



# *Course Administrative Announcements*

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# Need to Know

- Safety
- Professional Courtesy
  - Cellular Devices
- Course Expectations
- Restrooms
- Breaks
- Lunch

A circular logo with a yellow background and a green border, featuring a red silhouette of a person's head in profile.

***Welcome to the  
National Guard Technician Personnel  
Management Course For Supervisors***

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# *Technician Personnel Management Course*

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# Character of Conflict



*The nature of conflict is timeless...*



## Hybrid Threats

Dynamic combinations of conventional, irregular, terrorist, and criminal capabilities



## Conflict fought among the people

In increasingly urbanized population centers



## Diverse Actors

Both state & non-state



## Unblinking Scrutiny

Of Global Media



## Unpredictable

Location, Adversaries, Context, Duration

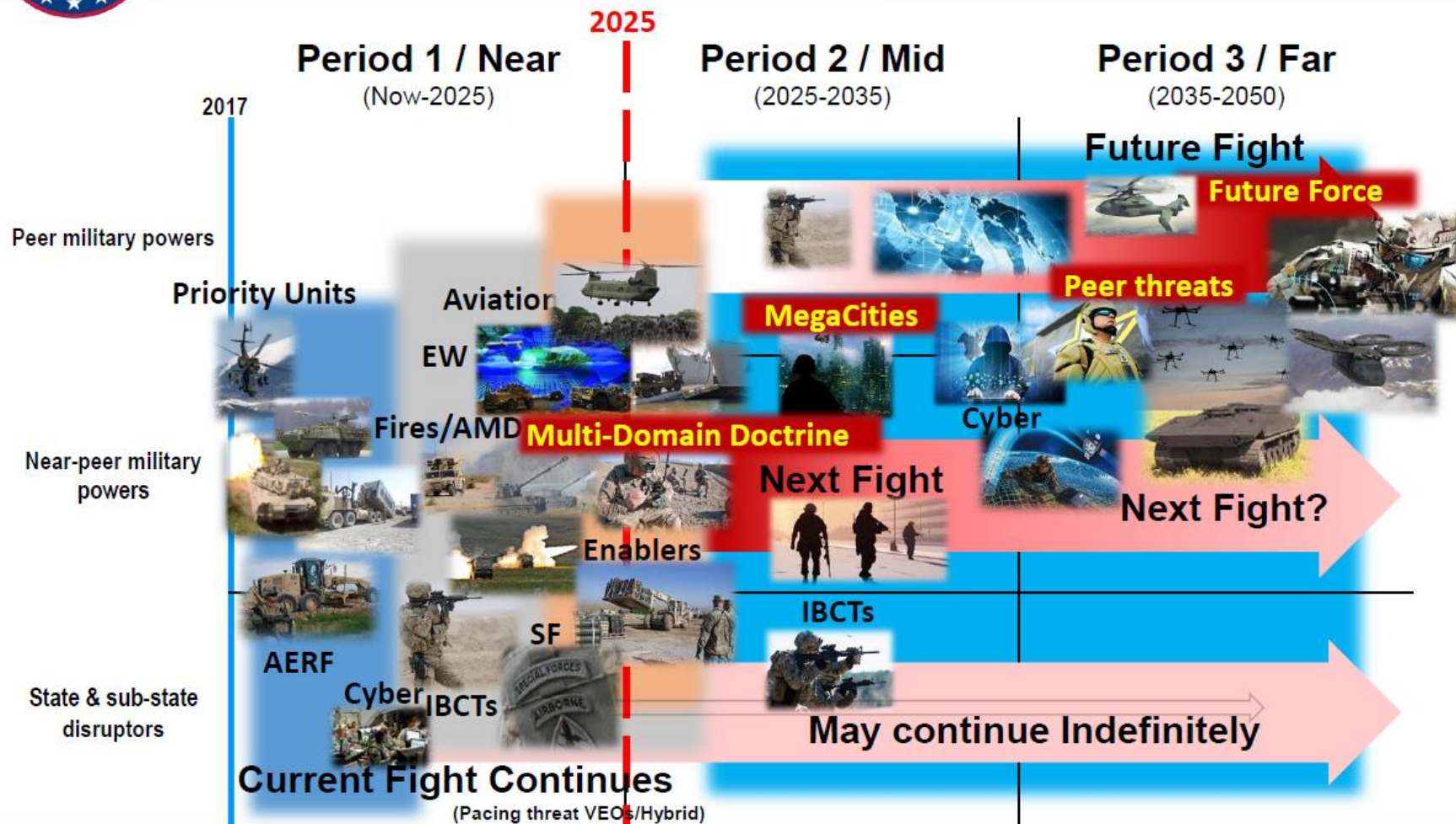


*...the character reflects the unique conditions of the era.*

**Rather than the traditional force-on-force model, conflict in the "Gray Zone" is the future way of war**



# Army Strategic Plan Guidance



The above force structure items are not exclusive. They are examples of capabilities on which we must invest and improve. ARNG 4.0 spans the whole time continuum until we uncover a new inflection point



