **Processing time for military deposits requires approximately, at the least, 120 days.**



# USERRA Election Packet Overview



**HEALTH BENEFIT**  
 Office as soon as you...  
 that FEHB coverage a

**My military service**  
 election regarding health

**I want to terminate**  
 day I am separated, full

**I want to continue**

**I am being**  
 pay my share of the FEHB  
 placed on Absent - Un

**My active**  
 months of continued FEHB  
 (i.e. the effective date

**DOD USERRA ELECTION**

a) \_\_\_\_\_  
 b) \_\_\_\_\_ I want to use part of my  
 c) \_\_\_\_\_ I want my annual leave

OR

d) \_\_\_\_\_ I want to be paid a lump sum for my annual leave balance.

**Thrift Savings Plan: (Initial that you understand)**

\_\_\_\_\_ I understand that if I am restored to my civilian position under USERRA, I may make retroactive TSP contributions and elections, including missed catch-up contributions, if otherwise eligible. I understand that I will need to contact my employing office within 60 days of return to civilian duty to elect to make retroactive TSP contributions and elections.

\_\_\_\_\_ I understand that my retroactive contributions and elections will be reduced if I contributed to TSP as a uniformed service member while on active duty. I understand that if I contribute to my uniformed services TSP account while on active duty, I am responsible for providing ALL my military LES forms as documentations those contributions.

\_\_\_\_\_ I currently have an outstanding TSP loan. I request that my employee office notify TSP of my non-pay status under USERRA so that my loan payments will be suspended. I understand that I cannot make a loan payment to my civilian account as a deduction from my military pay, and that interest will accrue while my loan payments are suspended. I also understand that I must notify my employing office immediately upon return to civilian duty so they may notify TSP of same, in order to avoid a taxable distribution. My TSP loan number(s) is: \_\_\_\_\_.

Acknowledgement: My elections for this period of military active duty are marked above and I understand my elections. I understand that I must notify my supervisor and employee office when my tour is completed.

Print and Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_







# Upload to Defense Civilian Personnel Data System (DCPDS)

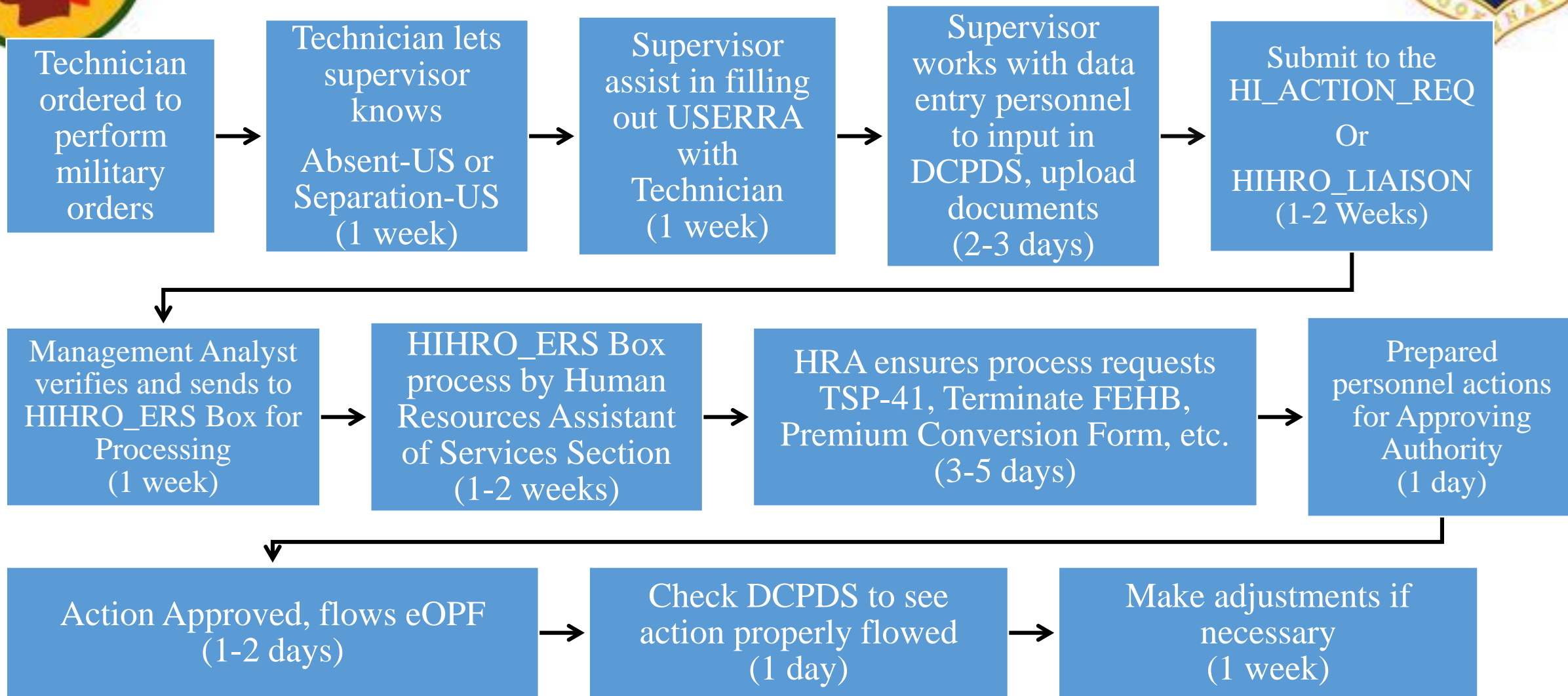
The screenshot displays a software interface with several overlapping windows. The primary window in the foreground is titled "Forms" and contains the following elements:

- A red bell icon on the left.
- Text: "Generated Request Number : 15OCTHIHRO0000620851"
- A dashed rectangular box containing the text: "Click on 'OK' icon."
- A large red arrow pointing from the dashed box to an "OK" button.
- An "OK" button located at the bottom right of the dialog.

