

**Federal Employees Health Benefits (FEHB) Premiums
For Employees Called to Active Duty (Title 10) in support of Contingency Operations
Situations and Appropriate Actions for Agency Full Payment of FEHB Premium**

Current LWOP-US or Separation-US

	Employee	Manager	ABC-C	CPOC	DFAS
Employee currently on LWOP-US or separation-US who elected to continue FEHB & incur a Debt, i.e., the employee election was made without knowledge of DoD policy for full agency premium payment or DFAS is not aware the employee is eligible for full agency payment of FEHB premium	<p>Notifies manager of RTD</p> <p>Or</p> <p>During LWOP-US/ Separation-US, request manager contacts servicing CPOC to ensure DFAS is notified of eligibility</p> <p>or</p> <p>contacts CPOC directly (must submit a complete copy of military orders) to establish eligibility for full agency premium payment</p>	<p>Initiates RTD RPA</p> <p>Provides Election/ Acknowledgement Document to employee and directs employee to the “Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military Duty” information guide on the ABC-C Web site Uniformed Service section https://www.abc.army.mil or employee may call the ABC-C* for counselor assistance</p>	<p>Provides assistance and information to employees as requested</p>	<p>Prepares RTD NPA</p> <p>Provides ending date of eligibility for agency payment of full premium to DFAS via Remedy upon employee’s RTD</p> <p>Notifies DFAS via Remedy of eligible employees currently on LWOP-US to delete deduction record</p> <p>Verifies deletion of deduction record in DCPDS</p> <p>Retains complete copy of orders In OPF with Election/Acknowledgement or other documentation annotating situation</p>	<p>If no deductions or cash payments applied delete deduction record</p> <p>If deductions or cash payment applied, reduce the total amount by the balance and stop future withholdings</p>

Current LWOP-US or Separation-US

	Employee	Manager	ABC-C	CPOC	DFAS
Employee elected to continue FEHB coverage and pay FEHB Premiums directly to DFAS	<p>Discontinues direct payment of FEHB premiums immediately</p> <p>Retains personal documentation of cash payments (LES) already made for retroactive reimbursement when procedures are available</p>	<p>If requested, assists with notification to the employee to explain that direct premium payments are not required for eligible employees.</p> <p>Refers employee to the ABC-C* for more information.</p>	<p>Provides assistance and information to employee as requested</p>	<p>Notifies employees who are eligible and identified by DFAS to stop making direct premium payments</p> <p>Retains complete copy of orders In OPF or other documentation annotating situation</p>	<p>Retains info on cash payments or deductions made for future use in the refund process</p>
Employee elected to Terminate FEHB Coverage and desires to void the termination (FEHB coverage would be retroactive to LWOP-US or Separation-US Date)	<p>Contacts the ABC-C* for information</p> <p>Provides a complete copy of orders if requested</p> <p>Provides written and signed notification of desire to void the previously elected termination</p>	<p>Refers employee to the ABC-C*</p>	<p>Counsels employee</p>	<p>Determines if voiding termination is appropriate, if so follows normal procedures for voiding termination (completes the SF 2810 and codes into Modern)</p> <p>Retains complete copy of orders In OPF</p> <p>Contacts, DAPE-CP-PPE, CPOCMA or CPOC B&E POCs for assistance if needed</p>	<p>Follows normal procedures for voided actions and for full agency FEHB premium payment</p>

Future LWOP-US or Separation-US

	Employee	Manager	ABC-C	CPOC	DFAS
Eligible employee elects to continue FEHB with agency payment of full FEHB premium does not incur a debt	<p>Notifies manager of call to active duty</p> <p>Reads "Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military Duty" information guide on the ABC-C Web site Uniformed Service section https://www.abc.army.mil or calls the ABC-C* for counselor assistance and makes FEHB election via the Election / Acknowledgement Document, mails signed election to the servicing CPOC with a complete copy of orders</p> <p>Notifies manager immediately upon RTD</p>	<p>Provides Info and Election/Acknowledgement Document to employee or directs employee to the Uniformed Service Section on the ABC-C Web site at https://www.abc.army.mil or to a counselor at the ABC-C* to obtain additional information</p> <p>Initiates LWOP-US or Separation-US RPA</p> <p>Initiates RTD RPA upon employee's return</p>	<p>Counsels employee regarding rights, responsibilities and eligibility requirements</p>	<p>Prepares LWOP-US or Separation-US NPA</p> <p>Receives employee election and complete copy of orders, verifies eligibility</p> <p>Files complete copy of orders and election in OPF</p> <p>Notifies DFAS via Remedy of employee's election to continue FEHB with full agency premium payment</p> <p>Prepares RTD NPA upon employee's RTD</p> <p>Notifies DFAS via Remedy upon employee's RTD</p>	<p>When notified via Remedy of agency eligibility for full premium payment annotates employee file to prevent an automatically generated incurred debt</p> <p>DFAS system automatically transmits amount equivalent to premium cost from agency funds</p>

