

# Newsflash 14-2

## 2014 Benefits Training Schedule

The 2014 Benefits Training Schedule for training being held at the Mark Center has been released and is provided below.

For individuals interested in registering for any course session, we ask that you fill out the attached registration form and return either by fax or email.

For registrations being returned via fax, dial (571) 372-1661. For registrations being returned via email, use our general email address [benefits@cpms.osd.mil](mailto:benefits@cpms.osd.mil).

The course descriptions for the courses being offered at the Mark Center (e.g. BASIC, BIC, and ABW) are attached as well.

Benefits & Entitlements Branch Training Courses for 2014			
Month	Course and Courses Dates		Location
March	BASIC Insurance & Retirement	March 18-21	The Mark Center, Alexandria, VA
April	Benefits Intermediate Course	April 8-11	The Mark Center, Alexandria, VA
May	Advanced Benefits Workshop	May 20-23	The Mark Center, Alexandria, VA
June	BASIC Insurance & Retirement	June 17-20	The Mark Center, Alexandria, VA
July	Benefits Intermediate Course	July 22-25	The Mark Center, Alexandria, VA
August	Advanced Benefits Workshop	August 12-15	The Mark Center, Alexandria, VA
September	Benefits Intermediate Course	September 9-12	The Mark Center, Alexandria, VA
October	BASIC Insurance & Retirement	October 7-10	The Mark Center, Alexandria, VA
November	Advanced Benefits Workshop	November 18-21	The Mark Center, Alexandria, VA
December	No Course(s) Scheduled as the time		

We look forward to seeing here at the Mark Center.



*Questions?*

Contact: [benefits@cpms.osd.mil](mailto: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 wishes 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 and Non DoD employees 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.

**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, formally titled Basic Retirement and Basic Insurance Courses and/or the benefits Intermediate Course, formally titled the Retirement Systems and Benefits Programs. The course is comprised of 5 modules, Annuity Computations; Nonappropriated Fund Service (Note: NAF is not taught at DCPAS HQ in Arlington, 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.

# Defense Civilian Personnel Advisory Service (DCPAS) Training Course Manual Registration

Submit completed registration form via email to [benefits@cpms.osd.mil](mailto:benefits@cpms.osd.mil) or via fax to (571) 372-1661 ATTN: Benefits Training

Course Title \_\_\_\_\_

Course Date \_\_\_\_\_

## Attendee Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position Title \_\_\_\_\_

Pay Plan: \_\_\_\_\_ Series, Grade/Pay Band \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ DSN Phone \_\_\_\_\_

Work Fax ( ) \_\_\_\_\_ DSN Fax \_\_\_\_\_

Email \_\_\_\_\_

## Official Mailing Address

Agency \_\_\_\_\_

Specify Non-DoD Agency \_\_\_\_\_

Organization \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State, Zip code \_\_\_\_\_

## Supervisor Information

Supervisor's Name \_\_\_\_\_

Supervisor's Email \_\_\_\_\_ Supervisor's Phone Number ( ) \_\_\_\_\_

## Functional Responsibility & Experience

HR Specialist \_\_\_\_\_ Years Of HR Experience: \_\_\_\_\_ Years Of Pay Experience: \_\_\_\_\_

HR Support/Administrative \_\_\_\_\_ Years Of HR Experience: \_\_\_\_\_ Years Of Pay Experience: \_\_\_\_\_

Other \_\_\_\_\_ Years Of HR Experience: \_\_\_\_\_ Years Of Pay Experience: \_\_\_\_\_

## Purpose

Is this course directly related to your primary duties? YES NO

Is this a refresher course? YES NO

## Special Accommodations

Yes, I have a need for special accommodations.

Accommodations requested:

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Yes, I have a need for special accommodations, but would like to discuss personally.

Name, phone number and/or email address of individual to contact:

Name: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_