

# Federal Employee Benefits Course

This course provides HR practitioners with the knowledge to advise employees on federal benefits, including health insurance, retirement systems, and the Thrift Savings Plan.

Group classes in Washington, DC and onsite training is available for this course.

For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/federal-employee-benefits>



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## Course Outline

### Module 1: CSRS Basic Benefits

- Define CSRS terms and concepts.
- Properly credit federal service under CSRS.
- Explain CSRS benefits and retirement eligibility.
- Advise employees on Voluntary Contributions and survivor benefits.

### Module 2: FERS Basic Benefits

- Define FERS terms and concepts.
- Explain FERS retirement eligibility and benefit computations.
- Provide guidance on survivor benefits for FERS employees.
- Advise on the FERS disability annuity process.

### Module 3: Determining Retirement Coverage

- Identify retirement coverage types for federal employees.
- Apply guidelines for mandatory Social Security coverage.
- Determine FERS, CSRS Offset, and special retirement provisions.
- Assess coverage for reemployed annuitants and senior officials.

### Module 4: Phased Retirement

- Explain the eligibility and steps for phased retirement.
- Discuss the impact of phased retirement on annuity calculations.
- Advise on survivor benefits in phased retirement situations.
- Detail procedures for ending phased retirement.

### Module 5: Federal Employees' Health Benefits

- Describe FEHB benefits for employees and retirees.
- Advise on enrollment, eligibility, and continuation of FEHB into retirement.
- Explain processing of FEHB forms for retirement.

- Counsel employees on maintaining coverage post-retirement.

#### **Module 6: Flexible Spending Account Program**

- Outline types of flexible spending accounts (FSA).
- Guide employees on enrolling and using FSAs for health and dependent care.
- Explain tax benefits and eligibility for FSAs.
- Advise on contribution limits and available resources for FSA use.

#### **Module 7: Federal Employees' Group Life Insurance**

- Explain basic and optional FEGLI coverage.
- Provide guidance on life insurance assignments and beneficiary changes.
- Advise employees on continuing FEGLI into retirement.
- Counsel on the steps for processing FEGLI forms and benefits.

#### **Module 8: Federal Long Term Care Insurance Program (FLTCIP)**

- Introduce the features of FLTCIP and eligibility requirements.
- Explain the application and enrollment process for employees.
- Advise on coverage options and rates.
- Guide employees on managing FLTCIP during retirement.

#### **Module 9: Thrift Savings Plan Participation and Withdrawal Options**

- Describe the TSP participation and contribution rules.
- Explain TSP tax advantages, including Traditional and Roth TSP.
- Outline in-service withdrawal options and loan availability.
- Guide on TSP withdrawal options in retirement, including annuities.

#### **Module 10: Social Security and Medicare Benefits**

- Explain Social Security eligibility and benefit calculations for federal employees.
- Advise on the impact of Social Security on federal retirement systems.
- Provide guidance on Medicare enrollment and coverage coordination with FEHB.
- Counsel on survivor benefits and Social Security Disability for federal employees.