# ARNG Campaign Plan (AGCP) Endstate



“By the end of 2025, the Army National Guard as a component of the Army, continues to provide rotational forces to combatant commanders for steady state operations, has implemented enhanced readiness initiatives in order to meet contingency requirements on a reduced post mobilization timeline, is modernized to integrate and be interoperable with the joint force, and responsive to governors in order to support civil authorities.”



# AGCP Priorities



1. Maximize unit **readiness** to reduce post mobilization timelines
2. Modernize combat platforms and mission command systems
3. Invest in installations and facilities for training and mobilization
4. Develop leaders and talent for the total force
5. Provide stewardship of our nation's resources



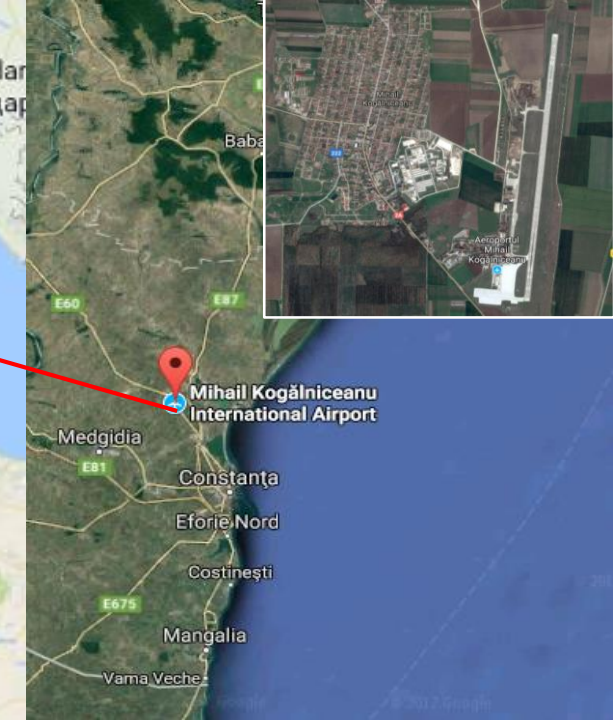

# SECDEF Guidance dated 5 October 2017

“... We are a Department of war. We must be prepared to deal with an increasingly complex global security situation, characterized by an accelerating decline in the management of the rules-based order. North Korea’s provocative actions and reckless rhetoric continue despite United Nation’s censure and sanctions. Russia has violated the borders of nearby nations and seeks veto power over economic, diplomatic, and security decision of it’s neighbors. China is a long-term strategic competitor that seeks to intimidate its neighbors while escalating tensions in the South china Sea. Iran continues to sow violence and remains the largest long-term challenge to Middle East stability. Despite recent gains against ISIS, terrorist groups continue to murder the innocent and threaten peace...”

CHARGE!

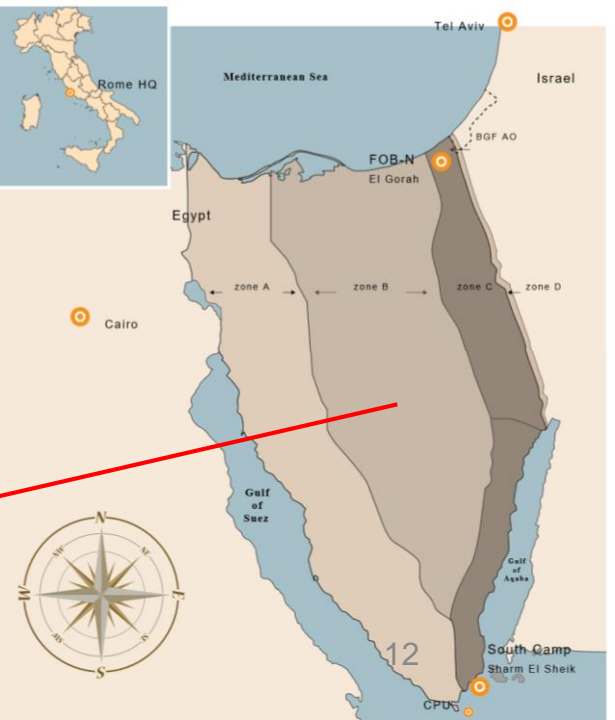
*J. J. Matti* 11

**SARAJEVO**



**PRISTINA**

**CAMP BONDSTEEL**



\*Turkey recognises the Republic of Macedonia with its constitutional name



# OGE ETHICS Memo dated 5 October 2017



“...As a leader in the United States Government, the choices that you make and the work that you do will have profound effects upon our nation and its citizens. It is essential to the success of our republic that citizens can trust that your decisions and the decisions made by your agency are motivated by the public good and not by personal interests.

