



Leave Administration

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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

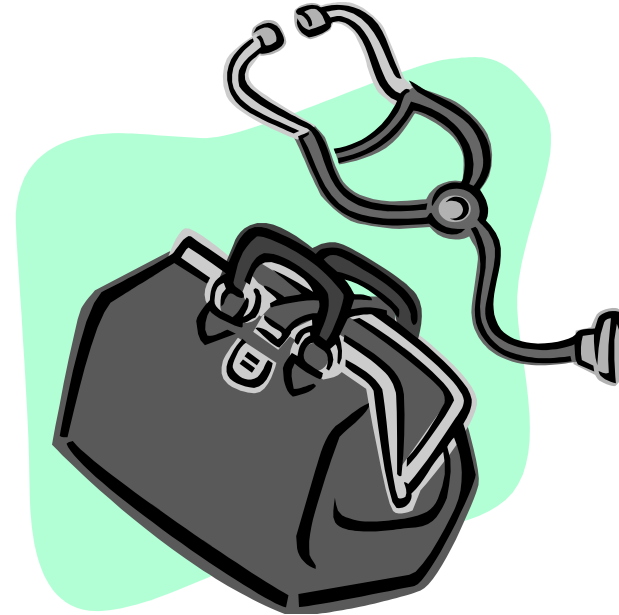
- **Medical, dental, optical exams/treatments**
- **Personal incapacitation**
- **Health risk**
- **Family Care**
 - **Family Medical Leave Act (FMLA)**
 - **Sick Leave to Care for Family Member (SLTCFFM)**
- **Bereavement/Family funeral (Limited – FMLA/SLTCFFM)**
- **Adoption (Limited – FMLA/SLTCFFM)**

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**



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 hrs = \$19.49 hourly rate of basic pay)

Computation

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

- 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**



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.**



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



Recordkeeping Requirements



- ***Compensatory Time:*** Documented at unit
 - **NGB 46-14: 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





Employee Assistance Program

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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

Military OneSource



(800) 342-9647

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





Questions





Occupational Workers' Compensation Program

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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**

