

Subject: All CPF E-Mail - Updated Brochures for Employees Entering and Returning from Military Active Duty

Date: Friday, 28 March 2003

The purpose of this E-mail is to provide you with updated brochures for employees entering and returning from active military duty. The Benefits and Entitlements Service Team (BEST) has reviewed and made changes to the brochures "Information for Employees Entering Military Active Duty" and "Information for Employees Returning from Military Active Duty" for both Full and Limited Serviced bases. BEST updated the sections on health insurance, life insurance, and TSP, and added information on Long Term Care Insurance.

Health Benefits - updated to clarify the 18 month period for continuing FEHB coverage begins the date of entrance on active duty as stated on the military orders, and that the employee is entitled to a new 18 month period if the employee actually returns to work and is again called to active duty on a new set of military orders. The employee does not need to return to a pay and duty status for four months as required under the rules for regular leave without pay. Additionally, the Office of Personnel Management recently issued guidance regarding the TRI CARE Transitional Health Care Benefits for Reserve and Guard members returning from active duty and the reinstatement of their Federal Employees' Health Benefits (FEHB) enrollment. These employees may now waive immediate reinstatement of their FEHB in order to take advantage of the transitional TRI CARE benefits. BEST has included a "Waiver of FEHB Reinstatement" form in the brochures for employees returning from military active duty.

Life Insurance - added information on elections based on a qualifying life event while on military active duty.

Thrift Savings Plan (TSP) - updated to reflect when payroll will require copies of military leave and earning statement(s). For those employees who made TSP contributions while on active duty and they also want to make retroactive civilian TSP contributions, payroll will require copies of military leave and earnings statement(s). To assist employees, a "Thrift Savings Plan (TSP) Make Up Contributions Under USERRA" election form has been added to the brochures for employees returning from military active duty.

Although the brochures include information on a variety of subject areas, Full Serviced bases should contact BEST with questions on retirement, survivorship, health and life insurance, and TSP, and Limited Serviced Bases with questions on health and life insurance, and TSP. Questions on other areas, such as leave and restoration rights, should be referred to the CPFs or AFPC/DPCT (Staffing), as appropriate. The revised brochures are located on the web under BEST Pamphlets and Brochures (Marketing Materials), <http://www.afpc.randolph.af.mil/dpc/best/bestbrochures.htm> and the BEST Homepage under Reservist Employees, <http://www.afpc.randolph.af.mil/dpc/best/res-emp-info.htm>,

and through the FaxBack area of our automated phone system, documents 0109 and 0111 for Full Serviced Bases and documents 0110 and 0112 for Limited Serviced Bases.

Please use these revised brochures, dated 24 Mar 03. A few bases appear to be providing employees the checklist developed by Field Advisory Services (FAS). The FAS checklist does not contain all the information BEST requires. It is important each CPF have a procedure in place to ensure employees entering and returning from military active duty receive the appropriate brochure in a timely manner. CPFs should fax the "Checklist for Employees Entering Extended Military Active Duty" and a copy of the orders **directly** to BEST at DSN 665-2936 or Commercial 210-565-2936. Employees should fax any other attachments along with any required supporting documents to BEST at the above number. Please refer questions concerning these brochures to Janet Thomas via the CPF line.

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