

# **Human Resources (HR) Questions and Answers on Employee Moves Between Nonappropriated Fund (NAF) Positions at Base Realignment and Closure (BRAC) 2005 Joint Base Locations**

## **Frequently Asked Questions**

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### **Appointment**

**Q1. Will NAF employees have to compete for their NAF jobs when those jobs are moved as NAF positions from the Supported to the Supporting Component?**

A1. No. If an employee's NAF position is moved to the Supporting Component, the employee will move with the NAF job without competition.

**Q2. Will all NAF employees in positions affected by Joint Basing move to the Supporting Component?**

A2. Yes.

**Q3. Will NAF employees in the Regular employment category move to Regular NAF positions in the Supporting Component?**

A3. Yes.

**Q4. How will pay and benefits be affected by a move between NAF positions with different Components?**

A4. The intent is that employees will move at the same grade/payband level and basic rate of pay to the extent technically feasible. Employees who move between NAF positions with different Components will be covered by DoD and Component policy providing service credit and portability of certain benefits. Components will thoroughly brief employees on these provisions prior to the move.

### **Probationary Period**

**Q1. Will NAF employees moving with their NAF positions to the Joint Base have to serve new probationary periods in the Supporting Component?**

A1. Probationary periods are not required for NAF employees who have already completed a probationary period in same field of work with a NAF employer. If the

employee moves to a position in the Supporting Component that is in a different field of work or to a supervisory position) then the employee may be required to complete another probationary period with the Supporting Component.

**Q2. What if the employee has not completed the initial probationary period with the Supported Component?**

A2. If the employee has not completed a probationary period in the Supported Component, service in the Supporting Component should be used toward the completion of the applicable probationary period. For example, if an employee transfers to the Supporting Component having served only 6 months of the probationary period with the Supported Component, the remaining 6 months of a one year probationary period would be served under the Supporting Component.

**Pay**

**Q1. How will overtime hours be processed and paid for employees who move to the Supporting Component in the middle of a work week?**

A1. The Supported Component will pay the employee for any overtime due at the time of the move to the Supporting Component. Overtime rules of the Supporting Component apply on the effective date of the employee move.

**Severance Pay**

**Q1. Will employees be eligible for Severance Pay when they move from a NAF position in the Supported Component to a NAF position in the Supporting Component?**

A1. No. Employees who are immediately employed in another DoD NAF Regular position are not eligible to receive NAF severance pay from the Supported Component.

**Q2. If the employee accepts the position in the Supporting Component and is later involuntarily separated, not for cause, will the employee receive severance pay that includes credit for the prior NAF severance?**

A2. Yes, if otherwise eligible. Service in a pay status as a Regular NAF employee that was not previously used to determine severance pay entitlement will be credited.

**Q3. If a NAF employee in the Supported Component is offered a NAF position in the Supporting Component and refuses it, will the employee be eligible for severance pay?**

A3. No. Under DoD NAF HR policy, an employee who refuses an offer of employment in a DoD NAF position in the same commuting area that would not result in a lower rate of basic pay, or a loss of employment category (i.e., from a Regular Full-time to a Regular Part-Time or from Regular to Flexible) is not eligible for severance pay.

**Q4. The three NAF employers participating in Joint Basing have different severance pay formulas and maximums. How will those differences affect employees moving between the Supported and Supporting Components?**

A4. Severance pay entitlement for the first year of employment at the Joint Base is governed by the NAF Civilian HR Supplemental Guidance issued November 14, 2008. Recognizing that NAF severance pay formulas and maximums differ, the supplemental guidance strives to maintain employees' severance pay benefits under the previous employer to a reasonable degree. Under that guidance, an employee who is involuntarily separated other than for cause within the first 12 months of employment in the Joint Base will be paid severance pay by the Supported (losing) Component. The Supported (losing) Component's severance pay policy will be used and the severance payment will be calculated using the creditable service earned prior to placement in the Joint Base. The Supporting (gaining) Component will pay the employee severance pay for the time spent as an employee with the Supporting Component, using the Supporting Component's severance pay policy.

After the employee has completed 12 months of creditable service with the new Joint Base, the Supporting Component's severance pay policy will apply and the Supported Component's commitment ends.

**Annual Leave**

**Q1. Will an employee's annual leave balance transfer when the employee moves from the Supported to the Supporting Component under NAF to NAF portability at a Joint Basing location?**

A1. If a NAF employee is transferring from one NAFI to another, the employee's annual leave credit and the funds to cover its cost may be transferred from the losing to the gaining employer, if the two NAF employers agree and the employee elects such a transfer of credit instead of receipt of a lump-sum payment.

