

STAFFING – CERTIFICATES AND INTERVIEWS

Managers and Supervisors are reminded of the following items:

BLM: F&A policy requires that Managers and/or Supervisors interview applicants on a certificate issued from a vacancy. Managers and/or Supervisors are only required to interview all applicants from the list they may select from. All interview questions MUST be submitted to HR prior to interviews so they can be reviewed. Also, managers and/or supervisors interested in holding an interview panel must contact HR prior to interviews for further instructions and briefing. Any notes taken during the interviews, including responses to the interview questions must be submitted to HR after the interviews are completed so they can be included as part of the vacancy file.

BLM-LEO: Managers and/or Supervisors are not required to interview applicants on a certificate. However, if they chose to do so, they must submit the interview questions to HR for review before any interviews. Also, managers and/or supervisors interested in holding an interview panel must contact HR prior to interviews for further instructions and briefing. Any notes taken during the interviews, including responses to the interview questions must be submitted to HR after the interviews are completed so they can be included as part of the vacancy file.

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BIA: Managers and/or Supervisors are not required to interview applicants on a certificate. However, if they chose to do so, they must submit the interview questions to HR for review before any interviews. Also, managers and/or supervisors interested in holding an interview panel must contact HR prior to interviews for further instructions and briefing. Any notes taken during

the interviews, including responses to the interview questions must be submitted to HR after the interviews are completed so they can be included as part of the vacancy file.

Contact HR at X5523 if you have questions.

FEDERAL EMPLOYEES DENTAL AND VISION INSURANCE PROGRAM (FEDVIP)

There is some confusion regarding the dental and vision program. Below are some tips to remember:

- You can only cancel your coverage during Open Season Exceptions: you or your spouse go on active duty in the military service or you transfer to an agency that has its own dental or vision insurance program and pays more than 50% of the premiums.
- Retirement or financial hardship does not allow you to cancel coverage.
- IF you do not cancel enrollment during open season, enrollment will continue.
- There is no temporary extension of coverage, nor can you covert to a private plan.
- A qualifying life event (QLE) does not allow you to enroll in FEDVIP.
- A QLE may allow you to change your enrollment.
- IF you are enrolling as a new hire or newly eligible employee, you have 60 days to enroll. But once you enroll, your 60 days ends. You do not get an opportunity to change your mind within those 60 days.

For more information regarding this information, visit the website at www.benefeds.com

FEDERAL LONG TERM CARE INSURANCE CHANGES

A new contract has been awarded for the FLTCIP. The Office of Personnel Management (OPM) has awarded the contract to John Hancock Life and Health Insurance Co. who has been a 50% joint insurer since the program began. The Long Term Care (LTC) Partners will continue to administer the program for the government. Below are some highlighted changes:

If you already have a LTC policy, the policy and costs will stay the same for now. The current contract period had been extended for up to 10 months from April 30, 2009.



Policyholders will be able to retain their current benefits (subject to the rate change) or keep their premiums the same by changing the benefits. Individuals will have a one time opportunity to switch to new benefit options without underwriting.

An open season may likely be held during the new contract term.

A higher home health care reimbursement is included in the new contract, along with higher daily benefits. Other benefits can be found on the website.

Employees with long term care insurance may want to visit the website for frequently asked questions, as well as other program changes that may affect the policy they have. www.ltcfeds.com

DID YOU KNOW?

Employees who are retiring are not required to be at work on their last day. Employees, with the approval of their supervisor, can take leave on their last day. Employees who choose not to be here on their last day need to make sure they complete the check out process prior to leaving. For information on the checkout process or to obtain the check out form, contact your Staff Assistant.

EAP CONSULTANTS INC.

EAP Consultants Inc. is a free employee assistance online resource.

This free online resource is available to permanent and temporary BLM/BIA/NPS-NIFC employees and their families. This website contains articles on information such as financial planning, stress, fitness, purchasing a car, etc. Also, on the website there are calculators and forms available for use. To check out the articles, calculators and forms on the EAP Consultants Inc. website, visit: www.eapconsultants.com

Click on "Member Access", then "HelpNet"
Password: nifc

You can also contact EAP Consultants Inc. 24 hours per day at: 1-800-869-0276.

You will need to identify yourself as a "NIFC" employee.

For questions regarding EAP, contact Sheri Kososik at X5527.

HR CONTACT INFORMATION

Tamara Neukam HR Officer	387-5514
Sheri Kososik HR Specialist (ER)	387-5527
Sandy Tripp HR Specialist (Classification)	387-5627
Wendy Little Supv HR Specialist	387-5564
Karin Nichols HR Specialist	387-5320
Suzanne Rebish HR Specialist	387-5388
Angela Tallant HR Assistant	387-5346
Vacant HR Assistant	387-5518
Pamela Burrows HR Assistant	387-5498
Rick Moore HR Assistant	387-5523
Fax	387-5723

NEW EMPLOYEES

Dawn Eagle Star	BIA
John Schilz	FA260

DEPARTURES/RETIREMENTS

Howard Roose
Eric Reynolds

