



Fort Sam Houston Directorate of Civilian Personnel to provide information and guidance and managers of serviced organizations and activities.

## CIVILIAN PERSONNEL

### BULLETIN

# FORT SAM HOUSTON, TEXAS

## FOR NONAPPROPRIATED FUND (NAF) EMPLOYEES PRIOR TO "JOINT BASE" - TWO IMPORTANT FEATURES CONCERNING DEADLINES OF YOUR ARMY NAF EMPLOYEE BENEFITS

BULLETIN NUMBER: NONAPPROPRIATED FUND 10-05    DATE: 28 June 2010

### **Flexible Spending Accounts**

What is the deadline for the use of my Flexible Spending Account balance?

Upon separation from Army NAF, your contributions to your Flexible Spending Accounts will stop effective 30 September 2010. You will not be able to be reimbursed for expenses incurred after your separation date. However, you may submit claims for reimbursement of any authorized medical and dependent care expenses you incurred prior to your separation date up to the amount of your FSA account balance. You will have until 15 February 2011 to submit these claims for reimbursement. Air Force does not currently have an FSA program. Please bear-in-mind the deadline for the use of your FSA account balance is **30 September 2010**.

### **Long Term Care Plan**

What is the deadline for enrollment into Army Long Term Care Plan?

The Air Force NAF employees do not currently have a Long Term Care Insurance Plan, so if you want LTC, you must act quickly to enroll in the Army LTC Plan prior to 30 September 2010. It takes two months to convert, so to enroll in the Army LTC Plan the deadline is **15 July 2010**.

How will my LTC plan continue once we become Air Force employees?

If you are enrolled in the Army Group Long Term Care Plan, your policy will continue in force, but your premiums will automatically convert to direct billing when we joint base and become Air Force employees.

The US Army Community and Family Support Center, NAF Employee Benefits Office offered the US Army NAF Employee Group Long Term Care Plan back in January 2003 to our regular full time and part time NAF Employees. This much requested program is designed to meet the need for long term care which chances are, you will need sometime during your life. In fact, one out of three people experience the need for long term care, whether it's for disability, home care assistance, or elderly care in an assisted living facility. The Army NAF Employee Long Term Care Plan, provided by CNA, offers a wide range of features and benefit options at reasonable group rates by payroll deduction. And your rates will not increase as you grow older. Plus, your spouse, parents, grandparents, and in-laws are welcome to participate.

**HOW TO ENROLL IN THE LONG TERM CARE PLAN** New employees may enroll in the LTC Plan under guaranteed issue within their first 31 days of hire. That means your enrollment may not be turned down. Current employees may enroll in the LTC Plan at any time by completing the Short Form Application and must include the Evidence of Insurability form. All the information about the LTC Plan and instructions on how to enroll, are included in the LTC Enrollment Kit.

Identified are the following forms for enrollment:

- a. Use the Enrollment Form (AG-141942-B) within the first 31 days of hire.
- b. Use the Short Form (AG-141943-B) after 31 days of hire for late entrant employees and spouses.

c. Use Long Form Application (AG-141947-B) for parents and in-laws.

Enrollment/application form must be thoroughly completed, if not your form or forms will be returned and will delay the process.

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Should you have any questions concerning these two important features of your Army NAF benefits, please contact the NAF Personnel Office at 210-221-1600 or for questions concerning your LTC Plan may be forwarded to the email link from the NAF Benefits web site, [LTCplan@cfsc.army.mil](mailto:LTCplan@cfsc.army.mil). Or you may call CNA directly using their toll free telephone number, 1-877-777-9072.

Respectfully,

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