

# HR Newsletter

Volume 4, Issue 11

November 2007

## Federal Benefits Open Season Reminders

By: HR  
BLM/BIA/NPS-NIFC

The 2007 Federal Benefits Open Season begins November 12th and runs thru December 10th.

Below are a few reminders for employees for the FY08 Open Season.

**Health Benefits:** If you currently are enrolled in a health plan, you do not have to re-enroll during open season. Your election will continue. However, if you want to change health plans and do not have a qualifying life event, then you must make that change during open season. Health benefit elections and changes can be completed online thru employee express ([www.employeeexpress.gov](http://www.employeeexpress.gov)) or by completing form SF-2809. Completed forms must be to HR by COB December 10th.

### Dental & Vision (FEDVIP):

If you currently are enrolled in a dental or vision plan, and want to continue your same dental and/or vision plan, you do not have to re-enroll during open season. Your election will continue. However, if you want to change or cancel your dental and/or vision plans and

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## FF/LEO Retirement

### *Special Retirement Documentation*

By: HR  
BLM/BIA/NPS-NIFC

The Firefighter/Law Enforcement Retirement Team (FLERT) issues a quarterly newsletter that discusses information regarding special retirement.

In the latest FLERT newsletter, there is an article discussing the importance of Special Retirement documentation in individuals OPFs.

We just want to remind employees who are covered under special retirement to make sure that copies of all their covered PD's are in their OPFs.

There should also be a work history of all their covered service in their OPF. The work history helps verify that all time served is actually served under a covered PD and that the employee does not have any type of break in service and that they have met all requirements for primary and/or secondary coverage.

Employees can make an appointment to come to HR and review their OPF's to ensure that all special retirement documentation is in their OPF.

Employees are encouraged to retain copies of all SF-50's, PD's, and any other documentation pertaining to special retirement. If documentation is missing from an employee's OPF, we will look to the employee to help provide copies from their personal files. Employees are encouraged to visit the FLERT website and read the posted newsletter.

From the HR website, click on FFLEO, from there click on FF/LEO Retirement Team and that will take you to their website.

For questions, please contact HR X5523.

do not have a qualifying life event, then you must make that change during open season. FEDVIP elections and changes must be completed online at [www.benefeds.com](http://www.benefeds.com)

They will not accept hard copy elections.

**Flexible Spending Accts (FSA):**

Even if you are currently enrolled in FSA, you MUST re-enroll to participate for FY08. FSA elections do not carry over from year to year. FSA elections and changes must be completed at [www.fsafeds.com](http://www.fsafeds.com)

### Avoiding Forfeiture of AL

By: HR  
BLM/BIA/NPS-NIFC

Employees are reminded that they may not carry more than 240 hours of annual leave into the new leave year which begins **January 6, 2008**.

To avoid forfeiture of annual leave hours in excess of 240 hours, employees must submit requests for leave either thru quicktime or in writing using form OPM 71, and plan to use all excess annual leave between now and January 5, 2008.

**Leave in excess of 240 hours must be requested and approved prior to November 24, 2007, to be eligible for restoration.**

For questions regarding leave restoration procedures, contact Karin at X5320.

### Year-End Reminder

By: HR  
BLM/BIA/NPS-NIFC

To ensure your receipt of your W-2, employees must make any address changes by December 7, 2007.

Employees who make address changes after this date may not have their W-2 delivered to the correct address.

For questions, contact HR at X5523.

### Telework

By: HR  
BLM/BIA/NPS-NIFC

Telework (also called telecommuting) is the ability to do your work at a location other than your "official duty station."

With portable computers, high speed telecommunications links, and ever-present pocket communications devices, many employees today can work almost anywhere at least some of the time.

Using the flexibility to work in a home office when it is effective to do so is clearly the wave of the future, and for many of us the future is already here.

The [Office of Personnel Management \(OPM\)](#) and the [General Services Administration \(GSA\)](#) have established this joint web site on Telework to provide access to guidance issued by both agencies.

Here you will find information for employees who think they might like to telework (or are already doing so) and for managers and supervisors who supervise teleworkers.

The website also contains two on-line training courses, Telework 101 for Employees and Telework 101 for Managers.

Employees interested in Telework should discuss this with their Supervisors.

Questions regarding this program can be directed to Sheri at X5527.



## EAP Consultants Inc.

**By: HR**  
BLM/BIA/NPS-NIFC

Employees are encouraged to visit the EAP Consultants website at (password: NIFC):

[www.eapconsultants.com](http://www.eapconsultants.com)

Or, you can contact them 24 hours per day at:  
1-800-869-0276.

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

For questions, contact Sheri at X5527.



## CALENDAR OF EVENTS

### FEDERAL BENEFITS FAIR

MULTI PURPOSE ROOM

NOVEMBER 9, 2007

9:00 A.M. TO NOON

Employees will be able to get information on 2008 Health, Dental and Vision Benefits

### RETIREMENT SEMINAR

HOLIDAY INN VISTA INN

NOVEMBER 14-15, 2007

ALL DAY

CSRS/FERS retirement seminar for employees

### TEAM DEVELOPMENT TOOLS FOR MANAGERS

MULTI PURPOSE ROOM

JANUARY 23-24, 2008

ALL DAY

### JOB ANALYSIS AND KSA TRNG FOR SUPERVISORS

BOISE DISTRICT CONF RM

FEBRUARY 26 - 27, 2008

All day

## DOI Learn Update

**By: NTC**  
BLM/BIA/NPS-NIFC

This is a reminder that all BLM employees must log on to DOI Learn and update the "primary supervisor" field.

For contractors, volunteers and partners, this is your Federal Contract Liaison.

This must be completed by November 15, 2007.

For additional information, refer to IM No. TC-2008-07

For questions regarding this policy, please contact Catherine Book, BLM DOI Learn Data Steward, at (602) 906-5550 or Ron Tucker, Chief Information Officer, at (602) 906-5610.

HR CONTACTS

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ANNIE BANKS X5518  
PAMELA BURROWS X5498  
MARY PIERCE X5523  
FAX # X5723

New Hires  
Denise Schmitz

Retirements  
Richard Smith  
Derinda Rapp  
Tom Boatner



We are on the Web!  
[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)

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