



A NEWSLETTER PUBLISHED BY THE BENEFITS AND WORK LIFE PROGRAMS DIVISION

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DoD Virtual Benefits & Work-Life Symposium 2022

The 2022 Department of Defense (DoD) Virtual Benefits & Work-Life Symposium is quickly approaching. Mark your calendar for September 27-29, this is one event you don't want to miss! The Defense Civilian Personnel Advisory Service (DCPAS) vows to make this a memorable experience. Be prepared to come together as an HR community, to share and grow in knowledge, and acquire additional tools to best serve the customer.

This year's theme "Emerge to Greater Heights" speaks to the intent of the 2022 Symposium. Our aim is to advance the HR community even further with over 40 breakout sessions, workshops, and general sessions that will assist the emergence of HR professionals to greater heights in career and in everyday workplace challenges. Featured are Special guests and Keynote Speakers from the Office of Personnel Management (OPM), Thrift Savings Plan (TSP), Medicare, Talent Development, Ombudsman Services, and Benefits and Work-Life that will join us to share updated and valuable benefit information on their programs.

We will also hear from members of the Benefits and Entitlements (B&E) Branch, Injury Compensation (IC) and Unemployment Compensation (UC), Nonappropriated Fund (NAF) Policy, and the Training and Credentialing Team. Symposium trainings will cover a wide range of topics found below in our course descriptions section. Symposium sessions and workshops will be a dose of lecture, a sprinkle of individual exercises, topped with breakout rooms for participants to share their expertise and work together to strengthen the learning experience!

This year's new workshops include Customer Care and Benefits for Staffers; will surely sharpen your skills and knowledge base. Moreover, the Credential review sessions will be offered daily. Each session will accomplish knowledge checks to prepare and empower those seeking to earn Employee Benefits Advisor (EBA) and/or Injury Compensation Program Administrator (ICPA) credentials. Emerge to Greater Heights by evolving in your career, expanding your knowledge of human resource concepts and policy, and excelling in your functional area demonstrating excellent customer care!

We look forward to seeing you! Register for the Symposium today!



EVOLVE EXPANDE EXCEL
Emerge to Greater Heights
 2022 DoD VIRTUAL BENEFITS & WORK-LIFE SYMPOSIUM

Registration is Now OPEN!



Don't wait! Register now!

Registration Website

<https://www.eventbrite.com/e/355184706017>

The DCPAS Symposium website

<https://www.dcpas.osd.mil/hrfunctionalcommunity/learningevents/benefitsconference>

Visit the DCPAS Symposium website often for up-to-date information. There you will find a summary of the event, agenda, course descriptions, and contact information.

DCPAS Symposium Presenters

The Symposium will feature benefits training by credentialed staff members from various branches of DCPAS. Here is a short summary of each branch and the training they will provide at the symposium. See specific course descriptions for more information.

Benefits and Entitlements

The DCPAS B&E Branch provides oversight of Federal benefits and retirement programs to DoD components while ensuring compliance with DoD policy and Federal regulations. This includes: program development, administration of policies, daily support, technical advice, guidance, and training.

Benefit and retirement program areas include but are not limited to: health insurance, life insurance, survivor benefits, financial planning, Thrift Savings Plan, retirement systems, credible military service, military service deposits, Uniformed Services, Employment and Reemployment Rights Act (USERRA), Deferred Retirement, Special Retirement and Reemployed Annuitants. B&E also leads multiple working groups with components to ensure benefit and retirement programs are running smoothly and functioning efficiently and effectively while meeting DoD and OPM standards.

To keep the DoD civilian workforce updated, B&E produces a DCPAS quarterly newsletter, BENEFACTS, on Federal Benefits and Entitlements as well as relevant information about various ICUC, NAF, Training/Credentialing and Work-Life topics.

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Employee benefits
 Employee benefits provided to employees in salaries. In instances where wages for some other for as a 'salary sacrifice' or 's

DCPAS Symposium Presenters (continued)

Training and Credentialing

The Training and Credentialing Team oversees the training material, delivery, and scheduling of coursework to internal and external Federal agencies. Additionally, they manage the DoD Credentialing Program, which focuses on the interpretation and application of Federal laws, regulations, DoD policy, and best practices covering employee benefits and injury compensation.

There are two training programs for HR Practitioners - Employee Benefits Training (EBT) and Injury Compensation Program Administrator (ICPA) Training. Each training program has a corresponding DoD credentialing program. The Employee Benefits Advisor (EBA) is achieved by completing the Basic Benefits Course, the Benefit Intermediate Course, and Advanced Benefits Workshop and passing the corresponding credentialing exams.