You are ultimately responsible for the ethical culture within your organization. The priorities that you set, the messages that you deliver, and the actions that you take demonstrate your level of commitment to ethics in Government. Your personal conduct sets a powerful example for the employees in your organization...”

FROM:

David J. Apol   
Acting Director and General Counsel

SUBJECT:

The Role of Agency Leaders in Promoting an Ethical Culture



# Fourteen Principles of Ethical Conduct



1. Public service is a public trust; employees must place loyalty to the Constitution, the laws, and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
4. Employee shall not, except as permitted by the Standards of Ethical Conduct, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
7. Employees shall not use public office for private gain.

Executive Order 12674



# Fourteen Principles of Ethical Conduct



8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities - including seeking or negotiating for employment - that conflict with official Government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all financial obligations, especially those imposed by law, such as Federal, state, or local taxes.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standards of Ethical Conduct. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

Executive Order 12674



# HIARNG Chief of Staff Observations

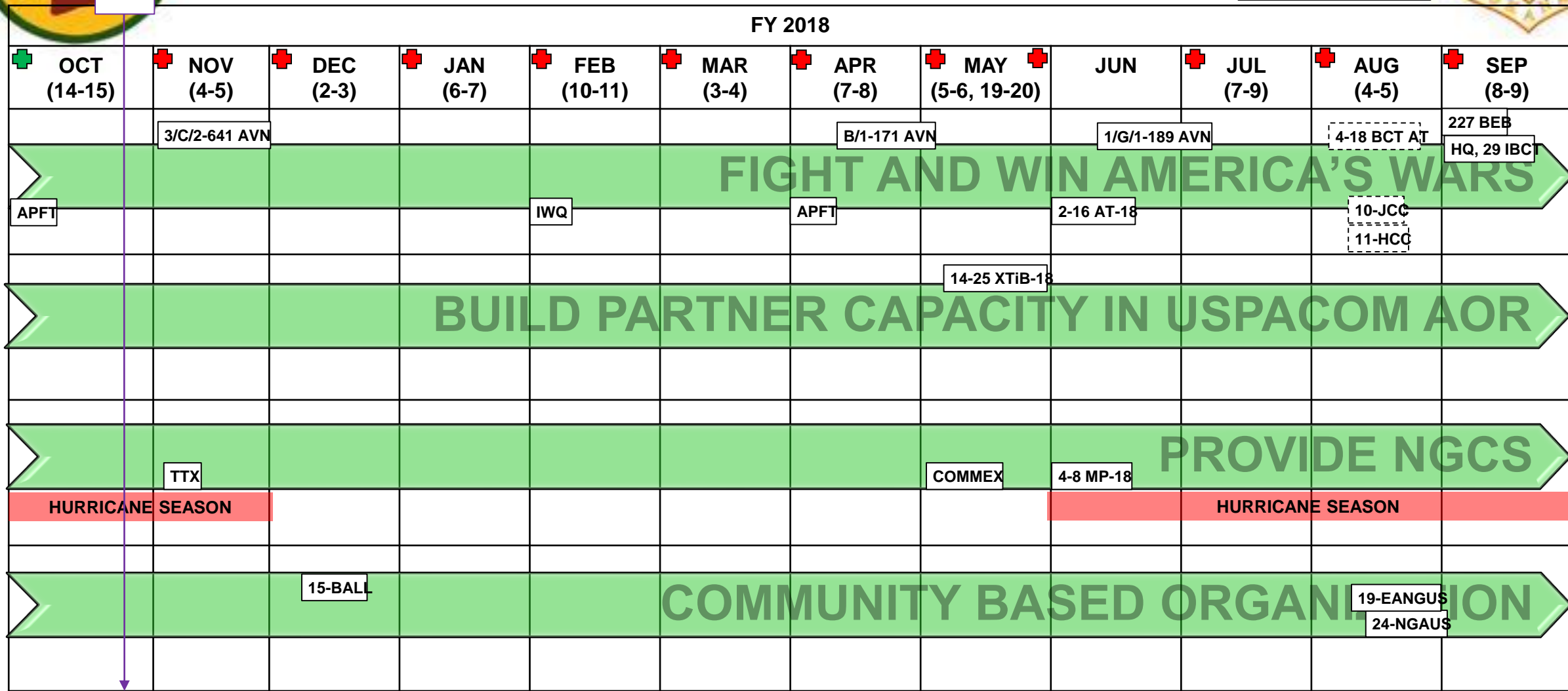


1. Failure to Focus on Readiness
2. Failure to Adhere to Fiscal Law tenets
3. IG Complaints and AR 15-6 Investigations
4. Employee Performance Evaluation and Counseling
5. Meeting Suspense
6. Safety in the Workplace and at Home
7. Recognizing the Big Picture (4+1+1)
8. Having a Plan or Strategy



# Example of Linear Plan

➔ NOT STARTED  
➔ IN PROGRESS  
➔ COMPLETED





# Questions



- Questions
- Guidance
- Decision





**Break**



# How to be a “Good Supervisor”

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## Agenda

- Technician Personnel Publications
- Standards and Expectations
- Technician Program Benefits
- Timekeeping
- Hiring
- Performance and Discipline



# Technician Personnel Regulations

<u>TPR Number</u>	<u>Year Published</u>	<u>Description</u>
<a href="#">100</a>	1997	Technician Personnel Publications System
<a href="#">200</a>	1983	Technician Personnel Management
<a href="#">296-33</a>	1988	Processing Personnel Actions
<a href="#">300</a>	1979	Merit Placement for National Guard Technician
<a href="#">300-351</a>	1993	Reorganizations, Realignments, and Reduction in Force
<a href="#">303</a>	2005	Military Technician Compatibility
