

**Joint Forces
Headquarters**

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HRO on the Web:

[http://www.kansastag.gov/FE
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FEDERAL HUMAN RESOURCE OFFICE BULLETIN

November-December 2011 Issue



Technician Retirements

Submitted by MSgt Robin Lewis
HRO Specialist

The following Technicians have recently retired-we appreciate their many years of service and wish them the best in their retirement:

Army

Mark Looper, 30 September 2011

Air

Kelly Innes, 23 September 2011

Donald Sawyer, 30 September 2011

Wayne King, 7 November 2011

Larry Endecott, 10 November 2011

William Galbreath, 16 December 2011

Mark Gordin, 16 December 2011

Keith Guffy, 30 December 2011

Classification Update

Submitted by MSgt Tammy Wells-Switzer
Classification Specialist

Hierarchy Issues?

If you have had a change in your organization which has changed supervisor roles an organizational chart needs to be submitted to have DCPDS updated. You will also need to change the Rating Official within PAA. It is necessary to initiate any required appraisals prior to system updates.

If you, as a supervisor, are changing positions, all required appraisals will need to be completed prior to the position change. Once the transaction has been completed you may not have a visual on your previous employees within PAA.

If you have questions regarding these issues please contact MSgt Tammy Wells-Switzer, Classification Specialist at (785) 274-1161.

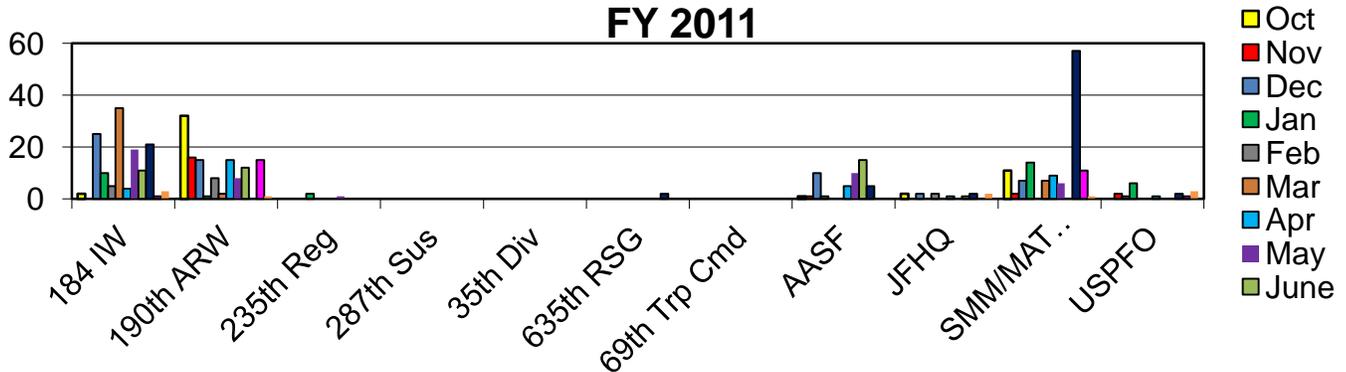
TECHNICIANS

August-September 2011
Submitted by SPC Stephanie Hodges
HRO Specialist

Technician Awards

The graph below shows technician awards processed, i.e. Time-Off, On the Spot, Sustained Superior Performance, and Quality Step Increases (QSI) through September of FY 2011

Technician Awards By Month FY 2011



ACCESSIONS

Anders, Carroll J., ATEAM
Beason, Desirae D., 184 IW
Berroth, Nathaniel L., 190 ARW
Blake, Quantrell D., JFHQ
Crandon, Frank C., 134 CAN SQ
Crouch, Wesley W., ATEAM
Edigar, James R. Jr., JFHQ
Fox, Thomas C., 134 CAN SQ
Gonzales, Raymond W., ATEAM
Hornbuckle, Mark B., SMM
Jones, David M., MATES
Love, Darren C., JFHQ
McCrary, Jeffrey B., ATEAM
Peters, Keith W., FMS 3
Pieschl, Dustin J., 190 ARW
Rider, Phillip T., SMM
Taylor, Ghyhitie R., 184 IW
Tipton, Elizabeth H., JFHQ
Wolf, Christopher S., 117 ARF SQ

REASSIGNMENTS

Bainbridge, Bary L., FMS 13
Copple, Gregory M., ATEAM
Diggs, Seth R., MATES
Lombay, Sahn M., SMM
Stuke, Todd J., FMS 9
Weathers, Monte C., USPFO
Winters, Robertson C., USPFO

PROMOTIONS

Beth, Russell L., FMS 2
Brooker, Roger D., 190 MAI SQ
Burns, Stacy L., USPFO
Chestnut, Evan M., ATEAM
Christie, Rickie D., MATES
Davies, Daniel E. Jr., 190 AMS SQ
DeLong, Jarrod B., 134 CAN SQ
Foresman, James W., 190 MAI SQ
George, Mark L., FMS 4
Guyett, Michael H., FMS 8
Haydon, Joshua B., 299 NOS SQ
Horniman, Andrew W., FMS 4
Kubie, Tiffany D., 190 LGR SQ
Miller, John S., AASF 1
Milnes, Jennifer L., ATEAM
Ready, Milton G. Jr., ATEAM
Riedel, Kyle X., FMS 11
Sprawka, Carlos S., ATEAM
Strickland, Daniel W., 161 ITL SQ
Wolfe, Jessie L., 190 AMX SQ

SEPARATIONS

Hornbuckle, Mark B., SMM
Adorno, Ronny O., MATES
Beach, Daniel A., HHC, 169th Support BN
Beason, Desirae D., 184 MSQ GP
Billig, Douglas H., 190th LGR SQ

SEPARATIONS CONTINUED...

Blomberg, Karen A., ATEAM
Braden, Andrew S., 190 SEF SQ
Campbell, Tara C., 184 OSS SQ
Chapman, Holly E., 184 LGR SQ
Crouch, Wesley W., MATES
Disrud, Roger C., AASF 1
Flower, Earl R., 190 ARF WG
Halvorson, Dustin R., AASF 2
Iverson, Richard T., 190 ARF WG
Lacore, David L., 190 AMX SQ
Lee, Austin D., 190 ARF WG
List, Daniel J., ATEAM
Looper, Mark E., JFHQ
Mader, Michael L., 35 AG Army Band
Maholland, Neil, E., AASF 2
Mooneyham, James K., AASF 2
Nichols, Coles W., AASF 2
Osborne, Matthew R., AASF 2
Pagels, Christopher J., 299 NOS SQ
Pangburn, Keith D., SMM
Sames, Joshua D., 190 MAI SQ
Sepulveda, Ricardo N., USPFO
Shore, Kent D., 190 Logistics Readiness SQ
Snyder, Daniel D., 190 MAI SQ
Swann, Joseph A., USPFO
Swisher, Austin J., ATEAM
Walters, Jennifer L., JFHQ
Weishaar, Adam J., 184th CEG SQ

Frequently Questioned Services

Submitted by Bobbi Harvey
HRO Specialist/Employee Benefits

This chart lists items the Office of Personnel Management often receives inquiries on as to how, or if, the items are covered under our benefit Programs. Links to Program materials are on the last page.