If the Supported Component's NAF annual leave policy permits a partial lump-sum annual leave payout for transfers, the employee may elect to receive a payout for a portion of the annual leave credit and have the remaining leave transferred, if both employers agree.

**Q2. What will happen to an employee's leave that is in a BRAC restored leave account when the employee moves to a Joint Base NAF position in the Supporting Component?**

A2. An employee who has annual leave that was restored due to assignment at a DoD BRAC location will receive a lump-sum payment from the Supported Component for leave remaining in the restored leave account at the time of the appointment to the Joint Base position. Upon establishment of the Joint Base, the NAF position with the Supporting Component will be a position at a non-BRAC location.

**Q3. Will prior creditable NAF service be credited towards the NAF annual leave accrual rate in the NAF position in the Joint Base position with the Supported Component?**

A3. Yes. All DoD NAF service as a regular employee is creditable towards the annual leave accrual rate. Credit for service in a Flexible position is dependent upon the gaining NAF employer's policies.

**Q4. Will annual leave balances held by Regular employees transfer to the Supporting Component regardless of whether the employee has met the required leave accrual waiting period in the Supported Component?**

A4. Yes. In Joint Base movements, the employee's annual leave balance transfers without regard to whether the employee has met the Supported Component's required waiting period for use of annual leave. No annual leave credit will be forfeited.

**Q5. Will NAF Regular employees be required to meet a Supporting Component's required waiting period for use of annual leave?**

A5. Yes. However, service with the Supported Component counts toward the Supporting Component's waiting period. Employees who meet the requirement through service in the Supported Component will not be required to serve an additional waiting period before using annual leave.

### **Sick Leave**

**Q1. Will an employee's sick leave balance transfer when the employee moves from the Supported to the Supporting component under NAF to NAF portability at a joint basing location?**

A1. Yes. Sick leave credits transfer between NAF employers without a transfer of funds, provided that the employee did not receive service credit for unused sick leave in the computation of an annuity.

**Q2. If an employee has been advanced NAF sick leave, will the indebted sick leave transfer to the Supporting Component when the employee moves to the Joint Base NAF position?**

A2. No. Advanced sick leave indebtedness will not transfer between DoD NAFIs at the Joint Base locations.

### **Home Leave**

**Q1. Will an employee's home leave balance transfer to the Supporting Component?**

A1. Yes. Unused home leave to the NAF employee's credit transfers to the gaining Component without transfer of employer funds. Lump-sum payment to the employee for the accumulated home leave is not authorized.

### **Compensatory Time Off in Lieu of Overtime Pay**

**Q1. Will an employee's unused balance of compensatory time off granted in lieu of overtime pay transfer to the Supporting Component?**

A1. No. A NAF employee's unused compensatory time off balance is paid by the Supported Component prior to movement to the Supporting Component. Compensatory time off granted in lieu of overtime is paid out to Crafts and Trades employees and non-exempt white-collar employees at the overtime rate at which it was earned. Payments to exempt white-collar NAF employees are made in accordance with the Supported Component's policy.

### **Compensatory Time Off for Travel**

**Q1. Will a NAF employee's unused compensatory time off for travel balance transfer with the employee in a move to a NAF position with the Supporting Component?**

A1. Authorized compensatory time off for travel by the Supported Component should be used prior to the move. If the compensatory time off for travel is not used prior to the move, the time will transfer. Compensatory time off for travel does not convert to overtime pay and it is not paid out as a lump-sum payment.

### **Time Off Awards**

**Q1. Will a Time-Off award transfer to the Supporting Component?**

A1. No. Time-Off awards do not transfer between DoD Components. The time-off award must be used prior to the move to the NAF position in the Supporting Component or be forfeited.

### **Retirement System – Defined Benefit and Defined Contribution (401(K))**

**Q1. Will NAF employees be able to remain in their current NAF retirement systems when they move to a NAF position at the Joint Base under the Supporting Component?**

A1. Yes. Employees may elect to remain in their current NAF defined benefit retirement plan with the Supported Component and that employer's 401(k) defined contribution plan. Employees who elect to remain in their current plan will continue to have retirement plan and 401(k) contributions deducted from their pay. The Supporting Component will make the employer contributions required by the employee's elected NAF retirement system.

