



## Symposium Program

June 12 – 14, 2018

*"HR Professionals Providing Exceptional Guidance, Support and Solutions!"*

# 2018 DoD DCPAS BENEFITS SYMPOSIUM PROGRAM

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## TABLE OF CONTENTS

- Director of the Defense Civilian Personnel Advisory Services..2-3
- Welcome and Announcements .....4
- Location of Symposium and Benefits, Wage and Non-Appropriated Funds
- Policy, Line of Business Excerpts .....5-10
- Speakers Biographies ..... 11-13
- Agenda and Class Schedule.....14-16
- Breakout Sessions and Presenters .....17-25
- Benefits Credentialing Program ..... 26
- Map of General Area .....27
- Airport Information ..... 28

## **Ms. Ronna Rowe Garrett**

**Director, Defense Civilian Personnel Advisory Service**



Ms. Ronna Rowe Garrett, a member of the Senior Executive Service, is the Director, Department of Defense Civilian Personnel Advisory Service. Her responsibilities include development and oversight of civilian human resource plans, policies and programs for 930,000 defense employees worldwide. Ms. Garrett's portfolio spans the full spectrum of the Human Capital Management, to include talent acquisition and management, development and sustainment, performance management, strategic workforce and succession planning, and leader development.

Ms. Garrett's career spans 32 years as a Federal civilian, with her first assignment in Department of Navy as a summer intern at the Naval Postgraduate School, Monterey, CA. Prior to her current assignment, Ms. Garrett served as the Director, Strategic Human Capital Planning for Personnel and Readiness. In that capacity, she led a Department wide multi-disciplinary team charged to deliver a five year Strategic Workforce Plan to the United States Congress.

Ms. Garrett also served as the Deputy for the Assistant G1, Civilian Personnel at Department of Army, Washington, D.C., with responsibility for development of civilian personnel plans and policies for 350,000 civilians worldwide.

Ms. Garrett was appointed as the Executive Director and charged with overseeing the movement of an Army major command four star headquarters, Forces Command, from Atlanta, Georgia to North Carolina. In this capacity, she led a multi-disciplinary team of military and civilians as the Officer in Charge addressing a broad spectrum of relocation issues such as environmental and community impacts, facility utilization, economic adjustments, installation environmental restoration, military and civilian human resource impacts, real property disposals, base structure, and military construction.

Ms. Garrett entered federal civilian service in 1985; she is a graduate of the Army Intern Program and has held a variety of positions throughout the Department of Defense, to include Human Resource Manager in a major military medical center; Civilian Personnel Officer at the Army's largest operations center, Human Resource Director to US Army Forces command, and a senior advisor to the Under Secretary of Defense for Personnel and Readiness.

Ms. Garrett earned her Master of Science degree in Human Resource Management, Troy State University, Troy, Alabama; Ms. Garrett is a certified Senior Professional in Human Resources. Her professional

military education includes Personnel Management for Executives, Army Management Staff College; she is a graduate of the Federal Executive Institute.

### **Ms. Deborah L. Ray**



Ms. Deborah Ray is currently serving as Acting Deputy Director of Defense Civilian Personnel Advisory Service, where she supports the Executive Director in development and oversight of civilian human resource plans, policies, and programs for 950,000 defense employees worldwide. This includes talent acquisition and management, development and sustainment, performance management, strategic workforce and succession planning, and leader development. When not serving as Acting Deputy Director, Ms. Ray serves as the Director of Planning and Accountability at Defense Civilian Personnel Advisory Service, where she is responsible for the strategic human capital planning efforts for DoD's civilian workforce. This includes strategic workforce planning, HR Analytics, competency development/management, and Human Capital Framework Accountability.

### **Ms. Taiwana R. Smith**

**Director, Benefits, Wage and NAF Policy**



Ms. Taiwana Smith is the Director, for Benefits, Wage and Nonappropriated Fund (NAF) Policy Line of Business. In this capacity she supports 950,000 Department of Defense Appropriated and NAF employees worldwide by facilitating the development and oversight of Human Resources benefits, work life, wage, and NAF employment policy and programs that are vital to our customers. Ms. Smith has extensive Federal experience and has held a multitude of Human Resource leadership positions within Department of Defense.

Ms. Smith currently serves as the Department of Defense Benefits Officer and works closely with the Office of Personnel Management, Department of State and Department of Labor on benefits and work life related issues. Prior to that, she served as the Benefits

& Entitlements Branch Chief, Human Resource Operations, DCPAS; Department of Army Benefits Officer and Benefits & Entitlements Program Chief; and Staffing and Classification Branch Chief, Army National Capital Region, Civilian Personnel Operations Center. Throughout her career, Ms. Smith has worked diligently to improve the benefits and entitlements of the Department's civilian employees who provide enduring support to our nation's dedicated warfighters.

## **2018 DEPARTMENT OF DEFENSE DCPAS BENEFITS SYMPOSIUM**

Welcome to the 2018 Department of Defense Benefits Symposium, the first of its kind. The Symposium will offer several workshops and general sessions of interest to all attendees. The general sessions will provide an overview of both Benefits and Injury Compensation Unemployment Compensation (ICUC) programs and discuss topics that impact federal employees. These courses will demonstrate the level of expertise and collaboration needed to resolve some of the most complex issues in addition to providing an exclusive level of education designed specifically to meet organizational goals.

The Symposium will consist of over 50 Breakout Sessions and 5 Plenary Sessions that attendees will have the opportunity to participate in throughout the week.

## LOCATION OF SYMPOSIUM



### **The Mark Center Washington Headquarters Services 4800 Mark Center Drive Alexandria, VA**

Facility Dynamics Engineering provided re-commissioning services to the 2.8 million of SF Mark Center. The project houses the Washington Headquarters Services and several DoD agencies and house over 6,400 employees. The facility includes offices, conference rooms, cafeteria, exercise facility and datacenters. This project received a Leadership in Energy and Environmental Design Gold Certification and is the largest federal facility certified by the U.S. Green Building Council Specific green components include: vegetative roofs, rainwater collection systems, chilled beams and LED lighting systems.

#### **DRESS CODE:**

The dress code for all seminars is business casual.

#### **SECURITY:**

Please have two forms of government issued IDs with you.

**POINTS OF CONTACTS:** For general questions please email us at: [dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil](mailto:dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil) or telephone at 703-882-5197.