If an item on this list is important to you,

- 1) review your health insurance coverage under the Federal Employees Health Benefits (FEHB) Program to determine if it is sufficient (if your current health plan does not meet your needs, then you may want to consider another FEHB plan);
- 2) consider dental or vision coverage under the Federal Employees Dental and Vision Insurance Program (FEDVIP) if your FEHB coverage does not meet your needs (if your current dental and/or vision plan does not meet your needs, then you may want to consider another FEDVIP plan); and
- 3) consider a flexible spending account (FSAFEDS) to save money and pay for eligible health care expenses that are not covered or reimbursed under FEHB or FEDVIP. FSAFEDS allows you to contribute money from your salary before taxes are withheld, to an account that reimburses you after you incur eligible out-of-pocket dependent care and/or healthcare expenses.

If the following services are important to you and/or your family...	<i>review your health insurance coverage...</i>	<i>consider dental or vision coverage...</i>	<i>consider a flexible spending account.</i>
Alternative medicine such as chiropractic care, acupuncture, massage therapy	Some alternative medicine services may be covered by your FEHB plan. Review your plan's current brochure for the services that are covered.	N/A	Acupuncture and chiropractic expenses are eligible. Massage therapy expenses if prescribed by a physician for a specific illness, injury, trauma or condition are potentially eligible. A letter of medical necessity is required.
Assisted reproductive technology (ART) procedures such as in vitro fertilization	Assisted reproductive services may be covered by your FEHB plan. Review your plan's current brochure for services that are covered.	N/A	Assisted reproductive expenses are eligible.

Always refer to the individual FEHB and FEDVIP brochures and the www.FSAFEDS.com website before making your final enrollment decisions. 1

If the following services are important to you and/or your family...	<i>review your health insurance coverage...</i>	<i>consider dental or vision coverage...</i>	<i>consider a flexible spending account.</i>
Artificial insemination or other infertility treatment	Artificial insemination is covered by FEHB Health Maintenance Organization (HMO) plans and may be covered by other types of FEHB plans. Review your plan's current brochure for limitations or exclusions (such as the cost of donor sperm).	N/A	Artificial insemination expenses are eligible.
Charges above the Plan's allowance	Charges above the plan's allowance will not be paid by the plan. If you use a plan's participating or preferred provider, you will not be responsible for these charges.	For in-network providers, charges above the plan's allowance will not be paid by the plan. In some plans, out-of-network provider payments are based on usual and customary fees, not the plan allowance.	Medical expenses in excess of your FEHB or FEDVIP plan's allowance may be eligible.
Dental services	Common services such as: diagnostic services, preventive services, exams, x-rays, cleanings, and care for accidental injury may be covered by your FEHB plan. Review your plan's current brochure for the dental services that are covered.	FEDVIP dental plans cover services that FEHB plans may cover plus: fillings, extractions, periodontal scaling, complete dentures and adjustments, root canals, crowns, oral surgery, and bridges. Orthodontic services for dependent children younger than 19 are also covered under the dental FEDVIP plans.	Non-cosmetic dental expenses are eligible.
Diabetic testing supplies	Diabetic testing supplies are covered. Review your plan's current brochure for the level of reimbursement.	N/A	Diabetic testing supplies are eligible.

Always refer to the individual FEHB and FEDVIP brochures and the www.FSAFEDS.com website before making your final enrollment decisions. 2

If the following services are important to you and/or your family...	<i>review your health insurance coverage...</i>	<i>consider dental or vision coverage...</i>	<i>consider a flexible spending account.</i>
First aid kits/supplies	Dressings, antiseptics and other first aid supplies generally are not covered, but some plans may offer additional benefits that are not part of the FEHB contract. Check your FEHB plan's brochure for details on non-FEHB benefits.	N/A	First aid kits/supplies are eligible.
Gym memberships	Gym memberships generally are not covered under regular FEHB benefits, but some plans may offer additional benefits that are not part of the FEHB contract. Check your FEHB plan's brochure for details on non-FEHB benefits.	N/A	Fees paid for a gym membership may be eligible expenses if prescribed by a physician and substantiated by his or her statement that membership is necessary to alleviate a medical condition. A letter of medical necessity is required.
Hearing aids	Hearing aids may be covered by your FEHB plan. Review your plan's current brochure for services that are covered.	N/A	Hearing aids and batteries are eligible expenses.
Lead based paint removal	Paint removal is not a covered service under FEHB plans.	N/A	Expenses for removing lead-based paint from surfaces in your home to prevent a child who has, has had, or is in danger of having lead poisoning from eating the paint are eligible. The surfaces must be in poor repair and within a child's reach.
Orthodontics	Orthodontic services may be covered by your FEHB plan.	FEDVIP dental plans provide orthodontic care for dependent children younger than 19.	Orthodontic expenses are eligible.

Always refer to the individual FEHB and FEDVIP brochures and the www.FSAFEDS.com website before making your final enrollment decisions. 3

If the following services are important to you and/or your family...	<i>review your health insurance coverage...</i>	<i>consider dental or vision coverage...</i>	<i>consider a flexible spending account.</i>
	Review your health plan's current brochure for the orthodontic services that are covered.	Dental plans may have a waiting period and a lifetime maximum for orthodontic services.	
Over-the-counter (OTC) medicine and supplies	Drugs that do not require a prescription for their purchase are generally excluded from coverage.	N/A	Over-the-counter products that are medicines or drugs (acne treatments, allergy and cold medicines, antacids, etc.) are not eligible for reimbursement – <u>unless</u> you have a prescription for that item written by your physician. Items that are <u>not</u> medicines or drugs do not require a prescription.
Prescription drugs (including maintenance medications)	Prescription drugs are covered. Review your plan's current brochure for the level of reimbursement and any categories of drugs that are excluded from coverage.	Prescription drugs obtainable at a pharmacy are not covered.	Deductibles, copayments and coinsurance as well as costs for prescription drugs are eligible.
Speech generating devices	Speech generating devices may be covered by your FEHB plan. Review your plan's current brochure for services that are covered.	N/A	Speech generating devices and other adaptive equipment used for a major disability and to assist with activities of daily living may be eligible. A letter of medical necessity is required.
Transportation for medical care	Ground transportation by ambulance is covered when medically appropriate. Air transportation by ambulance when required because of a medical emergency may also be covered. Transportation costs other than for ambulance services are generally not covered.	N/A	Costs of transportation to/from locations of medical care may be eligible for reimbursement provided certain requirements are met.

Always refer to the individual FEHB and FEDVIP brochures and the www.FSAFEDS.com website before making your final enrollment decisions. 4

If the following services are important to you and/or your family...	<i>review your health insurance coverage...</i>	<i>consider dental or vision coverage...</i>	<i>consider a flexible spending account.</i>
Vision services	Diagnosis and treatment of medical conditions, such as glaucoma and cataracts, are covered. Common services such as: examinations, eyeglasses, contacts and replacement lenses may be covered by your FEHB plan. Review your plan's current brochure for the vision services that are covered.	FEDVIP vision plans cover services that FEHB plans may cover plus: frames, lenses (bifocal, trifocal, lenticular) and laser vision correction discounts.	Vision care expenses are eligible (i.e. eye exams, vision correction procedures, vision therapy, eyeglasses and contact lenses).

Program information is found on our website at www.opm.gov/insure.

Go to www.opm.gov/insure/fastfacts to read *FastFact* highlights on each of these benefit Programs.

