

Newsflash 14-5

2014 Benefits Training Schedule

DCPAS, Benefits and Entitlements, would like to remind everyone of the 2014 Benefits Training Schedule for courses being held at Mark Center, 4800 Mark Center Drive, Alexandria, VA 22350. Please pass this on to anyone not on the distribution list.

For **DOD** individuals interested in registering for any course session, we ask that you register on-line via [the DCPAS Training Center](#).

Registration begins 30 days prior to the start date of the class.

For questions, please call our Benefits line at 703-882-5197, or email us at benefits@cpms.osd.mil.

The course descriptions are listed below.

Benefits & Entitlements Branch Training Courses for 2014		
Month	Course and Courses Dates	
May	Advanced Benefits Workshop	May 20-23
June	Basic Insurance & Retirement	June 17-20
July	Benefits Intermediate Course	July 22-25
August	Advanced Benefits Workshop	August 12-15
September	Benefits Intermediate Course	September 9-12
October	Basic Insurance & Retirement	October 7-10
November	Advanced Benefits Workshop	November 18-21
December	No Course(s) Scheduled at this time	

We look forward to seeing you here at the Mark Center.



Questions?

Contact: benefits@cpms.osd.mil

Benefits Course Descriptions

Course Title: Basic Benefits Course

Course Description: The Basic Benefits course is designed for new or newly assigned Human Resources (HR) Specialists/Generalists whose responsibilities include insurance and retirement program areas and who have less than a year of working with benefits insurance. This course is also suitable for HR Specialists and Generalists who wish to participate in a benefits refresher course. Participants receive a basic overview of the various insurance programs, to include; Federal Employees Health Benefits, Federal Employees Group Life Insurance, Flexible Spending Accounts, Long Term Care, and Federal Dental and Vision programs. This course will also provide a basic overview of the Civil Service Retirement System (CSRS) and Federal Employee Retirement System (FERS); eligibility requirements for retirement and the various retirement options; creditable civilian and military service; deposit/redeposit procedures; Thrift Saving Plan (TSP); and basic Social Security provisions. Participants will be able to counsel employees concerning basic program eligibility requirements, enrollment opportunities, plan options, and discuss the various features of each program. This course is limited to 25 participants and is conducted over a period of 4 days. Contractors may not register.

Course Title: Benefits Intermediate Course

Course Description: The Benefits Intermediate Course (BIC) is targeted as an advanced course for those Human Resources Specialists who have at least one year of benefits experience or for persons who have attended the pre-requisite to this course entitled BASIC Insurance and Retirement. The BIC course will encompass Retirement Eligibility and Counseling, Service Computation Dates, Retirement Coverage Determinations, Social Security, Annuity Computations, Federal Employees Health Benefits Program, Federal Employees Group Life Insurance Program, Survivor Benefits, Thrift Savings Plan and Creditable Civilian and Military Service. The BIC course will include role playing and advanced case studies to enhance the learning experience. This course is limited to 25 participants and is conducted over a period of 4 days. Contractors may not register.

Course Pre-requisite: HR Specialist with a minimum of 1 year HR Benefits experience; BASIC Benefits Course.

Course Title: Advanced Benefits Workshop

Course Description: This workshop is for experienced Human Resource Specialists who have advanced beyond the trainee level in benefits administration or who have attended the Basic Benefits Course and/or the Benefits Intermediate Course. The course is comprised of 5 modules, Annuity Computations; Nonappropriated Fund Service (Note: NAF is not taught at DCPAS HQ in Alexandria, VA - it is an elective when taught at the Component's site); Reemployed Annuitants; Special Retirements; and Uniformed Services Employment and Reemployment Rights Act (USERRA). The length of each module is 1 full day of training. This course has extensive hands-on exercises and case studies and each participant receives a desk reference guide. This course is limited to 25 participants and is conducted over a period of 4 days. Contractors may not register.