## **BENEFITS, WAGE AND NAF POLICY – LINE OF BUSINESS**

We are a diverse, experienced team with the functional expertise needed to oversee benefits programs, provide training, set pay for all Federal Wage System (FWS) employees, and develop and administer DoD-wide appropriated and Non-Appropriated Fund (NAF) policy covering a worldwide civilian workforce.



DCPAS, Benefits, Wage, and NAF Policy Line of Business (LOB)  
4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350  
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The Benefits, Wage, and NAF Policy Line of Business (LOB) supports the Department of Defense (DoD) workforce by delivering Human Resources (HR) solutions to the most complex benefits, pay, and work life balance issues that are vital to our customer base: DoD employees, their families, and agencies that support them.

We educate and cultivate the importance of HR concepts, principles and practices subsequently strengthening the missions of our customers.  
Our goal is to achieve excellence through knowledge.

## **BENEFITS**

Seasoned HR Specialists oversee the benefits portfolio, e.g., health, life and long-term care insurance, retirement, workers' compensation, unemployment compensation and work life. In addition, the Benefits team reviews pending legislative initiatives, and develops legislative proposals and policy for DoD on benefits specific issues. We also administer a comprehensive Benefits Credentialing Program which focuses on the interpretation and application of Federal laws, regulations, and DoD policy and practices within the Employee Benefits functional area.



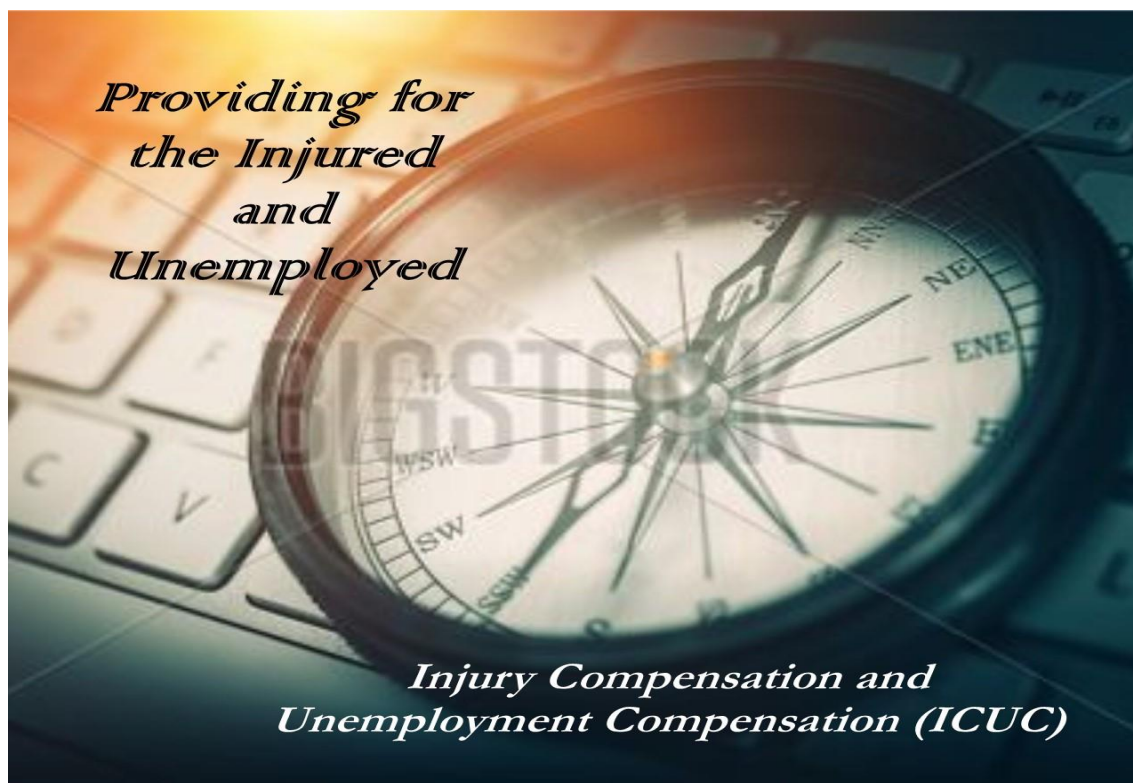
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The Benefits and Work Life Programs Division provides technical advice, guidance, tools, training, and products pertaining to a wide range of Department of Defense (DOD) civilian employee benefits, including retirement, health and life insurance, financial literacy, work life programs that enable and foster a flexible and healthy workforce. Working together with our partners, DoD Components and Agencies, our goals are to ensure DoD Human Resources Specialists and employees possess the resources necessary to navigate through the vast assortment of complex benefits related topics and issues.



## **INJURY COMPENSATION AND UNEMPLOYMENT COMPENSATION (ICUC) BRANCH**

Experienced HR Specialists oversee the DoD program for injured or unemployed civilian employees, developing policy on injury and unemployment compensation issues that pertain to the role of DoD in authorizing certain benefits and reviewing claims. The Branch provides formal and informal training for DoD service and component injury compensation and unemployment compensation personnel on issues pertaining to these programs. The Branch also oversees a program (Pipeline) that provides financial assistance to DoD agencies who return partially disabled employees to gainful work, and administers access to an automated system (DIUCS) that provides DoD personnel with information about applicants for injury compensation and unemployment compensation.



