

The PULSE

Portability Updates for Liaisons and Shared Expertise for Employees and Employers

Auditing Retirement Records Itzel R. Santana, Associate Director

As HR Professionals, it is important to conduct internal and external audits to ensure we are in compliance with government-wide regulations, and policies. These mandatory audits are simple but require an intensive review of employee files to ensure records are up to date, align with policies, include accurate service information, and are documented on personnel forms. Also, the audit process helps ensure that your agency maintains compliant personnel files, which is important not only for legal and regulatory purposes, but it will ensure your employee will be able to retire timely, effectively and stress free.

It's important to be aware of certain deadlines related to benefits when taking care of your employee to ensure that they receive the benefits they are entitled to and that their benefits are properly administered. Missing deadlines can result in missed opportunities, financial hardship, or penalties; so stay informed and stay on top of significant dates. Being proactive, and conducting these audits years before retirement can identify any discrepancies or errors in the file, and allow you to take corrective action, if necessary, that will not delay an employee's retirement celebration.

Listed below are the crucial documents to audit. This is not an all inclusive list but rather a list of the ones that will best assist you with your audits.

- * Service employment dates, especially between multiple agencies
- * Personnel Actions and Official Personnel Folders
- * Employee benefits retirement and 401(K)/TSP enrollment form, to include employee's eligibility to or not participate, and any retirement payouts
- * Retirement employee and employer contributions for all eligible creditable service time
- * Portability election form (s), especially when multiple moves are involved
- * Beneficiary designation forms, and other documents related to an employee's retirement plan



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SPECIAL POINTS OF INTEREST

- Upcoming Events
- Submit an Article Today
- Hails, Farewells, and Retirements

NEWS FROM ARMY CHRA NAF

Portability Of Benefits (POB):

(1): Employees who move between DoD NAF and DoD Civil service positions without a break in service of more than 3 days and who subsequently discover that their 401(k) or TSP contributions were not being deducted from their pay should coordinate with the gaining HR office to request assistance with retroactive contributions?

The request for retroactive contributions must be made to the servicing payroll office by the gaining HR office. However, the employee must be made aware that participation in the 401(k) and TSP is optional, and that the gaining agency has the final say on whether to accept a request for retroactive contributions.

Please note: The employee should be advised that participation is optional, therefore it's at the gaining agency's discretion on whether to accept a request for retroactive contributions.

For more information, please refer to your respective gaining agency.

(2): When making a change to your Army NAF Benefits Beneficiary records, there is no need to coordinate with the gaining or losing (APF or NAF) HR offices.

The portee only needs to complete the necessary documents (mentioned below) and email to the Army NAF Employee Benefits Branch for processing to nafportability@army.mil:

- * Army NAF Retirement Plan Portability Beneficiary Change Document
- * Army NAF 401(k) plan Portability Beneficiary Change Document

The documents can be found on CHRA HR Service Portal at the following link:

https://service.chra.army.mil/hr_internal?id=chra_kb_article&kb_base=4b9ae96c393a0700d8535b8e83f5cfc6&sys_id=a42bafa75903c10e0a8299de159bb3e.



Training Announcement:

Civilian Human Resources Agency (CHRA) G9, NAF Division will host POB Training 27 April 2023. As the topics covered in each session are the same, participants will only need to attend one of the following:

- Session 1: 0900-1030 ET
- Session 2: 1400-1530 ET
- Session 3: 1800-1930 ET

Training Topics will include:

Applicable Laws, Guidance and Tips for a Seamless Portability Move.

Targeted Audience:

Army Human Resources (APF and NAF) personnel responsible for processing POB actions.

The training can be accessed via the below MS Teams Link and/or Conference Number:

https://dod.teams.microsoft.us/j/meetup-join/10%3adod%3ameeting_c4c35ba2123e4cbe9d32fc7f768122c1%40thread.v2/o?context=%7b%22id%22%3a%22fae6d70f-954b-4811-92b6-0530d6f84c43%22%2c%22oid%22%3a%22b5de4f45-3bf7-4f0d-a569-c510740afca0%22%7d.