**Q2. How long does an employee have to decide on a retirement election, and how is the election processed?**

A2. The employee has 30 days from the date of the appointment to the NAF position in the Supporting Component to make a retirement coverage election. The Supported and Supporting Components should be preparing the employee for the election through information and briefings in the months before implementing the Joint Base. The actual election is made by the employee's completion of the appropriate NAF to NAF Portability Election form which is given to the employee before or on the date of the move.

**Q3. What happens if the employee does not make an election?**

A3. Employees who do not make an election by returning the completed form within 30 days of the date of the appointment are deemed to have elected the Supporting (gaining) Component's retirement plan.

**Q4. What happens if an employee dies within the election period, prior to making a NAF to NAF retirement portability election?**

A4. In that unlikely event, the employee will be considered to be covered by the retirement system that covered him/her before the move.

**Q5. If an employee was eligible, but not participating in a NAF employer's voluntary retirement plan, will the employee be able to make a NAF to NAF**

**retirement portability election to be covered by that retirement plan as a NAF employee of the Supporting Component?**

A5. No. The employee must have been participating in the Supported Component's retirement plan prior to move in order to have an election to remain in that retirement plan.

**Q6. Will an employee who was not participating in the Supported Component's retirement plan be able to participate in the Supporting Component's retirement plan?**

A6. Yes, if otherwise eligible to participate in the Supporting Component's retirement plan. The employee will be treated as a new employee for NAF retirement participation purposes.

**Q7. Will an employee be eligible to join the Supporting Component's NAF 401(K) plan if he or she elects to remain in the former employer's NAF defined benefit retirement plan?**

A7. No. An election to remain in the Supported NAF retirement plan system includes that employer's 401(k). An election to remain in the Supported Component's NAF retirement system resulted in the employee's continued coverage and eligibility for the Supported Component's defined benefit (DB) plan and defined contribution (DC) plan; that election makes the employee ineligible for the Supporting Component's DB and DC plans. Therefore, the employee would not be eligible to enroll in the new NAF employer's 401(k).

**Q8. If an employee has an open 401(k) loan under the Supported Component's plan and retains the Supported Component's plan, will the 401(k) loan payment continue?**

A8. If an employee has an open 401(k) loan from the Supported Component's plan and retains the Supported Component's plan after transfer, his or her eligibility for the loan program will continue. However, because 401(k) loan repayments are made through payroll deduction, and the Supporting Component's payroll system cannot deduct and transfer these payments to the Plan Administrator, the employee must make arrangements with the Supported Component's plan sponsor to set up direct bank withdrawal authorization to continue making the required payments.

**Q9. Is a retirement coverage election available for a NAF employee who made an election to remain in the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS), following a previous move from a civil service position to a NAF position?**

A9. No. An employee who has made an election to remain in CSRS or FERS following a move from a civil service position to a NAF position has made an irrevocable decision to be covered by that retirement system during all future civil service or NAF employment. The employee will be covered by CSRS or FERS in the NAF position in the Supporting Component.

**Q10. If a NAF employee who made a portability election to remain in CSRS or FERS retires from that system upon separating from the Supported Component, what will be the effect on his or her employment in a NAF position in the Supporting Component?**

A10. An employee who makes an election to remain in CSRS or FERS has made an irrevocable retirement coverage election. Regardless of moves between NAF and civil service employment systems or retirement status, the employee's retirement coverage will be in CSRS or FERS in accordance with the rules governing that system. Therefore, the employee would be subject to CSRS or FERS reemployed annuitant rules and would have to meet the conditions and DoD rules for re-employment as a CSRS or FERS annuitant.

**Q11. May a NAF employee retire from the Supported Component's NAF retirement plan prior to placement in the new NAF Joint Base position with the Supporting Component? If so, may the employee then join the other NAF employer's retirement plan? Are there any NAF reemployed annuitant restrictions?**

A11. If eligible under the Supported Component's NAF retirement plan rules, a NAF employee may retire prior to movement to the new Joint Base NAF organization. The employee should consult with the Supporting Component regarding eligibility for that Component's NAF retirement plan. The employee should also consult with the Supported Component's NAF Human Resources Office and benefit experts as to any post-retirement benefits and restrictions.

