

EMPLOYEE BENEFITS

# Training

DEPARTMENT OF DEFENSE | BASIC. INTERMEDIATE. ADVANCED

## VIRTUAL COURSES



**DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE (DCPAS)  
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## Overview

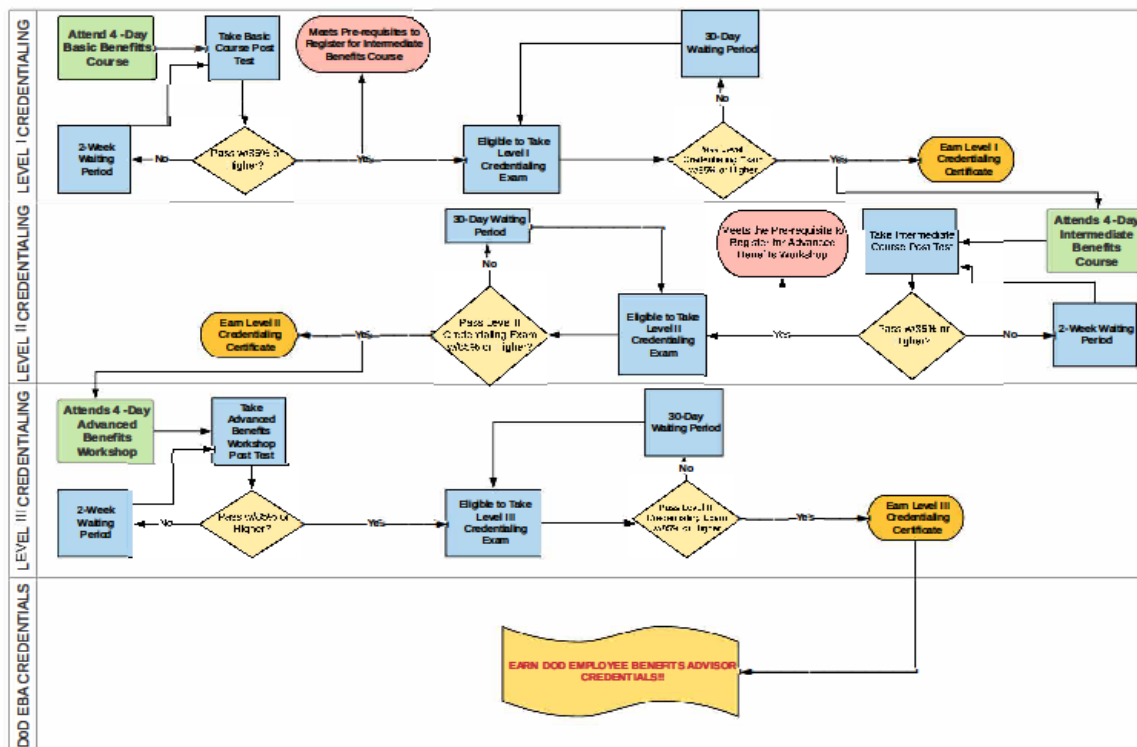
The Department of Defense (DoD), Defense Civilian Personnel Advisory Service (DCPAS), Benefits, WAGE, & NAF Policy Division offers a Human Resources Training Program specifically designed for HR Professionals within the Employee Benefits Functional Area. The Employee Benefits Training Program promotes proficiency within the HR Community and is conducted in a face-to-face and/or virtual classroom setting. Each participant receives realistic illustrations and course material developed to reinforce HR core and general competencies designated for the Employee Benefits Advisor (EBA).

All three levels of Benefits Training (Basic, Intermediate, Advanced) requires the HR Professional to demonstrate proficient HR competencies at Levels 1 (Basic Benefits), 2 (Benefits Intermediate), and 3 (Advanced Benefits Workshop). Ultimately earning the DoD EBA Credentials.