Conference Number: 571-616-7941

Conference Pin: 267 459 631#

Submitted by Army Civilian Human Resources Agency (CHRA) NAF Division, CHRA G9



DCPAS TRAINING COURSES

To view the course schedule and register for upcoming training sessions, please visit each of their training sites for more information.

Employee Benefits:

The Defense Civilian Personnel Advisory Service (DCPAS) Employee Benefits Training (EBT) program structure and course material are designed to strengthen knowledge of various HR concepts and practices, as well as develop and enhance competencies specific to the Employee Benefits Advisor (EBA). Training is conducted in a virtual classroom setting and emphasis is placed on the core competencies required within the employee benefits functional area. The EBT Program is comprised of three (3) levels of Federal Employee Benefits Training; Basic, Intermediate and Advanced courses.

Website: <https://www.dcpas.osd.mil/hrfunctionalcommunity/benefitsworklife/employeebenefitstraining>



Employment & Compensation:

The Employment and Compensation Line of Business within DCPAS develops civilian personnel policies, provides training services, and technical and advisory support to Department of Defense and human resource specialists on a wide variety of Human Resources (HR) programs including staffing, recruitment and outreach, pay, leave, classification, and civilian transition programs.

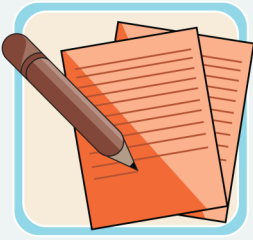
Website: <https://www.milsuite.mil/book/groups/dcpas-employment-compensation-training-center>



UPCOMING

EVENTS

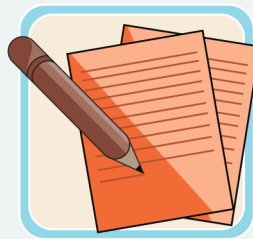
- ◆ The Issuance and Coordination Process - April 3, 2023
- ◆ DoD Benefits Officers Meeting - April 20, 2023
- ◆ Army CHRA NAF POB Training - April 27, 2023
- ◆ *The PULSE* Newsletter Articles Due - April 28, 2023
- ◆ DCPAS Organization and Structure - May 1, 2023
- ◆ The Legislative Process - June 5, 2023
- ◆ *The PULSE* Newsletter Articles Due - June 30, 2023
- ◆ POBWG Bi-Annual Meeting - September 28, 2023



Submit an article today!

We know that each of you have dealt with those extraordinary HR and benefits stories, exemplary experiences, best practices, and have agency internal processes to share. *The PULSE* is an opportunity and platform to do just that. There is no better way to learn than from each other as we continuously work together to educate, advise and streamline the portability process.

Submit newsletter articles and images to:
lashawna.d.jordan.naf@mail.mil



REPORTING A DEATH OF AN APF EMPLOYEE WHO RETAINED NAF RETIREMENT

When an active civil service employee covered by a NAF retirement plan dies, the civil service human resources office (HRO) contacts the applicable NAF retirement benefits office. When a civil service retiree covered by a NAF retirement plan dies, the next of kin should notify the applicable NAF retirement benefits office.

The contact information for the applicable NAF retirement benefits office are listed in Section 12 of the DoD DCPAS Portability of Benefits Reference Guide at: <https://www.dcpas.osd.mil/policy/naf/dodportabilitybenefits>.

The NAF retirement benefits office provides the appropriate NAF retirement plan forms or survivor benefit forms for completion by next of kin. The NAF retirement benefits office processes the completed forms.

The civil service HRO processes the same Federal Employee Health Benefit (FEHB) and Federal Employee Group Life Insurance (FEGLI) forms as it would for any other civil service employee. The civil service HRO processes the Request for Personnel Action (RPA) Nature of Action (NOA) Death Code 350 for the SF-50 Notification of Personnel Action. In the case of a civil service retiree, once the civil service benefits office prepares and confirms eligibility, they will coordinate with the NAF retirement benefits office to process the appropriate FEHB and FEGLI from their monthly annuity.