**Q12. If an employee chooses to enroll in the Supporting Component's NAF retirement plan, will prior NAF service be credited?**

A12. Yes. The current DOD NAF to NAF Portability Policy in Volume 1408, DODI 1400.25 will apply to crediting service when an employee has service in different NAF Retirement Systems. However, since the NAF employers have different retirement plan provisions and formulas, employees should obtain information from their NAF HROs regarding the estimated annuity resulting from the expected combined service.

**Q13. Is an election to remain in the Supported Component's NAF retirement plan irrevocable?**

A13. The election is irrevocable as long as the employee remains in a DoD NAF position in the Supporting or Supported Component. The election is not applicable to future moves involving different NAF Components.

Examples:

1. An employee moves from an Army (Supported Component) NAF position to an Air Force (Supporting Component) NAF position at a Joint Base location. The employee elects to remain in the Army NAF retirement plan. A year later, the employee accepts a different NAF position within Air Force at a different installation. The employee will continue to be covered by the Army NAF retirement plan in the new Air Force NAF position, regardless of the physical location of the Air Force NAF position. The election to remain in the Army NAF Retirement plan will be in effect regardless of future employment, breaks in service and change in employment or retirement status in Army and Air Force NAF positions.

2. An employee moves from an Army NAF position to an Air Force NAF position at a Joint Base location. The employee elects to remain in the Army NAF retirement plan. A year later, the employee accepts a NAF position in the Department of the Navy, Commander, Navy Installations Command (CNIC). The employee's election to remain in the Army NAF retirement plan is not applicable to a move outside of Army or Air Force. The employee will be covered by the CNIC NAF retirement plan, if otherwise eligible for coverage. The employee's accrued creditable service in the Army NAF retirement plan will be credited in the CNIC NAF retirement plan in accordance with DoD policy covering non-BRAC 2005 Joint Basing NAF to NAF movements. The employee should consult with the Army and Navy NAF benefits experts to obtain benefit information.

**Q14. If an employee elects to remain in the Supported Component's retirement plan, will that employee have a NAF to appropriated fund retirement portability election if the employee subsequently moves from a NAF position in the Supporting Component to an appropriated fund civil service position?**

A14. A NAF employee who moves from a DoD NAF retirement-covered position to a retirement-covered civil service position without a break in service of more than one year is eligible to elect to retain NAF retirement coverage, if he or she has not had a prior opportunity following a move to a civil service position. If eligible, the employee may remain in the elected NAF retirement plan (the Supported Component's plan), or enter FERS as a new employee.

**Q15. If an employee separated from the NAF Supported Component before the new Joint Basing NAF activity was established, and therefore did not move with a**

**position to the Supporting Component, will the employee be eligible for a NAF retirement election if hired to a new position in the NAF joint basing organization?**

A15. No. Only those employees who are noncompetitively appointed (transferred) to the new organization at the time the Joint Base is established are eligible under Joint Basing NAF to NAF Retirement Portability to elect to retain the Supported Component's NAF retirement plan. However, an employee who did not move under Joint Basing is eligible to enroll in the Supporting Component's NAF retirement plan as a new employee.

**Q16. How soon can the retirement benefit election be processed for employees who are moving from the Supported Component to the Supporting Component?**

A16. Employee's election to retain the Supported Component should be processed as soon as possible to avoid erroneous deductions. It is recommended that all employees be given the election forms prior to Full Operational Capability (FOC) so they have enough time to make an informed decision. The deadline for the election is 30 days after JB FOC. Eligible employees have 30 days to make an election to either stay in the supported component's retirement plan or elect the Supporting Component's retirement plan.

**Q17. If an employee has an open 401(k) loan under the Supported Component's plan and decides not to retain the Supported Component's plan, but to instead join the Supporting Component's retirement plan, what happens to the 401(k) loan?**

A17. The 401(k) loan with the Supported Component becomes due or goes into default (and any resulting tax liabilities) because the employee must be an active plan participant in order to continue the (401K) loan program. The employee's election not to retain the Supported Component's plan makes the employee ineligible for the loan program after separation from the Supported Component. Employees should consult with the Supported Component's HR Benefits Office and the plan administrator to make the required payments.

**Q18. What happens if the employee is not participating in the Supported Component NAF retirement plan and moves to a Supporting Component that has a mandatory participation in the NAF retirement plan?**

A18. An employee in a Regular NAF position will be automatically enrolled in the Supporting NAF Retirement plan, if the Supporting Component has a mandatory participation in the NAF retirement plan for new/transfer employees. The employee does not get an election to remain in the Supported NAF retirement plan since he/she was not participating at the time of the move. If there is a mandatory participation requirement, all eligible Supported Component employees are automatically enrolled in

the Supporting NAF retirement plan. Even if the employee previously waived the Supported Component NAF retirement plan participation, an employee in a regular NAF position is eligible for retirement and other benefits with the Supporting Component just as any new NAF employee.