Behind the "Forms" dialog, a "Routing" dialog is visible, showing a "RoutingTo" field and a "Select Routing List" button. Further back, a window titled "Requesting Information" is partially visible, showing "PART A - Request" and another "Routing" dialog. At the bottom of the interface, there are tabs labeled "History", "Extra information", "Person", "Position (P)", and "Others... (Q)".



# Flowchart





## Supervisory and Technician Responsibilities

### *Supervisor Responsibilities*

- **Keep open communication with your employees as you are the key**
- **Contact HRO for assistance and be the link for a smooth transition**

### *Technician Responsibilities*

- **Communicate with supervisor and complete appropriate documents prior to entering uniformed services.**  
**\*\*Notice may be verbal but paperwork needs to go through the chain.**
- **Timely notification of intent to exercise restorations rights.**



## Supervisory and Technician Responsibilities

### What are OUR responsibilities:

- **The Human Resources Office (HRO) responsibilities are advising managers, supervisors, and technicians regarding the rights and provisions of USERRA.**
- **Human Resources Officer (HRO) - The TAG delegated authority responsible for the execution of the rights and provisions of USERRA.**
- **We are here to support your federal technician career.**



## Great to know - References

- <http://dod.hawaii.gov/hro/technician-resources/benefits/userra/>
- <https://www.opm.gov>
- <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/#url=Reservist-Differential>
- <https://www.benefeds.com/>
- <https://www.ngaus.org/protecting-guard-members-and-their-families/technicians-insurance>
- <https://www.tsp.gov/>
- <https://www.esgr.mil/USERRA/What-is-USERRA>
- <https://www.dol.gov/vets/programs/userra/>



# Questions



# *Employee Benefits*

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**Human Resources Assistant**  
**808.672.1227**  
**[melanie.p.marquez.mil@mail.mil](mailto:melanie.p.marquez.mil@mail.mil)**



## Learning Objectives

- **Federal Employee's Health Insurance (FEHB)**
  - **Federal Flexible Spending Account (FSA)**
  - **Federal Long Term Care Insurance (FLTCIP)**
- **Federal Employee's Dental and Vision Insurance Plan (FEDVIP)**
- **Federal Employee's Group Life insurance (FEGLI)**
- **Thrift Savings Plan (TSP)**
- **Retirement**
  - **Types of Retirement**
  - **Retirement Process**



# Federal Employee's Health Benefits (FEHB)

## *Basic Provisions*

- **There are no waiting periods**
- **No restrictions on pre-existing conditions**
- **Government contributes substantially**
- **Technician must enroll self only, self plus one or self & family within 60 days of eligibility**
- **Temporary employees with appointments of 90 days**





## Federal Employee's Health Benefits (FEHB) (cont.)



### *Coverage*

- **Enrollees may change plans or options during annual Open Season**
- **In certain cases, may also convert coverage when leaving government**
- **Can be maintained while on LWOP**
- **Technician reservist who are placed in a leave without pay status when called to active duty for more than 30 days can keep their FEHB coverage for up to 24 months.**



# Federal Flexible Spending Account (FSA)



- Contribution are pre-taxed
- Allows you to save money for health care expenses
- **ENROLLMENT: Open Season, 60 days of becoming eligible**

## Health Care (HCFSA)

- Eligible for medical expenses not paid by FEHB or any other insurance



## Dependent Care (DCFSA)

- Eligible dependent care expenses (childcare, eldercare)
- Employee and spouse can work look for work, attend school full-time

## Limited Expense Health Care (LEX HCFSA)

- Enrolled or covered under a High Deductible Health Plan (HDHP) w/ a Health Savings Account (HSA)
- Covers eligible dental & vision expenses ONLY!

[www.fsafeds.com](http://www.fsafeds.com) / 1-877-FSAFEDS (372-3337)



## Federal Long Term Care Insurance Program (FLTCIP)

- **Long term care is care that you need if you can no longer perform everyday tasks by yourself due to a chronic illness, injury, disability or the aging process.**
- **Help with daily living activities**
- **Supervision due to cognitive impairment (e.g. Alzheimer's disease)**
- **No Regularly Scheduled Open Season – Apply online**



Contact Information

**Long Term Care Partners**

**1-800-582-3557**

[www.opm.gov/insure/ltc](http://www.opm.gov/insure/ltc);  
<https://www.ltcfeds.com>



## Federal Employee's Dental and Vision Insurance Program (FEDVIP)

- Supplemental dental and vision benefits
- Available to federal employees
- Provides competitive premiums
- No pre-existing condition limitations
- Separate from FEHB
- **ENROLLMENT:** During annual Open Season, 60 days of becoming eligible