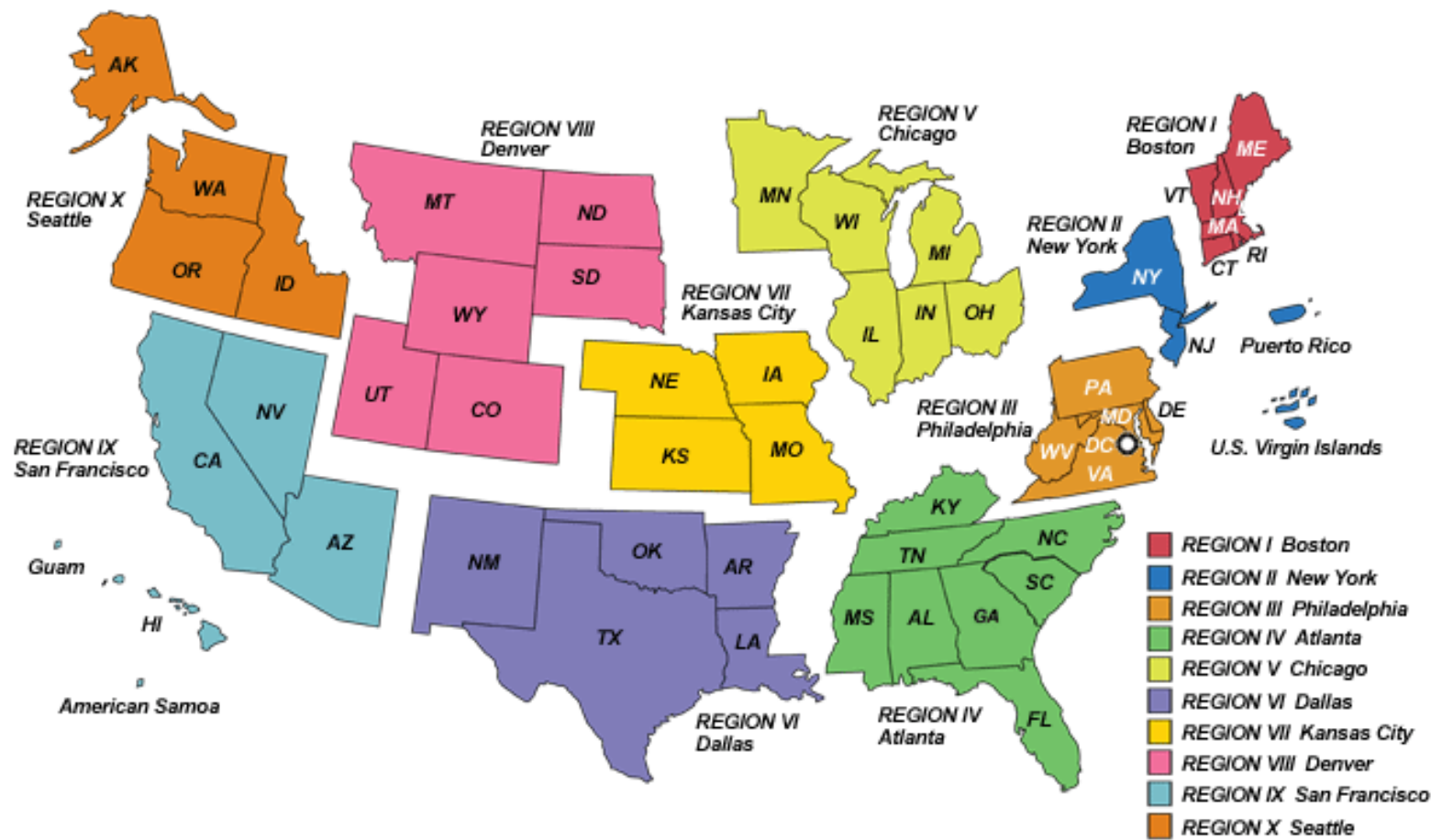


Learning Objectives

- **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



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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

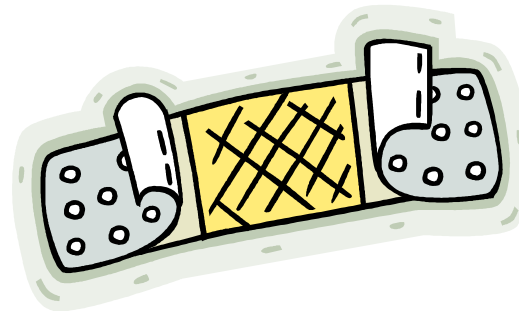
CA-1

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

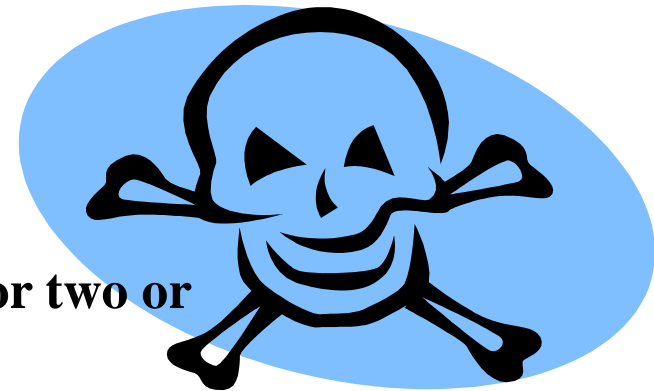




Occupational Disease/Illness CA-2

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

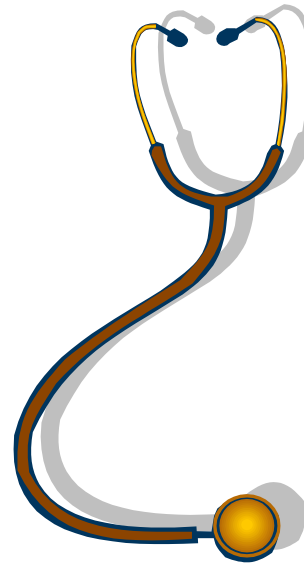
- **Willful misconduct**
 - deliberate and intentional disobedience of rules/orders (not carelessness)
- **Drug or Alcohol intoxication**
 - proximately caused the injury
- **Intent to injure self or others**
 - intent must be established