Health insurance plan brochures are at www.opm.gov/insureFEHBbrochures.

Dental insurance plan brochures are at www.opm.gov/insure/dental/planinfo.

Vision insurance plan brochures are at www.opm.gov/insure/vision/planinfo.

For information on FSAFEDS, please visit the FSAFEDS website at www.fsafeds.com.

Always refer to the individual FEHB and FEDVIP brochures and the www.FSAFEDS.com website before making your final enrollment decisions. 5

Open Season Resources

Submitted by Bobbi Harvey
HRO Specialist/Employee Benefits

Helpful Resources for Open Season

FLEXIBLE SPENDING ACCOUNT – Federal Flexible Spending Account Program (FSAFEDS)		
What do I need to do?	What resources are available to me?	Where can I find these resources?
Get general information about Open Season and flexible spending accounts	Open Season and FEHB FastFacts	www.opm.gov/insure/fastfacts
Get information about the flexible spending account program	FSAFEDS website FSAFEDS brochure 2012 Guide to Federal Benefits	www.FSAFEDS.com www.FSAFEDS.com/forms/OPM-FSA-OVTF-10-031.pdf www.opm.gov/insure/health/planinfo/guides
Talk to an FSAFEDS representative	Open Season benefits fair Contact FSAFEDS	Contact your agency HR staff 1-877-372-3337 (TTY Line: 1-800-952-0450) Email: fsafeds@shps.com
DENTAL INSURANCE – Federal Employees Dental and Vision Insurance Program (FEDVIP)		
What do I need to do?	What resources are available to me?	Where can I find these resources?
Get general information about Open Season and dental insurance	Open Season and dental insurance FastFacts	www.opm.gov/insure/fastfacts
Compare dental plans	2012 Compare Dental Plans tool 2012 Guide to Federal Benefits	www.opm.gov/insure/dental/search/fedvipsearch.aspx www.opm.gov/insure/health/planinfo/guides
Find 2012 premiums	2012 Dental Premiums 2012 Dental plan brochures (premiums on back page) 2012 Guide to Federal Benefits	www.opm.gov/insure/dental/rates www.opm.gov/insure/dental/planinfo www.opm.gov/insure/health/planinfo/guides
Determine how my dental plan changes for 2012	2012 Dental plan brochure: "How We Have Changed for 2012"	www.opm.gov/insure/dental/planinfo
Determine my out-of-pocket costs	2012 Dental plan brochure	www.opm.gov/insure/dental/planinfo
Talk to a plan representative	Open Season benefits fair Plan phone numbers available in 2012 Guide to Federal Benefits	Contact your agency HR staff www.opm.gov/insure/health/planinfo/guides

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Helpful Resources for Open Season

VISION INSURANCE -- Federal Employees Dental and Vision Insurance Program (FEDVIP)		
What do I need to do?	What resources are available to me?	Where can I find these resources?
Get general information about Open Season and vision insurance	Open Season and vision insurance FastFacts	www.opm.gov/insure/fastfacts
Compare vision plans	2012 Compare Vision Plans tool	www.opm.gov/insure/dental/search/fedvipsearch.aspx
	<i>2012 Guide to Federal Benefits</i>	www.opm.gov/insure/health/planinfo/guides
Find 2012 premiums	2012 Vision Premiums	www.opm.gov/insure/vision/rates
	2012 Vision plan brochures (premiums on back page)	www.opm.gov/insure/vision/planinfo
	<i>2012 Guide to Federal Benefits</i>	www.opm.gov/insure/health/planinfo/guides
Determine how my vision plan changes for 2012	2012 Vision plan brochure: "How We Have Changed for 2012"	www.opm.gov/insure/vision/planinfo
Determine my out of pocket costs	2012 Vision plan brochure	www.opm.gov/insure/vision/planinfo
Talk to a plan representative	Open Season benefits fair	Contact your agency HR staff
	Plan phone numbers available in the <i>2012 Guide to Federal Benefits</i>	www.opm.gov/insure/health/planinfo/guides
Determine how my vision plan changes for 2012	2012 Vision plan brochure: "How We Have Changed for 2012"	www.opm.gov/insure/vision/planinfo/index.asp
HEALTH INSURANCE -- Federal Employees Health Benefits (FEHB) Program		
What do I need to do?	What resources are available to me?	Where can I find these resources?
Get general information about Open Season and health insurance	Open Season and FEHB FastFacts	www.opm.gov/insure/fastfacts
Compare health plans	2012 Compare Health Plans tool	www.opm.gov/insure/health/search/plansearch.aspx
	PlanSmartChoice for 2012 (available to all Federal employees and annuitants)	www.plansmartchoice.com/registration.aspx
	Consumer's Checkbook for 2012 (if your agency has a subscription)	www.checkbook.org/newhig2/hig.cfm

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Helpful Resources for Open Season

HEALTH INSURANCE -- Federal Employees Health Benefits (FEHB) Program) - CONTINUED		
What do I need to do?	What resources are available to me?	Where can I find these resources?
Find my 2012 premiums	2012 FEHB Premiums	www.opm.gov/insure/health/rates
	2012 Health plan brochures (premiums on the back page)	www.opm.gov/insure/FEHBbrochures
	<i>2012 Guide to Federal Benefits</i>	www.opm.gov/insure/health/planinfo/guides
Determine how my health plan changes for 2012	2012 Health plan brochure: Section 2. "How we change for 2012"	www.opm.gov/insure/FEHBbrochures
Determine if my health plan is still participating in the FEHB Program or has changed service areas	2012 Compare Health Plan tool	www.opm.gov/insure/health/search/plansearch.aspx
	<i>2012 Guide to Federal Benefits</i>	www.opm.gov/insure/health/planinfo/guides
	2012 Health plan brochure for service area changes	www.opm.gov/insure/FEHBbrochures
Determine my out-of-pocket costs	2012 Health plan brochure	www.opm.gov/insure/health/search/plansearch.aspx
Find out what different types of plans are available to me (Fee-for-Service, Health Maintenance Organization, High Deductible Health Plan)	FEHB Handbook	www.opm.gov/insure/health/reference/handbook/fehb05.asp#top
	Glossary	www.opm.gov/insure/glossary/index.asp
	Types of Plans	www.opm.gov/insure/health/planinfo/types.asp
Talk to a plan representative	Open Season benefits fair	Contact your agency HR staff
	Plan phone numbers in the <i>2012 Guide to Federal Benefits</i>	www.opm.gov/insure/health/planinfo/guides

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Open Season Checklist (Technician Health Benefits)

