Welcome to your briefing as a WV National Guard Permanent Federal Excepted Service Technician.
This briefing is divided into two parts:

1. The first part contains information and forms directly relating to your employment. These forms must be turned into the HRO and/or payroll office no later than the end of the first week of your employment.

2. The second is your benefits information coordinated by the Army Benefits Center in Ft. Riley, KS.
Permanent Employee Presentation

- The purpose of this PowerPoint is to provide new employees with a basic understanding of the technician program and equip them with the knowledge of their benefits and entitlements that are now available.

- Also, this presentation allows employees to work at their own pace and complete the required forms and can be referenced for refresher training as often as needed.
Permanent Employee Presentation

- There is very important information located in the Notes Section of this PowerPoint.
- If you are in ‘Slideshow’ Mode, you can exit and navigate to the ‘Normal’ view of the PowerPoint Presentation to review the slides and notes section of this PowerPoint.
- You will need the instructions located in the notes page to complete the necessary paperwork in the upcoming section.
What is a Federal Excepted Service Technician?

With your selection as a National Guard Technician, you have become a federal employee covered by the National Guard Technician Act of 1968 (Public Law 90-486).

Because of this law, you may be referred to as a military technician. Your primary mission as a military technician is to provide day-to-day continuity in the operation and training of Army and Air National Guard units.
What is a Federal Excepted Service Technician?

Military Technicians are employees of the Department of Army or Department of the Air Force. Dual Status Military Technicians are required to maintain military membership in the National Guard in order to retain employment. Non-Dual status technicians are not required to maintain military membership.

However, unlike other Federal employees, the Adjutant General has the authority to affect employment and is the level of final appeal for most personnel actions. With few exceptions, a military technician enjoys the same benefits, privileges and rights as other federal employees.
What is a Federal Excepted Service Technician?

Positions in the National Guard Technician Program that require military membership in the National Guard as a condition of technician employment are considered excepted service under the provisions of 32 USC 709.

This status means you are “excepted” from the rules that govern civil service employees in the areas of tenure and competitive requirements for appointments. Loss of military membership for any reason will cause termination of technician employment.
Mission of the Human Resource Office:

Plan, direct, and administer human resource programs for all full-time National Guard personnel to ensure relevance by leveraging technology, improving our processes and disseminating timely and accurate information so that we can provide a trained and ready workforce to meet mission requirements.
The HRO

Our office assists West Virginia National Guard Soldiers and Airmen with every aspect of their career as a Federal Technician.
Directions to the HRO

Human Resource Office
1703 Coonskin Drive
Charleston, WV 25311

Located: (Building on the left with the Flagpole) Go to the flag pole in front of building and enter the set of angled double doors in the corner. Once inside the building, go to the top floor and all the way to the end of the long hallway.
*Important Reminder*

The Department of Labor requires that the following statement be given to each newly hired and rehired Federal employee:

“If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks now that you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both.”
As with any new job, there is an enormous amount of paperwork to complete. This time is no different.

It is a REQUIREMENT that you complete the following forms.

...............So, lets get started!
Forms

Print and have ready all forms needed for permanent technicians. They are located at on the HRO website under New Technician Information, Permanent Employee In-Processing Information.

By doing this, you will be able to go through the forms and fill them out in accordance with this presentation.
SF 61 Appointment Affidavit

Appointment Affidavits

(Date Appointed)

(Signature of Appointee)

before me this day of , 20-

(State)

(Signature of Officer)
Form I-9, Employment Eligibility Verification

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Middle Initial</td>
</tr>
<tr>
<td>Address</td>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (Month/Day/Year)</td>
<td></td>
</tr>
<tr>
<td>A citizen of the United States</td>
<td></td>
</tr>
<tr>
<td>A noncitizen nationals of the United States (see instructions)</td>
<td></td>
</tr>
<tr>
<td>A lawful permanent resident (Alien #)</td>
<td></td>
</tr>
<tr>
<td>An alien authorized to work (Alien # or Admission #) until (Expiration Date, if applicable - Month/Day/Year)</td>
<td></td>
</tr>
<tr>
<td>Date (Month/Day/Year)</td>
<td></td>
</tr>
<tr>
<td>Certification</td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td></td>
</tr>
<tr>
<td>Date (Month/Day/Year)</td>
<td></td>
</tr>
<tr>
<td>Document</td>
<td>Title</td>
</tr>
<tr>
<td>Address (Street Name and Number, City, State, Zip Code)</td>
<td></td>
</tr>
<tr>
<td>Date (Month/Day/Year)</td>
<td></td>
</tr>
<tr>
<td>Notice</td>
<td></td>
</tr>
<tr>
<td>Date (Month/Day/Year) (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Authorization has expired, provide the information below for the document that establishes current employment authorization</td>
<td></td>
</tr>
<tr>
<td>Document #</td>
<td>Expiration Date (if any)</td>
</tr>
<tr>
<td>To the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented</td>
<td></td>
</tr>
</tbody>
</table>
OF 306, Declaration for Federal Employment

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>SOCIAL SECURITY NUMBER</td>
</tr>
<tr>
<td>4.</td>
<td>DATE OF BIRTH (MM/DD/YYYY)</td>
</tr>
<tr>
<td>6.</td>
<td>PHONE NUMBERS (include area codes)</td>
</tr>
</tbody>
</table>

- **2. SOCIAL SECURITY NUMBER**
  - State or country

- **4. DATE OF BIRTH (MM/DD/YYYY)**
  - Example, maiden name, nickname, etc.

- **6. PHONE NUMBERS**
  - Include area codes
  - Day
  - Night

- **US States military?**
  - Yes: Provide information below
  - No: In the Reserves or National Guard, answer "No."

- **US States military?**
  - Yes: Provide information below
  - No: In the Reserves or National Guard, answer "No."

- **From:**
- **To:**
- **Type of Discharge:**

- **Requested information under Item 18 or on attached sheets. The circumstances of each case you can still be considered for Federal jobs.**
- **Items for Violations:**
  - Convicted, been imprisoned, been on probation, or been on parole?
  - Previous violations, misdemeanors, and all other offenses?
  - If yes, use Item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police.

- **Military court-martial in the past 10 years?**
  - If yes, use Item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police.

- **Violation of law?**
  - If yes, use Item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police.

- **Reason for leaving current employment?**
  - If yes, use Item 16 to provide the date, explanation of the reason for leaving, and the employer's name and address.

- **Debt?**
  - Includes delinquencies arising from Federal taxes, loans, overpayment of


Pay Documents $$$

Next you will complete paperwork to get paid. That is unless you want to work for FREE!!! Depending on your component (Army or Air) follow the instructions below.

- **ARMY TECHNICIANS**
  Complete the next four forms and submit to the HRO!! We will forward your pay documents to the USPFO once received.

- **130th/167th TECHNICIANS**
  You need to turn in all four pay documents to your payroll office. These forms will NOT come to the HRO.
Form W-4

Personal Allowances Worksheet (Keep for your records.)

We can claim you as a dependent and have only one job; or
d. have only one job, and your spouse does not work; or
have a second job or your spouse's wages (or the total of both) are $1,500 or less.
you may choose to enter "0." If you are married and have either a working spouse or more
help you avoid having too little tax withheld.

Whether or not you claim your tax return.

