

**DoD Payment of
FEHB Premium for LWOP Contingency Operations**

Memorandum dated May 17, 2002 issued by the Office of the Assistant Secretary of Defense (Force Management Policy) provided the procedures for continued coverage and payment of FEHB premiums of up to 18 months. Additionally, the National Defense Authorization Act for Fiscal Year 2005, extended these benefits to 24 months. Guidance regarding DCPDS processing follows.

SCR 03-10117-DoD was written to establish new data fields under People>Enter and Maintain>Assignment>Entries>FEHB element and Pay500 transactions to document when employees are entitled for DoD to pay their share of their FEHB premiums. This SCR was implemented in two phases – Patch 54.8 (fielded on October 23, 2004) established two new data fields and Patch 54.11 (fielded on November 21, 2004) established Pay500 transactions and the appropriate business rules.

To be entitled to DoD payment of the employee’s share of the FEHB premium, employees must be (1) enrolled in a health benefits plan, (2) a member of a reserve component (Reserve Category code other than “Y”), (3) called or ordered to active duty in support of a contingency operation and (4) placed on leave without pay. **Users should check employee records prior to updating the LWOP Contingency Dates via direct update or NOA 473 LWOP-US transaction.**

- A. Under People > Enter and Maintain > Assignment > Entries > Health Benefits (FEHB) element, two new data elements were established:

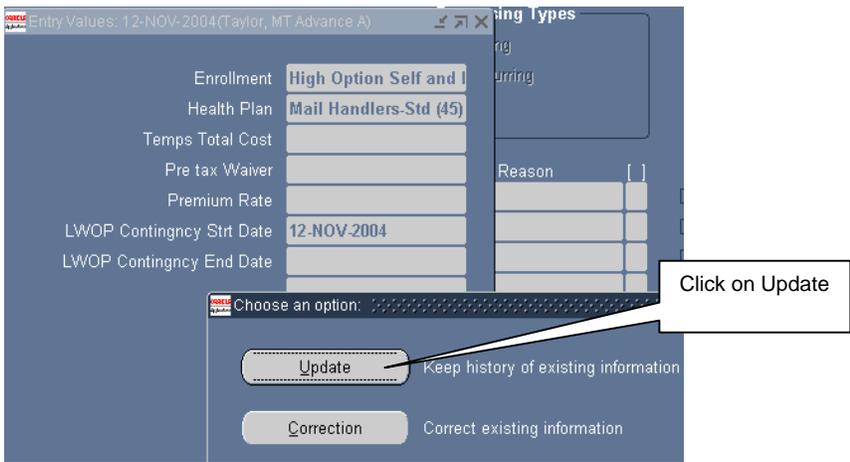
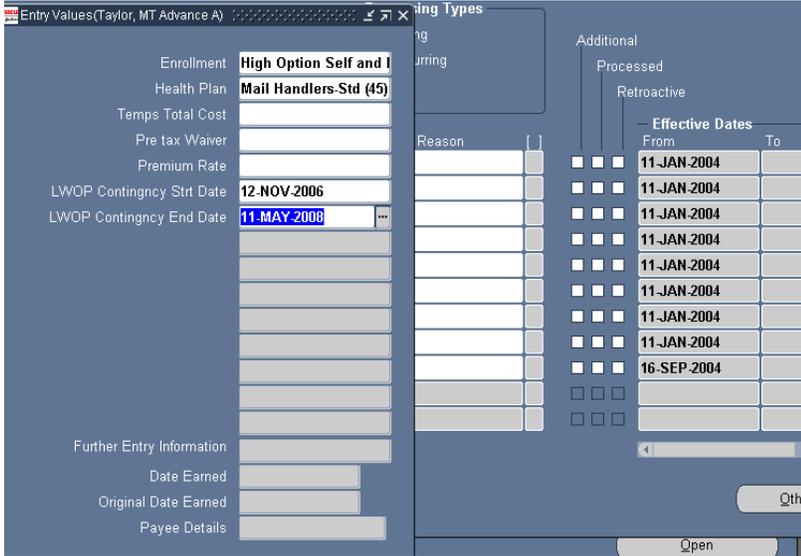
Data Name	Value Type	
LWOP Contingency Start Date	Date	Can be updated through direct element update, IVRS/EBIS interface or RPA Process for LWOP and Return to Duty.
LWOP Contingency End Date	Date	Will be auto-populated regardless of the source of entry. The populated value will be the entered start date plus 24 months minus 1 day.
<i>Note (1): A new Health Benefits element will be created, end-dating the previous entry. All other FEHB information will populate from the prior entry.</i>		
<i>Note (2): The element Effective Date From will reflect the value entered to LWOP Contingency Start Date.</i>		

These two new data elements have been added to the CSU refresh extract and are available for display on the Benefits Data screen under “HEALTH/LIFE” section.