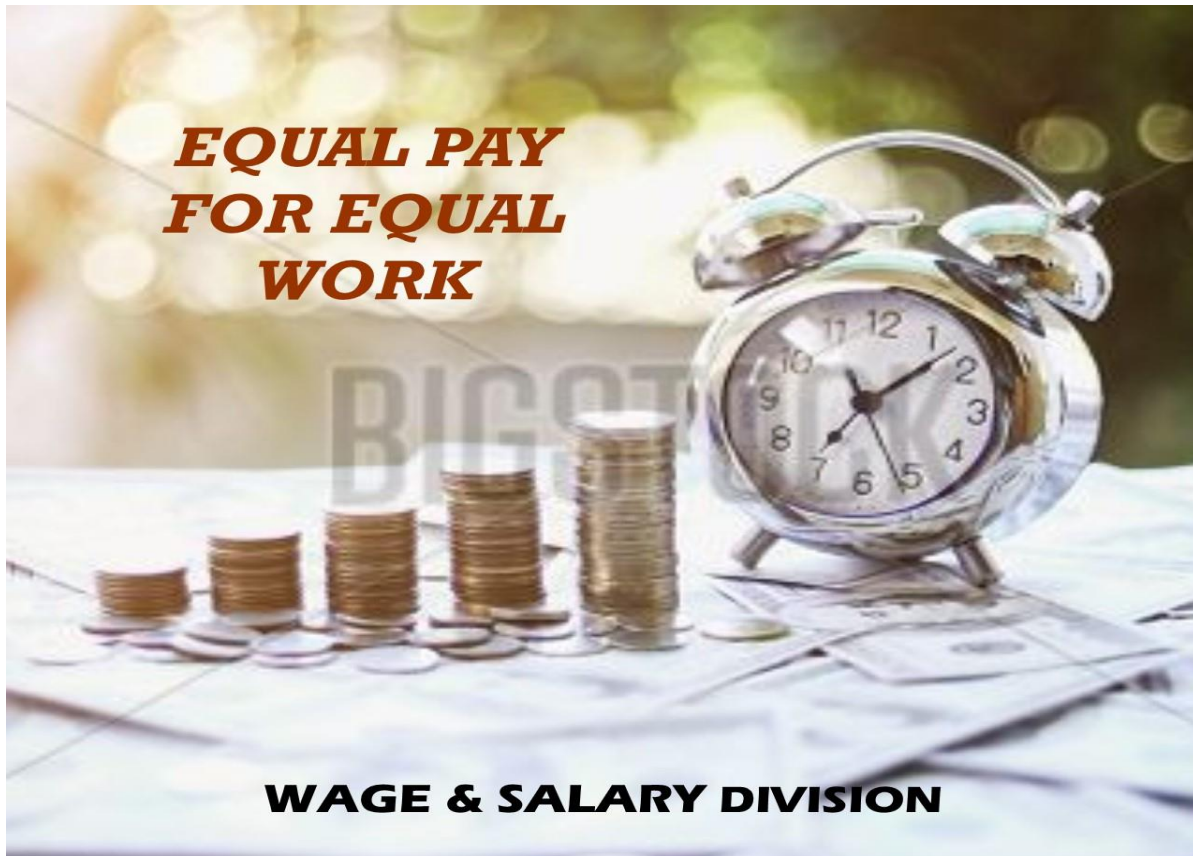
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**ICUC provides technical, policy, and operational guidance to Department Specialists in the area of Federal workers' compensation. The support that is provided ranges from assistance in case management, training in the area of workers' compensation for Department specialists, guidance on worker's compensation regulations as well as development of DoD workers' compensation policy.**

**ICUC provides information to Department of Defense employees on benefits, coordinates with the State Employment Security Agencies to provide timely wage and separation information, and reviews invoices to ensure the timely payments for the Unemployment Compensation for Federal Employees (UCFE) that are due to their former employees.**

## **WAGE**

We are an operational team that is hyper-focused on compensation for appropriated and NAF personnel. We conduct local prevailing rate wage surveys to set the pay for all Federal Wage System employees and for employees in the trade, craft, and labor occupations as well as DoD educators, civilian mariners, power generation employees, health care professionals, foreign national pay programs, and white collar/GS special rates programs. In addition, we provide technical support to OPM, Federal Prevailing Rate Advisory Committee (FPRAC), Foreign National Programs, Components, DCPAS Leadership, and Civilian Federal Agencies.



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The Wage and Salary Division conducts local prevailing rate wage surveys to develop and adjust pay schedules under the Federal Wage System (FWS.) The surveys guarantee labor participation to develop pay lines and establish equal pay for equal work to attract and retain qualified personnel within a local area. The team conducts 130 Appropriated Fund (AF) and 118 Nonappropriated Fund (NAF) annual wage surveys and issues 1,700 FWS wage schedules.

The Special Pay Branch issues over 300 Special Rate schedules each year. The occupational and industry surveys establish pay for overseas DoD educators, civilian mariners, power generation employees, health care professionals and educators, foreign language professors, foreign national pay programs and white collar/General Schedule special rates programs.

## **NAF PERSONNEL POLICY**

We are the only DoD level office that develops and administers DoD-wide NAF HR personnel policies and programs. We provide advisory services to officials within and outside of DoD. We administer the DoD NAF portability of benefits policy for employee moves between NAF and APF positions or between APF and NAF positions. Additionally, we administer the NAF Health Benefits Program, which includes a self-insured medical benefits plan, a self-insured dental plan, and a stand-alone dental plan managed by a third party administrator - for more than 80,000 employees, retirees and dependents. The Secretary of Defense has broad administrative authority over most NAF personnel policy, in contrast with the APF benefits programs which are administered by OPM.



*Developing and administering HR policies and programs for NAF employees at locations throughout the world*

***The Nonappropriated Fund (NAF)  
Personnel Policy Division***

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4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350  
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**The NAF Personnel Policy Division develops, coordinates, publishes, and maintains DoD NAF HR policy; provides informed NAF HR advice to OSD leadership; maintains the DoD-wide NAF Health Benefits Program (HBP) in collaboration with the DoD Components; provides advisory services to the DoD Components; and develops and coordinates proposed legislation throughout DoD's 130,000 NAF workforce worldwide.**

**DoD Component NAF employers include the Department of the Navy (Navy Exchange Service Command or NEXCOM; Commander, Navy Installations Command or CNIC; and Marine Corps), the Department of the Army, the Department of the Air Force, and the Army and Air Force Exchange Service or AAFES and several DoD Agencies. The NAF workforce is paid entirely from self-generated funds rather than taxpayer funds appropriated by Congress.**

**NAF Programs support healthy communities, "BeFIT" families, and troop readiness. NAF Programs keep families connected. NAF Programs are tip of the spear because their employees are families serving families.**

## **BIOGRAPHIES**

### **Health Insurance Specialist David Santana**



David Santana is a Health Insurance Specialist at the Centers for Medicare & Medicaid Services (CMS). David serves as a subject matter expert and lead trainer for the National Training Program Division in the Office of Communications. In this role, he is responsible for effectively developing educational materials and communicating information about CMS programs and resources to CMS stakeholders. In addition, David provides technical assistance concerning CMS program policies to governmental entities at the federal and state level as well as local agencies and organizations.