If household on your tax return (see conditions under "Head of household above)"

3. Child or dependent care expenses. If you plan to claim a

6. Child tax credit. See Pub. 972, Child Tax Credit, for more information.

7. $1,000 ($5,000 if married), enter "2" for each eligible child, then less "1" if you have three or more eligible

8. Eligible children. See Pub. 972, Child Tax Credit, for more information.

9. If here. (Note: This may be different from the number of exemptions you claim on your tax return.)

10. Itemize or claim adjustments to income and want to reduce your withholding, see the Deductions

11. Earners/Multiple Job Workers Worksheet on page 2 to avoid having too little tax withheld.

12. Earners/Multiple Job Workers Worksheet on page 2 to avoid having too little tax withheld.

13. Social Security number

Employee's Withholding Allowance Certificate

You are entitled to claim a certain number of allowances or exemption from withholding is

14. Your social security number

2011
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employee Address</td>
<td>2. Social Security Number</td>
</tr>
<tr>
<td>3. Second Line Street Address</td>
<td>4. Third Line Street Address</td>
</tr>
<tr>
<td>5. County Code</td>
<td>6. State or Country Name</td>
</tr>
</tbody>
</table>

**Privacy Act Notice**

Law 90-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Form CD-525.

Please provide the following information:

- Your Social Security Number under Public Law 93-579, Section 7(j) (Privacy Act of 1974). Disclosure by you of your Social Security Number is voluntary. Submission of the 585 is authorized by 702, 3140 (Public Law 93-579). The 585 is used as an identifier throughout your Federal career from the time of application through retirement. Further, the 585 is used by Federal agencies to facilitate the sharing of information needed to perform their missions and to carry out their responsibilities. The 585 is also used for the selection of persons to be included in statistical studies of personnel management matters. The release of the 585 is required for current and former Federal employees and applicants who have identical names and birth dates, and whose identities cannot be distinguished.
STATE OF MILITARY RESIDENCE CERTIFICATE

DATA REQUIRED BY THE PRIVACY ACT OF 1974


Information is required for determining the correct State of legal residence for purposes of withholding income taxes from military pay.

Information herein will be furnished State authorities and to Members of Congress.

Disclosure is voluntary. If not provided, State income taxes will be withheld based on the tax laws of the State previously certified as your legal residence, or in the absence of a prior certification, the tax laws of applicable State based on your home of record.

<table>
<thead>
<tr>
<th>SOCIAL SECURITY NUMBER (2556)</th>
</tr>
</thead>
</table>

BY: or county and State

REASONS FOR CERTIFICATION OF STATE OF LEGAL RESIDENCE

It is to obtain information with respect to your legal residence/domicile for the purpose of determining your tax liability. The tax laws are effective by Section 3401(a) of the Internal Revenue Code.

Definitions are essentially interchangeable. In brief, they are used to denote that place where you intend to reside and to which, whenever you are absent, you have the intention of returning. The definition includes all property owned or occupied as a domicile. The Act further provides that no change in your State of legal residence/domicile will be ordered if you have previously been notified.

It is your "home of record" with your State of legal residence/domicile. Your home of record must be changed if it is erroneously or inadequately recorded.

The "home of record" at the time you sign a new enlistment contract. Officers may not change their home of record on or before a break in service. The State which is your "home of record" may be your State of domicile if it meets certain criteria.

The State of legal residence/domicile is simply stated as follows: physical presence in the State with your permanent home and abandonment of your old State of legal residence/domicile.

By residing in the new State at the time you form the intent to make it your permanent home. Such intent may be ascertained by certain actions such as: (1) selling residential property or an improved residential lot, (3) selecting and registering your State of domicile by a new will or testament which indicates your new State of legal residence/domicile.

Failure to make the required changes in your State of legal residence/domicile may adversely impact on certain legal privileges which depend on each other, eligibility for resident tuition rates at State universities, eligibility to vote or be a potential candidate for various welfare benefits. If you have any doubt regarding your State of legal residence/domicile, you may request your Legal Assistance Officer for advice prior to completing this form.

I have not been, or do not believe that your State of legal residence/domicile has changed. Failure to state your State of legal residence/domicile may adversely impact on certain legal privileges which depend on each other, eligibility for resident tuition rates at State universities, eligibility to vote or be a potential candidate for various welfare benefits. If you have any doubt regarding your State of legal residence/domicile, you may request your Legal Assistance Officer for advice prior to completing this form.

I have met all the requirements for legal residence/domicile in the State claimed provided is correct.

TIONS OF MY FORMER STATE OF LEGAL RESIDENCE/DOMICILE WILL BE NOTIFIED OF THIS CERTIFICATE.

CURRENT MAILING ADDRESS (Include ZIP Code) |

DATE
SF 256, Self-Identification of Handicap
SF 181, Ethnicity and Race Identification

Ethnicity and Race Identification

(Please read the Privacy Act Statement and instructions before completing form.)

Statement

Social Security Number

Birthdate (Month and Year)

This information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with Budget's 1997 Revisions to the Standards for the Classification of Federal Budget Data on Race. Information is voluntary and has no impact on your employment status, but in the instance an employing agency will attempt to identify your race and ethnicity by visual observation.

It is necessary to plan for equal employment opportunity throughout the Federal government. The Office of Personnel Management or employing agency maintaining the records to locate, search or survey respond and in the production of summary descriptive statistics and of the function for which the records are collected and maintained, or for related workforce planning.

This information is requested under the authority of Executive Order 9307, which requires SSN be used, for the administration of personnel records. Providing this information is voluntary and failure to provide it will have no impact on your employment status. If SSN is not provided, however, other agency sources may be used to verify your identity.

Questions below are designed to identify your ethnicity and race. Regardless of your answer to the question, it will be noted with the ethnicity and race which you most closely identify with by placing an "X" in the appropriate race category or categories with which you most closely identify with placing an "X" in the appropriate racemost category.

DEFINITION OF CATEGORY

Native American or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Non-Hispanic: A person who is not of Hispanic or Latino origin.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other origins and who identifies with one or more of the specific cultures of the Spanish-speaking or Indo-American communities.

Standard Form 181
Revised August 2006
Previous editions not usable

42 U.S.C. Section 2000e-16
INSN 7540-01-039-4446
STANDARDS OF CONDUCT FOR NATIONAL GUARD TECHNICIANS

Each technician has a positive duty to acquaint themselves with each statute that relates to their ethical and other conduct as a technician in the National Guard and as an employee of the Federal Government. The standards of conduct specified for technicians 1/A/W FM Chapter 735 are as follows:

a. Activities related to private interest.
b. Membership in nongovernment organizations.
c. Solicitation of contributions.
d. Use of Government facilities, property of services.
e. Outside employment.
f. Additional compensation.
g. Gambling.
h. Indebtedness.
i. General conduct.
j. Acceptance of gifts, entertainment, or favors.
k. Misuse of information.
l. Engagement in riots or civil disorders.
m. Dealing with military or civilian personnel.
n. Bribery and graft.

Each technician is required to sign this statement that he/she understands the Standards of Conduct as outlined in PPM Chapter 735.

(Signature of Technician) (mm/dd/yyyy)

SPMO FORM 12:
SF 144, Statement of Prior Federal Service

<table>
<thead>
<tr>
<th>Office of Personnel Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATEMENT OF PRIOR SERVICE - WORKSHEET</td>
</tr>
</tbody>
</table>

- **Social Security Number**
- **Date of Birth (Month, Day, Year)**

**SERVICE COMPUTATION FOR LEAVE PURPOSES**

<table>
<thead>
<tr>
<th>(A) APPOINTMENT DATE</th>
<th>(B) SEPARATION DATE</th>
<th>NONCREDITABLE SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Month</td>
<td>Day</td>
</tr>
</tbody>
</table>

**SERVICE COMPUTATION FOR REDUCTION-IN-FORCE (RIF) PURPOSES**

<table>
<thead>
<tr>
<th>(A) APPOINTMENT DATE</th>
<th>(B) SEPARATION DATE</th>
<th>NONCREDITABLE SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Month</td>
<td>Day</td>
</tr>
</tbody>
</table>

Date SCD(s) Computed
Army MOS Training Agreement

ARMY
MOS MILITARY OCCUPATIONAL SPECIALTY (MOS)
TRAINING AGREEMENT

I agree to complete all mandatory courses that may be required for this position within one year. I understand that I must meet the military compatibility for the position selected within one year from the start date of my appointment.