## Training-Credential Lifecycle

BENEFITS TRAINING & CREDENTIALING LIFE CYCLE

July 2020



## COURSE DESCRIPTION

<b>Basic Benefits Course</b>	<b>Benefits Intermediate Course</b>	<b>Advanced Benefits Workshop</b>
<p>This is an entry level course introducing Federal Benefits and Retirement programs, governing regulations and their practical application. The Basic Benefits Course develops core HR competencies critical for the effective performance of federal <b>Human Resources (HR)</b> professionals. Course instruction includes:</p> <ul style="list-style-type: none"> <li>• Title 5 of the United States Code (U.S.C.) and Code of Federal Regulations (CFR)</li> <li>• Eligibility requirements and options for insurance and retirement programs</li> <li>• Creditable civilian and military service and deposit/redeposit procedures</li> <li>• Annuity computation formulas and service computation dates</li> <li>• Material reinforced through exercises and simulated call center scenarios to elicit discussion regarding benefits actions typically processed in the HR operations setting</li> </ul> <p>Limited to 20 participants per session (minimum of 10) and conducted over a 5-day period. Ensure compliance with this introductory course.</p>	<p>Intermediate targets <b>Human Resources (HR)</b> professionals who have at least one year of benefits experience. Course instruction builds on the Basic Benefits Course through a comprehensive review of Title 5 of the United States Code (U.S.C.) and the Code of Federal Regulations (CFR), coupled with engaging, thought-provoking case studies and exercises. The course material also strengthens interpersonal, team-building, and consultative skills. Course instruction includes:</p> <ul style="list-style-type: none"> <li>• Extensive review of Retirement Eligibility, Retirement Coverage Determinations, Annuity Computations, Disability Retirement, Survivor Benefits and Retirement Counseling</li> <li>• Exercises to improve comprehension of 5 U.S.C./CFR regulations</li> <li>• Exercises simulating retirement eligibility determinations, counseling and application audits</li> <li>• An overview of insurance and other benefits programs</li> </ul> <p>Limited to 20 participants per session (minimum of 10) and conducted over a 5 day period. Pre-requisite: Basic Benefits Course. Refine your skills with continued development.</p>	<p>The ABW workshop sharpens the existing skills of the experienced <b>Human Resources (HR)</b> professional. It's for the HR professional who encounters the challenge of complex issues. This workshop includes a CAPSTONE project that requires the utilization of advanced analysis and research from Title 5 Code of Federal Regulations (CFR) to resolve various multifaceted HR matters. CAPSTONE participants will be partnered or assigned to a group, fostering group discussion, the exchange of ideas and HR perspectives. Workshop course material includes:</p> <ul style="list-style-type: none"> <li>• Title 5 U.S.C. and CFR analyses; interpreting and applying Title 5 laws and regulations</li> <li>• Four Modules: Special Retirement (*Non-appropriated Fund Service), Reemployed Annuitants, USERRA, and Advanced Annuity Computations</li> </ul> <p>Limited to 20 participants per session (minimum of 10) and conducted over a 3 ½ day period. Pre-requisites: Basic Benefits Course and the Benefits Intermediate Course.</p>

## Eligibility Requirements

<b>Employee Benefits Training</b>	<b>Employee Benefits Advisor Credentialing</b>
Basic Benefits Course Open to: HR Series (i.e.: 0201, 0203) Post-Test: Must score 85% or better	Level I Credentialing 0-12 months of HR experience Open to HR Series (i.e.:0201/0203) Exam: Must score 85% or better
Benefits Intermediate Course Open to: HR Series (i.e.: 0201, 0203) Post-Test: Must score 85% or better	Level II Credentialing 18-24 months of Benefits experience Open to HR Series (i.e.: 0201) Exam: Must score 85% or better
Advanced Benefits Workshop Open to: HR Series (i.e.: 0201, 0203) Post-Test: Must score 85% or better	Level III Credentialing 36-48 months of Benefits experience Open to HR Series (i.e.: 0201) Exam: Must score 85% or better

## How to Register

**Send an email to:** [dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil](mailto:dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil)

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