The ICPA Credentialing Program is achieved by completing ICPA Levels I and II and passing the respective credentialing exams.

Through a series of comprehensive exams, HR Practitioners demonstrate their HR knowledge of program concepts, regulations, laws, principles, and practices. The training and credentialing programs work in concert to foster proficiency and expertise across the Federal HR Community.

Work-Life

As defined by the OPM, Work-Life is the business practice of creating a flexible, supportive environment to engage employees & maximize organizational performance. The Work-Life Branch manages Work-Life programs across DoD agencies and support the health and wellbeing of the DoD workforce. These programs are vital to DoD employees, their families, and agencies.

Work-life programs offered to employees include worksite health and wellness, the Employee Assistance Program, workplace flexibilities, telework, and dependent care. The impact of COVID-19 has greatly impacted how we view the Federal Workplace and balance work and home life. The Work-Life Branch offered support and guidance as employees adapted and embraced the increased opportunities to utilize workplace flexibilities such as flexible work schedules, telework, and remote work.

As Work-Life programs are established across DoD agencies, DCPAS collaborates with other Federal agencies to develop legislation and policies which provide comprehensive and competitive benefits programs to support the DoD mission and employee retention.

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“There are two training programs for HR Practitioners - Employee Benefits Training (EBT) and Injury Compensation Program Administrator (ICPA) Training.”

Become a Credentialed Employee Benefits Advisor!



Are you interested in joining a distinguished cadre of DoD Credentialed Employee Benefits Advisors?

Meet us at the DCPAS 2022 Symposium where we will be reviewing the Knowledge Checks from all three training courses to help refresh your memory on the training material. This is sure to set you on a successful path to becoming a DoD Credentialed Employee Benefits Advisor (EBA). If you have successfully completed a training course with the DCPAS Training Team and passed the post test, you don't want to miss these sessions.

For questions regarding Training

dodhra.mc-alex.dcpas.mbx.dod-bwnp-employeebenefitstraining@mail.mil

For questions regarding Credentialing

dodhra.mc-alex.dcpas.mbx.dod-bwnp-credentialing@mail.mil

DCPAS Symposium Presenters (continued)

Nonappropriated Fund Policy

DCPAS Nonappropriated Fund (NAF) Personnel System is the only DoD level office that establishes policy and provides clarification and interpretation of laws and Government-wide regulations for the NAF workforce and customers within and outside of the DoD.

NAF Policy delivers policy, guidance, and technical support in the strategic design and analysis of NAF: employment, compensation, performance management, classification, wage and salary, benefits, work-life, workforce restructuring, and transition programs for approximately 100,000 NAF civilian employees. NAF Programs support DoD Morale, Welfare and Recreation programs (MWR), exchange resale activities, healthy communities, "BeFIT" families, and troop readiness, all of which provide essential services to soldiers, sailors, airmen, and marines.

DCPAS NAF Policy administers the DoD NAF portability of benefits policy for employee moves between NAF and appropriated fund positions or between appropriated fund and NAF positions. Additionally, DCPAS NAF Policy administers the NAF Health Benefits Program, managed by a third party administrator, for more than 80,000 employees, retirees and dependents.

Injury Compensation Unemployment Compensation

The Injury Compensation Unemployment Compensation (ICUC) Branch is responsible for providing operational guidance, advice, and assistance concerning injury compensation and unemployment compensation matters. The Department of Labor's Office of Workers' Compensation Programs (OWCP) administers the Federal Employees' Compensation Act (FECA) program for the Federal government. For injury compensation, ICUC provides oversight and implementation of the FECA program for the DoD workforce. For unemployment compensation, ICUC serves as a liaison between State Workforce Agency Coordinators and the Unemployment Compensation Program Manager to aid with training and technical assistance on claims and auditing support.

ICUC is also responsible for providing training to and credentialing for Department Specialists and is the functional manager for the enterprise-wide civilian HR system for injury and unemployment compensation program management.