Military protocol for traditional rank structure. Situations of inversion of military rank are limited; i.e., a military technician (dual status) may not be militarily senior to his supervisor.

I understand that a technician who fails to maintain military compatibility, or complete the training within the specified time must be removed from that position.

I have reviewed and understand that I must abide by these criteria.

__________________________________________
Signature

__________________________________________
Date

Must be removed
WEST VIRGINIA NATIONAL GUARD

PHYSICAL FITNESS PROGRAM - ACKNOWLEDGMENT STATEMENT

I declare participation in the West Virginia National Guard Physical Fitness Program, as established by WV HROMO Regulation Number 990-1, dated 1 February 1995. I further understand that my participation in the program will be supervised, and that if I object to appropriate disciplinary action and/or revocation of participation within a reasonable vicinity of my worksite, as determined by my Supervisor in consideration of the program. I will sign out and sign to be recalled to the worksite at any time. I will sign out and sign for my participation and any decision in regard to the program in this form. The Adjutant General will be kept on file by the Physical Fitness Monitor.

This program is mandatory for all West Virginia Army and Air National Guard personnel. Participation in the program is strictly voluntary for all West Virginia Army and Air National Guard personnel.

UNIT/ACTIVITY:

AGR: ARNG ANG TECH: ANG ARNG
(CIRCLE ONE)

(SUPERVISOR SIGN & DATE)

February 1995

ENCLOSURE 2
PERSONNEL CONTACT SHEET

In order for us to notify you of any updates regarding your technician employment, it is crucial for the Human Resource Office to have updated employee information. Please provide us with the most current up-to-date data so that we may better serve you.

- FULL NAME:

  LAST             FIRST             MIDDLE

- HOME OF RECORD:
  ______________________________________
  ______________________________________
  ______________________________________

- HOME PHONE:
  ________________________________

- CELL PHONE:
  ________________________________

- WORK PHONE:
  ________________________________

- CIVILIAN E-MAIL ADDRESS:
  ______________________________________

- MILITARY E-MAIL ADDRESS:
  ______________________________________

- LOCATION AND NAME OF DUTY STATION:
  ______________________________________

- DIRECT SUPERVISORS NAME:
  ______________________________________

- SUPERVISORS PHONE #:
  ________________________________
Congratulations!

You have completed almost all of the required forms of this presentation.
LEAVE TYPES
Leave Types

Leave is broken up in three categories.

• Paid
• Non paid
• Compensatory
Service Computation Dates (SCD)

What is an SCD?
LEAVE
Paid versus Non Paid Leave Types
Annual LEAVE

Remember the SCD? This is where it matters!
Military Leave

120 Hours per Fiscal Year

But no more than 120 hours can be carried over from year to year for a maximum total of 240.
Sick Leave (LS)
PAID LEAVE-Holiday Leave (LH)
*CAUTION: LWOP for personal reasons that exceeds specific time limitations can delay the due date of the next step increase; it can eliminate leave accrual for the pay period; and can affect creditable service for the calendar year. Contact the HRO if you are concerned about the use of Personal LWOP.
LWOP for military duty does not impact a due date of a Within Grade Increase (if applicable) and it does affect leave accrual by changing to prorated accrual*.

Pay attention to time card codes: (KA Versus KG)
AWOL
COMPENSATORY TIME EARNED-CE

Compensatory Time Earned (CE): CE is in lieu of overtime. Compensatory time is accrued only in support of the activity/base/unit missions and should be requested in advance and must be approved by the supervisor.
Comp Time for Travel

Compensatory Time off for Travel is earned by an employee for time spent in a travel status away from the employee’s official duty station when such time is not otherwise compensable. Travel must be officially authorized for work purposes and must be approved by an agency official.
Timecards

Timecards must be submitted for all Federal Employees.
You can view the NGB Technician Handbook on the HRO website under New Employee Information.
As a Federal Employee you may be covered under the Federal Employees Compensation Act (FECA).

This law is in place to provide employees treatment and compensation as a result of an injury or disability sustained while in the performance of your duty as a technician.
What do I do if I am injured in the performance of my job?

1. Report any injury or incident to your supervisor IMMEDIATELY. This is submitted to OWCP electronically and they then make a decision to accept or deny your claim.

2. Report any change in your medical status to your supervisor-Updated accurate medical information ensure that your claim is processed expediently.

ACTION REQUIRED:
You will need to read the OWCP Memo for New Employees, and sign and date the last page, and turn into HRO.
Employee Statement of Understanding to be Filed in OPF

I, __________________________, was briefed and understand my rights and responsibilities under the Federal Employees Compensation program.

I will report any and all injuries immediately to my supervisor or to the person acting on their behalf. If no supervisor is present, I will contact the Human Resource Office Injury Compensation Specialist to report my injury. Failure to report my injury within 30 days could result in a denial of COP (Continuation of Pay) and may result in the denial of my claim.

I understand that if I am disabled due to my traumatic injury, I may claim continuation of pay (COP) not to exceed 45 calendar days or use leave. COP must be supported by medical documentation within 10 work days of claim for COP. If disabled longer than 45 days or if I am not entitled to COP, I may claim compensation by submitting a completed form CA-7 to the Human Resource Office.

I know that it is my responsibility to ensure all medical bills are processed and paid by the Department of Labor and I understand that I do this online by going to the Claimant Query System (CQS) http://owcp.dol.scs-inc.com. I know that I can also use CQS to access my accepted conditions; address of record; compensation claim status; and compensation payments, dates, and periods. I also can use CQS to see the status of reimbursement requests, ability, an authorization inquiries.

I also understand that the burden of proof falls on me as the employee and I must establish facts of my claim in order for my claim to be approved by the Office of Workers Compensation. The US Department of Labor Office of Workers Compensation is the final decision making authority for workers compensation claims and benefits.

Signature of Federal Technician

Date
NGAUS Insurance

Guaranteed protection for Technicians. No health questions asked if you act during the Guaranteed Acceptance Period.

Technicians Insurance Program

Details inside.

The only plans endorsed by the National Guard Association of the United States and the National Guard Association of the United States of America.
**NGAUSUS Insurance**

**Open Enrollment Form**

<table>
<thead>
<tr>
<th>Sex</th>
<th>M</th>
<th>F</th>
<th>AGGR</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number (HMO)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SS#</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Employment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Salary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Duty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enroller Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Long Term Disability Insurance**

- ages you want based on your salary, either BASIC or BASIC SUPPLEMENTAL. Rates are based on bi-weekly deductions.

<table>
<thead>
<tr>
<th>Age</th>
<th>BASIC Basic Supplemental $1,000</th>
<th>Supplemental $1,400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 40</td>
<td>$3.50</td>
<td>$4.10</td>
</tr>
<tr>
<td>40-49</td>
<td>$3.90</td>
<td>$4.50</td>
</tr>
<tr>
<td>50-59</td>
<td>$4.40</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

**Term Life Insurance**

- the box for the coverage you want based on your age. Rates are based on bi-weekly deductions.