**Q19. If the employee does not elect to retain the Supported Component's retirement plan, what happens to the employee's 401(k) balance in the Supported Component's plan?**

A19. If the employee does not elect to retain the Supported Component's retirement plan, the employee may roll the applicable balance over to the Supporting Component's 401(k) plan or to an Individual Retirement Account (IRA). If the employee requests a lump sum payment instead of rolling over the balance, the payment will be subject to Federal withholding tax and possible additional penalty for early withdrawal. The Supporting Component's benefit office should provide guidance to employees regarding 401(k) options.

**Q20. Is the employee entitled to the entire balance of his or her 401(k) held by the Supported Component?**

A20. If the employee is vested in the Supported Component's 401(k) plan, he or she is entitled to 100% of employee and employer contributions, as well as investment earnings and any amounts previously rolled over into the account.

**Q21. If the employee is not vested in the Supported Component's 401(k) plan will he or she receive the Supported Component's employer contributions if the balance is rolled over into the Supporting Component's 401(k) plan?**

A21. No. If the employee is not vested in the Supported Component's 401(k) plan, the employee is only entitled to 100% of the employee's contributions, investment earnings on the contributions, and any amount previously rolled over into that 401(k). The Supported Component's contributions and earnings on those contributions will be forfeited.

**Q22. If the employee elects to join the Supporting Component's retirement plan, will the employee's participation in the Supported Component's 401(k) count towards vesting in the Supported Component's 401(k)?**

A22. No.

**Q23. May an employee choose to leave his or her 401(k) balance with the Supported Component, but still elect to join the Supporting Component's retirement plan?**

A23. The employee should check with the Supported Component regarding that 401(k) plan's rules on delaying receipt of a lump sum payment of benefits upon termination with that employer. Minimum account balance rules and record keeping fees may apply to balances left on deposit. Employees who join the Supporting Component's retirement plan will not be permitted to make new deposits to the 401(k) left on deposit with the Supported Component. Consistent with the retirement election, all new employee and employer contributions will go to the Supporting Component's 401(k).

**Q24. If the employee was only participating in the Supported Component 401(k) plan and not participating in that Component's NAF defined benefit retirement plan, can the employee remain in the 401(k)?**

A24. No, the employee must be participating in the Supported Component's NAF defined benefit retirement plan in order to remain in the 401(k).

### **Health Benefits**

**Q1. Will a NAF employee enrolled in the NAF Health Benefits Program (HBP) health plan administered by Aetna continue to be eligible for that health benefits coverage after moving to a NAF position in the Supporting Component?**

A1. Yes. The NAF HBP health plan administered by Aetna covers all eligible DoD NAF employees. NAF employees who are enrolled in the Aetna plan will continue to have the same benefit levels and premiums.

**Q2. Will an employee's Aetna medical plan deductibles and co-payments paid during the calendar year apply to the out of pocket limits for the same calendar year when an employee moves between NAF positions in the Supported and Supporting Component?**

A2. Yes. The NAF HBP treats all prior deductibles and co-payments paid during the same calendar year while covered in the NAF HBP as the same, regardless of the employer. If an employee had satisfied the calendar year deductible amount with the Supported Component, the employee will not need to re-satisfy it with the Supporting Component during the same calendar year.

**Q3. Will a NAF employee who is enrolled in a Health Maintenance Organization (HMO) continue to be eligible for HMO when the employee moves to a NAF position in the Supporting Component?**

A3. HMOs are contracted by the NAF employers. Therefore, employees should check with the Supporting Component's HRO to find out if the particular HMO is offered by

the Supporting Component. If it is not, the NAF employee may enroll in the NAF HBP health plan administered by Aetna.

**Dental:**

**Q1. Will a NAF employee enrolled in the Aetna dental plan connected to the NAF HBP medical plan continue to be eligible for that dental plan coverage after moving to a NAF position in the Supporting Component?**

A1. Yes. The NAF HBP dental plan connected to the Aetna medical plan covers all eligible DoD NAF employees. NAF employees' who are enrolled in the Aetna dental plan will continue to have the same benefit levels and premiums.