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

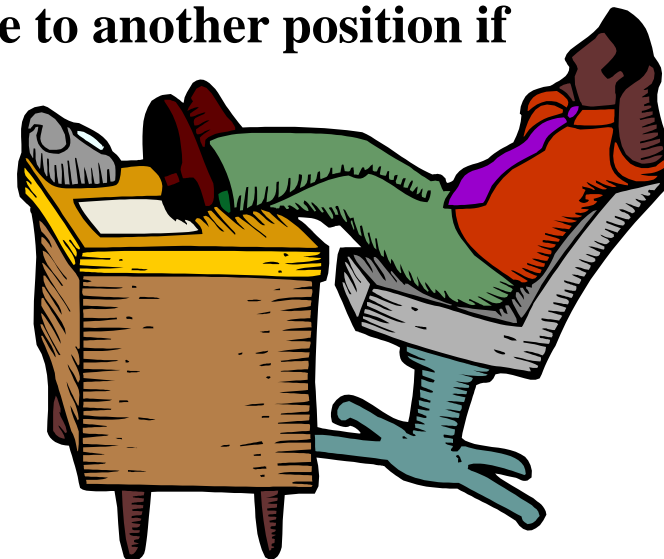
- **LU**
 - Used in conjunction with Traumatic injuries on the 1st day of injury
 - Also enter the “injury number” with the leave code
 - Injury Number = month and day on which the first day of absence occurred
 - ex: Injury occurring on 15 February = LU# 0215
- **LT**
 - Continuation of pay
- **KD**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

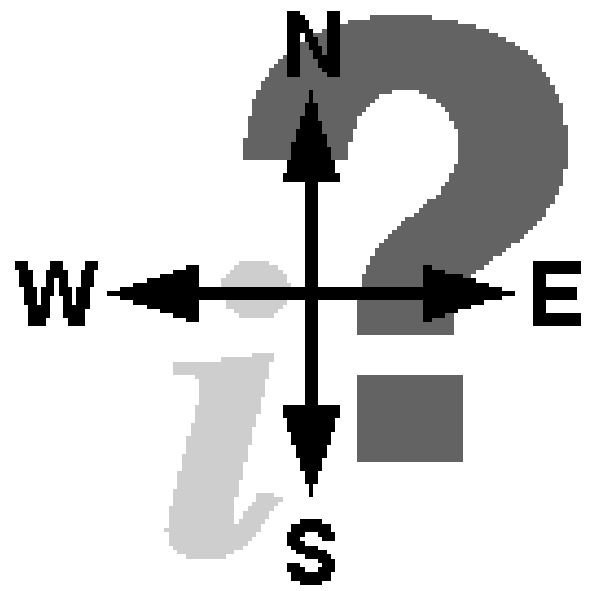


References

- **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





*Uniformed Service Employment and
Reemployment Rights Act of 1994*

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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: _____



USERRA Election Forms – Absent – Uniformed Service

USERRA Absent-US Checklist

- USERRA Absent-US Election Form (October 2017)
- Military Orders
- Premium Conversion
- FEGLI Notice and Election Form
- TSP-41 (If Applicable)



INSTRUCTIONS

Report on: 09 June
Report To: Mobilization TX 76544

Report on: 12 June
Period of active duty purpose: Activation Mobilization category

Additional instructions:
(a) Sure pay is not required for early reporting.
(b) Unaccompanied movement of home location and soldiers whose one time travel will be provided as transportation authorized.
(c) Rental car is special storage.
(d) Excess accommodation.
(e) Bring with you clothing request for dependents (for soldiers order benefits (e.g. use of morale, soldiers (but days). It is a Active Duty de visit web site dependents are service (from calls 1-484-5
(f) Bring copies of documentation Personnel request for a protective Government lodging used at the re deployment. For the Army (Wang demobilization day for OCONUS DFAS-IN while

FEGLI Notice and Election Form

I have read the info (please initial one)

I elect to waive my FEHB premium deduction instructions for account

I elect to have my FEHB premium deduction instructions for account

I am making this change to age group to duty, your FEGLI placed in a nonpay Civilian Payroll O

I am making this change to age group to duty, your FEGLI placed in a nonpay Civilian Payroll O

I wish to participate

I wish to participate

Employee's Name (Last, First, Middle Initial)
(Employee's Signature)
(Employing Agency)
(Employing Agency)
(HRO use only) For and/or (email)

THRIFT SAVINGS PLAN NOTIFICATION TO TSP OF NONPAY STATUS (AGENCY USE) TSP-41

This form is for agency use only. Full instructions are on the back.