<a href="#">400</a>	2007	Technician Human Resources Development Program
<a href="#">430</a>	2009	Appraisal Program
<a href="#">451</a>	1998	Awards Program
<a href="#">511</a>	2007	Classification and Workforce Management
<a href="#">630</a>	2010	Absence and Leave Program
<a href="#">700</a>	1982	Upward Mobility Program
<a href="#">715</a>	2007	Voluntary and Non-Disciplinary Actions
<a href="#">752</a>	2010	Discipline and Adverse Action
<a href="#">752-1</a>	2010	Adverse Action Appeals and Hearing Examiner Program
<a href="#">800</a>	1985	Federal Employee's Compensation Act (FECA)
<a href="#">900</a>	1983	Technician Personnel Regulation 900
<a href="#">990-2</a>	1984	Hours of Duty, Pay, and Leave
<a href="#">792-2</a>	1978	NGB Technician Assistance Program (TAP)



## Standards and Expectations



- Standards
  - Measurable
  - Understandable
  - Achievable
- Expect From Supervisor
  - Mission, Money & Manpower
  - Training & Education
- Expect From Employee
  - Execute the mission
  - Improve the work center



## Technician Program



- Compensation and Benefits
  - Performance Awards
  - Incentive Awards
    - Monetary
    - Non-Monetary
  - Benefits for Temp employee



## Timekeeping



- Timekeeping
  - ATAAPS
  - Absent US
  - RTD
  - Advance Leave
  - Family and Medical Leave (FMLA)
  - USERRA



## Hiring New Employees



- JVA
  - Area of Consideration
    - State of Hawaii
    - Nationwide
    - Rank
  - Cross Training
  - Dual Announcement (AGR-Tech)
  - Hiring Selection
    - Right Choice
    - Don't settle
    - Probationary period



## Performance and Discipline

- Performance
  - Appraisal
  - PIP (Performance Improvement Plan)
  - Labor Relations
- Discipline
  - Correct employee's misconduct
  - Immediate Action
  - Progressive Action
  - Labor Relations

UNCLASSIFIED

# Questions



UNCLASSIFIED



# *Director of Staff HIANG*

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**Break**



# *Ethics*

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## Definitions

- **Ethics:** a subset of morals that deals with the behavior of a given profession
- **Ethical:** conforming to accepted professional standards of conduct





## Ethical Conduct

- **Principles - public service is a public trust, requiring:**

- **Loyalty of employees**
- **Honest effort in performing duties**
- **Impartiality**





## Ethical Conduct



- **Principles (continued)**
  - **Protection of Federal property**
  - **Disclosures of waste, fraud and abuse, etc.**
  - **Adherence to EEO laws**
  - **Satisfaction of financial obligations**

