

### EDUCATION AWARD OPPORTUNITY (BLM ONLY)

We are now accepting applications for the Education Award Program.

The Education Award Program objective is to provide eligible employees with a government-paid educational/training opportunity aimed at increasing their knowledge and skill, which in turn will enhance performance in their current position and assist in achievement of their career goals with the BLM. The Education Award Program is open to current GS-12 and below (and wage grade equivalent) Fire and Aviation employees.

The amount of each award will vary depending on the cost of course tuition and books and number of applicants. For more information regarding this program refer to FA IB-2009-008. For questions regarding this program contact Suzanne Rebish at X5388.

### CANCELLING BENEFITS REMINDERS

Questions have come up from employees regarding when you can cancel your benefits outside open season. Here is a list of the information.

**FEHB:** If an employee participates in premium conversion, they can only cancel during Open Season or when experience a specific qualified life event (QLE). If an employee does not participate in premium conversion, they can cancel at any time.

**FEDVIP (Vision & Dental):** An employee can only cancel during open season.

**Long Term Care Insurance:** An employee can cancel at any time.

**Flexible Spending Accounts – Health Care:** An employee can not cancel at any time, only when they are separated from service.

**Flexible Spending Accounts – Dependent Care:** An employee can not cancel at any time, only if the dependent reaches age 13 or upon death of a dependent.

**Life Insurance:** An employee can cancel at any time unless the insurance is assigned.

For more information regarding cancellation of benefits, visit [www.opm.gov/insure](http://www.opm.gov/insure)

### TAX TABLE CHANGE

Many of you may have noticed an increase in your pay check over the last few pay periods. This is a result of the American Recovery and Reinvestment Act *Making Work Pay* tax credit. New tax withholding tables were released in late February which required businesses to implement the changes. The new tax withholding tables were implemented thru payroll in pay period 06 (March 1 – March 14). For more information regarding this tax credit, visit <http://www.irs.gov/newsroom/article/0,,id=204447,00.html>

### BROADCAST/TRAINING REMINDERS

May 4<sup>th</sup> Natural Resources Consortium Broadcast 9:00 – 10:30 a.m. Clearwater/Payette room

May 7<sup>th</sup> DOI Ethics Broadcast 11:00 – 1:00 p.m. Auditorium

### EMERGENCY NOTIFICATION FORM

Emergency Notification forms are used when there is an emergency and a family member needs to be contacted. All employees should have a completed form on file with Human Resources.



Please make sure to submit a new form if any information has changed since you last completed this form.

For a copy of this form, visit our website

[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)

## **EMPLOYEE ASSISTANCE PROGRAM**

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](http://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<br>HR Officer                   | 387-5514 |
| Sheri Kososik<br>HR Specialist (ER)           | 387-5527 |
| Sandy Tripp<br>HR Specialist (Classification) | 387-5627 |
| Wendy Little<br>Supv HR Specialist            | 387-5564 |
| Karin Nichols<br>HR Specialist                | 387-5320 |
| Suzanne Rebish<br>HR Specialist               | 387-5388 |
| Angela Tallant<br>HR Assistant                | 387-5346 |
| Annie Banks<br>HR Assistant                   | 387-5518 |
| Pamela Burrows<br>HR Assistant                | 387-5498 |
| Rick Moore<br>HR Assistant                    | 387-5523 |
| Fax   | 387-5723 |

## **HR WEBSITE:**

[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)

## **NEW HIRES**

Nancy Wilson BIA

## **DEPARTURES/RETIREMENTS**

Robert Barrett