- B. To update the new data elements through direct element, please follow these steps:

Steps	Action
1	Query the employee under People>Enter and Maintain (F11, enter employee’s name or SSAN, CTRL-F11).
2	Click on Assignment>Entries and date-track to the effective date of the LWOP Contingency Start Date.
3	Click on Health Benefits Element.
4	Enter the start date in data element LWOP Contingency Start Date.

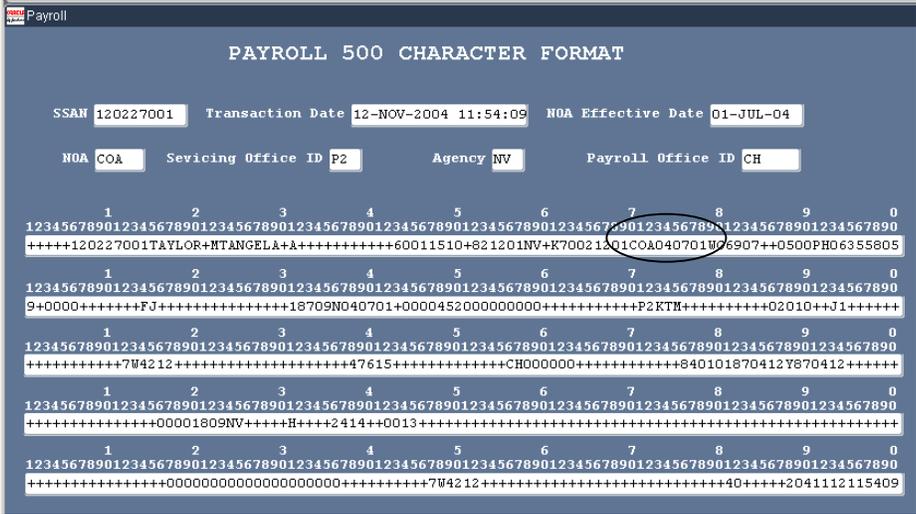
Steps	Action
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Steps	Action
5	 <p>Click on Update.</p>
6	 <p>Data Element LWOP Contingency End Date will auto-populate.</p>
7	Click SAVE .

Steps	Action
	<p>NOA COA Pay500 transaction will generate and the effective date written to positions 73-78 will be the value of LWOP Contingency Start Date formatted as YYMMDD.</p>
8	
	<p>Note (1): A new Health Benefits element will be created, end-dating the previous entry. All other FEHB information will populate from the prior entry.</p>
	<p>Note (2): The element Effective Date From will reflect the value entered to LWOP Contingency Start Date.</p>

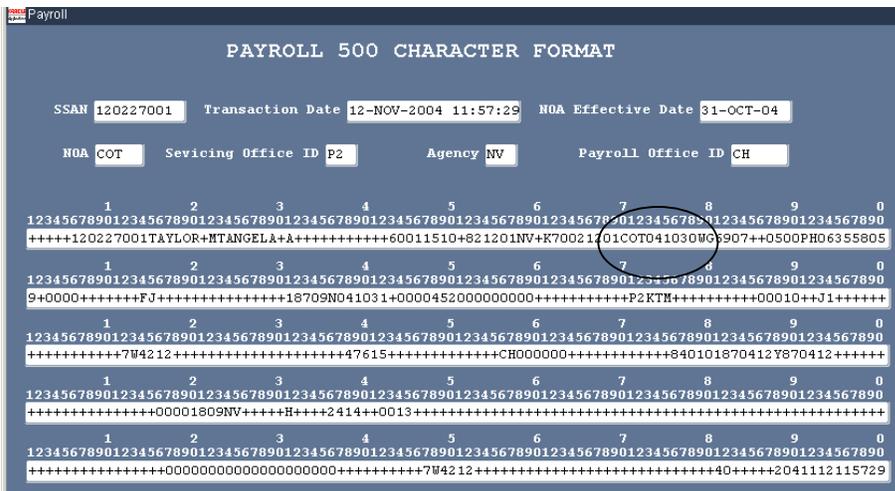
C. To update the new data elements through **NOA 473 LWOP-US RPA**, please follow these steps:

Steps	Action
1	<p>While in NOA 473 LWOP-US RPA, click on Extra Information>LWOP Contingency Info DDF and enter the LWOP Contingency Start Date. This date should not be earlier than the effective date of the LWOP-US action.</p>
2	<p>LWOP Contingency End Date will auto-populate upon the entry of the start date.</p>
3	<p>Update HR.</p>

Steps	Action
4	 <p>In addition to NOA 473 Pay500, NOA COA Pay500 will also generate and the effective date written to positions 73-78 will be the value of LWOP Contingency Start Date formatted as YYMMDD.</p>
<p>Note (1): A new Health Benefits element will be created, end-dating the previous entry. All other FEHB information will populate from the prior entry.</p>	
<p>Note (2): The element Effective Date From will reflect the value entered to LWOP Contingency Start Date.</p>	

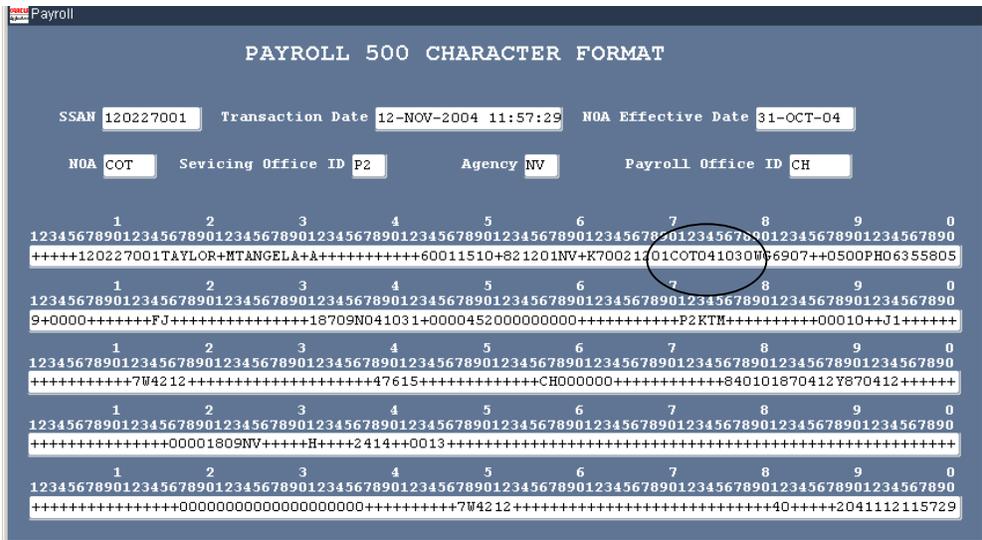
If NOA 473 LWOP-US NPA is cancelled and the NOA 473 LWOP-US RPA had contained the LWOP Contingency Dates, **NOA 001 Pay500 with "COA"** in positions 305-307 will generate and the effective date will be the same value from LWOP Contingency Start Date formatted as YYMMDD.

- D. When **NOA 292 Return to Duty** RPA is updated and the employee's record reflects values in LWOP Contingency Start Date and End Date, DCPDS will update the Return to Duty Effective Date minus one day to the existing LWOP Contingency End Date and end-date the FEHB element with the same date as the new LWOP Contingency End Date. DCPDS will then create a new FEHB element with the NOA 292 RPA effective date as the Effective Date From and populate the FEHB values (minus the LWOP Contingency Start and End Dates) from the prior entry. In addition to NOA 292 Pay500, **NOA COT Pay500** will also generate with the effective date of the Return to Duty action in positions 73-78.