<table>
<thead>
<tr>
<th>Age</th>
<th>Rate</th>
<th>Check Here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 40</td>
<td>$15.00</td>
<td>Yes</td>
</tr>
<tr>
<td>40-49</td>
<td>$16.50</td>
<td>Yes</td>
</tr>
<tr>
<td>50-59</td>
<td>$18.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Beneficiary Designation for Term Life Insurance**

- Children’s coverage - $10,000 per child ($1,40);
- Children’s coverage - $10,000 per child ($1,40).

**Relationship to the applicant**

- Beneficiary of the applicant’s coverage will be the insured parent.

Plan offered by ReliaStar Life Insurance Company. I understand that, upon issuance of such insurance, I will become a Member of the National Guard Association and Education Foundation, as determined by the National Guard Association Insurance Trust. No opposition shall be incurred by ReliaStar Life Insurance Company and the first premium paid in full.

**Term Life coverage for yourself?**

- Yes |
- No |

**Additional Beneficiary**

- Yes |
- No |

**Date**

- Your Date | Your Date |

**Form**

- 1st Payroll Deduction | Transmitter Number H4D | Consec. Number | Line 1-23
My Biz/My Workplace is an online site that provides employees a way to view their records that are created through the HRO data system.

My Biz will also be used for performance management and will be the portal used to enter and discuss your performance ratings.
My Biz-How to Access

Log on to https://compo.dcpds.cpms.osd.mil

- Your CAC card must be registered to access this site.
- If you encounter problems accessing this site, please refer to the My Biz instruction packet on the HRO homepage or contact a systems technician in the HRO for further guidance.
News and Information
Last updated Feb 18, 2011 18:00 CDT

**Announcing DoD's New DCPDS Portal** - with a "News and Information" section for employees (My Biz), managers (My Workplace) and HR Professional users!

**Self Service Users**
Self Service, My Workplace, Employee Emergency Contact Information is enhanced to allow supervisors to print a consolidated list of emergency contact information for their employees and their subordinate supervisor’s employees. Click [here](http://www.cpms.osd.mil) for more information.

**HR Professional Users**
Operation New Dawn with LAC 7BE has replaced Operation Iraqi Freedom with LAC 7AB and is available for coding Civilian Expeditionary Workforce (CEW) deployment.

---

**Smart Card Access**

**Returning Smart Card user**? Login and select your non-email certificate when asked to choose a digital certificate.

**First time Smart Card user** or need to [make name changes]? Register before logging in.

**Authorized Non-Smart Card (Non-CAC) Access**

**Returning Non-Smart Card user (Non-CAC)**? Use the username and password fields below to login.

**Portal Username:**
**Portal Password:**

[Login](http://www.cpms.osd.mil)

**First time Non-Smart Card (Non-CAC) User**? Before using the DCPDS system, you must first register.

**Password problems?** You may go here if you have configured your account for automatic password resets.

**CPMS Contact Information**
Department of Defense
Civilian Personnel Management Service
HR Business Information Technology Solutions Division - HR-BITS
1400 Key Boulevard, B-200
Arlington, VA 22209-5144
http://www.cpms.osd.mil/

---

[Privacy Act] [Accessibility] [Privacy and Security Policy]
Performance Management
<table>
<thead>
<tr>
<th>Performance Rating</th>
<th>Description of Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>5- Outstanding</td>
<td>Outstanding performance in one or more critical element(s) and excellent performance for all other critical element(s).</td>
</tr>
<tr>
<td>4- Excellent</td>
<td>Excellent performance in one or more critical element(s) and fully successful performance for all other critical element(s).</td>
</tr>
<tr>
<td>3- Fully Successful</td>
<td>Overall fully successful performance.</td>
</tr>
<tr>
<td>2- Marginal</td>
<td>Below fully successful performance for one or more critical element(s), but at least marginal performance for all critical element(s). Supervisor can deny a within grade or step increase. A formal PIP (performance improvement plan) is required.</td>
</tr>
<tr>
<td>1- Unacceptable</td>
<td>Fails to meet at least the marginal performance standard in one or more critical element(s). Same as level 2; however, a rating of 1 on any critical element results in an overall Level 1 rating of record.</td>
</tr>
<tr>
<td>N/R</td>
<td>Not Rated - Employee did not have opportunity to perform the critical element because it became obsolete or could not be accomplished due to extenuating circumstances.</td>
</tr>
</tbody>
</table>
Performance Management

- A self assessment is your description of accomplishments related to the critical elements and performance standards identified in your performance plan.
- The self assessment should provide your supervisor with a clear picture of your performance and accomplishments.
Performance Management

The STAR FORMAT

- **Situation**: Describe the Conditions under which you achieved your critical elements
- **Task**: Describe what you did during the year to create the results you achieved
- **Activity/Action**: Include additional activities you completed, or actions you took that contributed to your results
- **Result**: Describe what you accomplished
### Five Rating Level Evaluation Method

**Performance Rating**

<table>
<thead>
<tr>
<th>Performance Rating</th>
<th>Employees are eligible to receive...</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - Outstanding</td>
<td>Quality Step Increase Sustained Superior Performance Time Off Award</td>
</tr>
<tr>
<td>4 - Excellent</td>
<td>Sustained Superior Performance Time Off Award</td>
</tr>
<tr>
<td>3 - Fully Successful</td>
<td>Time Off Award</td>
</tr>
<tr>
<td>2 - Marginal</td>
<td>Counseling, Mentoring, Coaching Increased Supervisory Assistance</td>
</tr>
<tr>
<td>1 - Unacceptable</td>
<td>Performance Improvement Plan (PIP)</td>
</tr>
</tbody>
</table>

*What Your Rating of Record Could Mean...* Valued performance can be rewarded
Periodic Increases

WG’s
For temporary, permanent and indefinite employees
- Step 2 – 26 calendar weeks of creditable service in Step 1.
- Step 3 – 78 calendar weeks of creditable service in Step 2.
- Step 4 – 104 calendar weeks of creditable service in Step 3.
- Step 5 – 104 calendar weeks of creditable service in Step 4.

GS’s
For permanent and indefinite employees only
- Steps 2,3,4 – 52 calendar weeks of creditable service
- Steps 5,6,7 – 104 calendar weeks of creditable service
- Steps 8,9,10 – 156 calendar weeks of creditable service
Want to know when you will receive your first check? Well, the pay chart is your answer!

Refer to the Pay Chart under the forms section, find the pay period that we are currently in, look at either Army or Air to determine pay date.
The Association of Civilian Technicians (ACT) is the exclusive representative for West Virginia National Guard Technicians.

If you are not a Supervisor or a Management Official you are probably in a bargaining unit position.

Bargaining Unit Employees have the right to:

- FORM, JOIN, or ASSIST a labor organization;
- ACT AS A REPRESENTATIVE of a labor organization;
- BARGAIN COLLECTIVELY through a labor organization.
Labor Relations

- If you have a work issue you may consult with your Supervisor, an Association Official, a Shop Steward, or the Labor Relations Specialist at 304-561-6422

- Bargaining Unit Employees have access to:
  - Collective Bargaining Agreement (Contract)
  - Weingarten Rights;
  - Negotiated Grievance Procedures
  - Association Officials and Shop Stewards
  - Human Resources Office
Employee Assistance Program (EAP)

- The EAP is a referral service for our WVNG Employees.
- It is not a counseling service, nor does it provide treatment.
- It is not a condition of employment.
What is the Purpose of the EAP?

- To help Employees Cope with personal Problems that negatively affect their lives and which might intrude upon their jobs.
How do you enter the EAP?

- Self Referral
- Supervisory Referral
What happens once in the EAP?

