



BENEFITS & WORK-LIFE TOPICS AND COURSE DESCRIPTIONS

DAY 1 (TUESDAY 9/27)

1. 9:00 AM TO 10:15 AM Unemployment Compensation 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 (UC) 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's responsibilities, the UCFE claims process, and the billing process.

2. 9:00 AM TO 10:15 AM Injury Compensation Session: FECA Claims for COVID-19

This Injury Compensation (IC) course will give a brief history of the coronavirus disease 2019 (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 process for COVID-19 related FECA claims. Lastly, the course will review continuation of pay (COP), challenges, and frequently asked questions (FAQs).

3. 10:30 AM TO 11:45 AM UC Session: Form Employment and Training Administration (ETA-931, ETA-931A and Appeals)

This session will provide the purpose and importance of the forms ETA-931 and ETA-931A as well as an explanation of the UC 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.

4. 10:30 AM TO 11:45 AM 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 workers receive 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.



5. **10:30 AM TO 11:45 AM 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; 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.

6. **10:30 AM TO 11:45 AM Benefits and Work-Life Fundamentals of a Successful Telework Program**

This session will examine the many benefits of telework programs. 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 program success.

7. **10:30 AM TO 11:45 AM 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 are 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
- How benefits are affected when on Absent US (LWOP) and when employees separate from civil service for purposes of military service



8. 10:30 AM TO 12:00 PM 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 (CFR). Discussion will include location of websites to search U.S.C. and CFR. Participants will also practice applying various human resources (HR) laws and regulations into scripted scenarios by using the CFR.

9. 10:30 AM TO 2:30 PM Determining Retirement Coverage and Retirement Eligibility

This session will provide information on the history of the two civil service retirement plans, Civilian Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS), 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-Revised Annuity Employee (RAE), or FERS-Further Revised Annuity Employee (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).

10. 10:30 AM TO 2:30 PM Federal Employees Health Benefits and Group Life Insurance Workshop

The Federal Employees Group Life Insurance (FEGLI) and Federal Employees Health Benefits (FEHB) programs are the cornerstone of the Federal employment benefits package. This session will provide participants with valuable information concerning eligibility requirements for FEGLI and 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 a beneficiary, living benefits, assignments and completion of required forms.

11. 1:15 PM TO 2:30 PM Injury Compensation Session (Injury Compensation Program Administrator (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 presents material on Performance of Duty, COP, and Leave Buy Back. The material will include scenarios and exercises. Ample time will be allotted for questions from the participants.



12. 1:15 PM TO 2:30 PM UC Session: Roundtable Discussion – (Q & A)

This session will be a discussion with attendees about UC issues they are experiencing. Attendees will also have time to share best practices to help others with managing their UC program.

13. 1:15 PM TO 2:30 PM Employee Benefits Advisor 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!



BENEFITS & WORK-LIFE TOPICS AND COURSE DESCRIPTION

Day 2 (Wednesday 9/28)

1. 9:00 AM TO 10:15 AM 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.

2. 9:00 AM TO 10:15 AM IC Session: Pipeline Reemployment Program

This course will provide an overview of the program and the ICPA'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.

3. 10:00 AM TO 2:30 PM 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 cover portability of benefits reminders for staffers when employees move between civil service and NAF employment systems as well as RI-20-124 and Reemployed Annuitants hired in DoD after retiring.

4. 10:30 AM TO 11:45 AM UC Session: Forms

This session will provide an overview of each of the forms used to administer the UCFE 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.



5. **10:30 AM TO 11:45 AM IC Session: HR Issues Impacting FECA**

This session discusses the HR impact that 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), Thrift Saving Plan (TSP), references governing Office of Personnel Management (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 FECA.

6. **10:30 AM TO 11:45 AM 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 for 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.

7. **10:30 AM TO 12:00 PM Approval Process for Special Retirement Position Descriptions (PD)**

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

8. **10:30 AM TO 2:30 PM 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).



9. 10:30 AM TO 2:30 PM Federal Employees Health Benefits and Group Life Insurance Workshop

The FEGLI and FEHB programs are the cornerstone 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 a beneficiary, living benefits, assignments and completion of required forms.

10. 1:15 PM TO 2:30 PM 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 (Law Enforcement Officer, Firefighter and Air Traffic Controllers) as well as Reemployed Annuitants returning to retired rolls.

11. 1:15 PM TO 2:30 PM 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.

12. 1:15 PM TO 2:30 PM Survivor Benefits

This session identifies and explains various survivor benefits as well as the Office of Federal Employees Group Life Insurance (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.

13. 1:15 PM TO 2:30 PM EBA Credentialing (Level 2: Q & A Knowledge Check)

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BENEFITS & WORK-LIFE TOPICS AND COURSE DESCRIPTION

Day 3 (Thursday 9/29)

1. 9:00 AM TO 10:15 PM UC Session: Ask the Experts

This session will be used to answer 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.

2. 9:00 AM TO 10 15 PM 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.

3. 9:00 AM TO 10:15 AM 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.

4. 9:00 AM TO 10:15 AM 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.

5. 9:00 AM TO 10:15 AM Service Computation Dates (SCD)

During this session, participants will explore the 4 types of SCDs 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.



6. 10:30 AM TO 11:45 AM UC Session: DIUCS Overview and Q & A

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

7. 10:30 AM TO 11:45 AM IC Session: HR Issues Impacting FECA

The HR Issues Impacting FECA discusses the HR impact Leave Without Pay (LWOP) presents based upon an injured worker's lost time or separation due to an accepted work-related medical condition and Return to Duty actions. Additional emphasis will be placed on SCD(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 FECA.

8. 10:30 AM TO 12:00 PM Customer Care Session: Role Play

The customer care session is a discussion/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.

9. 1:15 PM TO 2:30 PM UC Costs and Reviewing Agency Reports

This session will provide the process of reviewing and reconciling the quarterly UC charges. Discussion will include financing the UCFE program, the billing process, DoD's responsibilities, the Federal State Data Exchange System, and UC billing issues.

10. 1:15 PM TO 2:30 PM 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 personal identifiable information (PII) in their questions.



11. 1:15 PM TO 2:30 PM EBA Credentialing (Level 3: Q & A Knowledge Check)

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12. 1:15 PM TO 2:30 PM 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 schedule, 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.