Submitted by Bobbi Harvey
HRO Specialist/Employee Benefits

2011 Open Season Checklist for 2012 Plan Year			
	Federal Flexible Spending Account Program (FSAFEDS)	Federal Employees Dental and Vision Insurance Program (FEDVIP)	Federal Employees Health Benefits Program (FEHB)
Materials You May Need	<ul style="list-style-type: none"> ✓ Access to www.FSAFEDS.com ✓ Access to www.opm.gov/insure ✓ <i>Guide to Federal Benefits</i> www.opm.gov/insure/health/planinfo/guides/index.asp ✓ Want to read more about this Program? Go to www.opm.gov/insure and under "Quick Links" click on Federal Benefits <i>FastFacts</i>. 	<ul style="list-style-type: none"> ✓ Dental or vision plan brochure ✓ <i>Guide to Federal Benefits</i> www.opm.gov/insure/health/planinfo/guides/index.asp ✓ Access to www.opm.gov/insure ✓ Access to www.BENEFEDS.com and your password ✓ Want to read more about this Program? Go to www.opm.gov/insure and under "Quick Links" click on Federal Benefits <i>FastFacts</i>. 	<ul style="list-style-type: none"> ✓ Health plan brochure ✓ <i>Guide to Federal Benefits</i> www.opm.gov/insure/health/planinfo/guides/index.asp ✓ Access to www.opm.gov/insure ✓ Your password for electronic enrollment systems (if required by your agency) ✓ Want to read more about this Program? Go to www.opm.gov/insure and under "Quick Links" click on Federal Benefits <i>FastFacts</i>.
Getting Started	<ul style="list-style-type: none"> ✓ Estimate what your annual health/dependent care out-of-pocket expenses run each year. 	<ul style="list-style-type: none"> ✓ If you have predictable dental or vision expenses for you or your family, first see whether your health insurance plan covers them. 	<ul style="list-style-type: none"> ✓ Check to see if your current health plan is leaving the Program next year or if its service area is changing. ✓ Check the premium you will pay next year for your current health plan.

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	FSAFEDS	FEDVIP	FEHB
Getting Started (Cont.)	<ul style="list-style-type: none"> ✓ Check if your health, dental, or vision insurance coverage will be different next year. ✓ Review the FSAFEDS Juke Box at www.FSAFEDS.com for an extensive list of eligible expenses. ✓ Use the FSAFEDS calculator to help determine how much to set aside. 	<ul style="list-style-type: none"> ✓ If you are enrolled in a dental and/or vision plan, check the premium you will pay next year. ✓ If you are enrolled, review your current plan's benefit brochure to see what changes were made for covered services and supplies. See if your out-of-pocket costs are changing. 	<ul style="list-style-type: none"> ✓ Review your current health plan's benefit brochure to see what changes were made for covered services and supplies. See if your out-of-pocket costs are changing. ✓ What is the best type of health plan for you – Fee-for-Service? Health Maintenance Organization? High Deductible Health Plan?
Reviewing Your Options	<ul style="list-style-type: none"> ✓ An FSAFEDS account will reimburse eligible health care expenses for you, your spouse, and your dependents that are not covered or reimbursed by FEHB, FEDVIP, or other insurance, including reimbursing FEHB and FEDVIP copayments and deductibles (but not premiums). 	<ul style="list-style-type: none"> ✓ You can quickly compare dental and vision plans by looking at Appendix I of the <i>2012 Guide to Federal Benefits</i>. For a more detailed review of different plans go to www.opm.gov/insure and use our "Compare Plans" tool or a tool provided by PlanSmartChoice. 	<ul style="list-style-type: none"> ✓ You can quickly compare health plans by looking at Appendix E of the <i>2012 Guide to Federal Benefits</i>. For a more detailed review of different health plans go to www.opm.gov/insure and use our "Compare Health Plans" tool or tools provided by PlanSmartChoice and Checkbook.

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	FSAFEDS	FEDVIP	FEHB
Reviewing Your Options (Cont.)	<ul style="list-style-type: none"> ✓ Dental and vision care are eligible expenses whether combined with FEDVIP coverage or not. ✓ The Dependent Care FSA reimburses eligible dependent care (non-medical) expenses, covering expenses such as child care, before and after school care, and adult daycare. 	<ul style="list-style-type: none"> ✓ Add up the premium and out-of-pocket costs for the plans that interest you. Determine whether this amount is more or less than what you expect to receive in benefits. Know the annual limits on what the plan will pay you. ✓ Consider enrolling in an FSAFEDS account to reimburse you for your out-of-pocket dental and vision costs. 	<ul style="list-style-type: none"> ✓ Consider enrolling in an FSAFEDS account to reimburse you for your out-of-pocket health costs.
If You Want to Make a Change	<ul style="list-style-type: none"> ✓ You <u>must</u> re-enroll during the Open Season – your FSA enrollment does not automatically carry over to the next year. Re-enroll at www.FSAFEDS.com or call 1-877-372-3337. 	<ul style="list-style-type: none"> ✓ You may enroll or make changes to your enrollment online at www.BENEFEDS.com. You cannot do this through your agency's self-service system or with a registration form. You will need your user ID and password or create a new account. You may also call BENEFEDS at 1-877-888-3337. 	<ul style="list-style-type: none"> ✓ Most agencies offer two ways of making changes during Open Season: <ol style="list-style-type: none"> 1. Through the agency's online self-service system. <i>You will need your password to log in.</i> 2. By submitting a Health Benefits Election Form, SF 2809. Make sure you know where to turn in this form. <p>Check with your agency to see what it requires.</p>

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	FSAFEDS	FEDVIP	FEHB
If You Do Not Want to Make a Change	<ul style="list-style-type: none"> ✓ You <u>must</u> re-enroll during the Open Season – your FSA enrollment does not automatically carry over to the next year. Re-enroll at www.FSAFEDS.com or call 1-877-372-3337. 	<ul style="list-style-type: none"> ✓ If you are satisfied with your dental or vision insurance benefits and the price you will pay next year, you do not have to do anything. Your enrollment will automatically continue. 	<ul style="list-style-type: none"> ✓ If you are satisfied with your health insurance benefits and the price you will pay next year, you do not have to do anything. Your enrollment will automatically continue.

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TSP Contribution Cap to Increase in 2012

Submitted by Bobbi Harvey
HRO Specialist/Employee Benefits

Federal Employees will be able to contribute more to their Thrift Savings Plan accounts in 2012. The cap on individual TSP contributions is increasing \$500.00, from \$16,500 to \$17,000 next year as a result of the change in the cost-of-living index, the IRS announced this week. The catch-up contribution limit for those 50 and older remains the same, at \$5,500.

Change the Rating Official and Higher Level Reviewer

Submitted by CMSgt Lynn McConnell
PSM Manager

1. Begin at the *Performance Appraisal Application Main Page*.
2. Select 'Change RO and/or HLR' from the 'Action' drop down menu for the plan listed and select + button.
3. Change the Rating Official Name or the Higher Level Reviewer using the 'Flashlight' icon.
4. Select the 'Return to Main Page' button to continue with the process or select the 'Logout' link to your session.

Create New Plan

--Choose a Plan Type-- Go

Status	Current PAA Status	Action
aved	Plan Approved	<div style="border: 1px solid #ccc; padding: 2px;"> Update Go </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Update Action </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Transfer to Employee Reports/Forms Change RO and/or HLR Close Track Progress Manage Guest Participants </div>

Internet | Protected Mode: Off
100%

Employee Information

Employee Name

[Show Employee Details](#)

<p>Appraisal Type Annual Appraisal - NG</p> <p>Appraisal Period Start Date 01-Oct-2010</p> <p>Appraisal Period End Date 30-Sep-2011</p> <p>Appraisal Effective Date 01-Oct-2011</p> <p>* Rating Official Name <input type="text" value="Salvetti, Willa V"/></p> <p>* Higher Level Reviewer Name <input type="text" value="Wilt, Terra K"/></p>	<p>Performance Plan Approval Date 06-Jan-2011</p> <p>Plan Last Modified 20-Jul-2011</p> <p>Created By <input type="text" value="Doe, John D"/></p>
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5. Type the last name in the box, and then click on the find Icon to the right of the name.

