

**BLM/BIA/NPS/  
FWS-NIFC**

# HR Newsletter

**Volume 9, Issue 10**

**October 2011**

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## Federal Employee Health Benefits (FEHB) Open Season

The Federal Benefits open season is right around the corner. Open Season runs from November 14th thru December 12th. During Open Season, employees can:

- ⇒ Sign up for a flexible spending account for health or dependent care under the Federal Flexible Spending Account Program (FSAFEDS).
- ⇒ Enroll or change their dental and/or vision plan under the Federal Employees Dental Vision Program (FEDVIP)
- ⇒ Enroll or change their health insurance plan under the Federal Employee Health Benefit Program (FEHB)

The Office of Personnel Management (OPM) has also posted the FEHB premiums for 2012. The FEHB premium rates increased by an average of 3.8%. (Last year the increase was an average of 7.8%). Most FEHB carriers have also posted their 2012 plan information on their websites or will be posting that information soon.

Employees are also reminded that the Federal Benefits Health Fair will be held on November 16th from 9 a.m. to Noon in the Multi Purpose Room in the Jack Wilson Building. FEHB carriers will be on site to answer employee questions and distribute health insurance information.

Employees are encouraged to visit OPM's website where they will be posting more information for this upcoming open season.

<http://www.opm.gov/insure/openseason/factsheet.asp>

## Special points of interest:

- Did you know we added another section to our HR Website. Its called "About Us", check it out!

## Performance and Appraisal Plan Reminders

Managers and Supervisors are reminded that the appraisal period for employees will end on September 30, 2011. A rating of record should be completed within 30 days following completion of the appraisal period (October 30, 2011). Fiscal Year 2011 Employee Performance Appraisal Plans (EPAPs) are due to Sheri Kososik in HR by close of business November 18, 2011.

Information on performance awards and the limitations we are currently facing will be coming out in a separate IB within the next few weeks.

Managers and Supervisors are also being reminded that performance plans for FY2012 must be established by December 1, 2011, which is 60 days from the beginning of the new performance cycle. You can find current copies of EPAP forms on our HR website, under "forms".

[http://www.blm.gov/nifc/st/en/prog/fire/more/human\\_resources/forms.html](http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources/forms.html)

Questions concerning EPAPs and awards should be directed to Sheri at ext. 5527.



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[http://www.blm.gov/nifc/st/en/prog/fire/more/human\\_resources.html](http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources.html)

## EAP Consultants Inc.

EAP Consultants, Inc. has made improvements to their website, which includes easier access and additional resources.

The EAP program is available to NIFC employees working for BLM, BIA, NPS and FWS.

In the Employee Resources page, you will find valuable information such as: Request Confidential Counseling Services; Stress Management - Learn useful tips for managing life's stressful events; Healthy Exchange - Online library provides practical information to help with relationships, stress, job issues, parenting issues, and more;

To visit the EAP website, go to <http://www.eapconsultants.com/>

In the right hand corner, click on Member Access, this will bring up a page that will ask you for our password.

The password is nifc