Contact Information

**BENEFEDS**

**1-877-888-3337**

**<https://www.benefeds.com>**



## Federal Employee's Group Life Insurance (FEGLI)

***Basic Life:*** annual basic salary rounded to next highest \$1,000 plus \$2,000 – automatic unless waived

- Technician pays 2/3 – Government pays 1/3
- If originally waived, a physical exam is required (at the employee's expense) in order to enroll later





## Federal Employee's Group Life Insurance (FEGLI) (cont.)

### *Options:*

- A: Standard – insures you insurance for \$10,000**
- B: Additional – 1 to 5 x basic pay, rounded up to the next even \$1,000**
- C: Family – 1-5 multiples; each multiple is equal to \$5,000 for a spouse and \$2,500 for each eligible dependent child**



## Federal Employee's Group Life Insurance (FEGLI) (cont.)

### *Options:*

- **A, B & C – Any combination with the Basic coverage**
- **Personnel should conduct a periodic review of beneficiary designation in their eOPFs**
- **Coverage continues for up to 12 months in a LWOP or non-pay status**





## Thrift Savings Plan (TSP)



- **Tax deferred retirement savings/investment plan (410K)**
- **Retirement**
  - **Receive matching contributions**
  - **Reduce current taxes**
- **Automatic 3% matching**

### **Two types of employee contributions:**

- **Regular**
- **Catch-Up (for participates 50 and older)**

### **Two types of tax treatments:**

- **Traditional (pre-tax)**
- **Roth (after-tax)**



## Thrift Savings Plan (TSP) (cont.)

### Contact Information

**TSP**

**1-TSP-YOU-FRST**

**(1-877-968-3778**

**1-866-817-5023 (fax)**

**<https://www.tsp.gov>**

**Thrift Savings Plan**

**P.O. Box 385021**

**Birmingham, AL 35238**



**THRIFT  
SAVINGS  
PLAN**



# Leave Administration

**Mrs. Noelani M. A. DE Silva**  
**Human Resources Specialist, Employee Benefits**  
**(808) 672-1231**  
**[noelani.m.desilva.mil@mail.mil](mailto:noelani.m.desilva.mil@mail.mil)**



## Learning Objectives

- **Different types of leave**
- **Overtime Pay / FLSA Exemptions**
- **Supervisor's Responsibilities**
- **Record Keeping**



## Hours Of Duty

- **80 hours per two week pay period**
- **Work schedules/changes made by Adjutant General in conjunction with local union(s)**
- **Typically (but subject to exceptions):**
  - ~ **Rest breaks - Paid; part of workday**
  - ~ **Lunch breaks – Not paid**





## Types of Leave

- **Annual Leave**
- **Sick Leave**
- **Court Leave**
- **Excused Leave**
- **Leave Without Pay (LWOP)**
- **Military Leave**
- **Compensatory Time**
- **Enforced Leave**
- **Absence Without Leave (AWOL)**
- **Family and Medical Leave Act (FMLA)**



## Annual Leave

### *Accrual Rates: Full-time, permanent employees*

- 1-3 years - 4hrs/pay period
  - 3-15 years - 6 hrs/pay period
  - 15+ years - 8 hrs/pay period
- 
- **Entitled to accrue annual leave only after being currently employed for a continuous period of 90 days under successive appointments without a break in service.**



## Annual Leave (cont.)

### ***Accrual Rates: Temporary employees***

**(after 90 days, same as full-time permanent employees)**

- **1-3 years - 4 hrs/pay period**
  - **3-15 years - 6 hrs/pay period**
  - **15 + years - 8 hrs/pay period**
- 
- **The employee is entitled to be credited with the leave that would have accrued to him or her during that period.**



## Annual Leave (cont.)

### *Accrual rates: Part-time employees*

- **1-3 years** - 1 hr/every 20 hrs in pay status
  - **3-15 years** - 1 hr/every 13 hrs in pay status
  - **15+ years** - 1 hr/every 10 hrs in pay status
- 
- **Intermittent employee (i.e., a part-time employee who does not have an established regular tour of duty during the administrative workweek) is not entitled to accrue annual leave.**



## Annual Leave (cont.)

### *Some criteria/rules:*

- **Service computation date (SCD) determines leave category**
- **Maximum annual carryover – 240 hrs (30 days)**
- **Separated employees may be paid lump sum for unused annual leave**
- **Advanced Annual Leave – not to exceed amount earned in leave for the year.**
- **Request for annual leave is initiated in ATAAPS.**



## More...Annual Leave



- **May be taken in the pay period earned**
- **Public Law 93-181 provides for restoration of forfeited annual leave due to administrative error**
- **Absolute right of employee; subject to approval of the supervisor**
- **Can be denied based on mission**





## Sick Leave

### *Accrual rates*

- **Full-time** - 4 hrs/pay period
- **Part-time** - 1 hr/every 20 hrs in pay status