INFORMATION ABOUT THE TSP PARTICIPANT

1. The nonpay status applies to the participant's: Civilian Account OR Uniformed Services Account

2. [Grid for Last Name, First Name, Middle Name]

3. [Grid for Social Security Number]

II. TYPE OF NONPAY NOTIFICATION

4. **Beginning of nonpay** — Complete when the participant enters nonpay status.
Reason for Nonpay: Military Service Other
Nonpay Start Date: [mm/dd/yyyy]

5. **End of nonpay** — Complete only after the participant returns to pay status.
Nonpay End Date: [mm/dd/yyyy]

6. **Correct** the reason for nonpay or start date previously submitted for this participant:
Reason for Nonpay: Military Service Other
New Start Date: [mm/dd/yyyy]

7. **Cancel** a nonpay start date previously submitted for this participant. Complete Item 8.

8. Enter the Nonpay Start Date previously submitted: [mm/dd/yyyy]

III. AGENCY CERTIFICATION — Please complete this entire section.

9. [Grid for Signature of Agency Official] 10. [Grid for Date (mm/dd/yyyy)]

11. [Grid for Last Name, First Name, Middle Name]

12. [Grid for Agency Name]

13. Foreign address? Check here. 14. [Grid for Street Address or Box Number for Agency Official (For a foreign address, see instructions on back.)]

15. [Grid for Street Address Line 2]

16. [Grid for City] 17. [Grid for State] 18. [Grid for Zip Code]

19. [Grid for Agency Telephone (Area Code and Number)] 20. [Grid for Agency Fax]

Do Not Write Below This Line

FORM TSP-41 (8/2012)
PREVIOUS EDITIONS OBSOLETE



Reproduce Locally



USERRA Election Forms – Return to Duty

USERRA RTD Checklist

- USERRA RTD Election Form
- Military Orders (All amendments) and DD 214s
- Premium Conversion
- TSP-41 (If Applicable)

THRIFT SAVINGS PLAN TSP-41 NOTIFICATION TO TSP OF NONPAY STATUS (AGENCY USE)

This form is for agency use only. Full instructions are on the back.

I. INFORMATION ABOUT THE TSP PARTICIPANT

- The nonpay status applies to the participant's: Civilian Account OR Uniformed Services Account
- Last Name: [] First Name: [] Middle Name: []
- []-[]-[]-[]

II. TYPE OF NONPAY NOTIFICATION


- Beginning of nonpay** — Complete when the participant enters nonpay status.
Reason for Nonpay: Military Service Other
Nonpay Start Date: []/[]/[]
- End of nonpay** — Complete only after the participant returns to pay status.
Nonpay End Date: []/[]/[]
- Correct** the reason for nonpay or start date previously submitted for this participant.
Reason for Nonpay: Military Service Other
New Start Date: []/[]/[]
Complete Item 8.
- Cancel** a nonpay start date previously submitted for this participant.
Complete Item 8.

8. Enter the Nonpay Start Date previously submitted: []/[]/[]

III. AGENCY CERTIFICATION — Please complete this entire section.

- Signature of Agency Official: []
- Date (mm/dd/yyyy): []/[]/[]
- Last Name: [] First Name: [] Middle Name: []
- Agency Name: []
- Foreign address? Check here.
- Street Address or Box Number for Agency Official (For a foreign address, see instructions on back): []
- Street Address Line 2: []
- City: []
- State: []
- Zip Code: []-[]
- Agency Telephone (Area Code and Number): []-[]-[]-[]
- Agency Fax: []-[]-[]-[]

Do Not Write Below This Line



FORM TSP-41 (8/2012)
PREVIOUS EDITIONS OBSOLETE

Reproduce Locally

Welcome Back! Please taken prior to your return provided below (you on any other relative document could have an interest).

PRINTED NAME: _____

POSITION TITLE/GRAD _____

PRINTED SUPERVISOR'S _____

1. **Reemployment/Reservist Difference** must apply for reemployment. The length of my nonpay status is: _____ Length of Military Service: [] [] [] []

2. **My Status (please select one)** on leave that may have been used: [] [] [] []

3. **Reservist Difference**: [] [] [] []

4. **Federal Employee**: [] [] [] []

Privacy Act Statement: I understand that my information will be used for the purpose of processing my election and that my information may be shared with the Thrift Savings Plan for the purpose of processing my election. I understand that my information may be used for other purposes if I give my consent. I understand that my information may be used for other purposes if I give my consent. I understand that my information may be used for other purposes if I give my consent.