### **Office of Personnel Management Michael J. Evans**



Michael Evans works with the Office of Personnel Management in the Retirement Service Benefits and Training and Development office. Mike provides advice and guidance to the Federal agency Benefits Officers. He has conducted numerous benefits training and VCC events. Mike has been the primary Department of Defense Benefits Liaison for over 15 years and has established great relations and provides stellar support to Components and Agencies. In his spare time, Mike composes classical music, recording “Misery” in 2015, and debuting his piece “In to the Woods” at Carnegie Hall on April 15, 2018.

**Department of Labor**  
Derek Tukenmez



Mr. Tukenmez started his Federal career in 1999 with OWCP in the San Francisco District office where he worked as a claims examiner and senior claims examiner. From 2006 through the present he has been with DFEC's Branch of Technical Assistance in OWCP's National Office in Washington, DC. He serves as the liaison between DFEC and a number of federal agencies, including DOD, and handle areas including ECOMP and agency performance data.

**LT COL Colette A. Ching**  
**Chief, Ombudsman Services**  
**USERRA**



Lieutenant Colonel Colette Ching is the Chief of Ombudsman Services at Headquarters, Employer Support of the Guard and Reserve (ESGR). The core mission of ESGR is to promote employer support for Guard and Reserve service by facilitating an understanding of, and compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. Lt Col Ching oversees ESGR's national customer care center and more than 515 volunteer ombudsman nationwide who assist Service members and their employers mediate employment-related conflicts. ESGR's Ombudsman Services program provides support for all seven Department of Defense National Guard and Reserve components, consisting of approximately 1,000,000 Service members.

Lt Col Ching began her career as an Air Battle Manager in the Hawaii Air National Guard (HIANG). As a member of the HIANG, she was mobilized in support of OPERATION NOBLE EAGLE and performed numerous Title 10 tours to include assignments with PACOM's Joint

Task Force-Full- Accounting POW/MIA recovery mission and the 613th Air Operations Center. In 2009 Lt Col Ching deployed for a 365-day tour to the Combined Air Operations Center (CAOC). As the CENTCOM Deputy Joint Interface Control Officer, she was responsible for theater-wide data link connectivity in support of OPERATION IRAQI FREEDOM/OPERATION ENDURING FREEDOM. Following this deployment, she transitioned to the Air Force Reserve as a member of the 710th Combat Operations Squadron. Lt Col Ching has also worked on staff at Headquarters Air Combat Command's C2ISR Division as a civilian member of the Tactical Data Link Management Organization.

## 2018 DoD BENEFITS SYMPOSIUM AGENDA

### Monday June 11, 2018

7:30 am to 3:30 pm – Registration

8:00 am to 12:00 pm – Credentialing Testing (Rm 06E22)

### Tuesday June 12, 2018

8:00 am to 9:00 am – AM Plenary Session – Director, Opening Remarks

9:00 am to 4:00 pm – Credentialing Testing (Rm 06E22)

9:15 am to 10:15 am – Break-out Sessions

- Rm #2 – Removal as a Result of On-The-Job Injury
- Rm #3 – Complex Occupational Illness Cases  
(Performance of Duty – Emotional Conditions)
- Rm #16 – Absent US and Benefits
- Rm #20 – Second Opinion and IME's
- Rm #24 – Overpayments
- Rm #25 – 3<sup>rd</sup> Party and Subrogation

10:30 am to 11:30 am - Break-out Sessions

- Rm #2 – Healthy Retirement Packages
- Rm #3 – Credentialing – Presenter:
- Rm #16 – Case Management Strategies
- Rm #20 – Death-In-Service Claims Processing
- Rm #24 – HR Issues Impacting FECA
- Rm #25 – Non-Appropriated Fund (NAF) and Portability of Benefits
- Auditorium – Challenging Claims

11:45 am to 1:15 pm - Lunch

1:30 pm to 2:30 pm – PM Plenary Session (DOL)

2:45 pm to 3:45 pm – Break-out Sessions

- Rm #2 – Absent US and Benefits
- Rm #3 – DoD Telework Program
- Rm #16 – FERS Offset
- Rm #20 – Continuation of Pay
- Rm #24 – How to Develop and Market and Agency Financial Fitness Program
- Rm #25 – Pipeline Program



## 2018 DoD BENEFITS SYMPOSIUM AGENDA

Wednesday June 13, 2018

### 8:00 am to 9:00 am - AM Plenary Session: Retirement and Reemployment

8:00 am to 4:00 pm – Credentialing Testing (Rm 06E22)

9:15 am to 10:15 am – Break-Out Sessions

- Rm #2 – How to do Program Analysis and Present Data
- Rm #3 – Analyzing Medical Evidence
- Rm #16 – Workplace Wellness: Developing a Strategic Wellness Implementation Plan
- Rm #20 – Disability Retirement Process
- Rm #24 – Death-In-Service Claims Processing

10:30 am to 11:30 am – Break-out Sessions

- Rm #2 – Vocational Rehabilitation
- Rm #3 – ICUC Road Map for Long-Term Recipients
- Rm #16 – Court Ordered Benefits
- Rm #20 – Unemployment Compensation
- Rm #24 – Challenging Claims
- Rm #25 – HR Issues Impacting FECA

11:45 am to 1:15 pm - Lunch

### 1:30 pm to 2:30 pm - PM Plenary Session: Agency Offered Medical Examinations

2:45 pm to 3:45 pm – Break-out Sessions

- Rm #2 – Complex Occupational Illness Cases  
(Performance of Duty-Emotional Conditions)
- Rm #3 – Reading and Managing Chargeback Reports
- Rm #16 – Phased Retirement
- Rm #20 – Federal Employees' Group Life Insurance in Retirement
- Rm #24 – HR Issues Impacting FECA
- Rm #25 – How to Use FECA References

## 2018 DoD BENEFITS SYMPOSIUM AGENDA

Thursday June 14, 2018

### 8:00 am to 9:00 am - AM Plenary Session (Medicare)

8:00 am to 4:00 pm – Credentialing Testing (Rm 06E22)

9:15 am to 10:15 am – Break-out Sessions

- Rm #2 – Determining Retirement Coverage
- Rm #3 – Disability Retirement Process
- Rm #16 – Federal Employees Health Benefits Expansion and Eligibility of Part Time Employees and Its Impact to Date
- Rm #20 – FECA Fraud
- Rm #24 – Removal as a Result of On-The-Job Injury
- Auditorium – Panel Discussion FECA/Benefits/LER