Symposium Course Descriptions

Below are the course description for each of the sessions and workshops that will be presented at the symposium. There are plenty of opportunities to expand your knowledge, interact with Senior Benefits Specialists, network with others, and advance your career. Visit the website often for up-to-date agenda and course descriptions. <https://www.dcpas.osd.mil/hrfunctionalcommunity/learningevents/benefitsconference>

◆ Expand your knowledge

◆ Interact with Senior Benefits Specialists

◆ Network with others

◆ Advance your career

Creditable Military Service This session will provide a general overview of types of military service that is potentially creditable for inclusion with civilian service, situations where payment of military deposits is required with a focus on employees serving under Uniformed Services Employment and Reemployment Rights Act (USERRA), National Guard personnel ordered to active duty under USERRA, and members serving in Reserve units of the military. Discussion will be provided on the following subtopics: Refresher of general Military deposits, how to evaluate Military service deposits for reserve forces, how to apply USERRA laws for deployed Federal personnel, how to evaluate National Guard service under USERRA, and how benefits are affected when on Absent US (LWOP) and when employee separates from civil service for purposes of military service.

Determining Retirement Coverage and Retirement Eligibility This session will provide information on the history of the two civil service retirement plans and the methods used to determine the correct assignment of employees to a retirement plan. Discussion will include descriptions of each retirement system and how to determine CSRS, CSRS Offset, FERS, FERS-RAE, or FERS-FRAE coverage for Federal employees being hired for the first time or rehired with a break in service. Discussion will also include eligibility criteria for various types of retirement (early, optional, discontinued service, and disability).

Federal Employees Health Benefits and Federal Employees Group Life Insurance Workshop The Federal Employees Group Life Insurance (FEGLI) Health Benefits (FEHB) programs are the cornerstones of the Federal employment benefits package. This session will provide participants with valuable information concerning eligibility requirements for FEGLI/FEHB enrollment, the various enrollment options and cost of selected coverage. Details will be provided to assist with counseling employees regarding the selection of coverage and understanding the effective dates of coverage. Discussion will also include the designation of beneficiaries, living benefits, assignments, and completion of required forms.

Creditable Civilian Service The creditable civilian service session reviews the types of service that are potentially eligible for civil service retirement credit, discusses the rules for making deposits, and the impacts of the decision to make — or not make — a deposit to make certain service creditable. The session will also discuss identification of service that will be credited to a CSRS or FERS component of a retired annuity.

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Course Descriptions (continued)

How to Research & Interpret Benefit Laws and Regulations This session will examine how laws are codified in the United States Code (U.S.C) and subsequently inserted into the Combined Federal Regulations. Discussion will include location of websites to search U.S.C and CFR. Participants will also practice applying various HR Laws and Regulations into scripted scenarios by using the CFR.

Creditable Civilian Service The creditable civilian service session reviews the types of service that is potentially eligible for civil service retirement credit, discusses the rules for making deposits and the impacts of the decision to make, or not make a deposit to make certain service creditable. The session will also discuss identification of service that will be credited to a CSRS or FERS component of a retired annuity.

Special Retirement Workshop The Special Retirement workshop details the processes and procedures required for position to classify under the Special Retirement category. In addition, discussions will cover employee and agency roles at each stage of the process. Participants will break into groups to identify key aspects of the process.

Retirement Coverage Determination/Eligibility Workshop This session will provide information on the evolution of the Federal retirement system with the focus on coverage determination for FERS, FERS-RAE, and FERS-FRAE using determination tables in accordance with Chapter 10 of the CSRS and FERS Handbook. Discussion will include eligibility criteria for various types of retirement (early, optional, discontinued service, and disability).

Survivor Benefits This session identifies and explains various survivor benefits as well as the OFEGLI process, FEHB and TSP benefits. Discussion will include the death gratuity payment process, social security information as well as VA benefits for those eligible.

Service Computation Dates (SCD) During this session, participants will explore the 4 different types of service computation dates that impact employees' benefits, identify the creditable and non-creditable service for each date and calculate the length of time to be used for determining periods of creditable service.

Benefits for Staffers (FERS-RAE-FRAE Retirement Coverage Determination), Portability of Benefits Reminders, RI-20-124 and Reemployed Annuitants This session examines benefits issues encountered by staffing specialists when hiring former Federal employees. Focus will be on determining proper retirement coverage between FERS/FERS-RAE and FERS FRAE. This session will also focus on the portability of benefits when employees move between civil service and the NAF employment systems as well as RI-20-124 and Reemployed Annuitants hired in DOD.

Benefits for Separating Employees Session covers unique considerations in processing employee separations such as SF8 completion for unemployment compensation as well as RI-20-124 for Special Retirements (LEO/Firefighter and Air Traffic Controllers) as well as Reemployed Annuitants returning to the Office of Personnel Management's retirement rolls.

