


Self Service Opt-in for Blended Retirement System (BRS)

Introduction This guide provides the procedures for Opting into the Blended Retirement System (BRS) in Direct Access. Once submitted, the request will be routed to PPC (ADV) where they will verify the member’s eligibility. If the member’s eligibility is validated, PPC (ADV) will approve the request and it will be routed to a PPC (MAS) Supervisor for final approval. If the member’s request is denied, they will be notified via email with a reason for their denial.

Note: If the member does **NOT** want to Opt-in to the BRS, they don’t have to do anything.

IMPORTANT **Your Thrift Savings Plan (TSP) election is not automatic.** Follow this guide to complete your election once your BRS Opt-in request has been approved: [Thrift Savings Plan](#).

Procedures See below.

Step	Action
1	<p>From the Tasks column of the Employee pagelet, select the 11 More... link.</p>  <p>The screenshot shows the 'Employee' pagelet with three columns: 'Profile', 'Tasks', and 'View'. The 'Tasks' column contains several links: PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, and 11 More... (highlighted with a red box). The 'View' column contains: My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, SWE PDE, and 6 More...</p>

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Procedures,
continued

Step	Action
2	<p data-bbox="328 533 671 566">Select My BRS Elections.</p>  <p data-bbox="328 566 1375 1120">Main Menu > CG AD Self Service: Employee ></p> <p data-bbox="328 589 1375 622">Tasks</p> <ul data-bbox="328 645 1375 1120" style="list-style-type: none"> PCS eResumes View jobs and manage your applications. Emergency Contacts Add or update your emergency contact information. Home and Mailing Address Home and Mailing Address Allotments This link will take you to view, add, change, or stop your voluntary deductions. Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit. All Duty Report All Duty Report Thrift Savings Plan Review a summary of your savings plan enrollments. My BRS Elections This contains my Blended Retirement System Elections Annual Screening Questionnaire Annual Screening Questionnaire My Assignments Endorsements My Assignments Endorsements My Email Addresses My eResume My eResume Submission Report My Panel Submissions Allows the member to apply to screening panels and advance training.

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Procedures,
continued

Step	Action
3	<p>The My BRS Elections page will display. Follow the directions on the page and answer the three questions. The BRS Entry Date will always default to the current date. The Submit button will only become active if you answer Yes to all three questions. You can click Save at any part of this process and return at a later time.</p> <div data-bbox="327 707 1370 1406" style="border: 1px solid blue; padding: 5px;"> <p>My BRS Elections</p> <p>David Beckham 1234567 Status: Not Active</p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;"> <p>You must answer all the questions below with YES in order for the enrollment to proceed. Once you have answered all the questions and select SUBMIT to enter the Blended Retirement System you will receive an email confirmation that your request is under review to ensure eligibility. Once the review of your request is complete, you will receive an email notification stating you are enrolled in the BRS or ineligible for the BRS.</p> </div> <ol style="list-style-type: none"> 1. I have completed the Blended Retirement System opt-in training and /or have acquired the necessary financial knowledge to make an informed decision to opt-in to the Blended Retirement System. I acknowledge that I am making an informed decision as it relates to my BRS election. <input type="text" value=""/> <hr/> 2. I understand that once I make the election to opt-in to the Blended Retirement System, this election cannot be changed and I will no longer be eligible for the legacy High Three Retirement System. I acknowledge that I cannot change my election once submitted. <input type="text" value=""/> <hr/> 3. I understand that this decision to Opt-In to the Blended Retirement System is effective on the date that I submit this election. I acknowledge that my election will be effective as of the date below. <input type="text" value=""/> BRS Entry Date: <input type="text" value="10/17/2017"/> <p style="text-align: center;"> Save Submit </p> </div> <p>Clicking Save will bring up this message. Click OK to return to the page.</p> <div data-bbox="327 1480 1370 1659" style="border: 1px solid blue; padding: 5px;"> <p>Save Confirmation</p> <p> The Save was successful. Your answers have been SAVED. You must answer all questions and SUBMIT to Opt-In to the Blended Retirement System.</p> <p style="text-align: center;">OK</p> </div>