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smith% or 02%. The most common naming convention for Full name is last name, first name, and middle initial. For best results, enter last name followed by the % and first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By: Name ▾

Results

⊙ Previous 10 11-20 ▾ Next 10 ⊙

Select	Quick Select	Name	Position Title	Occupational Series	Organization
<input type="radio"/>		Iane, Marv	D0749000.PRODUCTION CONTROLLER (AIRCRAFT).361779.NGAF.TECH	1152.Production Control (1152)	167 MXO FT NGAFM81LFW4301
<input type="radio"/>		Port, Rick	D1466000.ELECTRONICS MECHANIC.4638.NGAF.TECH	2504.Electronics Mechanic (2604)	137 SWN SQ NGAFB615FPVH01
<input type="radio"/>		Good, Dave	D1066000.LOGISTICS MANAGEMENT OFFICER.245799.NGAR.TECH	0346.Logistics Management (0346)	AASF 3 (WEST) NGARV8R3AA 01
<input type="radio"/>		Adam, Tom	D1963000.LOGISTICS MANAGEMENT SPECIALIST.501513.NGAF.TECH	0346.Logistics Management (0346)	101 LGR SQ NGAFE211F19301
<input type="radio"/>		Adam, Kav	02751000.TRAINING NCO.527925.NGAR.AGR	0001.AGR	HQ, 560TH BTLFLD SURVL BDE NGARWP20AA 01
<input type="radio"/>		Roth, Paul	D1180000.TRAINING TECHNICIAN.498568.NGAR.TECH	1702.Education And Training Technician (1702)	HQ, 560TH BTLFLD SURVL BDE NGARWP20AA 01
<input type="radio"/>		Ram, Pete	00000000.READINESS NCO.138077.NGAR.AGR	0001.AGR	HQB 2 BN, 222 FA (155SP) NGARWP3ET0 01
<input checked="" type="radio"/>		Good, Joe	02542000.Property Accounting Tech.450752.NGAR.AGR	0001.AGR	871 TROOP CMD NGARV77ZAA 01
<input type="radio"/>		Stewart, M	D1037000.HUMAN RESOURCES SPEC (INFORMATION SYSTEMS).258766.NGAF.TECH	0201.Human Resources Management (0201)	85 ANG HQ NGAFD72JFL6Z01
<input type="radio"/>		Tye, Diana	D1854000.IT SPECIALIST (CUSTSPT).436714.NGAF.TECH	2210.Information Technology Management	124 CMN FT NGAF61CF84Y01

⊙ Previous 10 11-20 ▾ Next 10 ⊙

6. Click on the select button by the name you want, make sure it is the correct one, and then click the select button at the bottom right.

[Need Help?](#)

Employee Information

Employee Name:

[Show Employee Details](#)

Appraisal Type: Annual Appraisal - MG
 Appraisal Period Start Date: 01-Oct-2010
 Appraisal Period End Date: 30-Sep-2011
 Appraisal Effective Date: 01-Oct-2011

Performance Plan Approval Date: 06-Jan-2011
 Plan Last Modified: 20-Jul-2011
 Created:

* Rating Official Name:

* Higher Level Reviewer Name:

7. Change Rating Official or Higher Level Reviewer screen will reappear. Click the save and continue button at the top right of the page. System should bring you back to the PAA Main Page, if not select the HOME hyperlink and verify that the RO information has changed.

CALL CMSgt LYNN MCCONNELL, DSN 720-8165 or COMM (785) 274-1165 for questions or concerns.



Submitted by Bobbi Harvey
HRO Specialist/Employee Benefits

Inside This Issue:

1. [Your Arguing Style Tells a Lot about the Future of Your Relationship](#)
2. [Tips to Decrease Emotional Overeating](#)
3. [Top Holiday Stressors](#)
4. [For Your Information](#)

EAP Services:

1. [How to Use Your EAP](#)

Your Arguing Style Tells a Lot about the Future of Your Relationship

According to researchers studying marriage and relationships, the way a couple argues tells a lot about the future of their relationship. In fact, researchers studying married couples at the University of Washington were able to predict with 91% accuracy whether a couple would stay together or divorce, primarily by analyzing the couple's communication patterns during disagreements.

What behaviors are most damaging to a relationship?

All couples have conflicts, but disagreement or fighting in and of itself isn't predictive of divorce. What is most damaging, the researchers report is the kind of arguing that includes:

Criticism • Defensiveness • Contempt • Stonewalling

These negative ways of interacting are devastating to a relationship. They sabotage any attempts at constructive communication, erode positive feelings and result in both partners feeling alienated, rejected, frustrated, angry or unloved.



If your relationship is suffering due to these negative forms of communication, the information below can help you begin to learn how to change your arguing style to one that is more positive and healthy for your relationship:

- **Criticism:** Complaining to your partner is normal and healthy, however, the way you go about expressing these complaints is most important. The problem arises when complaints turn into criticisms. A complaint focuses on a

specific behavior or situation. A criticism, however, attacks the personality or character of the person, usually with the intent of making someone right and someone wrong.

Example: "I was worried when you were late coming home and didn't call me. I thought we had agreed that we would do that for each other" is a complaint. "You never think about how your behavior affects me. You just think about yourself all of the time" is a criticism.

Criticism uses phrases like: "You never" "You always" or "Why don't you ever?" Criticism inevitably puts people on the defensive, undermining the chance for effective communication and solving the problem at hand.

- **Defensiveness:** Defensiveness usually happens when we feel criticized or treated unfairly by our partner - whether or not that was his/her intent. We feel accused of something and think that if we tell our partner our excuse for doing what we did, he or she will back off. But the excuse just tells our partner that we haven't considered anything he or she has said. Basically, by defending ourselves we are ignoring our partner.

Example: She: "Did you call Eric and Stacy today as you said you would to let them know that we are not coming tonight?" He: "I was just too busy today at work. You know how busy my schedule is. Why didn't you just do it?" He not only responds defensively but turns the table and makes it her fault.

Defensiveness includes:

- Making excuses - "It's not my fault"
- Cross complaining - Meeting your partner's complaint with a complaint of your own.
- Disagreeing and then cross-complaining - That's not true, you're the one who...
- Yes-butting - Yes, but you're the one who...
- Repeating yourself without paying attention to what your partner is saying

"Defensiveness is really a way of blaming your partner", says renowned marriage expert John Gottman, Ph.D. "You're saying, in effect, the problem isn't me, it's you." As a result, the problem is not resolved and the conflict escalates further.



- **Contempt:** Contempt involves putting your partner down with insults, critical comments, verbal abuse and hostile body language with the intention to psychologically abuse him or her. It includes putdowns, name-calling, mocking, sarcasm, and ridiculing, hostile humor, condescension, eye-rolling and sneering. "There's something wrong with you" or "You are so selfish" are examples of contempt. Name calling like: "stupid", "wimp", "fat", "ugly" or "lazy" are also examples.

Contempt is extremely detrimental to a relationship, leaving the partner at whom it is directed feeling hurt, angry and extremely negative toward the partner who is hurling the insults and abuse.