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Symposium Course Descriptions (continued)

Customer Care Session: Role Play The customer care session is both a discussion and exercise-based forum that explores good customer service principles, effective communication, and active listening skills. Attendees will learn the significance of customer service and the importance of making it an intentional business practice in an organization. This is a “can’t miss session” for all who interact with customers on a regular basis.

Fundamentals of a Successful Telework Program This session will examine the many benefits to a telework program. Telework allows agencies to meet the mission critical needs of the organization, and it helps employees balance work and personal responsibilities while enhancing their well-being. Telework also promotes employee retention. Discussion will include what should be included in a telework program, how to manage teleworkers, and monitoring the program’s success.

Benefits and Work-Life: Work-Life Flexibilities (Alternative Work Schedules) There are many Alternative Work Schedules that are available to Federal employees. With an alternative work schedules managers and supervisors will be able to meet the organization’s mission while allowing their employees to address their personal needs. Discussion includes what alternative work schedules are, the importance of alternative work schedules and why consideration should be given to the use of alternative work schedules.

Nonappropriated Fund (NAF) Personnel System & Portability of Benefits for Moves between Civil Service and NAF Employment Systems This session will provide an overview of the NAF personnel system, portability of benefits laws and protections, and the process to follow when employees move between DoD civil service and NAF employment systems. Civil service and NAF employment systems typically offer similar benefits; however, NAF employment benefits have some distinct differences. Did you know that there is only one health plan available for all NAF employees? Attendees will learn about the NAF workforce and personnel system, portability rules regarding retirement coverage elections, pay and non-retirement benefits eligibility, and some of the common errors that occur.

EBA Credentialing (Level 1: Q & A Knowledge Check) Come one, come ALL HR Specialists who are looking to put the “P” in Professional and the “B” in Benefits by earning your DoD Employee Benefits Advisor (EBA) Credentials! The Credentialing break-out session will provide an overview of the competency-based “credentials” program and reveal a sampling of course material and exam questions. This break-out could lead to a more satisfying career!

EBA Credentialing (Level 2: Q & A Knowledge Check) Come one, come ALL HR Specialists who are looking to put the “P” in Professional and the “B” in Benefits by earning your DoD Employee Benefits Advisor (EBA) Credentials! The Credentialing break-out session will provide an overview of the competency-based “credentials” program and reveal a sampling of course material and exam questions. This break-out could lead to a more satisfying career! (Continued on next page)

Course Descriptions (continued)

EBA Credentialing (Level 3: Q & A Knowledge Check) Come one, come ALL HR Specialists who are looking to put the “P” in Professional and the “B” in Benefits by earning your DoD Employee Benefits Advisor (EBA) Credentials! The Credentialing break-out session will provide an overview of the competency-based "credentials" program and reveal a sampling of course material and exam questions. This break-out could lead to a more satisfying career!

Unemployment Compensation (UC) Session (Basic Foundation Course) This session will provide a general overview of the Unemployment Compensation for Federal Employees (UCFE) program. Discussion will include a definition of the Unemployment Compensation program, an explanation of the Federal-State partnership, a definition of the UCFE program, UCFE eligibility, how UCFE is financed, the Department of Labor’s responsibilities, the State’s responsibilities, the Department of Defense’ responsibilities, the UCFE claims process, and the billing process.

Injury Compensation (IC) Session (FECA Claims for COVID) This course will give a brief history of the COVID-19 pandemic as it relates to civilian DoD employees and Federal Employees Compensation Act (FECA) claims. The course will also review basic eligibility and initial claim process for COVID related FECA claims. Lastly, the course will review COP, challenges, and FAQ’s

Unemployment Compensation (UC) Session ETA-931 ETA-931A and appeals This session will provide the purpose and importance of the ETA-931 and ETA-931A as well as an explanation of the Unemployment Compensation appeals process. Discussion will include a description of the ETA-931 and ETA-931A, the contents of the ETA-931 and ETA-931A, criteria for completing the ETA-931 and ETA-931A, state notices, general information about appeals, appealing determinations, appeal notices, first-level appeal preparation, general hearing procedures, second-level appeals, and judicial review.

IC Session (Counseling Employees) The purpose of this course is to clearly define the roles and responsibilities of the supervisor and the employee when an injury occurs. It will specifically address the actions required by the supervisor to ensure injured worker receives all benefits to which they are entitled and concurrently protect the interests of the agency. It will also provide an overview of the fundamentals involved in the initial management of a workers' compensation claim.

Unemployment Compensation (UC) Session (ETA-931A and ETA-934) This session will provide information about the ETA-931, ETA-931A, and ETA-934 forms. Discussion will include a description of each form, the contents of each form, and the criteria to complete each form.