*Note: Both categories above include temporary employees*



## Sick Leave (cont.)



### *Covers*

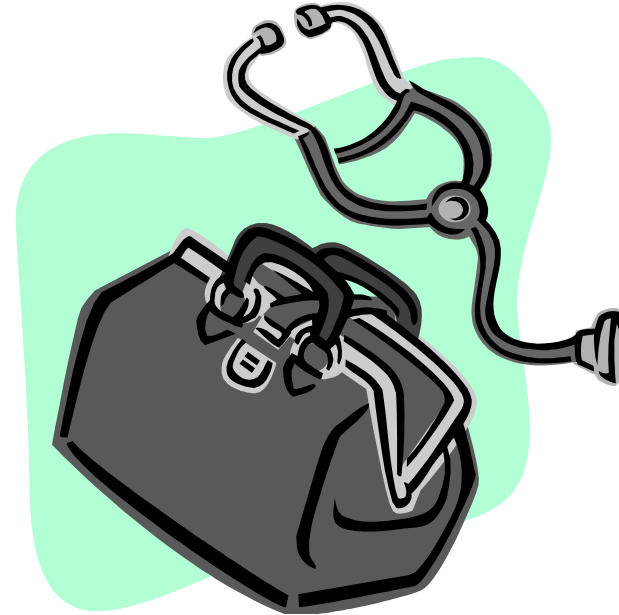
- **Medical, dental, optical exams/treatments**
- **Personal incapacitation**
- **Health risk**
- **Family Care**
  - **Family Medical Leave Act (FMLA)**
  - **Sick Leave to Care for Family Member (SLTCFFM)**
- **Bereavement/Family funeral (Limited – FMLA/SLTCFFM)**
- **Adoption (Limited – FMLA/SLTCFFM)**

## Sick Leave (cont.)



### *Some criteria/rules:*

- Unlimited carryover balance
- May be advanced
- Medical certification may be required
- May use while on Annual Leave





## Court Leave

*Covers an employee who is summoned due to a judicial proceeding, as a...*

- Juror
- Witness on behalf of a state or local government





## Excused Absence



- **Also referred to as Administrative Leave**
- **Authorized absence for a variety of personal and other non-Technician duty reasons**
- **Supervisor can excuse absence for a variety of reasons**
- **TAG may grant up to 3-days per CY for Community Activities**



## Other Excused Absence

- **5 day excused absence**
  - **Granted to those returning from Global War on Terrorism**
  - **Authorized regardless of deployed overseas or stateside**
  - **Paid time off**
  - **Used immediately upon return to duty**
- **Bone marrow**
- **Organ donor**





## Leave Without Pay (LWOP)

- Temporary non-paid status by OPM Form 71 request by employee **and approved by supervisor**
- Not an entitlement
- 80 hours accumulated LWOP can affect the employee's Annual and Sick Leave accrual within the leave year
- Service Computation Date (SCD) – Must be adjusted by the amount of non-pay time in excess of 6 months in a calendar year



## Military Leave

- 
- 15 days – 120 hours
  - 22 days – 176 hours
  - 44 days – 352 hours

- Charged in hourly increments
- No same-day dual scheduling on Title 32 orders and as technicians
- Military leave is not charged on intervening non-workdays (e.g. holidays, weekends, scheduled days off)





## Military Leave (15 days)

- **Paid leave when ordered to active duty, active duty training (ADT) & inactive duty training (IDT)**
- **120 hours (15 days) each FY – permanent & temporary employees appointed for more than 1 year**
- **Pro-rated for part-time employees**
- **Annual Carryover 120 hrs – (30 days) NTE 240 hrs yearly**





## Military Leave (22 days)

Also known as “Law Enforcement Leave” (LEL): Paid leave for emergency duty as ordered by the President, the Secretary of Defense, or a State Governor for aid in support of civil authorities in protection of life & property

- **Military duty in support of contingency operations.**
- **Permanent and indefinite employees**
- **22 days (176 hours) per calendar year**
- **Non-workdays/holidays not charged**
- **No excused absences**



## Military Leave (44 days)

- **Operations outside the U.S.**
- **Must be on active duty without pay**
- **Orders must identify period of leave**
- **44 days (352 hrs) per calendar year charged in hours**





## Compensatory Time

- **Time off with pay, in lieu of overtime pay**
- **Earned at a rate of 1 hour for 1 hour and used in increments determined by local policy**
- **Advance approval required**
- **Use within 26 pay periods of earning**



## Comp Travel Time



- **WS employees - when travel is required on and off-duty, only the travel hours are comp time**
- **GS may earn comp time while traveling outside of normal duty hours**
- **Technicians are not entitled to receive lump sum payment for compensatory leave. Upon separation, leave is forfeited.**



## Overtime Pay

### Overtime pay under **Title 5** defined as:

- Pay for hours or work “*officially ordered or approved*” in excess of 8 hours in a day or 40 hours in an administrative workweek.  
(Compressed work schedules such as 5-4-9 or 4-10 are based on an 80 hour pay period)
- Employees will be compensated for overtime work under Title 5 or Fair Labor Standard Act (FLSA), depending on their exemption status.
- *Effective upon conversion to T5, all Overtime and Compensatory Time must be requested by Supervisor in advance and approved by HRO prior to performance. (NGB Form 46-14)*



# FLSA Exemption and Overtime



- **Nonexempt** employees
  - Entitled to overtime pay under FLSA
  - Compensatory Time Off is paid ILO Overtime Pay **only** if requested by employee
  - The overtime hourly rate is the employee's hourly rate of basic pay multiplied by 1.5
  - Example: GS-07/01, \$40,684 ( $\$40,681 / 2087 \text{ hrs} = \$19.49$  hourly rate of basic pay)