- **Stonewalling:** When a partner becomes exhausted or overwhelmed by continuous criticism, defensiveness and contempt, stonewalling is often the next response. Stonewalling is withdrawing from the relationship as a way to avoid conflict. Examples of stonewalling include: silence, changing the subject, talking or muttering to ourselves or physically removing ourselves. Any form of disengagement can be stonewalling.

The stonewaller may think they are being neutral, but stonewalling conveys disapproval, icy distance, separation, disconnection and/or smugness. Stonewalling solves nothing, but creates hard feelings and further damages the relationship.

Is your relationship suffering?

Eliminating negative communication styles and learning healthier ways to communicate are both vital to your relationship success. "You have a choice every time you say something to your partner," says Gottman. "You can say something that will either nurture your relationship, or tear it down. You may 'win' a particular fight with your spouse, but you could lose the marriage in the long run."

Do you or your partner communicate with any of the negative communication styles discussed above? If yes, the way to rid your relationship of criticism, defensiveness, contempt or stonewalling - or other damaging communication styles - is to learn how to communicate without them? The following can help:



1. **Become aware of how and your partner are treating each other.** Most couples who engage in hurtful and damaging communication are blind to the extent of their destruction and simply don't know how to communicate any differently with their partner. The first step is to recognize the negative communication styles you and your partner practice.
2. **Communication skills are learned.** Effective communication with your partner is not something we automatically know how to do. Relationship skills are learned. Since communication skills are learned, couples can unlearn skills that are not working well and learn more effective ones. Google search "fair fighting" for an abundance of information for couples on how to resolve conflict in ways that nurture, rather than damage, your relationship.
3. **Commit to change and improve.** Change requires humility and courage. We need to admit that we don't know it all and make the effort to understand and learn what is needed. While it's best if both partners are committed to change, even if only one partner is consciously trying to change, any change can bring a shift in the dynamic of the relationship, which can bring positive results.
4. **Get individual counseling for criticism and contempt.** In order to change criticism and contempt, the person who engages in these behaviors needs to go to individual counseling - because the attack on another person's worth usually stems from childhood wounds such as parental criticism, belittling or excessive demands. Getting the right help can make a tremendous difference in your relationship.
5. **Seek outside help such as couples counseling.** It is difficult for couples to identify on their own the root causes of their problems and then to know how to change their behaviors. A professional counselor can help you and your partner identify your destructive communication styles, learn healthy and productive communication skills and help you heal your relationship.
6. **Practice, practice, practice.** With diligent practice, what begins as uncomfortable and difficult can become second nature. The more you practice communicating without these negative forms of communication - and communicate using more positive skills - the stronger your relationship will be.

Contact your EAP

Sometimes our problems are too hard to solve on our own. If you are concerned about a particularly difficult marital or relationship issue, or if physical abuse, substance abuse or depression is involved, contact your Employee Assistance Program (EAP) for confidential counseling, referrals or information. If you need help, why not call an EAP counselor today? We're here to help you.

Tips to Decrease Emotional Overeating

According to the American Psychological Association's annual Stress in America survey, almost half of Americans (48 percent) reported overeating or eating unhealthy foods to manage stress. Many people use food to fill emotional needs, contributing to overeating and being overweight. Do you use food to:

- relax or calm your nerves?
- comfort yourself?
- numb yourself from emotional pain such as sadness, hopelessness, rejection, or anger?

Tips and strategies

If you're prone to emotional overeating, you can take steps to regain control. Below are tips and strategies to help decrease this unhealthy habit:

- 1. Learn to recognize true hunger versus emotional eating.** If you ate just a few hours ago and don't have a rumbling in your stomach, you're probably not really hungry. When you feel the urge to eat, get in the habit of asking yourself, "Is it physical hunger or is it emotional or stress-driven hunger?"
- 2. Know your triggers.** Use a food diary to identify when and why you eat for emotional reasons. Keep an accurate record for at least one week of what you eat, how much you eat, how you're feeling and how hungry you are. Ask yourself: What happened today to make me feel this way? You may become aware of situations or feelings that trigger you to turn to food.
- 3. Face difficult emotions and stress-producing problems head on.** Work on ways to face difficult emotions and stressful situations other than reaching for food. Acknowledge and address feelings of anxiety, anger or loneliness. Look for solutions to the difficult issues in your life. Talk them over with a friend or counselor, or write in a journal. Finding ways to express your feelings constructively can help clear unwanted eating patterns.
- 4. Find alternative behaviors to eating.** Instead of turning to food, take a walk, practice yoga or meditation, listen to relaxing music, take a warm bath, read a good book, engage in a hobby, work in your garden, treat yourself to a movie, or talk to a supportive friend. Exercise regularly and get adequate rest. Each is proven to reduce stress, improve your mood and help control appetite.



News you can use...from your EAP

No amount of alcohol is safe for driving

In the United States, the blood-alcohol limit may be 0.08 percent, but no amount of alcohol seems to be safe for driving, according to a University of California, San Diego study. The study, published in the journal *Addiction*, finds that blood-alcohol levels well below the U.S. legal limit are associated with incapacitating injury and death.

"Accidents are 36.6 percent more severe even when alcohol was barely detectable in a driver's blood," said lead study author David Phillips. There are at least three reasons that help explain this finding, Phillips said.

"Compared with sober drivers, buzzed drivers are more likely to speed, more likely to be improperly seat-belted and more likely to drive the striking vehicle, all of which are associated with greater severity."

There also seems to be a strong "dose-response" relationship between all of the above factors, according to the study. The greater the blood-alcohol content, the greater the average speed of the driver and the greater the severity of the accident, for example.

Holiday safety: Don't drink and drive

In light of the fact that no amount of alcohol is safe for driving, if you plan to attend holiday parties, family gatherings or other social functions this holiday season where alcohol will be served, it is important to plan ahead and drink responsibly to stay safe and avoid injury. If you plan to drink this holiday season, follow the guidelines below to drink safely and responsibly:

- **Drink only if you want to.** Don't feel pressured into accepting a drink. Remember, it is always OK not to drink.
- **Limit the amount of alcohol you drink.** Five ounces of wine, 12 ounces of beer, or 1.5 ounces of liquor is the maximum that a 160-pound person should consume in an hour. A lighter person should drink less. If your drink vanishes before the hour is up, switch to a caffeine-free, non-alcoholic drink. Note: Personal tolerances vary, so it is up to you to know your safe limit and stick to it.
- **Never drink on an empty stomach.** Eat something before drinking, or drink with meals to keep the alcohol from being absorbed too quickly.
- **Designate a driver.** The safest choice when driving is to not drink at all. If you plan to drink, have a designated driver who agrees to not drink, and is responsible for driving you and others home.
- **Never drive after you've been drinking...even after one drink.** If you must drive, wait at least one hour before driving for each drink you've had. Note: Only time can sober you up. Contrary to popular belief, coffee or fresh air may make a person feel more awake, but these will not overcome the effects of alcohol.