10:30 am to 11:30 am – Break-out Sessions

- Rm #2 – Military Deposits Processing
- Rm #3 – Minimum Retirement Age +10 vs. Postponed and Deferred Retirement
- Rm #4 – USERRA
- Rm #16 – How to do Program Analysis and Present Data
- Rm #20 – Thrift Savings Plan – A Fundamental Benefit of the Federal Employee Retirement System (FERS)
- Rm #24 – Pipeline Program
- Rm #25 – Non-Appropriated Fund (NAF) and Portability of Benefits

11:45 am to 12:45 pm - Lunch

### 1:00 pm to 2:00 pm - PM Plenary Session - OPM

2:15 pm to 3:15 pm – Break-out Sessions

- Rm #2 – Challenging Claims
- Rm #3 – Absent US and Benefits
- Rm #16 – FEHB – Family Eligibility & Child Incapable of Self Support
- Rm #20 – Maximizing the Use of the Flexible Spending Accounts Program
- Rm #24 – FECA Meetings

3:30 pm – Closing Remarks

**Taiwana R. Smith,**

**Director, Benefits Wage NAF Policy-Line Of Business (LOB-3)**

## **BREAKOUT SESSIONS**

### **3rd Party and Subrogation**

This session is intended as a brief overview for Injury Compensation Program Administrators (ICPAs), Injury Compensation Specialists (ICS), and others in the human resource fields to better understand how the 3<sup>rd</sup> Party and Subrogation process works. This discussion will assist participants to identify the factors of a potentially 3<sup>rd</sup> party case, as well as, outline actions agencies can take when a case is determined to be a 3<sup>rd</sup> party case. Additionally, participants will understand how a 3<sup>rd</sup> party case can affect future entitlement to benefits.

### **Absent US and Benefits/Termination of Coverage**

This course is designed to explain eligibility and termination of benefits for uniformed service members during “Absent US”, or “Separation US”. Discussions will focus on the proper courses of action for those supporting both contingency and non-contingency operations under Uniformed Services Employment and Reemployment Rights Act (USERRA).

### **Agency Offered Medical Examinations**

This course will address the circumstances in which the agency can require an employee to undergo a medical examination and when an agency can offer, but not require, an employee to have a medical examination. The course will also discuss the procedures to follow when arranging a medical examination.

### **Analyzing Medical Evidence**

This session will cover how ICPAs can determine if the medical report they are reviewing is of good or poor quality; whether it is ready to be used by the OWCP to advance your case; how you can determine if it is based on questionable premises or on solid medical evidence; and how the ICPA can develop medical issues with the Attending Physician and OWCP.

### **Case Management Strategies**

This session will cover how to choose the most appropriate “next step” in managing your cases. It will introduce the ICPAs case management “tools”, the steps that should be taken during the life of the case; specifically, what should OWCP be doing, and the steps the ICPA must accomplish to advance their cases towards a successful return to work or some other final resolution.

## **BREAKOUT SESSIONS**

### **Challenging Claims**

This course will address when and when not to challenge a claim, what elements should be challenged, and the best methods in presenting a challenge to Department of Labor. The course will also include a discussion of warning flags to look for on a claim that could indicate a need for a challenge to be presented. General case samples will be used for class discussion.

### **Complex Occupational Illness Cases(Performance of Duty – Emotional Conditions)**

Neuropsychiatric disorders can often times be some of the most difficult and challenging types of occupational illness claims, both for agency personnel as well as for claims examiners. This class presents various sorts of performance of duty issues which can be involved with emotional condition claims – some which can be compensable, and some which are not. Understanding OWCP's position regarding Performance of Duty issues with respect to emotional conditions can be an enormous benefit to the Compensation Specialist. This class will help with gaining that understanding.

### **Continuation of Pay**

This breakout session will discuss the intricacies of Continuation of Pay (COP): What it is; how it is counted; how we can track it; who is entitled and for how long; and how and when to terminate. This course will also discuss the respective roles of OWCP and the Agency in the COP process.

### **Court Ordered Benefits**

A court order means any judgment or property settlement issued by or approved by any court of any state, The District of Columbia, the Commonwealth of Puerto Rico, Guam, The Northern Mariana Islands or the Virgin Islands, or any Indian court. Often these court orders surround issue such as the divorce, annulment of a marriage, or legal separation of a Federal employee or retiree and may impact an employee's future annuity, retirement contributions refund and other Federal benefits. This session will review court orders procedures attorneys should follow to ensure court orders can be successfully executed by the Office of Personnel Management.

### **Credentialing**

Come one, come ALL HR Specialists who are looking to put the "P" in Professional and the "B" in Benefits by earning your DoD Employee Benefits Advisor (EBA) Credentials! The Credentialing break-out session will provide an overview of the competency-based "credentials" program and reveal a sampling of course material and exam questions. This break-out session could lead you to a more successful and satisfying career!

## **BREAKOUT SESSIONS**

### **Death-In-Service Claims Processing**

This session will provide information on eligibility and processing of survivor claims for death-in-service cases according to the Office of Personal Management's (OPM) guidance. Discussions will include; Civil Service Retirement Systems (CSRS) and Federal Employees Retirement System (FERS) death-in-service claims process. Topics will include Basic Employee Death Benefits (BEDB), monthly survivor annuities, Federal Employees' Group Life Insurance, Federal Employees Health Benefits, Thrift Savings Plan, Unpaid Compensation, Death Gratuity, VA benefits, Children's Benefits, deposits, taxes, and the steps to process these claims.

### **Determining Retirement Coverage**

This session will provide information on determining employees' retirement coverage. We will discuss descriptions of each retirement system and how to determine CSRS, CSRS Offset, FERS, FERS-RAE, or FERS-FRAE coverage for Federal employees being hired for the first time or rehired after a break in service.

### **DoD Telework Program**

As our world becomes increasingly mobile, the Department of Defense (DoD) must respond by modernizing its work practices. With a steady increase in telework, we see a cultural transformation requiring supervisors to manage by results, not physical presence. This session will provide the overall intent of telework, its everyday use, its use during emergencies, and how it is designed to promote a stronger work/life balance.

In keeping with the Telework Enhancement Act of 2010, this session will provide an overview of the DoD Telework Program. We will take a brief walk through the policy and procedures provided in Department of Defense Instruction (DoDI) 1035.1. Subtopics will include eligibility, telework agreements, official worksites, and more. Upon completion of this session participants will be able to provide guidance to managers and employees on the DoD Telework Program.