## Computation

	Basic Pay (40 hours)	
	$\$19.49 \times 40 \text{ hrs} = \$779.60$	
	Straight Time Pay	
	$\$19.49 \times 12 \text{ hrs} = \$233.88$	
	FLSA Overtime Pay	
	$0.5 \times \$19.49 = \$9.75$	
	$\$9.75 \times 12 \text{ hrs} = \$117.00$ ; Total Overtime Pay = \$350.88 (\$233.88 + \$117)	
<b>Total Hours of Work: 52 Hours</b>		<b>Weekly Pay</b>
<b>Overtime Work: 12 Hours</b>		<b>Basic Pay = \$779.60</b>
		<b>FLSA OT Pay = \$350.88</b>
		<b>TOTAL = \$1,130.48</b>

- References: 5 USC 5543; 5 CFR 551.501, 5 CFR 551.512; 5 CFR 551.531



# FLSA Exemption and Overtime

- **Exempt** employees
  - Entitled to overtime under T5 overtime provisions
  - Compensatory Time Off ILO Overtime Pay **may** be required for employees whose basic rate of pay exceeds GS-10, step 10
  - Different overtime calculations may apply
    - Employees whose basic rate of pay is greater than GS-10, step 1, the hourly overtime rate is the greater of –
      - The hourly rate of basic pay for GS-10, step 1, multiplied by 1.5
    - OR**
    - The employee's hourly rate of basic pay
- References:
  - 5 CFR 550.101; 550.111-114



## Overtime References

### **Department of Labor:**

- <https://www.dol.gov/whd/flsa/>

### ***Office of Personnel Management (T5):***

- <https://www.opm.gov/>

### ***Statutory and Regulatory Provisions:***

- ***29 USC §213(a); 29 CFR Part 541***
- ***5 USC 5542 and 5 USC 5547***
- ***5 CFR 550.101-113***
- ***For wage employees, 5 USC 5544; 5 CFR 532.503***



# Premium Pay

**Entitled to T5 employees**

Premium pay is additional pay provided to employees for working certain types of hours or under certain types of conditions. Premium pay paid under Title 5 is subject to certain biweekly or annual pay limitations.

- **Night:** 10% differential paid to an employee for regularly scheduled work performed at night 5 USC 5545(a) and 6123(c); 5 CFR 550.103; 5 CFR 550.121-122
- **Sunday:** Entitled to 25% of basic pay for work performed during a regular scheduled, non-overtime, basic 8 hour tour of duty that begins or ends on a Sunday 5 USC 5546(a) and 6128(c); 5 CFR 550.103; 5 CFR 550.171-172
- **Holiday:** Equal to an employee's rate of basic pay. Employees who are required to work on a holiday during their tour of duty receive their rate of basic pay, plus holiday premium pay, for each hour of holiday work. 5 USC 5546(b), 5 CFR 550.103; 5 CFR 550.131-132
- **Administratively uncontrollable overtime (AUO) pay**
- **Standby duty**
- **Availability**



## Enforced Leave

*Temporary status to document absences for employees...*

- **Who are not ready, willing and able to perform assigned duties**
- **Whose continued presence is undesirable or poses a threat**



## Absence without Leave (AWOL)

- **Without supervisor's prior knowledge/approval**
- **Status can change with explanation**
- **AWOL status NOT a disciplinary action**
- **Can become the basis for initiating an adverse action**

**AWOL**

UNCLASSIFIED



## Recordkeeping Requirements



- ***Compensatory Time:*** Documented at unit
  - **NGB 46-14/AF 248: Request, Authorization, and Report of Compensatory Time**
- ***Military Leave:*** Copy of orders / certificate of performance / LES
- ***Court Duty:*** Letter from court / Check/Paystub
- ***LWOP:*** Signed OPM Form 71



## Supervisor's Responsibilities



- **Approve/Disapprove leave request**
- **LWOP/AB-US - Submit RPA with appropriate attached documents**
- **Certify ATAAPS**
- **Certify changes/corrections**



## References

- **Technician Personnel Regulations and Supplement**
  - **Absence and Leave Program (TPR 630)**
  - **Hours of Duty, Pay and Leave (TPR 990-2)**
- **OPM Pay & Leave Administration**
  - <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/>
  - <https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Reference-Materials>



# Questions







## Civil Service Retirement System (CSRS)



### *Applies to...*

**New employees first hired in a covered position prior to 1-JAN-1984**

- **Oldest of the retirement systems**
- **Employees and government each contribute 7% of employee's basic annual pay**
- **Employees may also contribute an unmatched amount to Thrift Savings Plan do not get government matching contributions**





## Civil Service Retirement System-Interim (CSRS-Interim)

*Applies to...*

Employees first hired on/after 1-JAN-1984 and certain rehires

- Reduced CSRS contribution rate of 1.3%
- Contributes to Social Security

**1-JAN-1987 CSRS Interim Coverage change...**

<b>CSRS -Offset</b>	<b>5 years of civilian service</b>
<b>FERS</b>	<b>Less than 5 years of civilian service</b>