If NOA 292 Return To Duty (RTD) NPA is cancelled and the NOA 473 LWOP-US RPA had contained the LWOP Contingency Dates, **NOA COA Pay500** will generate and the effective date will be the effective date of the cancellation of the Return to Duty (RTD) action formatted as YYMMDD.

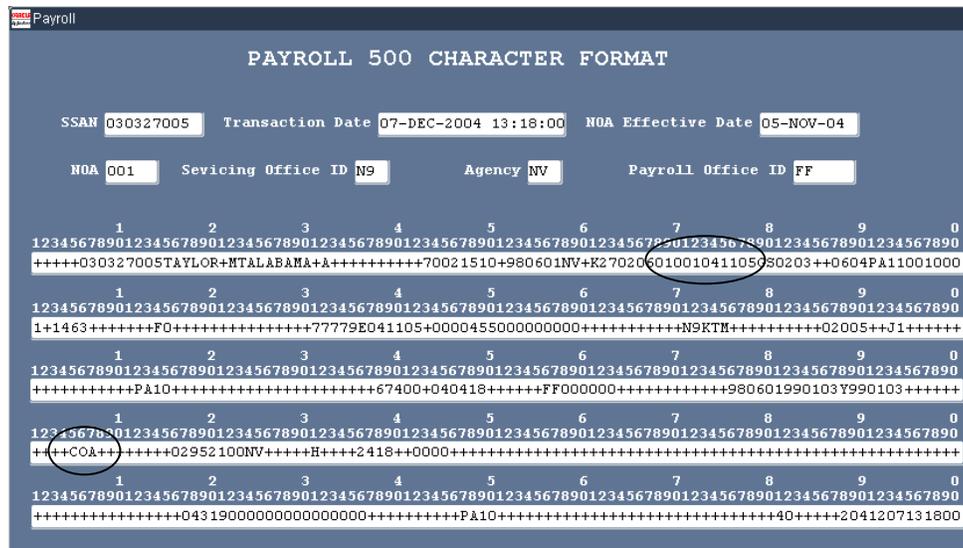
- E. DCPDS Suspense routines will automatically end the FEHB element when the LWOP Contingency End Date is reached. The FEHB element end date will reflect the same value stored in LWOP Contingency End Date. A new FEHB element will be opened reflecting all FEHB related data EXCEPT LWOP Contingency Start Date and LWOP Contingency End Date. **NOA COT Pay500** will also generate with the effective date of the LWOP Contingency End Date in positions 73-78.



- F. To resolve an invalid entry when the LWOP Contingency dates entered should have been later or earlier than the original dates, please follow these steps:

Steps	Action
1	After navigating to Assignment>Entries>Element Entries, date-track to the LWOP Contingency Start Date (this is generally the same date as in Effective Date From).
2	Space out LWOP Contingency Start Date and hit TAB key.
3	<p>At the pop-up screen "Choose an option", click Correction.</p>

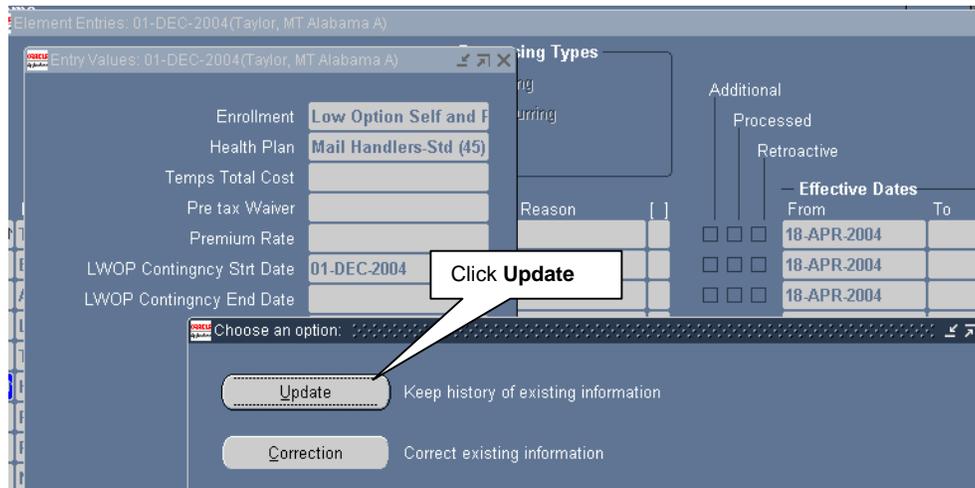
Steps	Action
4	Space out LWOP Contingency End Date .
5	Click Save . (Note: Effective Date To will NOT change, even though the LWOP Contingency dates were spaced out).