- Authorized to use leave granted IAW appropriate leave policies and procedures, including FMLA.
Military Technician Bonus and Student Loan Repayment Information

Effective 25 February 2010:
Please read all the below information.
Military Technician Bonus and Student Loan Repayment Information

Bonus Examples:
Military Technician Bonus and Student Loan Repayment Information

Loan Repayment Examples:
Military Technician Bonus and Student Loan Repayment Information

Point of Contact for all Bonus/ SLRP Questions is the incentives manager at 304-561-6370
ELIGIBILITY FOR FEDERAL EMPLOYEES HEALTH BENEFITS (FEHB) OR TRICARE RESERVE SELECT (TRS) INSURANCE

Public Law 109-364 excludes individuals from coverage under TRICARE Reserve Select (TRS) who are eligible for health insurance under the Federal Health Benefits (FEHB) program. Therefore, Select Reserve members who are eligible for FEHB will lose their TRS coverage.

Eligibility for FEHB includes those technicians appointed to permanent or indefinite appointment and tenured employees who have worked more than 12 months (12 months and one day) or who have worked more than 12 months (12 months and one day) without a break in service of at least five days. If you become eligible for FEHB, whether you request coverage or not, you are no longer eligible to continue TRS.

Temporary technicians who request enrollment in FEHB must pay the full premium, which include the employee's portion, the agency portion and a 2% administrative fee (102%).

If you become eligible for FEHB, you must immediately notify TRICARE North Region, 4700 North Dairy Ashford, Houston, TX 77090-4015, at (800) 589-8777, or Via Internet at http://www.febh.com/benefits/fehb/solicitors.html, or you will have to repay TRS costs paid on your behalf. You must also notify your TRICARE Eligibility System (TRES) and you may face fines if you fail to notify TRES of your FEHB eligibility.

A signed copy of this document will be filed in your Official Personnel File (OPF).

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONDITIONS OF ELIGIBILITY FOR FEHB AND/OR TRS INSURANCE AND THAT IT IS MY RESPONSIBILITY TO NOTIFY THE TRS CORPORATION TO CANCEL IF NECESSARY.

Signature ______________________________ Date ______________________________

Typed or printed Name: ______________________________

Date of Hire: ______________________________

Technician Unit/Org. of Assignment: ______________________________

TRICARE Reserve Select enrollment (initial): Enrolled_____ Not Enrolled_____
Reasons to Contact the HRO

- Qualifying Life Event (QLE)
- LWOP and RTD
- Name Change
- Changing your beneficiaries
- Leaving to accept another federal position
- Separation/resignation/retirement
- Questions, comments, concerns, etc
Absent Uniform Service (A-US) and Return to Duty (RTD)

**A-US**
- When entering a non-pay status for a period greater than 30 days you are REQUIRED to contact HRO for a A-US Brief.
- **NOT CONTACTING HRO WHEN ENTERING A-US MAY CAUSE YOU TO INCUR DEBTS!** It is extremely important for you to contact the HRO!!

**RTD**
- Before you can return to a pay status you are REQUIRED to contact HRO for a RTD brief.
- This brief is VERY important, without it you will not be put back in a pay status!
- It is the HR system’s RTD that puts you back in a pay status, not your timecard!
Name and Address Changes

- Name changes must be initiated through an SF52 being submitted to the HRO. A copy of your new social security card, or a letter from the social security office must accompany the SF52 in order for your name to be changed.

- Any Address Change for both military and civilian records can be accomplished through your two separate MyPay accounts. Ensure that you update both with the new address.
Last Date myPay Accessed: 04/04/2011

Army Reserve Component Pay Account

- Federal and State Withholding Statement (W-2)
- Loan Repayment Program (SLRP) W-2
- Miscellaneous Tax Statement (W-2)
- Tax Statement 1099-INT
- Savings Plan (TSP)
- Vendor Advice of Payment (AOP)
- Withdrawal Request
- Settings Page (Click here for details)

Your Army DoD Civilian Pay Account

- Leave and Earnings Statement (LES)
- Foreign Entitlements Statement

Pay Changes:

- Allotments
- Correspondence Address
- Direct Deposit
- Health Savings Account
- Turn on/off Hard Copy of LES

Taxes:

- Federal Withholding
- State Withholding
- Tax Statement (W-2)
- Travel / Miscellaneous Tax Statement (W-2)
- Turn on/off Hard Copy of W-2
- Travel Voucher Advice of Payment (AOP)
- Email Address
- Personal Settings Page (Click here for details)
The National Guard Federal Credit Union
All 130th and WV Army NG employees
http://www.wvngfcu.com/

Location:

1512 Coonskin Drive
Charleston, WV 25311
304-342-2422
The National Guard Federal Credit Union

167th Employees
http://www.167tfrfcu.com/

2 Convenient Locations:

(Close to Base)
4400 Winchester Avenue
Martinsburg, WV 25405
304-263-0260
Leaving Federal Employment

Just like you came to HRO for your IN-PROCESSING, you are REQUIRED to contact HRO for an OUTBRIEF. Your supervisor must submit an SF 52 to HRO indicating your separation.

If you are transferring to a position in another Federal Agency it is VERY IMPORTANT that you provide a good POC for that agency so the HRO can coordinate a smooth transfer of all of your benefits and your leave, and request your records. If the transfer is done incorrectly then there may be a delay in your PAY.
Congratulations!

Now that you have completed this presentation below is a checklist to help you determine what you need to turn in:

- All DD214’s and Title 10 Orders
- Copy of 2 forms of Identification
- SF 61 Appointment Affidavit
- Form I-9 Employment Eligibility Verification

...... Continued on next Slide
____ OF 306 Declaration for Federal Employment
____ W-4 Withholding Statement
____ 1199A Direct Deposit
____ Form CD 525 Employee Address
____ DD 2058 State Tax Information
____ SF 256 Self Identification of Handicap
____ SF 181 Ethnicity and Race Info
____ SPMO Form 12 Standards of Conduct
____ SF 144 Statement of Prior Federal Svc
____ Army Only- MOS Training Agreement
____ Personal Contact Sheet
____ TriCare Reserve Select Memo of Understanding
____ OWCP Memo
____ NGAUS Enrollment Form (if applicable)
167<sup>th</sup> Employees ONLY

- You will need to turn in all required documentation to the HR Liaison at the 167<sup>th</sup>.
- The next slide does **NOT** apply to you.
130th and Army Next step: Turn in your completed packet to the Human Resource Office ASAP but **no later than Friday** of the First week of your new employment!

130th technicians MUST take pay documents to the finance office ASAP.

Talk with your supervisor to ensure forms are sent to the HRO. If not received by the first Friday, you may not get paid on time!

Scan and Email documents to techbenefits@wv.ngb.army.mil

OR

Fax forms to 304-561-6435

Attn: Tech Benefits

(With coversheet and number of pages faxed)
Primary Points of Contact

For all Benefits Related questions: 304-561-6428
For all Retirement and OWCP questions: 304-561-6429

*Or you may contact the Employee Relations Specialist at 304-561-6431 regarding general inquiries.
The Next Part

On October 1, 2010, the National Guard entered in an agreement with the Army Benefits Center-Civilian that allows the ABC-C to process retirement and benefits information and provide benefits counseling to our Army AND AIR! Technicians.

You will next learn about the services that the ABC-C offers, electing your benefits, and more about your retirement!
Welcome to the Army Benefits Center-Civilian New Employee Orientation

Welcome!!