### **Disability Retirement Process**

This session is designed to introduce participants to Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) Disability Retirement options and the complexities of both processes. The focus will be on eligibility, application processes, approval and disapproval processes, disability computations, disability annuity reductions, and termination of disability benefits.

### **FECA Fraud**

This course is designed to provide Injury Compensation Program Administrators (ICPA) with an overview of issues related to FECA Fraud. The discussions will assist participants with identifying the factors of a potentially fraudulent claim. Participants will also learn actions that agencies can take when managing fraud or abuse claims how a FECA fraud conviction affects entitlement to benefits.

## **BREAKOUT SESSIONS**

### **FECA Meetings**

This breakout session will offer information on the process of how to establish a FECA Working Group (FWG) within the agency. This training will provide a list of members involved in establishing the FWG and their responsibilities. In addition, you will receive information on what steps are required to set-up, manage, and report the outcome of the agency's FECA program.

### **Federal Employees Health Benefits Expansion and Eligibility for Part Time Employees, and its impact to date**

This session will provide an overview of the Federal Employees Health Benefit (FEHB) Expansion Eligibility benefit and its impact on FEHB enrollment. Participants will learn to determine when an employee is expected to meet FEHB expansion eligibility and when status changes will become effective. Discussions will also center how to calculate premiums for Part-Time employees who have met eligibility for coverage.

### **Federal Employees' Group Life Insurance in Retirement**

The Federal Employees' Group Life Insurance (FEGLI) provides an opportunity for employees to continue coverage into retirement. This session will provide participants with valuable information concerning eligibility requirements for continuing FEGLI into retirement, monthly cost of selected coverage and reduction options. Discussions will also include the rules surrounding designating beneficiaries, providing living benefits and benefits assignments.

### **FEHB – Family Eligibility & Child Incapable of Self Support**

The Patient Protection and Affordable Care Act, Public Law 111-148 and the Health Care and Education Reconciliation Act of 2010, also known as health care reform assigned employers with it is the responsibility to provide quality and affordable health insurance coverage to its employees. This session will focus on the minimum essential coverage of the Federal Employees Health Benefits (FEHB) Program with regards to dependents, adopted and foster children, children incapable of self-support, and parental responsibility requirements.

### **FERS Offset**

This course is intended as a brief overview for Injury Compensation Program Administrators and/or Injury Compensation Specialists, to better understand about certain crucial aspects regarding FERS Offset cases and the savings to DoD agencies when such offsets are initiated. DCPAS Injury Compensation Management Advisors (formerly Liaisons) are responsible for the work that "drives" such cases to fruition. However, knowing and understanding how this process works is an important aspect that will allow the ICPA/ICS to be better prepared to perform their job in a more efficient manner.

## **BREAKOUT SESSIONS**

### **Healthy Retirement Package**

A “healthy” retirement package is a complete and accurate package that does not have to be developed for missing, inaccurate or incomplete information. This session will cover the most common errors identified by the Office of Personnel Management (OPM) audits. Discussions will also include additional guidance on submitting a “healthy” retirement application packages to OPM for adjudication.

### **How to Develop and Market an Agency Financial Fitness Program**

This course will enable participants to develop and implement a Component/Agency Financial Fitness Program. Participants will gain an understanding of OPM regulations; how to comply with the DoD Operational Plan for Employee Financial Fitness Education; how to develop a Component/Agency plan; and how to market and evaluate a Component/Agency program. We will share best practices and challenges; resources; and the annual DCPAS Financial Fitness Survey data results.

### **How to do Program Analysis and Present Data**

This course is designed to show how to interpret the chargeback data and other statistical reports to give an overview of the injury compensation program - showing where your program is coming from and where it is heading based on the data available. A discussion of effective briefing techniques will be conducted to prepare the participants for compiling their data in order to make an effective Command brief.

### **How to use FECA References**

The purpose of this course is to provide a brief overview of the primary FECA references for Injury Compensation Program Administrators (ICPAs), Injury Compensation Specialists (ICS), and others in the Human Resources fields. Key FECA procedures contained in the DOL Procedure Manual will be highlighted to enable Injury Compensation professionals with quick references for increased efficiency in their duties.

### **HR Issues Impacting FECA**

The HR Issues Impacting FECA course covers benefits provided to Federal employees who sustained traumatic injuries, occupational illnesses, and the monetary benefit to qualified survivors as a result of employment-related deaths. The primary discussion will focus on the Human Resources (HR) impact Leave Without Pay (LWOP) presents based upon an injured workers lost time or separation due to an accepted work-related medical condition and Return to Duty actions. Additional emphasis will be placed on Service Computation Date(s), TSP, references governing OPM Retirement versus FECA, transferring Health Insurance coverage, Life Insurance concerns, dependency updates, and potential overpayments, along with an overview of other HR issues having an impact on Federal Employees’ Compensation Act (FECA).

## **BREAKOUT SESSIONS**

### **ICUC Road Map for Long-Term OWCP Recipients**

This session is designed to provide an understanding of how to convey the advantages of applying for a retirement annuity in addition to long term benefits under Federal Employees' Compensation Act (FECA). This course enables the liaison or specialist to gain an understanding of why an employee would want to declaring oneself recovered and accepting an OPM federal retirement instead of FECA benefits.

What you will learn:

- Summary of the relationship between receiving FECA benefits and or a federal annuity.
- Benefits received for individual and families when accepting a federal retirement annuity.
- How to request the Office of Personnel Management to declare oneself recovered.
- How to counsel employees regarding accepting the benefits offered from FECA and a federal retirement annuity.

### **Maximizing the use of the Flexible Spending Accounts Program**

During this session, discussions will be held on the Federal Flexible Spending Account Program (FSAFEDS). Detailed information will be provided on the three types of FSA accounts; Healthcare FSA, Dependent Care, and Limited Expense FSA (LEX). Information will be provided on the use of these three plans, limitations, contributions and expenses and how to get FSA works in conjunction with the Federal Employees Health Benefits Program.

### **Military Deposits Processing**

This session will provide a general overview of military deposits, with a focus on employees serving under Uniformed Services Employment and Reemployment Rights Act (USERRA), National Guard personnel ordered to active duty under USERRA, and members serving in Reserve units of the military. Discussion will be provided on the following subtopics:

- Refresher of general Military deposits.
- How to calculate Military service deposits for reserve forces.
- How to apply USERRA laws for deployed Federal personnel.
- How to calculate National Guard service under USERRA.