## Civil Service Retirement System - OFFSET (CSRS-OFFSET)

### *Applies to...*

Employees who were in CSRS-Interim and had 5 years of civilian service as of 31-DEC-1986 **OR**

Employees who are/became subject to Social Security due to a break in service and have 5 years of civilian service

- **Reduced CSRS contribution rate of 0.8%**
- **Contributes to Social Security**



## Federal Employee's Retirement System (FERS)

*Only retirement system available to...*

- New employees hired after 1 Jan 1987, and
- Prior service employees after a break of over 365 days – but not eligible for CSRS-Offset

CONTRIBUTIONS		
RETIREMENT SYSTEM	EMPLOYEE	GOVERNMENT
FERS	0.8%; Social Security	16.9%; Social Security
FERS-RAE	3.1%; Social Security	15.0%; Social Security
FERS-FRAE	4.4%; Social Security	15.0%; Social Security

- Employees may contribute up to IRS Limit to TSP; receive agency matching 5% if you contribute at least 5% of your salary. **MAXIMIZE your investment!!!**
  - First 3% contribution are matched dollar-for-dollar
  - Next 2% will be matched at 50 cents to the dollar
  - Automatic 1% contribution regardless of TSP contribution rate

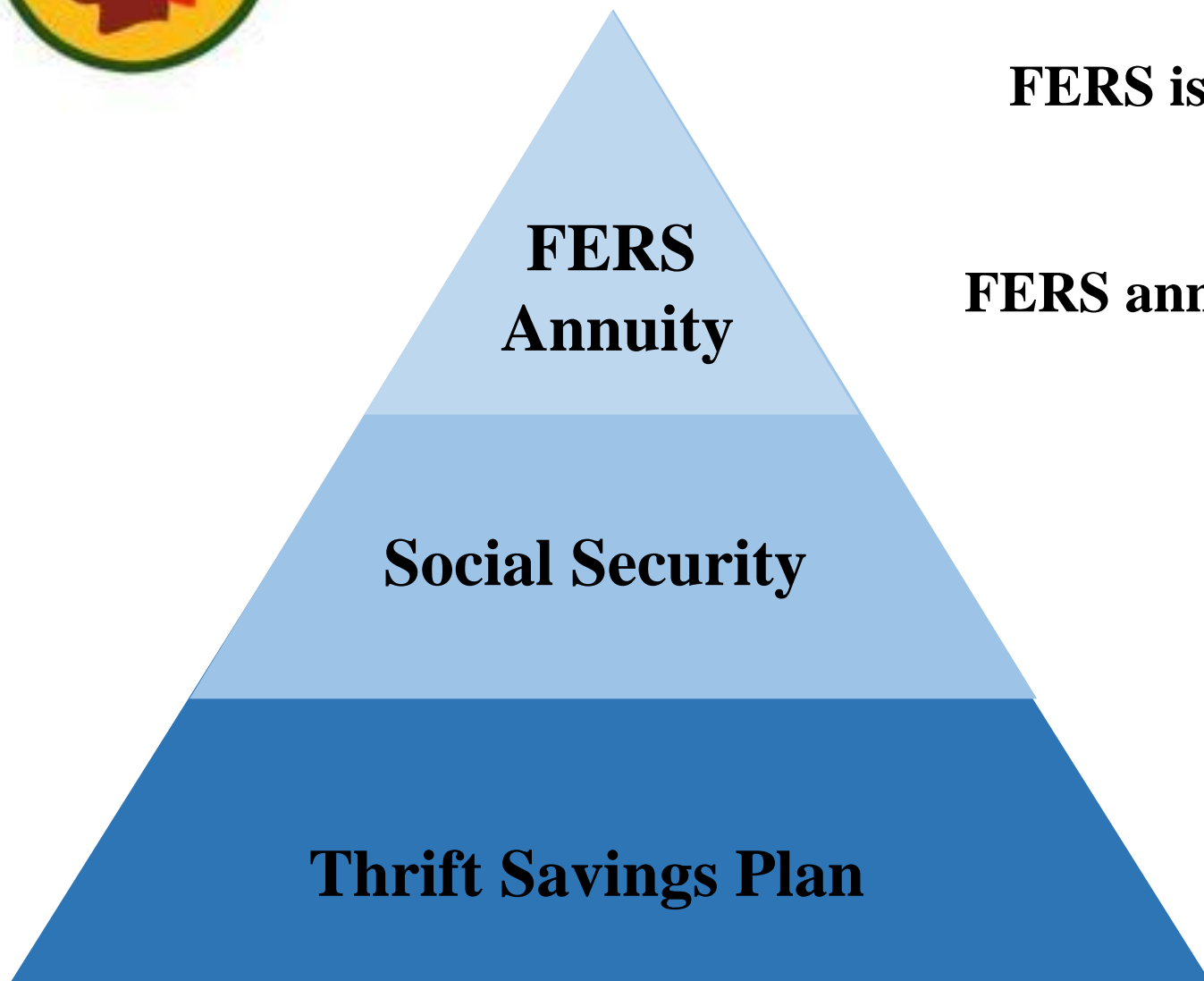


## Federal Employee's Retirement System (FERS) (cont.)

FERS is a 3-tiered retirement system

FERS annuity is the smallest component

TSP **WILL** make up the largest portion of your total retirement



## Types of Retirement

HAPPY

RETIREMENT

- **Optional Retirement**
- **Voluntary Early Retirement Authority (VERA)**
- **Discontinued Service Retirement (DSR)**
  - **Military Reserve Technician (MRT)**
- **Deferred Retirement**
- **Disability Retirement**
- **Public Law 97-253 (National Guard dual-status disability retirement)**



