



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
PERSONNEL AND SECURITY
1777 NORTH KENT STREET STE 12063
ARLINGTON VA 22209

June 3, 2002

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: Federal Employee Health Benefit (FEHB) Premiums for DoD Employees
Called to Active Duty for Contingency Operations

The Deputy Secretary of Defense has established the policy that the Department of Defense in addition to the government's share, will pay the employee's share of the FEHB premium for any covered employee who is called to active duty in support of a contingency operation. It also provides the authority to make **retroactive payments** to eligible employees who were called to active duty on or after December 8, 1995.

Procedures covering retroactive reimbursement to DoD civilian employees for premiums paid for their FEHB coverage while on active duty in support of a contingency operation are being developed separately. We will provide this information upon receipt. This memorandum addresses any covered employee currently on active duty, or who is called to active duty for contingency operations.

The current contingencies and operations that are included in each are provided below. Due to mission changes, this list may not be comprehensive and could change.

<u>Operation</u>	<u>Authority</u>	<u>Effective Date</u>	<u>Status</u>
Bosnia	Executive Order 12982	December 8, 1995	Ongoing
Iraqi Crisis	Executive Order 13076	February 24, 1998	Ongoing
Kosovo	Executive Order 13120	April 27, 1999	Ongoing
911 Terrorist Attacks	Executive Order 13223	September 14, 2001	Ongoing

The following are procedures to implement this policy for employees now on active duty and those who will be called to active duty in the future to support contingency operations. These procedures are based on the provisions of section 519 of the National Defense Authorization Act for Fiscal Year 2002.

Eligibility

In order to be eligible for payment of your share of the FEHB premium, you must:

- ◆ Be enrolled in FEHB and elect to continue that enrollment while on active duty
- ◆ Be a member of a Reserve component of the armed forces
- ◆ Be called or ordered to active duty (voluntarily or involuntarily) in support of a contingency operation as defined in section 101(a)(13) of title 10, United States Code
- ◆ Be placed on leave without pay or separated from service to perform active duty
- ◆ The maximum period of eligibility for each period of active duty is 18 months

Your Responsibility

You must provide a copy of written orders which specify that you have been called to active duty in support of a contingency operation to your servicing Administrative Office, Customer Support Operating Office (CSOO) or Customer Service Unit (CSU). Examples of acceptable written orders include:

- Those with the statutory authority listed as section 1230(a), 12302, or 12304 of title 10, United States Code
- Orders state that the duty is in support of one of the named contingencies/operations and the statutory authority is a provision of title 10, United States Code

Note: Members of the Army National or Air National Guard ordered to duty under title 32, United States Code, or any provision of state, territorial, or District of Columbia code are not eligible.

Administrative Office, CSOO or CSU Responsibility

Upon receipt of the order(s) the Administrative Office, CSOO or CSU must prepare the appropriate Request for Personnel Action (RPA) (LWOP-US, Separation-MIL etc.) and send to the HRSC Benefits inbox along with a copy of the orders (faxes are fine). RPA's and orders should be forwarded as soon as received so the Benefits Counselor will have time to review the orders, appropriately counsel, and process all benefits. Please include an address and phone number where employee can be reached in the notes section of the RPA. Forward a copy of the orders to the HRSC Employee Benefits & Records Division, Room 2S12, 5001 Eisenhower Ave, AMC Building, Alexandria, VA 22333-0001, or fax to 703 617-7336.

HRSC Responsibility

Upon receipt of the appropriate order(s) and RPA, a Benefits Counselor from the Employee Benefits and Records Management Division will contact the employee and provide counseling concerning benefit options while on active duty as well as provide and process the forms needed to make any applicable elections. We will notify the payroll office with all information needed to process the employee election.

Should you have any questions, please call your servicing Benefits Counselor. Please remember that information and procedures concerning retroactive reimbursement are not currently available. We will notify you when guidance is issued.

Nancy J. Wilson
Chief, Employee Benefits and
Records Management Division