Upload to Defense Civilian Personnel Data System (DCPDS)

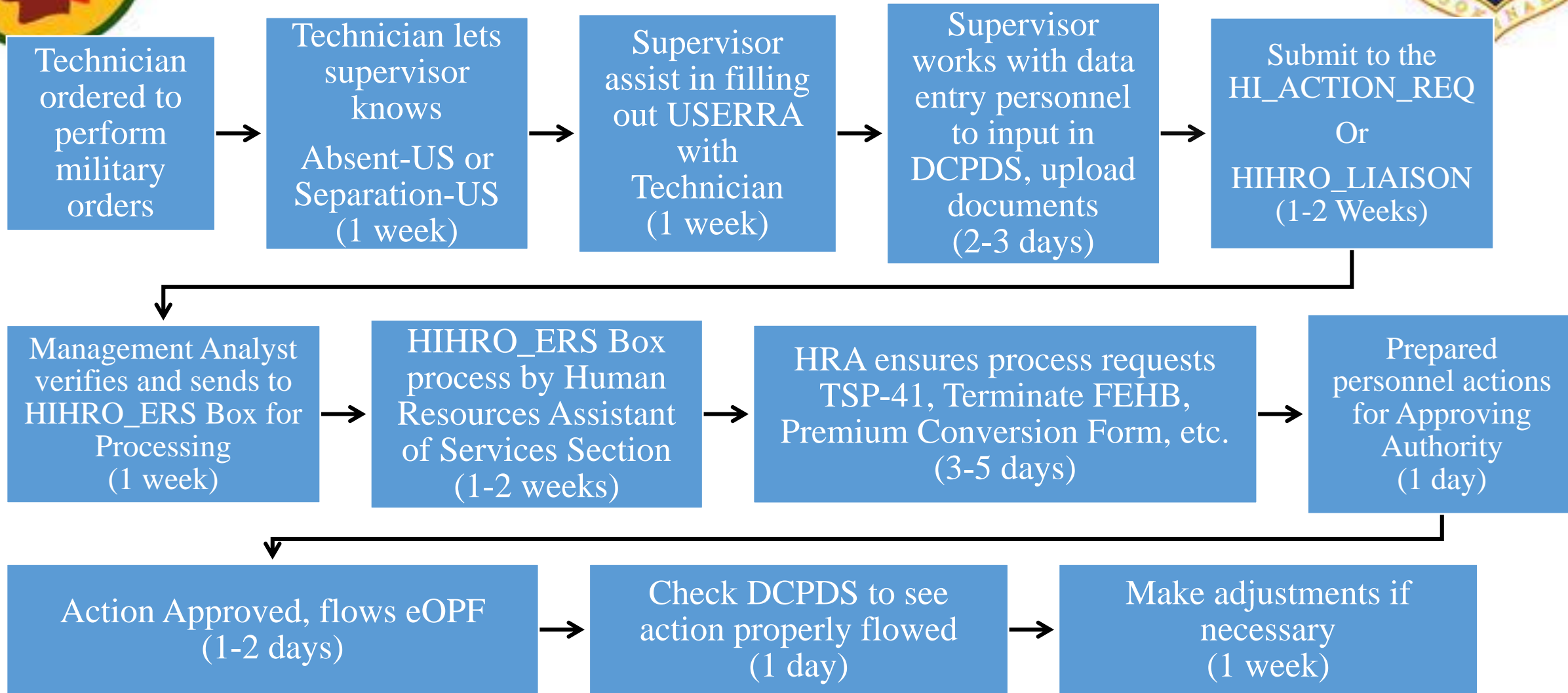
The screenshot displays a software interface with several overlapping windows. The primary window in the foreground is titled "Forms" and contains the following elements:

- 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 towards the "OK" button.
- An "OK" button with a dashed border.

Behind the "Forms" window, a "Routing" window is visible, showing a "RoutingTo" field and a "Select Routing List" button. Below the "Forms" window, another window shows checkboxes for "Interim Approval" and "Approval", along with "OK" and "Cancel" buttons. At the bottom of the interface, a tabbed menu includes "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

SrA Melanie Marquez

Point of Contact:

Mrs. Noelani M. A. DE Silva

Human Resources Specialist

Employee Benefits

(808) 672-1231

noelani.m.desilva.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 / 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.
- Non-skilled, custodial care
- 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; <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**





Retirement

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





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...