## General Eligibility Requirements

- **Have at least 5 years of creditable civilian service with the Federal government**
- **Meet Minimum Retirement Age (MRA)**
- **Must separate from a position subject to FERS coverage**





## Minimum Retirement Age (MRA)

<b>If year of birth is...</b>	<b>The MRA is...</b>
<b>Before 1948</b>	<b>55</b>
<b>1948</b>	<b>55 &amp; 2 Months</b>
<b>1949</b>	<b>55 &amp; 4 Months</b>
<b>1950</b>	<b>55 &amp; 6 Months</b>
<b>1951</b>	<b>55 &amp; 8 Months</b>
<b>1952</b>	<b>55 &amp; 10 Months</b>
<b>1953-1964</b>	<b>56</b>
<b>1965</b>	<b>56 &amp; 2 Months</b>
<b>1966</b>	<b>56 &amp; 4 Months</b>
<b>1967</b>	<b>56 &amp; 6 Months</b>
<b>1968</b>	<b>56 &amp; 8 Months</b>
<b>1969</b>	<b>56 &amp; 10 Months</b>
<b>1970 &amp; After</b>	<b>57</b>



## Optional Retirement (Voluntary)

Age	Service Requirements
<b>MRA</b>	<b>30 years creditable service</b>
<b>60</b>	<b>20 years creditable service</b>
<b>62</b>	<b>5 years creditable service</b>

AGE	Service Requirements
<b>MRA (MRA +10)</b>	<b>10 years creditable service (5 years civilian)</b>

✓ NOT entitled to an annuity supplement. Annuity accrues the first day of following month of your retirement.



## Determining the MRA Age Reduction



If...	Then...
FERS employee retires UNDER MRA +10 retirement provision.	Annuity will be reduced by 5/12 of 1% each full month employee is under age 62 at time annuity commences. <b>(5% reduction for each year)</b>
FERS employee separates at MRA and postpones receiving MRA +10 annuity until future date.	Percentage of the age reduction will be reduced. Amount is determined based on the age of the retiree when application for the benefit is filed.
FERS employee separates with 20 years of service and postpones receiving the MRA +10 annuity to age 60.	Age reduction is not applied when the annuity is received.
Retiree postpones annuity to age 62	Age reduction is not applied when the annuity is received.

**✓ 5% reduction for each year under age 62 (permanent reduction)**



## Early Retirement

Two types of early retirement options for FERS employees

- **Early voluntary retirements (early out)**  
(Voluntary Early Retirement Authority (VERA))
- **Discontinued Service Retirement (DSR) (T5 NOT Eligible)**

Age	Service Requirements
50	20 years creditable service*
Any Age	25 years creditable service*

**\* Must include 5 years of creditable civilian service**



## Early Retirement (cont.)

### VERA

### DSR

- Agency/Installation must approve
- Eligible for Voluntary Separation Incentive Pay (VSIP) or severance pay

- Must receive a specific written notice of a proposed involuntary separation from your Agency/Installation
- Annuity starts day after separation
- NOT eligible for VSIP or severance pay

- No age reduction under FERS for early retirement
  - CSRS component: portion of annuity will be reduced 2% each full year under the age of 55
- You will receive an annuity supplement if:
  - You retire at or after your MRA
  - If not, you will receive it **once you reach** your MRA



## Military Reserve Technician (MRT)

- **T5 NOT Eligible**
- **Involuntary separation is based on loss of military membership (not for cause).**
- **Eligible to receive immediate FERS annuity supplement regardless of MRA.**

### First hired **on/before 10-FEB-1996**

Age	Service Requirements
50	25 years of creditable “Federal” service - Title 10 AD/temp service prior to 1-JAN-1989: service deposit used to achieve 25 years of creditable “Federal” service.

### First hired **after 10-FEB-1996**

Age	Service Requirements
50	20 years of creditable “military technician” service
Any Age	25 years of creditable “military technician” service

- **Military Technician service – time earned while in dual status**



## Deferred Retirement

- Annuity for which an employee attains eligibility at a future

Age	Service Requirements
62	5 years creditable civilian service
MRA	10 years creditable service
MRA	30 years of service
60	20 years of service

- 5% age reduction for employees with less than 30 years of service and applies for a deferred annuity at MRA
- FEHB and FEGLI will **not** be reinstated at the time your annuity commences. Your application for retirement is sent directly to OPM.

**NOTE: NOT eligible for FERS Annuity Supplement**

**\*\*\*Defer:** *Not eligible to retire vs. Post Pone: Eligible to retire but choose to hold off\*\*\**



## FERS Annuity Supplement



- An estimated amount of Social Security benefits earned during FERS service
- Benefit paid until age 62 to certain FERS employees who retire before age 62 and are entitled to an immediate annuity
- Eligibility:
  - Has at least 1 calendar year of FERS service **AND**
  - Retires with an immediate annuity
  - At or after MRA with 30 years
  - At age 60 with 20 years of service
  - At or after MRA under Early/DSR retirement provisions
  - Under Special Provisions (i.e., FF, LEO, etc.)
- Individuals **NOT eligible** for annuity supplement:
  - Disability Retiree
  - MRA +10 provision
  - Deferred Annuity
  - Retiring at age 62 or older
  - CSRS Employees
- Duration of annuity supplement:
 

Payable through the earlier of the following dates:

  - Last day of the month you become age 62 OR;
  - Last day of the month before the first month you are entitled to Social Security benefits.