Army Benefits Center-Civilian
303 Marshall Avenue
Fort Riley, Kansas 66442
Agenda

• Federal Employees Health Benefits (FEHB)
• Thrift Savings Plan (TSP)
• Federal Employees Group Life Insurance (FEGLI)
• Employee Benefits Information System (EBIS)
• Interactive Voice Response System (IVRS)
• Flexible Spending Accounts (FSA)
• Federal Long Term Care Insurance Program (FLTCIP)
• Federal Employees Dental and Vision Insurance Program (FEDVIP)
Agenda

• Civil Service Retirement System (CSRS)
• Federal Employees Retirement System (FERS)
• Military Deposit (P-56)
• Retirement Eligibility
• Death-In-Service
• Beneficiary Forms
Federal Employees Health Benefits
Eligibility

- Must be in a position subject to retirement deductions (FERS, CSRS, or CSRS Offset)
- Temporary appointments must be longer than 365 days
- Part time employees will pay a higher premium based on the number of hours worked per pay period
- Coverage is NOT automatic
- No waiting period for coverage
- No pre-existing conditions
Premium Conversion

- Pre-tax benefit: Health Insurance premiums will be deducted prior to taxes
- You will be automatically enrolled in Premium Conversion unless you waive it
- Premium Conversion allows you to save on Federal taxes, State taxes and Social Security deductions
There are many plans available, including nationwide plans.

To see a list of all available plans visit: [http://www.opm.gov/insure](http://www.opm.gov/insure)

It is your responsibility to research the available plans and ensure that the plan you select covers your area.

Normally, the effective date will be the first day of the next pay period after the election is made.

Notify ABC-C immediately if your FEHB information is not correct on your Leave and Earnings Statement (LES).
As a new employee, you must make an election within 60 days of your 1\textsuperscript{st} eligibility date or entrance on duty date.

You may make changes outside the 60 day window with a Qualifying Life Event (QLE) or during the annual Open Season.

Open Season begins the 2\textsuperscript{nd} Monday in November and runs through the 2\textsuperscript{nd} Monday in December, effective on the 1\textsuperscript{st} full pay period in January.
Thrift Savings Plan (TSP)

- Tax deferred retirement savings/investment plan
- Provides the opportunity to increase your retirement income
- You must be in a position subject to retirement deductions (FERS, CSRS, or CSRS Offset)
You may start, stop, or change your contribution amount at any time.

In an effort to emphasize the importance of the TSP to Federal Civilian Retirement, the Thrift Savings Plan Enhancement Act of 2009 (PL 111-31) introduced several changes to the TSP. One major change took effect August 1, 2010. Any employee hired after that date is AUTOMATICALLY ENROLLED to contribute 3% of their basic salary to the TSP.

Contribution Limit for 2011 is $16,500.
As a FERS participant, you will receive agency matching contributions on the first 5% that you contribute per pay period.

- The first 3% is matched dollar for dollar.
- The next 2% is matched 50 cents for every dollar.
<table>
<thead>
<tr>
<th>Your agency puts in:</th>
<th>And the total contribution is:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Automatic (1%) Contribution</strong></td>
<td><strong>Agency Matching Contribution</strong></td>
</tr>
<tr>
<td>1%</td>
<td>0%</td>
</tr>
<tr>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>1%</td>
<td>2%</td>
</tr>
<tr>
<td>1%</td>
<td>3%</td>
</tr>
<tr>
<td>1%</td>
<td>3.5%</td>
</tr>
<tr>
<td>1%</td>
<td>4%</td>
</tr>
<tr>
<td>1%</td>
<td>4%</td>
</tr>
</tbody>
</table>
TSP Fund Allocation

- Until you make your fund allocation on the TSP website, all of your funds will be invested in the G fund.

- You may re-allocate your TSP funds or transfer funds twice a month. You may make unlimited transfers to the G fund. There is no Open Season.

- To allocate your TSP funds you will need to access the TSP website at [http://www.tsp.gov](http://www.tsp.gov) using your TSP account number or customized user ID and web password.
TSP offers two approaches to investing your money: L Funds and Individual Funds.

L Funds are “Lifecycle Funds” that are invested according to a mix of stocks, bonds and Government securities.

L Funds are based on your “time horizon”.

Individual Funds are the G, F, C, S and I funds.
**L 2050**

**Who Should Invest**
For participants who will begin to withdraw their money after 2045.

**Objective**
To achieve a high level of growth with a very low emphasis on preservation of assets.

**Asset Allocations:**
The Fund's allocation in the G, F, C, S, and I Funds is adjusted quarterly. To see how this works, use the slide bar below the pie. L 2050 will roll into the L Income Fund automatically in July 2050 when its allocation becomes the same as the allocation of L Income Fund.
TSP Catch-Up

- TSP Catch-Up is open to participants who will be age 50 or older in the year they elect to contribute ($5,500 limit for 2010)

- You must be contributing the full IRS yearly limit in order to be eligible ($16,500 for 2010)

- Agency matching contributions do not apply

- You must make a new election every year
You may review the TSP booklet *Summary of the Thrift Savings Plan* (TSPBK08) on the TSP site at [http://www.tsp.gov](http://www.tsp.gov)

Call TSP at 1-877-968-3778 for additional information
Federal Employees’ Group Life Insurance (FEGLI) Eligibility

- You must be in a position subject to retirement deductions (FERS, CSRS, or CSRS Offset)

- Your work schedule can be part time or full time

- You will be automatically enrolled in Basic coverage unless you waive it
FEGLI Enrollment

- Elections can be made through the automated telephone system (IVRS) or through the website using EBIS.
- You may waive or decrease your coverage at any time.
- You must have Basic coverage in order to elect Optional coverage.
- Notify ABC-C immediately if your FEGLI coverage is not correct on your LES.
Basic Life Insurance

- Equal to annual basic pay rounded to the next higher $1000 plus an additional $2,000
  
  Example:
  $51,400 = $52,000 + $2,000 = Amt of Basic $54,000

- Provides an extra benefit if you are under 45 yrs of age at no additional cost

- Extra benefit doubles the amount of basic insurance if you die prior to age 35

- Decreases by 10% each year until there is no extra benefit if you die at age 45 or older
Optional Life Insurance

- Option A: $10,000

- Option B: Provides an amount 1-5 multiples of your annual basic pay rounded to the next higher $1,000

- Option C: Provides coverage for your spouse and eligible children equal to 1-5 multiples; $5,000 per multiple for your spouse and $2,500 per multiple for your eligible children
FEGLI Time Frame

- You have **60 days** from your 1st eligibility date or entrance on duty date to elect Optional coverage.
- If you elect Optional coverage it will be effective the same day (you must be in pay and duty status).
- If you fail to elect Optional coverage during the 31 day window, you will only be allowed to elect additional coverage if you have a life event, during Open Season, or (after 1 year) by submitting to a medical exam and applying to OFEGLI with an SF 2822.
FEGLI – Emergency Essential or Deployed for Contingency Operation

- If you are designated as emergency essential or deploying in support of a contingency operation, you can elect the following coverage with no QLE or physical:
  - Can elect Basic only
  - Can add Option A
  - Can add Option B or increase current multiples
- Enrollment must be made on a SF 2817 Life Insurance Election and sent to the ABC-C, this can’t be processed through EBIS or IVRS
Employee Benefits Information System (EBIS)

- Secured Web based application
  - https://www.abc.army.mil
- Available 24 hours a day
- Create and process electronic benefit elections
- Requires use of AKO username and password or Common Access Card (CAC) authentication
- Requires use of SSN and PIN
- Allows you to print pending benefits transactions
DoD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- At any time, the USG may inspect and seize data stored on this IS.

- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I have read and consent to the terms of the IS User Agreement

[ ] I Agree
SSN with no dashes: 000000001
ABC PIN #: 123456
Welcome to the Employee Benefits Information System (EBIS)...

Department of Army

The Employee Benefits Information System (EBIS) is designed to provide Federal employees with an array of calculators, and personal information regarding their retirement & benefits.

To get started - choose one of the following:

- Calculators
  - Click to use a variety of retirement and TSP calculators.

- Transactions
  - Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.

- Forms
  - Click to fill and/or print benefits related forms.

- My Profile
  - Click to personalize your information that is used in EBIS.

- Information
  - Click to view information about Federal employee benefits.
FEHB Current Coverage
You are currently not enrolled in FEHB.

FEHB Pending Transaction
You have no pending transactions.

TSP Current Coverage
You are currently contributing to TSP.

Retirement Plan: FERS
Contribution Amount: $0.00
Contribution Percent: 5%

TSP Pending Transaction
You have no pending transactions.

FEGLI Current Coverage
All FEGLI amounts and costs are based on your age as of the pay period ending date: 08/19/2006.
Enrollment Code: C0

Coverage Type
Amount of Coverage
Cost Per Pay Period
Multiple Factor

FEGLI Pending Transaction
You have no pending transactions.
If you completed a FEGLI transaction that is effective today there will be no pending transaction.
Interactive Voice Response System (IVRS)

- Automated Self-Service Phone System
- To access call toll free 1-877-276-9287
- TDD: 1-877-276-9833 (Hearing Impaired)
- Requires use of SSN and PIN (initially the PIN is your mm/yy of birth, then you will be prompted to create a 6 digit PIN)
- Available 24 hours a day
- Counselors are available 12 hours per day from 6:00 a.m. – 6:00 p.m. Central Time
## Army Benefits Center - Civilian
1-877-276-9287

### Initial Options

<table>
<thead>
<tr>
<th>Select:</th>
<th>1= Army Civilian</th>
<th>2= DCMA Civilian</th>
<th>3= National Guard</th>
<th>4= NAF or Uniformed Services Member</th>
</tr>
</thead>
</table>

### To access Benefits and Entitlements:

<table>
<thead>
<tr>
<th>Select:</th>
<th>1= Enter SSN and PIN</th>
<th>2= Change your PIN</th>
</tr>
</thead>
</table>

- **Current Duty Phone**
  - 1= Correct
  - 2= Change

### Menu Information Available after Main Menu Option Selected

- **1 = FEHB:**
  - 1= General Information
  - 2= Personal Information
  - 3= New Employee Election
  - 4= Change from Self and Family to Self Only (without changing plan)
  - 5= Open Season Election
  - 6= Cancel FEHB
  - 7= Non-Open Season Change
  - 8= Fax of latest SF 2809
  - 0= Counselor
  - 9= Previous Menu

- **2 = Retirement:**
  - 1= General Information
  - 2= Personal Information
  - 3= Retirement Estimate
  - 0= Counselor
  - 9= Previous Menu

- **3 = TSP:**
  - 1= Personal Information
  - 2= TSP Election
  - 4= Stop Contributions
  - 5= TSP Catch-Up Election
  - 0= Counselor
  - 9= Previous Menu

- **4 = FEGLI:**
  - 1= General Information
  - 2= Personal Information
  - 3= New Employee Election
  - 4= Non-Open Season Election
  - 5= Open Season Election
  - 6= Fax of Open Season Election
  - 0= Counselor
  - 9= Previous Menu

- **6 = Faxed Documents:**
  - 1= Request a Document
  - 2= Index of Documents
  - 9= Previous Menu
Flexible Spending Account (FSA)

- Allows you to pay for certain health/dependant care expenses with pre-tax dollars
- If you are eligible for FEHB, you are eligible for FSA
- You have 60 days from your 1st eligibility date or entrance on duty date to enroll, or you can enroll during the annual Open Season
- You must reenroll every year
- Use it or lose it
Flexible Spending Accounts (FSA)

To receive more information regarding FSAs, please contact a FSA counselor

Email: fsafeds@shps.net
Telephone: 1-877-FSAFEDS (372-3337)
TTY: 1-800-952-0450

Mon-Fri 9AM-9PM Eastern Time
Closed Weekends and Holidays

http://www.fsafeds.com
Federal Long Term Care Insurance Program (FLTCIP)

- Long term care insurance provides funds if you can no longer perform everyday tasks for yourself
- Care can be provided in a variety of settings: your home, a nursing home, hospice care or other assisted living facilities
- You may apply within 60 days of your entrance on duty date
- You may apply at anytime with the longer underwriting procedure
Federal Long Term Care Insurance Program (FLTCIP)

Want to talk with a Certified Long Term Care Insurance Consultant?
Tel: 1-800-LTC-FEDS (1-800-582-3337)
TTY: 1-800-843-3557
Mon - Fri 8 a.m. - 8 p.m. EST
Sat 9 a.m. - 5 p.m. EST
Closed Sun and Federal holidays

http://www.ltcfeds.com

Offered by: John Hancock
Federal Employees Dental and Vision Insurance Program (FEDVIP)

- Federal Employees Dental and Vision Insurance Program (FEDVIP) is available to eligible employees and their family members
- Stand alone Dental and Vision Insurance
- Competitive premiums
- Pre-tax payroll deduction
- Can enroll in dental, vision, or both
- You may apply within 60 days of your entrance on duty date or during the Open Season
<table>
<thead>
<tr>
<th>Self Only Family</th>
<th>Self &amp; One</th>
<th>Self &amp; One</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dental Benefits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnostic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preventative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restorative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral/Maxillofacial Surgery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endodontic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Periodontics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prosthodontics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orthodontics</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Vision Benefits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnostic Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preventative Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eyewear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glasses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contacts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FEDVIP

http://www.benefeds.com

Mon-Fri 9 a.m. – 7 p.m. ET
Closed Weekends and Holidays

Telephone: 1-877-888-FEDS (1-877-888-3337)
TTY: 1-877-889-5680
Retirement Planning

- If you are a new employee in a covered position, you will be placed in the Federal Employees Retirement System (FERS).
- If you had 5 years of creditable civilian service as of 12/31/1986 or as of your last break, and had a break in service of more than 365 days, you will be placed in the Civil Service Retirement System (CSRS) Offset with a 6 month period to elect FERS.
- If you had 5 years of creditable civilian service as of 12/31/1986 or as of your last break, and had a break of less than 365 days, you will be placed in CSRS.
FERS Retirement

FERS is a 3-tiered retirement system
FERS annuity is the smallest component
TSP WILL make up the largest portion of your total retirement
CSRS Retirement

- You are only eligible to be placed in CSRS or CSRS Offset if you had 5 years of creditable civilian service as of 12/31/1986 or as of your last break.

- Under CSRS Offset, you are also contributing to Social Security.

- Your CSRS Offset annuity will be offset if you are eligible for Social Security at age 62 or at retirement which ever is later.
Military Deposit
Pre 01-01-57 Military Service

No deposit required for creditable military service performed prior to 01-01-57
FERS Post-56 Military Service

FERS Military Service on/after
01-01-57

Must Pay to Receive Credit for Retirement Eligibility and Annuity Computation

Amount of Deposit:
3% of basic pay earned + interest
Interest may vary by date service was performed
FERS Credit For Post-56 Military Service

IN RECEIPT OF MILITARY RETIRED PAY

Based on Non-Combat Disability or Length of Service (includes campaign time)

No credit unless Military Retired Pay is Waived and Deposit is Paid

Based on Combat Disability or Chap 1223, Title 10 (Reserves)

Must Pay to Receive Credit for Eligibility & Annuity Computation
CSRS Credit For Post-56 Military Service

IN RECEIPT OF MILITARY RETIRED PAY

Based on Non-Combat Disability or Service

No Credit unless Military Retired Pay is waived

Based on Combat Disability or Chap 1223, Title 10 (Reserves)

Hired On or After 10-1-82? See Next Slide
Crediting Post 1956 Active Duty Military Service Toward CSRS Retirement

If first hired under CSRS PRIOR to 10-01-1982:

- Full credit for military service from date of retirement until age 62
- Optional Deposit
- If eligible for Social Security at age 62, military service will be deleted from the CSRS retirement benefit unless military service deposit was paid prior to retirement.