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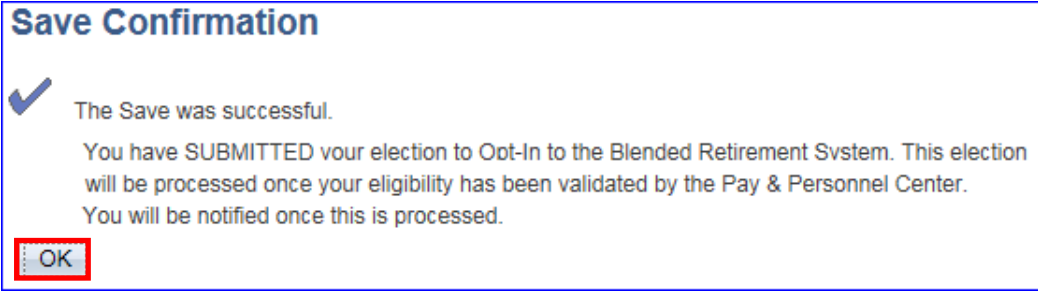
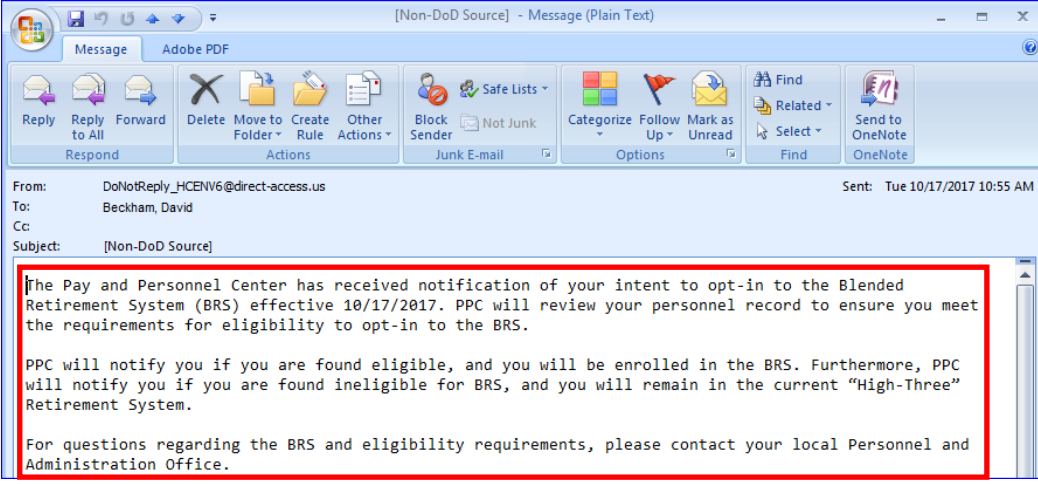
Procedures,
continued

Step	Action
4	<p>Once you have answered Yes to all three questions, click the Submit button.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>My BRS Elections</p> <p>David Beckham 1234567 Status: Not Active</p> <p>You must answer all the questions below with YES in order for the enrollment to proceed. Once you have answered all the questions and select SUBMIT to enter the Blended Retirement System you will receive an email confirmation that your request is under review to ensure eligibility. Once the review of your request is complete, you will receive an email notification stating you are enrolled in the BRS or ineligible for the BRS.</p> <p>1. I have completed the Blended Retirement System opt-in training and /or have acquired the necessary financial knowledge to make an informed decision to opt-in to the Blended Retirement System.</p> <p>I acknowledge that I am making an informed decision as it relates to my BRS election. <input type="text" value="Yes"/></p> <hr/> <p>2. I understand that once I make the election to opt-in to the Blended Retirement System, this election cannot be changed and I will no longer be eligible for the legacy High Three Retirement System.</p> <p>I acknowledge that I cannot change my election once submitted. <input type="text" value="Yes"/></p> <hr/> <p>3. I understand that this decision to Opt-In to the Blended Retirement System is effective on the date that I submit this election.</p> <p>I acknowledge that my election will be effective as of the date below. <input type="text" value="Yes"/></p> <p>BRS Entry Date: <input type="text" value="10/17/2017"/></p> <p style="text-align: center;"> <input type="button" value="Save"/> <input style="border: 2px solid red;" type="button" value="Submit"/> </p> </div>

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Procedures,
continued

Step	Action
5	<p>Once submitted, this message will appear. Click OK.</p>  <p>The member will also receive an auto-generated email stating the following:</p> 
6	<p>Remember to follow this guide to complete your TSP election once your BRS Opt-in request has been approved: Thrift Savings Plan.</p>