

FAS

REFERENCE GUIDE

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How to Request Benefits & Entitlements Training

A Guide for Human Resources Specialists

**Defense Civilian Personnel Management Service
Field Advisory Services Division
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How to Request Benefits & Entitlements Training

The Benefits and Entitlements (B&E) Branch of the Field Advisory Services (FAS) Division, provides training on the full range of federal retirement and insurance programs. Currently, we offer the following courses to Human Resources Specialists within the Department of Defense (DoD):

Basic Benefits Course

This course is designed for new or newly assigned DoD Human Resources Specialists/Generalists whose responsibilities include insurance and retirement program areas and who have less than a year of benefits experience or HR Specialists/Generalists who need a refresher course. This course will provide participants with a basic overview of the various insurance programs to include Federal Employees Health Benefits, Federal Employees Group Life Insurance, Flexible Spending Accounts, Long Term Care, and Federal Dental and Vision programs and a basic overview of retirement programs areas to include Civil Service Retirement System (CSRS) and Federal Employee Retirement System (FERS); eligibility requirements for retirement associated with the various retirement options; creditable civilian and military service; deposit procedures; Thrift Savings Plan (TSP); survivor benefits; and basic Social Security provisions. Participants will be able to counsel employees concerning basic program eligibility requirements, enrollment opportunities, plan options, and discuss the various features of each program. This course is limited to 25 participants and is conducted over a period of 4 days. Contractors and non-DoD employees may not register.

Benefits Intermediate Course

This advanced presentation is targeted at those Human Resources Specialists who have at least one year of benefits experience. A pre-requisite to this course is the Basic Benefits Course. The Benefits Intermediate Course will encompass Retirement Eligibility and Counseling, Service Computation Dates, Retirement Coverage Determinations, Social Security, Annuity Computations, Federal Employees Health Benefits Program, Federal Employees Group Life Insurance Program, Survivor Benefits, and Creditable Civilian and Military Service. This course will include role playing and advanced case studies for the participants to work through to enhance the learning experience. This course is limited to 25 participants and is conducted over a period of 4 days. Contractors and non-DoD employees may not register.

Advanced Benefits Workshop (ABW)

This workshop is for experienced retirement counselors and Human Resources Specialists who have advanced beyond the intermediate level in benefits administration or who have attended the former Retirement Systems and Benefits Programs (RSBP) training course, or an equivalent course of study. This training will provide extensive exercises and case studies in specific applications. Each participant will receive a desk reference guide. Modules offered within this course are Annuity Computations, Life Events, Nonappropriated Funds (NAF), Reemployed Annuitants, Special Retirement and Uniformed Services Employment and Reemployment Rights Act (USERRA). This course is limited to 25 participants and is conducted over a period of up to 4 days (depending on the modules taught). Contractors and non-DoD employees may not register.

Retirement Coverage Determinations & Federal Erroneous Retirement Coverage Corrections Act (FERCCA)

This presentation will assist Human Resources Specialists in acquiring an understanding of the historical events surrounding retirement coverage determinations. Participants will examine in depth case analysis, determine correct retirement coverage, gain knowledge of the provisions of FERCCA laws, and study the process by which to correct retirement coverage errors. Each participant will receive a desk reference guide. This course is limited to 25 participants and is conducted over a period of 3 days. Contractors and non-DoD employees may not register.

Benefits for Staffers (BFS) Course

This course is an advanced course that provides information on the federal benefits and retirement programs to staffing specialists and provides the participants with hands-on experience in working benefits and retirement issues as they apply to providing staffing support. Each participant will receive a desk reference guide. This course is limited to 25 participants and is conducted over a 3-1/2 day period. Contractors and non-DoD employees may not register.

You may enroll in courses offered at our facility in Arlington, Virginia, or we can deliver expert training directly at your location. To request a course at your site send an email to benefits@cpms.osd.mil. Include in the email the name of the course; three possible dates you would like to have the training; and the name and telephone number of the point of contact. Upon receipt of your email request, our training coordinator will contact you.

Tuition is free for participants within the DoD Human Resources community. However, if you request training at your location (outside the Washington D.C. area), we need your funding support to cover travel, per diem, and rental car expenses for two B&E Instructors.

Reimbursement of parking fees for two FAS Instructors providing training on-site in the local Washington, D.C. area may be requested.

For training at our CPMS office complex in Arlington, Virginia, the cost is limited to the travel and per diem for your Human Resources Specialist attending the course. Hotel accommodations are within a short distance of our CPMS office complex, therefore, rental car authorization is not a necessity. Travel to and from Ronald Reagan Washington National Airport, if applicable, is very reasonable and convenient when using the Metro subway system.

The B&E Branch is ready to assist you in meeting your training needs and to fulfill your training expectations.