Amount of Deposit:
- 7% of basic pay earned + interest
  - Interest will vary by date service was performed
Crediting Post 1956 Active Duty Military Service to CSRS Retirement

If first hired under CSRS AFTER 09-30-1982:

- No credit for military service unless military service deposit is paid

- In all retirement cases, military deposit **must** be paid prior to OPM’s final adjudication of the retirement application
How Do I Make a Military Deposit?

- Complete form RI 20-97, *Estimated Earnings During Military Service*, and send to the appropriate branch of service (addresses and fax numbers are on the ABC-C website). Include copies of all of your DD 214s.
- Once you receive the completed RI 20-97, fax or mail it with your DD 214 and SF 2803/SF 3108 and SF 3108A to the Army Benefits Center-Civilian.
- Payments are made directly to DFAS-Cleveland.
- Ensure a copy of the “Payment in Full” notice is filed in OPF.
- The first 2 years are interest free, the 3rd year is interest deferred.
Civilian Deposit Service

- Civilian service not covered by retirement deductions (typically service in which you only paid into Social Security)
- Typically temporary or indefinite service
- Effect of deposit service upon retirement annuity computation depends upon retirement plan
- Amount of deposit is equal to deductions that would have been withheld (based on retirement plan) plus interest
Effect of Deposit Service on CSRS Retirement Annuity

Prior to 10-01-1982

- Creditable for retirement eligibility
- Creditable for computation of annuity

The annual annuity will be reduced by 10% of the amount owed
Effect of Deposit on CSRS Retirement Annuity

After 09-30-1982

Creditable for eligibility to retire; but not creditable for computation of annuity unless deposit is paid
FERS Deposit Service

Non-Deduction Service prior to 01-01-1989

- Deposit Made
  - Credit for eligibility (RSCD) and Annuity Computation
- Deposit Not Made
  - No credit for eligibility (RSCD) and Annuity Computation
FERS Deposit Service

Non-Deduction Service on or after

01-01-89

DEPOSIT NOT ALLOWED

No credit for Eligibility or Annuity Computation
Redeposit Service

- Service for which retirement deductions were withheld but later refunded after a separation from Federal service

- Effect of redeposit service upon retirement annuity computation depends upon retirement plan and the date refund was received

- Amount of redeposit is equal to amount of refund plus interest (interest accrues from date of refund check)
Effect of Redeposit Service on CSRS Retirement Annuity

If refund was taken prior to 03-01-1991:

• Service is creditable for eligibility to retire and for computation of annuity

• Annuity is subject to a permanent actuarial reduction based on the employee’s age and the amount owed at the time of retirement
Effect of Redeposit Service on CSRS Retirement Annuity

If refund was taken after 02-28-1991:

Service is creditable for determining eligibility to retire, but not for computation of annuity unless redeposit is paid.
FERS
Refunded Service

FERS Service for which retirement contributions were refunded to you

FERS REDEPOSIT IS NOW ALLOWED!

Note:
- FERS with CSRS component, CSRS rules apply
- FERS with no CSRS component, FERS rules apply
Effect of Redeposit Service On FERS Retirement Annuity

Refunded CSRS Service is credited under FERS if you had **less than 5 years**

<table>
<thead>
<tr>
<th>Make Redeposit</th>
<th>Don’t Make Redeposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creditable toward meeting retirement eligibility</td>
<td>Not creditable toward meeting retirement eligibility</td>
</tr>
<tr>
<td>Creditable for computing annuity</td>
<td>Not creditable for computing annuity</td>
</tr>
</tbody>
</table>
How To Pay A Civilian Deposit Or Redeposit

- Complete front page of SF 2803/SF 3108, *Application to Make Service Credit Payment* and send or fax to the ABC-C
- ABC-C will calculate an estimated deposit/redeposit amount and mail to OPM
- OPM will notify you of final deposit/redeposit amount and payment procedures
- OPM will send you a receipt and new balance each time payment is made
- Ensure “Payment in Full” notice is filed in OPF
FERS
Optional Retirement

Eligibility requirements for Optional Retirement:
- Minimum Retirement Age (MRA) with 30 years of service
- Age 60 with 20 years of service
- Age 62 with 5 years of service
- MRA with at least 10 years but less than 30 years of service
  - 5% reduction for each year under age 62 (permanent reduction)
  - Not entitled to annuity supplement

NOTE:
- Must have at least 5 years of creditable civilian service
- Military service or sick leave may not be used to reach the 5 year rule
Eligibility requirements for Optional Retirement:
- Age 55 with 30 years of service
- Age 60 with 20 years of service
- Age 62 with 5 years of service

NOTE:
- Must have at least 5 years of creditable civilian service
- Military service or sick leave may not be used to reach the 5 year rule
Disability Retirement-FERS

- To qualify for a disability retirement, you must have at least 18 months of creditable **civilian** service.
- To apply, you must complete regular retirement forms as well as the Disability Retirement forms.
- You are required to apply for Social Security.
- It can take OPM 2-6 months to approve or disapprove your request.
- Disability retirement annuities ARE subject to Federal taxes.
Disability Retirement-CSRS

To qualify for a disability retirement, you must have at least 5 years of creditable civilian service.

To apply, you must complete regular retirement forms as well as the Disability Retirement forms.

It can take OPM 2-6 months to approve or disapprove your request.

Disability retirement annuities ARE subject to Federal taxes.
Death-In-Service

• If you die while still an active employee, your survivor *MAY* be entitled to death benefits

• In the event of your death, your survivor needs to contact your supervisor, who contacts the Human Resources Office (HRO)

• The HRO will contact ABC-C

• An ABC-C counselor will contact your survivor within 24 hours
Beneficiary Forms

- SF 1152 - Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee
- SF 2808 - Designation of Beneficiary, Civil Service Retirement System (CSRS)
- SF 3102 - Designation of Beneficiary, Federal Employees Retirement System (FERS)
- SF 2823 - Designation of Beneficiary, Federal Employees' Group Life Insurance Program
- TSP-3 - Designation of Beneficiary, Thrift Savings Plan (TSP)
For Additional Information

Toll Free: 1-877-276-9287  
Hearing Impaired TDD: 1-877-276-9833  
Fax: 1-785-239-6228  
Counselors available from 6 a.m. to 6 p.m. CT  
Website: https://www.abc.army.mil  
Address: Army Benefits Center-Civilian,  
303 Marshall Avenue,  
Fort Riley, KS 66442
Outside of the U.S.

Belgium: 0800-78245
Germany: 0800-1010282
Italy: 0800-780821
Japan: 00531-1-20378
Korea: 00798-14-800-4766
Kuwait: 1-877-276-9287 (Dial 809-463-3376 for DSN line, wait for a tone, then dial the toll free number)
Netherlands: 0800-0232739
Saudi Arabia: 1-877-276-9287
United Kingdom: 08-000857723
If you have additional questions please feel free to contact us at our toll free number.