CSRS -Offset	5 years of civilian service
FERS	Less than 5 years of civilian service



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

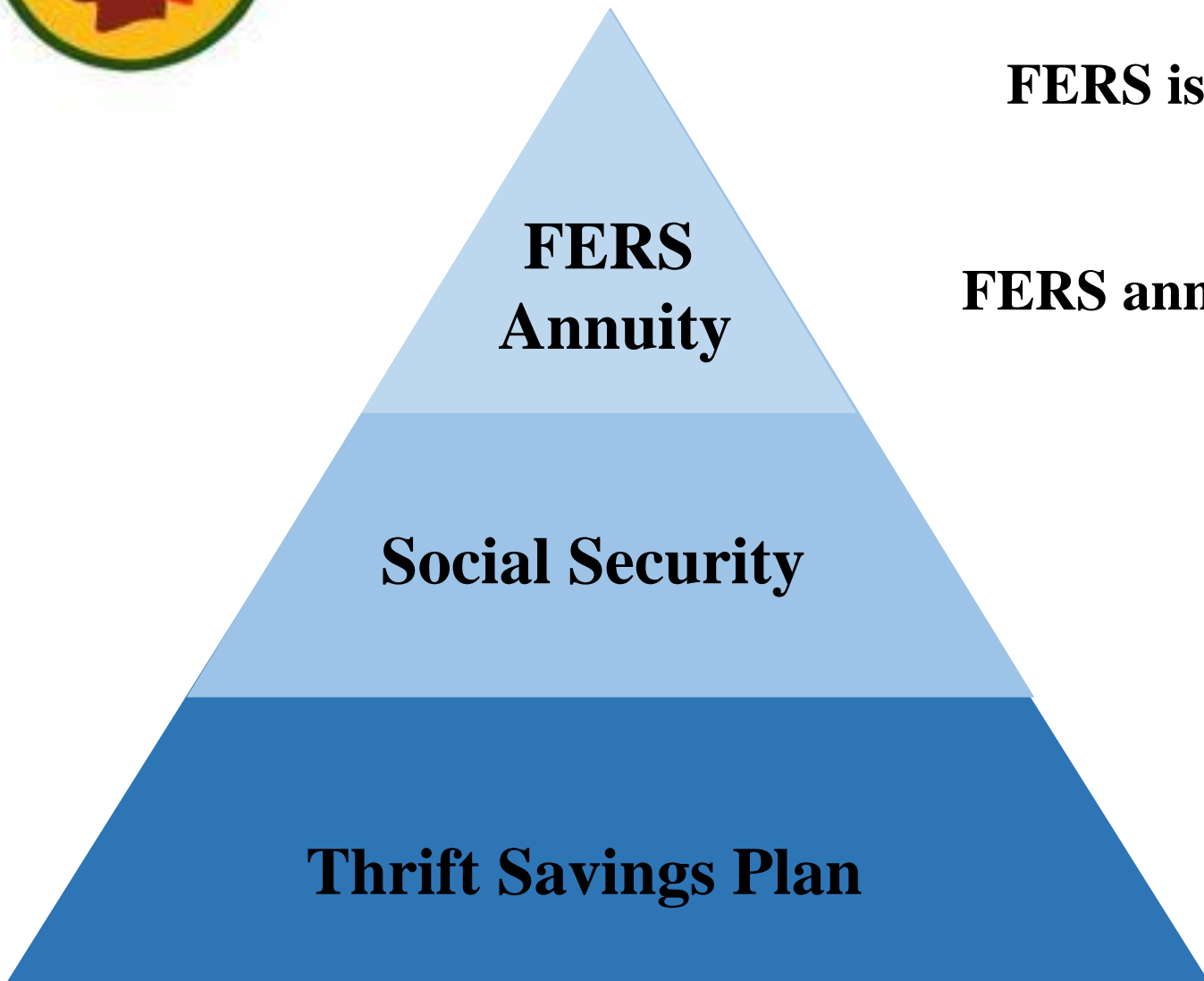


Federal Employee's Retirement System (FERS) (cont.)

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)

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



Optional Retirement (Voluntary)

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

AGE	Service Requirements
MRA (MRA +10)	10 years creditable service (5 years civilian)

✓ 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. (5% reduction for each year)
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 1st 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

The logo of the Department of Defense, featuring a red silhouette of a soldier's head in profile, facing left, set against a yellow circular background with a green border.

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

<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