## FERS Annuity Supplement (cont.)



**Supplement is tested for earnings above the Social Security exempt amount (\$17,040 for 2018)**

- **Earnings include wages and self-employment income**
- **Income from severance pay (including VSIP), pensions, savings and investments are **NOT** subject to the earnings test.**
- **Annuity supplement will be offset by \$1 for every \$2 over this amount that is earned in 2017**





## High-3 Average Salary



- **Weighted average of highest 3 years of basic pay (including locality pay/local market supplement)**
- **Must be 3 consecutive years  
(Usually the last 3 years)**
- **Is the highest salary, not the highest grade**
- **Normally, the beginning date of the 3rd year period is determined by subtracting 3 years from the date of retirement**





## Disability Retirement

- **Disability – Unable to render useful & efficient service because of disease or injury**

AGE	Service Requirements
Any Age	18 months creditable civilian service

- **Must be in a position covered by FERS**
- **Disability annuity IS subject to Federal tax**



**Special NG Disability Retirement**  
**Provision Public Law 97-253**

**T5 NOT Eligible**



*NG technician may be eligible if:*

- Involuntarily separated due to medical disqualification
- Not found by OPM as meeting criteria for a “regular” disability retirement
- Not appointed to another Federal position
- Not declined a reasonable job offer

**\*\*IMPORTANT NOTE** for the FERS NG technician regarding the special provisions of PL 97-253

If the technician is also eligible for a Military Reserve Technician (MRT) retirement and OPM disapproves the disability application under FERS “regular” provisions, then the technician is **NOT** eligible for a disability retirement under the special provisions of PL 97-253.



## Designation of Beneficiary

### **Beneficiary Forms:**

- **SF 1152 (Unpaid Comp)**
- **SF 2823 (FEGLI)**
- **SF 3102 (FERS)**
- **TSP 3 (TSP)**

### **Order of Precedence:**

- **Court Order**
- **Designation of Beneficiary**
- **Widow or Widower**
- **Children (and/or descendants of deceased children)**
- **Parents**
- **Executor or Administrator of Estate**
- **Next of Kin**



## Retirement Process



### 5 years prior to retirement eligibility:

- Contact the Army Benefits Center-Civilian (ABC-C) for retirement estimate & information
- Call HRO/ABC-C with questions on retirement estimate

### 180 days prior to retirement:

- Complete the eRetirement forms on EBIS website
- Call HRO/ABC-C for help with the retirement forms

### 90-120 days prior to retirement:

- **HRO conduct retirement review**
- Mail original retirement forms to ABC-C
- Maintain personal copy
- Provide good retirement address & contact information



## Retirement Process (Cont.)



### 30-60 days prior to retirement:

- Retirement package assigned to specialist

### ABC-C retirement specialist:

- Verifies required forms and documents
- Processes retirement package
- Provides final retirement counseling
- Retirement package is forwarded to DFAS

### 2 -4 weeks after retirement:

- Final paycheck is received
- Lump sum annual leave is paid
- VSIP payments if applicable

### Approx. 8 weeks after retirement:

- Receive 1<sup>st</sup> INTERIM payment
- Receive letter from OPM with CSA\*

**\*CSA: Civil Service Annuitant Number**

**- CSA & password -> log on to OPM.gov**

**- Print monthly statement**

**- “retired MyPay”**



## Additional Information

### CONTACT THE ABC-C

- Toll Free 1-877-276-9287 FAX 1-785-240-6153

#### Select:

1= Army Civilian

2= DCMA Civilian

**3= National Guard**

4= Non-Appropriated Fund or Uniformed Service Member

- Specialists are available from 6 am –5 pm CT  
(Monday through Friday except National Holidays)
- Website: <https://www.abc.army.mil>
- Mailing Address: 305 Marshall Avenue  
Ft. Riley, KS 66442



## References

**5 CFR 890 (FEHB)**

**5 CFR Part 894 (FEDVIP)**

**5 CFR Part 875 (FLTCIP)**

**FEHB Handbook**

**5 USC Chapter 89A & 89B (FEHB)**

**5 USC Chapter 90**

**5 USC 87 (FEGLI)**

**5 CFR 870 (FEGLI)**

**DODI 1400.25 Vol 870 (FEGLI)**

**Benefits Administration Letters (BALs) - OPM**

[www.opm.gov/insure/dentalvision/index.asp](http://www.opm.gov/insure/dentalvision/index.asp)

<https://www.opm.gov/retirement-services/>

<https://www.tsp.gov/>

**CSRS/FERS Handbook**

**5 CFR, Chapter 1 (CSRS/FERS)**

**5 USC Chapter 84 (CSRS/FERS)**



# Questions



UNCLASSIFIED



# Day 3 Course Critique Questions?

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