COURSE SYLLABUS

# Federal Employee Benefits for Administrators 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 or visit: https://www.graduateschool.edu/courses/federal-employee-benefits-for-administrators-course


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## Course Outline

**Module 1: CSRS Basic Benefits**

- Understand key CSRS terms and how federal service is credited under CSRS
- Determine CSRS retirement eligibility and calculate basic annuity benefits
- Guide CSRS employees through retirement (applications, survivor benefits, death-in-service claims)

**Module 2: FERS Basic Benefits**

- Identify important FERS concepts and creditable service rules
- Determine FERS retirement eligibility and explain pension computation
- Assist FERS employees with retirement procedures and outline survivor/death benefits

**Module 3: Determining Retirement Coverage**

- Recognize events (e.g. new hire, rehire, appointment changes) that impact an employee’s retirement coverage
- Identify types of retirement coverage (CSRS, CSRS Offset, FERS, Social Security-only) and applicable exclusions
- Determine the correct retirement plan for employees based on service history and legal eligibility

**Module 4: Phased Retirement**

- Describe who is eligible to enter phased retirement
- Explain how phased retirement affects the employee’s work schedule, pay, and partial annuity
- Discuss the process for concluding phased retirement and transitioning to full retirement

**Module 5: Federal Employees’ Health Benefits**

- Explain the FEHB program’s key features for active employees and retirees
- Process FEHB enrollment, changes, and related forms during employment and at retirement
- Understand requirements for continuing health insurance coverage into retirement

**Module 6: Flexible Spending Account Program**

- Outline the available FSAs (health care, dependent care, limited expense) and their purposes
- Understand employee eligibility and basic rules for participating in FSA programs
- Describe how employees enroll in FSAs and when changes or new enrollments can be made

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

- Overview of FEGLI coverage options for employees (Basic and optional coverages) and post-retirement coverage
- Perform FEGLI enrollment and changes, including completing required life insurance forms
- Identify conditions and steps for continuing or converting life insurance at retirement

### Module 8: Federal Long Term Care Insurance Program – FLTCIP

- Discuss the purpose of FLTCIP in offering long-term care insurance to federal employees, retirees, and eligible family members
- Understand the current status of FLTCIP (e.g. enrollment availability and any program suspensions or changes)

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

- Define who can participate in the Thrift Savings Plan and the contribution rules (limits, matching for FERS, etc.)
- Explain the TSP investment options, including various funds and traditional vs. Roth tax treatments
- Identify the available options for withdrawing TSP funds (loans, in-service withdrawals, post-retirement withdrawals)

### Module 10: Social Security and Medicare Benefits

- Outline key components of Social Security, including eligibility requirements and how benefits are computed
- Describe how Social Security benefits affect federal employees and retirees (e.g. CSRS offset, WEP/GPO considerations)
- Explain the basics of Medicare coverage and eligibility for federal retirees