### **Minimum Retirement Age+10 vs. Postponed and Deferred Retirement**

This session will focus on the Federal Employees Retirement System's Minimum Retirement Age (MRA) +10 retirement option. The session will also cover the ramifications of postponing an immediate MRA +10 benefit and the financial implications associated with that decision. Attendees will also learn about the impact to health/life insurance benefits and the consequences of choosing a deferred retirement.



## **BREAKOUT SESSIONS**

### **Non-Appropriated Fund (NAF) and Portability of Benefits**

This session will provide an overview of the NAF employee's retirement plans and benefits. Attendees will learn about the portability of NAF benefits when an employee elects to move, or is involuntarily moved, to an APF position (or vice versa). Discussion will focus on avoiding common errors when processing benefits for employees who make Portability elections. NAF and APF typically offer similar benefits, but employment under NAF has some very distinctive offerings (did you know that there is only 1 health plan available for all NAF employees?). Instruction will be provided by HR Specialists from both NAF and APF benefits offices.

### **Overpayments**

This session will discuss how to identify indicators of possible overpayments of compensation and medical benefits and which overpayment amounts can be administratively terminated. Discussions will also concentrate of the methods OWCP uses to determine culpability, final decisions and the collection process.

### **Phased Retirement**

The Department of Defense's Phased Retirement Program is a retirement option that allows an eligible employee to work a part-time schedule while collecting a partial annuity under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS). This session will provide an overview of the program and information on the guidelines for eligibility, work schedules, mentoring schedules and annuity calculations. This session will be beneficial to Human Resource Specialists, employees and supervisors interested in learning more about phased retirement.

### **Pipeline Program**

The Pipeline Program enables DoD installations to overcome reemployment issues involving injured DoD civilian employees, such as budget and complement constraints by providing funding for salaries and benefits for the first year of reemployment. Pipeline provides an installation with the ability to integrate these injured workers back to full employment while effectively reducing lost production days during the recovery period; supporting the Department of Labor's Return to Work Initiative. Under this initiative, each executive department and agency is expected to improve its performance in seven areas. The program also has a positive effect on mission readiness and preparedness, while allowing injured workers to contribute to that mission and improve their quality of life. This course will provide an overview of the program and the Injury Compensation Program Administrator's responsibilities for submitting a Pipeline packet for consideration to the Defense Civilian Personnel Advisory Service.

### **Reading and Managing Chargeback Reports**

In this breakout session we will discuss the intricacies of the Chargeback Report: what it is, how to read it, how it affects the agency, and what anomalies to look for when managing it. We will also discuss best practices for managing the report, where the funding comes from, who is responsible for paying the bill, and how that is determined.

## **BREAKOUT SESSIONS**

### **Removal as a Result of On-The -Job Injury**

This session will discuss the circumstances in which an agency can remove an employee from his or her position and will outline the steps and procedures to follow when implementing this action.

### **Retirement and Reemployment**

This session will cover the interaction between FECA and OPM regarding employees that collect wage loss compensation and then return to work. Discussion will include how to document their return to work and when an employee can receive creditable service toward retirement for time spent collecting FECA wage loss benefits. When to consider a returning employee a reemployed annuitant and any effects this will have on their OPM retirement will also be discussed.

### **Second Opinions and IME's**

This session will discuss the process of Second Opinions and Impartial Medical Examinations (IME): How to identify a Second Opinion/IME; when a Second Opinion is considered; what CE's look for in referring a case for a Second Opinion; what is an IME; when is an IME considered; and which doctor carries more weight. This course will also discuss a general overview of medical benefits, including: choice of physicians, qualified medical physicians under FECA, and referrals to District Medical Examiners (DMA-).

### **Thrift Savings Plan - A Fundamental Benefit of the Federal Employee Retirement System (FERS)**

The **Thrift Savings Plan** (TSP) is a defined contribution plan for Federal employees and members of the uniformed services.

This session will provide a global picture of TSP participation at the DoD-wide and Component level. Discussions will be center on FERS (FERS, FERS-RAE, FERS-FRAE) participation rates and the impact of employee retirement contribution rates. In addition, emphasis will be placed on the impact of taking a TSP loan as well as and the consequences of delayed participation. Regardless of your retirement system, participating in the TSP can significantly increase your retirement income, but starting early is critical.

## **BREAKOUT SESSIONS**

### **Unemployment Compensation**

The Basic Unemployment Compensation (UC) Course will provide fundamental instruction to Unemployment Compensation Program Specialists with varied levels of experience on the policies, procedures and systems utilized to process unemployment compensation claims. This module will provide participants with the ability to:

- Research claim and billing information to ensure accurate information is provided
- Provide examples of standard replies to communications regarding claim determinations, problems and issues.
- Maintain systems of records.
- Review and analyze Federal unemployment claims and supporting documents
- Provide supply technical advice and, assistance to customers
- Monitor automated processes and systems
- Assist with audits to determine compliance with guidelines, and recommends enhancements or corrective actions.
- Initiate the collection of overpayments.

### **Vocational Rehabilitation**

This session is designed to provide an overview of the Vocational Rehabilitation process. The discussion will assist participants to understand the purpose of Vocational Rehabilitation and how it relates to disability management (DM). The topics covered will include: 1) key players, 2) criteria for referrals to Vocational Rehabilitation, 3) stages of Vocational Rehabilitation 4) statutory regulations and 5) goals/outcomes of the process to include: Placement with previous employer (PPE) and Placement with new employer (PNE).

### **Workplace Wellness: Developing a Strategic Work Implementation Plan**

Employee engagement data show that healthy employees are more productive and are more likely to significantly contribute to the organization's mission. As an HR specialist, learn how you can develop a strategic wellness implementation plan to frame or further your agency's wellness goals. This session will cover suggested roles and responsibilities of agency wellness coordinator, highly recommended wellness strategies, and wellness programs mandated by law. Learn about existing Federal and agency resources and tools that can assist with achieving wellness goals and gathering metrics to measure program effectiveness.

## **BENEFITS CREDENTIALING PROGRAM**

Earn your DoD Employee Benefit Advisor (EBA) Credentials during the 2018 DoD DCPAS Benefits Symposium!

Testing opportunities will be offered during the Symposium; be one of the first to earn your DoD EBA credentials!

Why Seek DoD EBA Credentials? Earning your DoD EBA credentials makes you a recognized expert and leader in the HR Benefits field and a valuable asset to your organization. This professional distinction sets you apart from your colleagues, proving your high level of knowledge and skills and denotes an esteemed level of professionalism that exemplifies achievement within the DoD HR Community.

