

HR Newsletter

Emergency Contact Information Form

We would like to remind employees how important it is to keep your emergency contact information up to date. Employees who have moved, go in and out of non pay, changed phone numbers, insurance carriers, doctors or have had a life event should consider submitting a new emergency contact form. Also, if your emergency contact that is listed has moved or changed phone numbers, please complete a new form. While we hope to never have to use that information, if there is an emergency, we will pull that information and use it to contact whoever is listed on the form.

Employees interested in completing the form via Employee Express can visit the link below

<https://www.employeeexpress.gov>

Employees interested in filling out a hard copy form can visit our HR Website, under forms

http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources/forms.html

Completed forms can be sent to HR attention: Richard Moore.

For questions, contact HR at (208) 387-5523



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**

BLM/BIA/NPS/FWS National Interagency Fire Center

Human Resources
Telephone 208.387.5523
Facsimile 208.387.5723
3833 S Development Ave
Boise, ID 83705

Employee Relations Corner

Sheri Kososik
HR Specialist (ER)

Did you know or have you noticed that the HR Website has redesigned the menu options. You can now find items easier without clicking on various programs to dig deeper and deeper until you find what you are looking for. Here are some examples:

- Ethics – you will find a link to the DOI Ethics page. This page contains information that is applicable to all of us as Federal employees. Our Ethics page also includes two very important pieces of information concerning Post Employment. If you are leaving Federal service either as a retiree or are resigning, you need to take a look at this information and understand your obligations to your Federal position. It doesn't stop when you retire or resign depending on the position you hold and your responsibilities and what type of work you will be doing post employment.
- EAP – the EAP newsletter used to be filed under Employee Relations. Now you will find them on the main page, under EAP. There you will see all the newsletters we have received for the last 4 years.

Take some time and review our website. Here is the link:
http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources.html

When you visit and if you cannot find what you are looking for, please let us know and we will see what we can do to provide a better website for our customers.

Did you know?

The 2012 FEHB Open Season will be November 14th thru December 12th.

The NIFC FEHB Fair will be November 16th in the Multi Purpose Room.

Friendly Employee

Reminder:

Don't forget to complete a checkout form when separating or retiring.

You are required to complete the form and turn in all government property.

Retirement

Insight from a recent retiree

I recently received an email from a former employee who had retired. They were kind enough to give me a timeline of their experience with retirement and the OPM process. Below is the timeline.

- Retired in February
- Second week of March: Received letter from OPM indicating official records from agency had been certified and were correct. Basically, once you get this you know OPM has received your package from Payroll
- Mid March: letter from OPM letting you know interim payments will begin
- Mid March: receive CSA number. You will need this to communicate

Retirement Continued....

- with OPM. Any time you call OPM, they will ask for your CSA number.
- First week of April: first interim check received
- First/second week of April: Lump sum annual leave is paid out and sent to you
- First/second week of April: receive letter from OPM explaining breakdown of the interim checks, showing how much federal tax was being withheld.
- Mid July: receive correspondence from OPM explaining the breakdown of the August 1st check
- Mid July: receive OPM's "booklet". Once you get this, OPM had completed adjudication and this booklet will be specific to you, your benefits and elections. You will no longer be in interim status.
- Mid July: receive the adjustment amount of what was to be paid during interim period. Basically, the lump sum they owed you because you were only receiving a % during interim pay.
- July 26: received password for the OPM website.

So, based on this information, our former employee was in interim pay for about 6 months. This may not be everyone's experience but I thought it was useful information.

Retirement Reminders:

- Don't forget to print LES before you separate. You will eventually lose access to Employee Express
- Make sure you review any Designation of Beneficiary forms
- At separation, you will receive a copy of the retirement paperwork and a TSP withdraw package
- Complete the checkout list and turn in all government issued property
- Post employment questions, contact Sheri Kososik

Retirement Calculator

FHR Navigator

Beginning August 1st, employees interested in running their own retirement scenarios using the Employee Retirement Calculator will need to visit a new link and recreate a log in. Our retirement calculator FRB has been updated and enhanced and is now accessible thru the FHR Navigator. This is the calculator that our office uses when running retirement estimates. Employees interested in a retirement estimate will need to visit this new link to run their estimates. The calculator is available to **all** employees we service, including NPS, FWS and BIA. Visit the link below to log on to the new website. For questions, contact our office at (208) 387-5523.

<https://fhrnavigator.com/client/nifc>

HR Contacts

(208) 387-

Tamara Neukam	HR Officer	5514
Wesley "Tom" Vert	HR Spec (Classification)	5627
Sheri Kososik	HR Spec (ER)	5527
Wendy Little	Supv Hr Spec	5564
Ashanti Sloan	HR Spec	5320
Suzanne Rebish	HR Spec	5388
Vacant	HR Lead	5743
Michelle Cook	HR Asst	5518
Moonlight Bateman	HR Asst	5498
Vacant	HR Asst	5346
Richard Moore	HR Asst	5523

http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources.html

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