**Q2. Are the Aetna dental plan deductibles and co-payments previously paid during the calendar year applied to the calendar year benefit maximums, when a participating employee moves between NAF employers?**

A2. Yes, deductibles paid under a previous NAF employer will be credited if the employee moves to another DoD NAF employer during the same calendar year. The calendar year benefit maximum can not be exceeded during the year regardless of the number of employers.

**Q3. If a NAF employee is not now enrolled in the NAF HBP, are they eligible to enroll when they move to the Supporting Component?**

A3. Yes, if eligible for health benefits the employee may enroll within 31 days of the appointment in the Supporting Component. The employee will be considered a new employee with the Supporting Component for enrollment purposes.

**Life Insurance**

**Q1. Will NAF employees moving to NAF positions in the Supporting Component be covered by the same life insurance programs offered by the Supported Component?**

A1. No. Each of the NAF employers have different life insurance policies. However, the Supported Component's life insurance program may offer employees the opportunity to convert to an individual policy. The Supporting Component will advise affected employees on the life insurance options available under the new employer.

**Q2. Will life insurance coverage with the Supported Component end the date the employee separates from the Supported Component?**

A2. The Supported Component will advise employees of the applicable termination date for life insurance coverage for employees and their dependents.

**Q3. Will employees be able to convert policies held with the Supported Component to individual policies?**

A3. The Supported Component will provide information on provisions permitting employees to convert policies to individual life insurance policies. The employee deals directly with the life insurance policy carrier for such conversions and the whole cost for such policies is borne by the insured. There are no employer contributions towards individual policies. Premiums for individual life insurance policies may not be made through payroll deductions.

**Q4. If an employee converts the Supported Component's life insurance policy to an individual policy, may he or she also join the Supporting Component's Life Insurance plan?**

A4. Yes. An individual policy purchased from a third-party insurer is separate from NAF group life insurance plans. An eligible employee has thirty days after moving to the Supporting Component to elect coverage under the Supporting Component's life insurance plan. The Supporting Component will advise the employee of the effective date of the coverage.

### **Flexible Spending Account**

**Q1. What happens to an employee's Flexible Spending Account (FSA) when the employee moves to a Supporting Component that does not offers FSA?**

A1. FSA in the Supported Component's plan terminates the date of separation. FSA does not transfer to the Supporting Component.

**Q2. Will an employee who is participating in an FSA have to use any available balances by the time of the move to the Supported Component?**

A.2 Employees participating in a FSA will have until 15 Feb of the following year to use the money they have contributed. Employees cannot incur additional expenses in the Supported Component's FSA after the transfer date.

### **Worker's Compensation**

**Q1. How will open worker's compensation cases be handled when an employee who is currently not working due to an on-the-job injury is moved to the Supporting Component?**

A1. Open NAF worker's compensation claims will continue to be handled by the Supported employer and/or their Third Party Administrator.

**Q2. How will employees who are currently on light duty due to an on-the-job injury be handled when those employees move to the Supporting Component?**

A2. All employees in the Supported Component will move to the Supporting Component. The Supporting Component may continue the accommodation of the employee's light duty assignment.

### **Long Term Care Insurance**

**Q1. May employees who have Long Term Care Insurance with the Supported Component transfer their coverage to the Supporting Component?**

A1. No. Long Term Care Insurance is not transferable to another Plan. However, because Long Term Care Insurance is actually an individual policy for each employee, employees who are enrolled in Long Term Care Insurance with the Supported Component may keep their Long Term Care coverage when they transfer to the Supporting Component.

**Q2. May employees continue to have their Long Term Care Insurance premiums deducted from their salary as a payroll deduction?**

A2. No. Because coverage is provided directly by the Long Term Care Insurance carrier and different components have different carriers, payroll deduction of premiums cannot be made by the Supporting Component. Employees who are enrolled in Long Term Care Insurance with the Supported Component will be direct-billed for their premiums after they transfer to the Supporting Component.

### **Common Access Card and Security Issues**

**Q1. Will employees get a new Common Access Card (CAC) when they move to the supporting Component?**

A1. Yes. The Supporting Component will issue new CACs for employees moving from the Supported Component.

**Q2. Will employees moving to the Supporting Component have to complete a new SF-86P security form?**

A2. No, a new SF-86 will not need to be issued if the employee already has one on file with the Supported Component. If the employee does not have an SF-86 on file, completion of an SF-86P may be required if the position with the Supporting Component requires it.