IC Session (Pipeline Reemployment Program) This course will provide an overview of the program and the Injury Compensation Program Administrator's responsibilities for submitting a Pipeline packet for consideration to the Defense Civilian Personnel Advisory Service in addition to covering the requirement to have a support agreement in place prior to transfer of any Pipeline funding.

UC Forms This session will provide an overview of each of the forms used to administer the Unemployment Compensation for Federal Employees program. Discussion will include the SF-8, SF-50, ETA-931, ETA-931A, ETA-934, ETA-935, ETA-933, and other state requests for information.

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Course Descriptions (continued)

IC Session (HR Issues impacting FECA) The HR Issues Impacting FECA discusses the Human Resources (HR) impact Leave Without Pay (LWOP) presents based upon an injured workers lost time or separation due to an accepted work-related medical condition and Return to Duty actions. Additional emphasis will be placed on Service Computation Date(s), TSP, references governing OPM Retirement versus FECA, transferring Health Insurance coverage, Life Insurance concerns, dependency updates, and potential overpayments, along with an overview of other HR issues having an impact on Federal Employees Compensation Act (FECA).

IC Session (ICPA Credentialing Level I Q & A Review) Injury compensation focused training aimed at preparing attendees for successful completion of ICPA Level I Credentialing. This course will consist of presentation of material on Performance of Duty, Continuation of Pay (COP), and Leave Buy Back. The material will include scenarios and exercises. Ample time will be allotted for questions from the participants.

UC Session (Roundtable Discussion – (Q & A)) This session will be a discussion with attendees about Unemployment Compensation (UC) issues they are experiencing. This time will also be used for everyone to share best practices to help others with managing their UC program.

IC Session (ICPA Level II Q & A) Injury compensation focused training aimed at preparing attendees for successful completion of the ICPA Level II Credentialing. This course will consist of a presentation on select topics from the Level II curriculum, a developmental exercise to practice higher level claim management ideas/actions. Ample time will be allotted for questions from the participants.

UC Session (Ask the Experts) This session will be used to answer Unemployment Compensation (UC) questions, and respond to any issues or concerns with DoD's UC program. Attendees should be prepared to bring up any issues, concerns, or questions they may have. Suggestions for any UC program improvements are also welcome.

IC Session (FECA Data for Chargeback 2022) This course will provide FECA Costs for Chargeback Year 2022 and a comparison between 2021 costs as well as three and five year trends in overall FECA costs for the Department.

UC Session (DIUCS Overview and Q & A) This session will provided an overview of the Defense Injury and Unemployment Compensation System regarding the Unemployment Compensation program. Discussion will include how to complete the ETA-931, the ETA-931A, and the appeals status screen, and an explanation of each of the reports available in DIUCS.

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Course Descriptions (continued)

IC Session (HR Issues Impacting FECA) The HR Issues Impacting FECA discusses the Human Resources (HR) impact Leave Without Pay (LWOP) presents based upon an injured workers lost time or separation due to an accepted work-related medical condition and Return to Duty actions. Additional emphasis will be placed on Service Computation Date(s), TSP, references governing OPM Retirement versus FECA, transferring Health Insurance coverage, Life Insurance concerns, dependency updates, and potential overpayments, along with an overview of other HR issues having an impact on Federal Employees Compensation Act (FECA).

UC Costs and Reviewing Agency Reports This session will provide the process of reviewing and reconciling the quarterly Unemployment Compensation (UC) charges. Discussion will include financing the Unemployment Compensation for Federal Employees program, the billing process, DoD's responsibilities, the Federal State Data Exchange System, and UC billing issues.

IC Session Ask the Experts This session will provide the participants an opportunity to ask a panel of experienced Advisors questions about FECA. It is requested that participants do not ask questions about specific cases nor divulge any PII in their questions.

Key Note Speaker Topics

- ◆ OPM Retirement Processing (Boyers, PA)

- ◆ Medicare Presentation – HHS with focus on Social Security, Retired Military with Tricare, and FEHB impact with Social Security

- ◆ Benefits Officers Q & A Forum: Operations

- ◆ Benefits and Work-Life (NIH)

- ◆ TSP Presentation on New Initiatives



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**Data—Driven
Solutions**

to
Inform & Transform

HR



Participant Reviews of Benefits & Work Life Symposium 2019

“It was the best ever!”

“Great topics, great schedule, great instructors.”

“DCPAS should have a Spring and Fall symposium.”



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