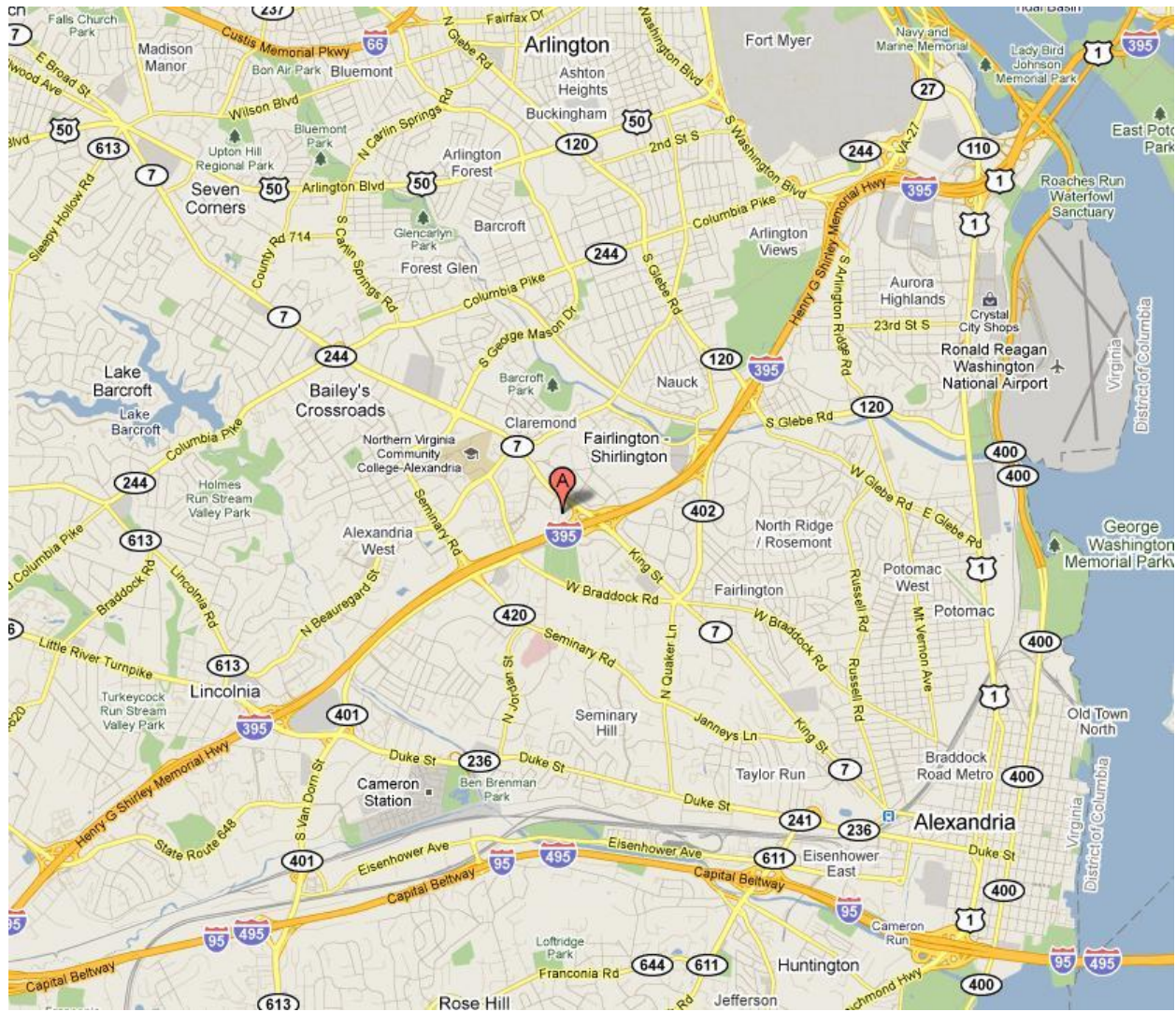
The DoD Employee Benefit Advisor (EBA) Credentialing Program was developed in accordance with the Office of Personnel Management's (OPM) Human Resources (HR) Competency Model. After successful completion of this program, participants will have achieved the required expertise to apply the principles and core competencies of a well-trained EBA.

EBAs earn "credentials" through enrollment and completion of the three-tier DoD HR EBA Program that consists of the (3) certificate levels: Basic, Intermediate, and Advanced. Candidates must attend 3 resident courses and complete the corresponding online examinations no later than 30 days after attending the resident course.

The exams are proctored and contain all multiple choice questions. The passing grade for each exam is 85% and graduates will receive their certificate via e-mail once the test has been graded. In the event a passing grade isn't achieved on the first attempt, there will be opportunities to retake the test.

Are You Ready? In order to be eligible to test onsite, participants must provide proof of the resident course they have attended by submitting a copy of the course certificate, most recent SF50, and position description (PD) as Intermediate and Advanced credentials are designed specifically for benefits practitioners. Upon registration for the Symposium, participants will be required to supply the requested information.

# MAP OF GENERAL AREA



## **AIRPORTS INFORMATION**

There are three airports in the Washington, DC metropolitan area to service the Hilton Mark Center: Washington National, Washington Dulles International, and Baltimore/Washington International.

| <b>Washington National</b>                        | <b>Washington Dulles International</b>             | <b>Baltimore/Washington International</b>          |
|---|--|--|
| Distance from Hotel: 4 mi.<br>Drive Time: 10 min. | Distance from Hotel: 30 mi.<br>Drive Time: 35 min. | Distance from Hotel: 40 mi.<br>Drive Time: 50 min. |

| <b>Type</b>  | <b>Typical<br/>Minimum<br/>Charge</b> | <b>Type</b> | <b>Typical<br/>Minimum<br/>Charge</b> | <b>Type</b> | <b>Typical<br/>Minimum<br/>Charge</b> |
|--------------|---------------------------------------|-------------|---------------------------------------|-------------|---------------------------------------|
| Courtesy Bus | 6:30AM to<br>10:30PM                  | Bus Service | 40.00 USD                             | Limousine   | 75.00 USD                             |
| Limousine    | 20.00 USD                             | Limousine   | 65.00 USD                             | Taxi        | 75.00 USD                             |
| Taxi         | 20.00 USD                             | Taxi        | 65.00 USD                             |             |                                       |