Future LWOP-US or Separation -US

	Employee	Manager	ABC-C	CPOC	DFAS
Employee Elects to continue FEHB and Incur a Debt	<p>Notifies manager of call to active duty</p> <p>Reads "Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military Duty" information guide on the ABC-C Web site Uniformed Service section https://www.abc.army.mil or calls the ABC-C* for counselor assistance and makes FEHB election via the Election / Acknowledgement Document, mails signed election to the servicing CPOC with a complete copy of orders</p> <p>Notifies manager immediately upon RTD</p>	<p>Provides Info and Election/Acknowledgement Document to employee or directs employee to the Uniformed Service Section on the ABC-C Web site at https://www.abc.army.mil or to a counselor at the ABC-C* to obtain additional information</p> <p>Initiates LWOP-US or Separation-US RPA</p> <p>Initiates RTD RPA upon employee's return</p>	<p>Counsels employee regarding rights, responsibilities and eligibility requirements</p>	<p>Prepares LWOP-US or Separation-US NPA</p> <p>Receives employee election and verifies eligibility</p> <p>Files complete copy of orders and election in OPF</p> <p>Notifies DFAS via Remedy of employee's election to incur a debt</p> <p>Prepares RTD NPA upon employee's RTD</p> <p>Notifies DFAS via Remedy upon employee's RTD</p>	<p>When FEHB coverage continues the DFAS system automatically generates an incurred debt unless employee file is annotated to stop the debt.</p> <p>DFAS system automatically transmits amount equivalent to premium cost from agency funds</p> <p>Upon RTD system generates an incurred debt and withholds premiums from employee's pay.</p>

Future LWOP-US or Separation -US

	Employee	Manager	ABC-C	CPOC	DFAS
<p>Employee Elects to Terminate FEHB Coverage</p> <p>Note: Employee not eligible for retroactive reinstatement in FEHB or prospective payments of FEHB premiums</p>	<p>Notifies manager of call to active duty Reads "Employment Rights and Benefits of Federal Civilian Employees Who Perform Active Military Duty" information guide on the ABC-C Web site Uniformed Service section https://www.abc.army.mil or calls the ABC-C* for counselor assistance and makes FEHB election via the Election/Acknowledgement Document, mails signed election to the servicing CPOC with a complete copy of orders. Notifies manager immediately upon RTD If eligible, and desires may enroll in FEHB within 60 days of RTD via ABC-C systems (select option for "new permanent employee")</p>	<p>Provides Info and Election/Acknowledgement Document to employee or directs employee to the Uniformed Service Section on the ABC-C Web site at https://www.abc.army.mil or 1-877-276-9287 to obtain additional information</p> <p>Initiates LWOP-US RPA</p> <p>Initiates RTD RPA upon employees return</p>	<p>Counsels employee regarding rights, including RTD enrollment rights, and responsibilities.</p> <p>Advises about the consequences of electing to terminate FEHB</p>	<p>Prepares LWOP-US or Separation-US NPA</p> <p>Receives Election /Acknowledgement document with employee's election to terminate FEHB premiums</p> <p>Files copy of orders and decision in OPF</p> <p>No action in Remedy required</p> <p>Terminates FEHB in Modern (code ZZY)</p> <p>Prepares SF 2810 & Disseminates to Carrier, Employee and files a copy in OPF</p> <p>Prepares RTD NPA Codes FEHB in Modern (ZZX- 60 days to elect), upon RTD</p>	<p>Regular termination actions</p>

Retroactive LWOP-US or Separation-US

Partially repaid Incurred FEHB Premium Debt but future withholdings stopped following implementation of prospective procedures Continued Coverage	Section 519 of Public Law 107-107 amended subsection (e) of section 8906 of title 5, United States Code, to provide agencies with discretionary authority to pay both the employee and Government health benefit contributions under the Federal Employees Health Benefits Program (FEHB) for certain employees called to active duty and their families for a period not to exceed 18 months. This new authority applies to employees called to active duty on or after December 8, 1995 and agencies may make retroactive payments to covered employees for premiums paid on or after that date. On March 8, 2001, the Deputy Secretary of Defense issued policy that the Department will pay the employee's share, in addition to the government's share, of the FEHB premium for covered employees called or ordered to active duty in support of a contingency operation for more than 30 consecutive days, and placed in a leave without pay status or separated to perform such active duty. DoD issued implementing procedures to implement this policy for employees currently or in the future called to active duty to support a contingency operation. <i>These procedures (17 May 2002) did not cover retroactive reimbursement.</i> Eligible employees cannot be reimbursed retroactively for premiums paid by the employee until DoD issues implementing procedures for retroactive reimbursement. Employees, managers and personnelists should continue to monitor the ABC-C web site for any updates allowing retroactive reimbursements.
Fully Repaid FEHB Incurred FEHB Premium Debt Continued Coverage	
Paid FEHB premiums directly to DFAS Continued Coverage	
Elected to Terminate FEHB Coverage	

*ABC-C CONUS 1-877-ARMY-CTR (276-9287)

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Netherlands 0800-0232739
Saudi Arabia 1-877-276-9287**

Counselors available from 6 a.m. to 6 p.m. Central Standard Time

ABC-C Web Site: <https://www.abc.army.mil>