6 **NOA 001 Pay500** will generate with “COA” in positions 305-307 and the effective date will be the same value as LWOP Contingency Start Date formatted as YYMMDD.

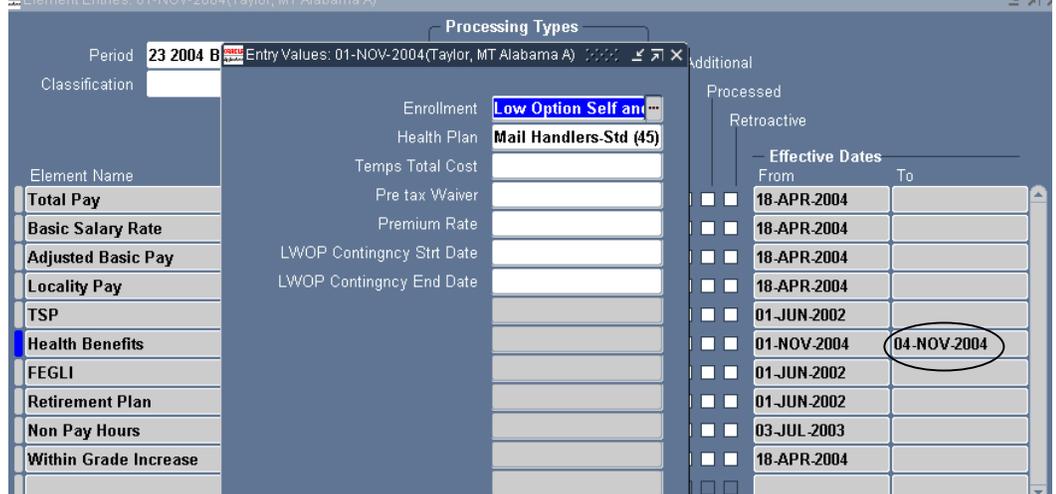
If LWOP Contingency Start Date is later than the original LWOP Contingency Start Date:

7	Date-track to the correct LWOP Contingency Start Date.
8	Enter LWOP Contingency Start Date .



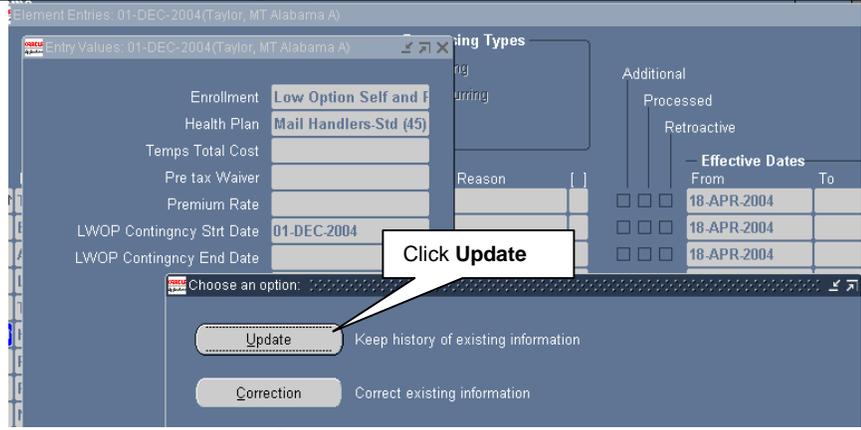
9	At the pop-up screen “Choose an option”, click Update .
10	Click Save (Note: LWOP Contingency End Date will auto-populate).
11	NOA COA Pay500 transaction will generate and the effective date written to positions 73-78 will be the value of LWOP Contingency Start Date formatted as YYMMDD.

