



Use or Lose

A reminder to employees that the leave year ends January 7, 2006. Employees can only carry 240 hours into the next year. IF you do not use your additional leave before the end of the leave year, you may lose it.

Employees should refer to their leave and earnings statements or their timekeeper for leave balances.

For more information, please refer to: Information Bulletin FA IB-2006-006

FSA/FEHB Open Season

The Federal Employees Health Benefit and Flexible Spending Account open season is open from **Nov 14 - Dec 12, 2005**. Employees who want more information regarding FEHB and FSA may want to attend the Benefits Fair. Elections for FEHB may be completed by submitting a SF-2809 form to HR or thru employee express. Elections for FSA must be completed on the FSA website.

www.employeeexpress.gov
www.fsafeds.gov

Beneficiary Forms

Do you know who is listed on your beneficiary forms? This is just a friendly reminder to all employees to double check who they have listed on their beneficiary forms in their OPF. The three forms in your OPF are: Unpaid Compensation, FEGLI, FERS/CSRS. The TSP beneficiary form is on file with TSP and is sent directly to them.

If your forms need to be updated or you need to complete these forms, contact Human Resources at X5523.



NIFC Benefit Fair

The Benefits Fair for NIFC agencies will be held on Tuesday, November 8 from 10:00 a.m. until 2:00 p.m. in the multi-purpose room of the Jack Wilson Building. Representatives from GEHA, Mail Handlers and Blue Cross Blue Shield will be here to answer health benefit questions. Information will also be available to employees on TSP, FEGLI, Flexible Savings Accounts, Employee Express, EAP, Dental programs, and all other FEHB program options.

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TSP Fund Information

Each month we will highlight one fund from the Thrift Saving Plan. This month's featured fund is the F Fund.

F Fund Key features:

- Opportunity to earn rates of return that exceed those of money market funds over the long term with relatively low risk.
- The risk of nonpayment of interest or principal (credit risk) is relatively low.
- Earnings consist of interest income on the securities and gains (or losses) in the value of securities resulting from changing market interest rates.



For more information on this fund and other funds refer to the *Thrift Savings Plan Fund Information booklet* located at www.tsp.gov



New Hires

Linda Mazzu
Jeffrey Scott
Justin Dopp

Departures

Mary King

Jobs on the Web

Visit:

<http://www.usajobs.opm.gov/>

<http://www.firejobs.doi.gov/>

<https://jobs1.quickhire.com/scripts/blm.exe>



Check out our NEW website!!

<http://web.blm.gov/internal/fire/hr/index.htm>

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