DFAS Correction Reminders

In our POBWWG meeting on March 23, 2023, DFAS shared some very important reminders with the group regarding submitting remedy tickets for correcting retirement codes when an employee is not in the correct retirement plan. These errors have a direct impact to the employee's bi-weekly retirement contribution deduction, the agency's bi-weekly retirement contribution matching, and can be very costly to the employee. The below reminders should be adhered to when processing these error actions within the agency's HRO, and submitting remedy tickets to DFAS. Also, if you do not have access to Remedy, you must contact your agency for to request access approval. .

Scenario 1 Error: The APF employee is setup under FERS, but elected NAF retirement.

Scenario 1 Actions: 1. The HRO will make corrections to the employees TSP to change to code 1 from date of appointment or to first online date, and brought forward to most current date.

2. All personnel actions on employee's record will need to be changed from FERS code to the appropriate NAF code
3. A NAF/401(K) remedy request will need to submitted to Processing 1 to calculate missed contributions for on the employee for all the NAF missed contributions.
4. A retirement code change remedy request will need to submitted to the Retirement Team to ensure a refund is processed for the erroneous FERS and TSP contributions.

Scenario 2 Error: The APF employee elected NAF retirement under a portability election, but was setup under the wrong NAF agency (i.e., NEXCOM instead of CNIC, or Army instead of CNIC)

Scenario 2 Actions: 1. The HRO will make corrections to the employee's retirement code on all personnel actions from date of appointment to current date.

2. A NAF/401(K) remedy request will need to submitted to Processing 1 to calculate missed contributions for on the employee for all the NAF missed contributions. Also, if actions processed instead of hitting the invalid report, ensure to notate on the remedy ticket what the incorrect retirement code was, so the incorrect NAF portability office can be contacted to start the refund process for erroneous contributions.

H A I L S



- ◆ Amanda Allen - DFAS
- ◆ Karen Allen - DFAS
- ◆ Annie Baker - AAFES
- ◆ Rhea Bitor - Navy
- ◆ Valarie Boyd - Navy
- ◆ Heidi Edwards - Army
- ◆ Mary Anne Giles - Marine Corps
- ◆ Erron Jackson - DFAS
- ◆ Amy Laughlin - Army
- ◆ Carole Lewis - Air Force
- ◆ Virgilio Marshall - Navy
- ◆ Dashica Moore - Navy
- ◆ Angela Pellom - Air Force
- ◆ Kelli Rhody - AAFES
- ◆ Cameron Stephens - DFAS
- ◆ Ryan Watson - DLA
- ◆ Nichole Williams - Coast Guard

F A R E W E L L S

- ◆ Peggy Guyton - Army
- ◆ Sharonda Hayes - DFAS
- ◆ Felicia Hetue - DFAS
- ◆ Miller Hollinger - DLA
- ◆ Elizabeth Kjos - DFAS
- ◆ Donna Mayo - Navy
- ◆ Stephanie Mcalister - Army
- ◆ Amy Thompson - DLA
- ◆ Jennifer Wescott - Navy

R E T I R E

- ◆ Lucy Garcia - Air Force
- ◆ Mary Holmes - NEXCOM



DCPAS Summary:

We provide DOD policy and guidance implementing portability of benefits laws and regulations governing employee moves between the civil service and DOD Nonappropriated Fund (NAF) employment systems. DCPAS also provides advisory assistance to DOD Component Human Resources Office staff on portability issues that may occur when an employee moves between the two systems.

NAF Inquires:

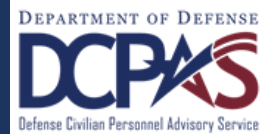
dodhra.mc-alex.dcpas.mbx.naf@mail.mil

APF Inquires:

dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil

Find us on the Web:

<https://www.dcpas.osd.mil/policy/naf/dodportabilitybenefits>



CONNECT WITH US!

<https://twitter.com/LOB3Colleagues>

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