Steps Action
If LWOP Contingency Start Date is earlier than the original LWOP Contingency Start Date:

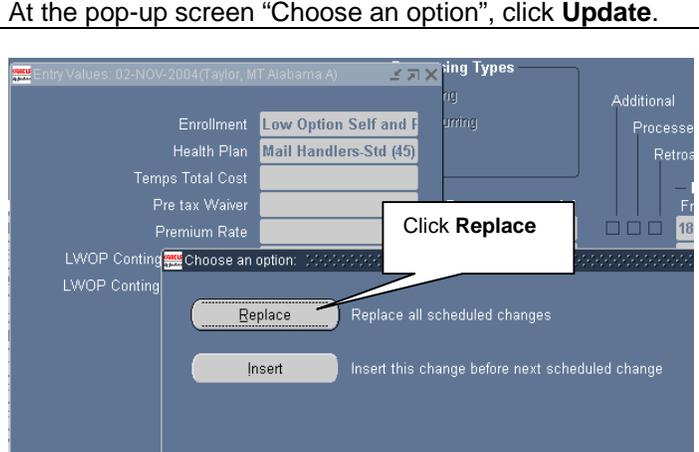


12 **Date-track** to the correct LWOP Contingency Start Date. Effective Date To will reflect a date since spacing out the LWOP Contingency Dates in steps 01-06 does not delete the Health Benefits row entry.

13 Enter LWOP Contingency Start Date.

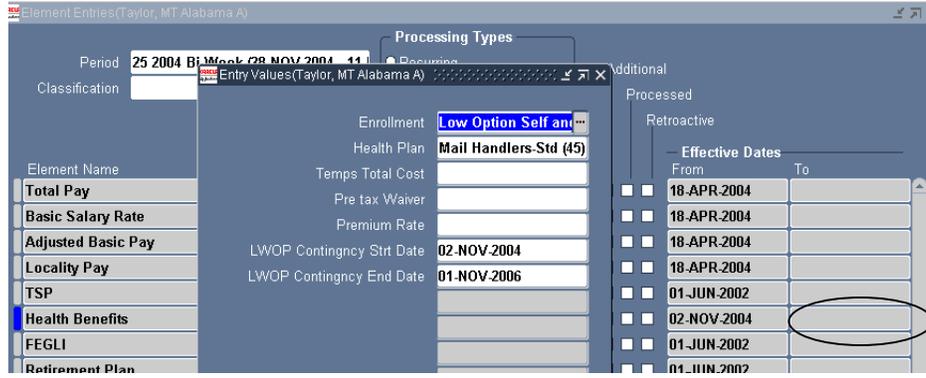


14 At the pop-up screen "Choose an option", click **Update**.



15 At the pop-up screen "Choose an Option", click **Replace** (this will delete the erroneous row).

16 Click **Save** (*Note: LWOP Contingency End Date will auto-populate*).

Steps	Action
17	NOA COA Pay500 transaction will generate and the effective date written to positions 73-78 will be the value of LWOP Contingency Start Date formatted as YYMMDD.
18	 <p>When the Element Entries screen is re-queried, the Effective Date To will reflect spaces.</p>

G. Pay500 Rules:

Condition	Pay500 Generation
If LWOP Contingency Start Date is initiated through element update, IVRS/EBIS process or as a result of NOA 473 LWOP-US RPA update	NOA COA and effective date will be the value of LWOP Contingency Start Date formatted as YYMMDD
If LWOP Contingency is being terminated as a result of NOA 292 Return to Duty (RTD) RPA	NOA COT and effective date will be the NOA 292 Return to Duty (RTD) effective date formatted as YYMMDD
If LWOP Contingency expires and DCPDS suspense routines end-dates the FEHB element	NOA COT and effective date will be the same value from LWOP Contingency End Date formatted as YYMMDD
If NOA 473 LWOP-US RPA is cancelled and LWOP-US action had contained the LWOP Contingency Data	NOA 001 with "COA" in positions 305-307 and effective date will be the same value from LWOP Contingency Start Date formatted as YYMMDD
If NOA 292 Return to Duty (RTD) RPA is cancelled and the LWOP-US action had contained the LWOP Contingency Dates	NOA COA and the effective date will be the effective date of the cancellation of the NOA 292 Return to duty (RTD) action formatted as YYMMDD
If LWOP Contingency Dates are spaced out to resolve an invalid entry	NOA 001 with "COA" in positions 305-307 and effective date will be the same value from LWOP Contingency Start Date formatted as YYMMDD