Your EAP is here to help: If you or a dependent need help with issues related to problem alcohol or drug use, contact your Employee Assistance Program (EAP) for confidential counseling, referrals or information. To access EAP services, please call **800-869-0276** or securely request services from the Member Access section of the EAP website: <http://www.eapconsultants.com>

November is Native American Heritage Month

Submitted by CW3 Sandra Lashley, SEEM



November is designated as American Indian Heritage Month as a time to celebrate the history, culture, and traditions of Native Americans. Its purpose is to honor, recognize and remember the original people of this country. There are many theories of how the original Native Americans came to the land. Some of the theories include crossing over the Bering Strait. There are also theories of Southeast Asians sailing across the Pacific Ocean and landing on the west coast of both North and South America. However they got here, we know they were here to greet European adventurers when they arrive. It is believed by Anthropologists that there were 10 Separate cultures of Native American Indians just in the area that became the United States with an estimated population of 10 million. During November take time to reflect on the long history and culture of Native Americans.



Reflecting back on 2011

December does not have an assigned cultural observance but it is time of reflecting on the past year and looking forward to the New Year. There are many events remembered during December, The Attack on Pearl Harbor, Hanukkah, Christmas, Kwanzaa, Human Rights Day, and Forefathers' day. It is a time of sharing with family and friends. Humans do not do well in isolation, research has proved this. Take time during this month to reach out to family and friends to show appreciation for those in your life that show you support, understanding, love, and kindness. These are the people who ground us and keep us strong. December is a month for reflection.



Here is a resource for Wounded Service Member that they may not realize exists. This was established in August of 2008 through the Department of Defense (DoDI 6025 .22) establishing the policy for Assistive Technology Programs for Wounded Service Members.

Share this information with everyone. There is an amazing amount of information available on the website to explain the various services available.

<http://cap.mil/WSM>

CAP provides Accommodation Solutions

CAP works closely with service members and their case managers, physicians, therapists, and family members across the nation to ensure they receive appropriate assistive technology to meet the needs of the service member. As each injury comes with a unique set of needs, CAP provides a number of different assistive technology solutions. Solutions may work differently for individual than another, so CAP can work with the service member to find the best accommodations for their unique situation.



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
 JOINT FORCES HEADQUARTERS KANSAS
 FEDERAL HUMAN RESOURCE OFFICE
 2800 SOUTHWEST TOPEKA BOULEVARD
 TOPEKA, KS 66611-1287

14 November 2011

MEMORANDUM FOR All Army and Air National Guard Technicians

FROM: JFHQ-HRZ

SUBJECT: Federal Employee Benefits Open Season Enrollment for the Federal Employees Benefits Programs (FEHB) & the Federal Dental and Vision Program (FEDVIP) & the Flexible Spending Account (FSA)

1. An open season during which eligible Federal employees may enroll or change enrollment to a new Federal Employees Health Benefits (FEHB) Plan, enroll in the Federal Employees Dental and Vision Insurance Program (FEDVIP) or the Flexible Spending Account (FSA) will be held from 14 November through 12 December 2011. Under open season regulations, any eligible employee may change from one plan or option to or from self only to self and family, or any combination of these. Those employees who do not wish to make a change in their current enrollment need take no action during this open season. **Please review your current plan for any changes.**

2. There are four basic types of plans available under the FEHB Program:
 - a) **Fee-for-service Plans (FFS)** - These plans reimburse you or your health care provider for covered services. If you enroll in one of these plans, you may choose your own physician, hospital, and other health care provider arrangements in many parts of the country. By using preferred providers, you can reduce your out-of-pocket expenses and, in some cases, receive enhanced benefits. Fee-for-service plans include the Service Benefit plan sponsored by Blue Cross and Blue Shield and plans sponsored by unions and other employee organizations. Several employee organization plans are open to all eligible employees who are full or associate members of the organizations that sponsor the plans; other employee organization plans are restricted to employee organization groups and/or agencies. (See the employee organization plan brochures for information about membership and membership fees, which are in addition to your bi-weekly premiums.)
 - b) **Health Maintenance Organizations (HMOs)** - A prepaid health plan that provides a comprehensive array of medical services, emphasizing prevention and early detection, through contracted physicians, hospitals, and other providers. Care received from a non-plan provider, other than emergency care, is not covered.
 - c) **Point of Service (POS)** - A managed care product that provides members with the option of using a selected network of providers. By using in-network providers, your out of pocket expenses are minimal, or the same as an HMO. If you use out-of-network providers, you are subject to substantial out-of-pocket costs in the form of deductibles, coinsurance, and co-payments.
 - d) **High Deductible Health Plans (HDHP)** - A health care option that gives you additional opportunities to save and better manage your hard-earned dollars. High Deductible Health Plans (HDHP) was introduced by the FEHB Program in 2006. These plans together with a Health Savings Account (HSA) or a Health Reimbursement Arrangement (HRA) provide a tax advantage savings vehicle for the purpose of paying for your medical expenses. To learn more about HDHP go to www.opm.gov/hsa. Additional information will be in the 2012 FEHB Brochure.

3. The OPM web site contains RI 70-1, 2012 Enrollment Information Guide and Plan Comparison Chart, and the individual plan brochures in order that all employees may have the opportunity to compare the various plans. The address is <http://www.opm.gov/insure/health>. If you do not have access to the Internet, a limited amount of brochures will be made available to your base/headquarters/activity—the designated location to be centrally located in order that all employees may have the opportunity to compare the various plans. The RI-70-1 provides you with summaries and general descriptions of the benefits and the 2012 Bi-weekly rates for each plan available.

SUBJECT: Open Season Enrollment for the Federal Employees Health Benefits Program (FEHB) & the Federal Dental and Vision Program (FEDVIP)

It can also be used to compare benefits among plans. However, since they contain only a general description of plan benefits, do not rely solely on benefit summaries when deciding to enroll in or change enrollment to another plan.

It is important to remember that only you can decide which plan is best for you and your family. After examining the benefits summary, if you decide that you are interested in enrolling in or changing to a particular plan, you may want to review the brochure of that plan for a complete description of the benefits.

4. Should you desire to enroll or change enrollment, you can access the EBIS (Employee Benefits Information System) at <https://www.abc.army.mil> or by using the IVRS (Interactive Voice Response System) by calling the toll-free number 1-877-276-9287. New enrollments and changes during open season will become effective 1 January 2012, as well as the cost change on all plans.

5. If you change plans, you will receive a 2012 brochure for the plan in which enrolled from the insurance carrier after open season. The brochure in addition to providing complete information on plan benefits provides information on how plan benefits or services can be obtained. Be advised that some employees, when changing plans, have experienced a delay in receiving membership cards and had some problems with bills being paid until they are entered in the new plan's system. This could take up to 60 days. Your copy of the SF-2809 should prove insurance coverage until then.

6. **Temporary Continuation of Coverage (TCC):** You should be aware that if you leave Federal employment, you will probably be eligible for TCC (unless you are separated for gross misconduct). TCC can continue your enrollment for up to 18 months. TCC is also available for up to 36 months for dependents who lose eligibility as family members under your enrollment. This includes spouses who lose coverage because of divorce and children who lose coverage because they marry or reach age 26. TCC enrollees must pay the total plan premium (without a Government contribution) plus a 2% charge for administrative expenses. There are specific time frames in which you or your dependent must enroll for TCC. Contact HRO for a copy of RI 79-27 to obtain additional information.

7. Also note that a technician must have been enrolled in the Federal Health Benefits Program for at least five years immediately before retirement or since the first opportunity to enroll in order to carry health benefits into retirement. Also note that information you provide by enrolling in the Federal Employees Health Benefits Program may also be used for computer matching with Federal, State or local agencies files to determine whether you qualify for benefits, payments, or eligibility in the Federal Employee Health Benefits Program, Medicare, or other government benefits programs.

8. If you participate in **Premium Conversion**, FEHB Open Season is the only time you may change from Family to Self Only or cancel your enrollment without experiencing a Qualifying Life Event (QLE). You may **waive** your participation in Premium Conversion during FEHB Open Season only. Contact this office if you are interested.

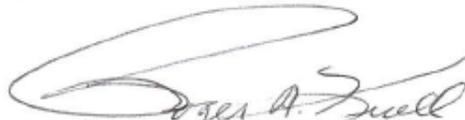
9. The Federal Employees Dental and Vision Program (FEDVIP) is available to eligible federal employees during this year's FEDVIP Open Season. FEDVIP will offer enrollees group dental and vision insurance at competitive rates without pre-existing conditions. Employees can enroll in self only, self plus one or self and family coverage. For information about the program including plan rating areas and premiums, a plan comparison tool, and links to plans' websites, plan brochures and to enroll go to www.opm.gov/insure/dental/index.asp or www.benefeds.com. Employees will be able to enroll on www.BENEFEDS.com only starting 14 November 2011 by 5:00 a.m. Eastern Time. The site will turn off at midnight Eastern Time on 12 December 2011. For additional information you may contact a Customer Service Representative at 877-888-3337.

SUBJECT: Open Season Enrollment for the Federal Employees Health Benefits Program (FEHB) and the Federal Dental and Vision Program (FEDVIP)

10. FSAFEDS is the Federal Flexible Spending Account program available to Federal employees. FSA allows you to set aside pre-tax money for eligible health care and dependent care expenses. FSAFEDS offers three types of FSAs: A general purpose Health Care FSA, a Limited Expense Health Care FSA and a Dependent Care FSA. A general purpose Health Care FSA (HCFSA) is used to pay for eligible health care expenses not covered by your FEHB, FEDVIP or any other insurance. Expenses such as co-payments, co-insurance, deductibles, over-the-counter medicines, medical supplies, prescription drugs, vision care, dental care, shipping and handling charges for mail-order prescriptions and eligible over-the-counter items are covered. **Beginning January 1, 2011, currently eligible over-the-counter (OTC) products that are medicines or drugs (e.g., acne treatments, allergy and cold medicines, antacids, etc.) will not be eligible for reimbursement from your Health Care FSA – unless, you have a prescription for that item written by your physician. The only exception is insulin – which will not require a prescription from January 1, 2011 forward. Other currently eligible OTC items that are not medicines or drugs, such as bandages and nasal strips, will not require a prescription.** Go to <https://www.fsafeds.com/fsafeds/eligibleexpenses.asp> to view an extensive list of eligible health care services and products. A Limited Expense Health Care FSA (LEX HCFSA) is designed for individuals who are enrolled in or covered under a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). Under IRS rules, you cannot enroll in a general purpose HCFSA and HSA at the same time. You can enroll in a LEX HCFSA and an HSA at the same time. A LEX HCFSA limits coverage to eligible dental and vision expenses not covered by other insurance. A Dependent Care FSA (DCFSA) is used to pay for childcare an/or adult dependent care expenses that are necessary to allow you and your spouse (if married) to work, look for work or attend school full-time. You must enroll every year. **ATTENTION CURRENT 2011 PARTICIPANTS: If you want to participate in 2012 you must RE-ENROLL. Enrollments DO NOT carry forward year-to-year.** Visit www.FSAFEDS.com for additional information or call 1-877-888-3337.

11. If you have any questions about anything covered in this letter or the FEHB, FEDVIP or FSA in general, you may contact Bobbi Harvey at (785) 274-1172, DSN 720-8172, MSgt Robin Lewis at (785) 274-1206, DSN 720-8206 or SPC Stephanie Hodges at (785) 274-1187, DSN 720-8187.

FOR THE ADJUTANT GENERAL:



ROGER A. KRULL
LTC LG KSARNG
Human Resources Officer

Human Resource Office Staff

LTC Roger Krull	Human Resource Officer	274-1167	RM 141
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MANPOWER

Lt Col Shelly Bausch	Chief, Manpower	274-1982	RM 138
CMSgt Lynn McConnell	Personnel Systems Manager	274-1165	RM 136
TSgt Orlando Saucedo	Personnel Systems Assistant	274-1163	RM 136
MSgt Tammy Wells	Classification Specialist	274-1161	RM 136
MSG Lyle Babcock	Management Analyst/DTS	274-1941	RM 136

EMPLOYEE SERVICES

MAJ Robert Stinson	Chief, Employee Services/LRS	274-1162	RM 140
Bobbi Harvey	Employee Benefits Specialist	274-1172	RM 136
MSgt Robin Lewis	Human Resource Specialist	274-1206	RM 136
SPC Stephanie Hodges	Human Resource Specialist	274-1187	RM 136
MSgt Terry Spangler	Staffing Specialist	274-1160	RM 136
MSgt Kathy Thornton	Staffing Specialist	274-1053	RM 136
SrA Diane Collins	Staffing Specialist	274-1184	RM 136
Dottie Clark	Employee Development Specialist	274-1185	RM 136
Michele Carriere	Human Resource Administrator	274-1180	RM 136

AGR

CW2 Morgan Davis	AGR Manager	274-1182	RM 135
SFC Katie Carnahan	Staffing Specialist	274-1186	RM 136
MSG Chris Kuti	AGR Pay Specialist	274-1636	RM 136
MSgt Doug Roudybush	Tricare Specialist	274-1164	RM 136
SGT Daniel Forrest	Human Resource NCO	274-1330	RM 136

J1 Staff

COL Barry Adams	J1	274-1181	RM 142
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EO/EEO

CW3 Sandra Lashley	EO/EEO Manager	274-1166	RM 143
SFC Francisca Jimenez	EO/EEO Specialist	274-1168	RM 143

WORKFORCE SUPPORT/FAMILY PROGRAMS

Vacant	Chief, Workforce Support	274-1183	RM 105
Mary Nesbitt	Family Programs Director	274-1171	RM 101
Michelle Williams	Family Readiness Assistant	274-1173	RM 102
TSgt Deanna Davis	Family Programs Specialist	274-1553	RM 102
Vacant	Family Programs Specialist	274-1512	RM 102
SGT Jennifer Gold	Yellow Ribbon Event Acct. Mgr.	274-1512	RM 102
Heather Wellman	Yellow Ribbon Specialist	274-1211	RM 102
Jes Robinson	Yellow Ribbon Specialist	274-1211	RM 102
Amanda Herlinger	State Youth Coordinator	274-1491	RM 102
Darcy Seitz	State Youth Coordinator	274-1967	RM 102
Bonnie Murdock	Military OneSource JFSAP	274-1557	RM 102
John Merritt	Military & Family Life Consultant (785) 217-6518		RM 104
2LT Tim Traynor	JFHQ Sexual Response	274-1578	RM 104

TRANSITION BENEFITS

Beth Visocsky	Transition Assistance Specialist	274-1129	RM 112
Howard Steanson	Transition Assistance Advisor	274-1188	RM 112

ESGR

Chuck Bredahl	ESGR Director	274-1559	RM 112
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