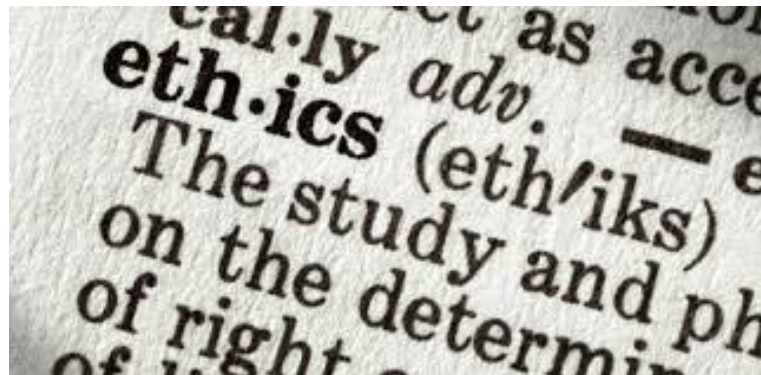




# Ethical Conduct



- **Basic Concepts – employees shall:**
  - **Apply principles to propriety of conduct**
  - **Avoid appearance of violation of the law governing ethics (5 CFR Part 2635)**
  - **Seek advice of agency “Ethics Official” (usually JAG) whenever in doubt**





# Pop-Quiz # 1

- Name the Department of Defense Regulation that provides a single source of standards of ethical conduct and ethics guidance, including direction in the areas of financial and employment disclosure systems, post-employment rules, enforcement, and training.



# Joint Ethics Regulation (JER) DOD 5500.07-R



- Current version, Change 7, 17 November 2011
- Punitive
- Application to members of the National Guard



# Application of JER to Members of the National Guard or Reserve

- Any Reserve / National Guard member while performing official duties or functions under the authority of either title 10 or title 32 of U.S. Code or while engaged in any activity related to the performance of such duties or functions, including any time the member uses his Reserve or National Guard of the United States title or position, or any authority derived there from.



# Reporting Suspected Violations

- DoD employees who suspect a JER violation shall report the matter to any of the following:
  - Agency Designee of DoD employee
  - Agency Designee of suspected violator
  - Head of the DoD Component command or organization
  - Any Ethics Counselor
  - DoD Component's Inspector General (IG)
  - DoD Component's Criminal Investigative Office
  - DoD hotline or DoD Component hotline



## Pop-Quiz # 2

- Who in the room is an Agency Designee?



# Agency Designee

- Defined in JER, paragraph 1-202 as  
The first supervisor who is a commissioned military officer or a civilian above GS-11 in chain of command or supervision of employee concerned.
- Except in remote locations, the Agency Designee may act only after consultation with local Ethics Counselor



# Ethics Counselor

- Me
- Appointed as Ethics Counselor for the Hawaii National Guard by Chief Counsel, National Guard Bureau, pursuant to delegation of authority by The Judge Advocate General
- Attorney-client or other confidential relationship is not created by a request.
- Communications made in my role as an Ethics Counselor are not privileged.



# Ethics Training

## Common Ethical Issues



# Common Ethical Issues

- **Gifts from:**
  - **Outside sources**
  - **Between employees**
- **Conflicting financial interests**
- **Impartiality in performing official duties**





# Ethical Issues to be Considered

- Other employment
- Misuse of position
- Outside activities
- Political/social activities





## Gifts from Outside Sources

- **Basic prohibitions**
  - **an employee shall not solicit or accept a gift given because of his/her official position or from a prohibited source**





## Gifts From Prohibited Sources

- Prohibited Sources – includes those that do/seek business/official action with HING
- Standards of Conduct Office publishes 317 page list of those that have contracts of \$25,000 or more with DoD.
- Gifts from Department of Defense contractors or other non-federal entities can be no more than \$20 per source per occasion and no more than \$50 from the same source in a calendar year



# Gifts From Prohibited Sources

- HAWAII 5-0 TECHNOLOGY SERVICES INC
- HAWAII BIO WASTE SYSTEMS INC
- HAWAII CONVENTION CENTER
- HAWAII EVOLUTIONARY DEVELOPMENT LL
- HAWAII INDEPENDENT ENERGY LLC
- HAWAII INTERNATIONAL ENVIRONMENTAL
- HAWAII MOVING & STORAGE LLC
- HAWAII PACIFIC INTERNATIONAL INC.
- HAWAII PACIFIC X-RAY CORP
- HAWAII RESEARCH SERVICES GROUP LLC
- HAWAII STATIONERY COMPANY LIMITED
- HAWAIIAN CRANE & RIGGING LTD.
- HAWAIIAN ELECTRIC INDUSTRIES INC.
- HAWAIIAN HOUSEWARES LTD.
- HAWAIIAN NATIVE CORPORATION
- HAWAIIAN TELCOM HOLDCO INC.
- HAWAIIAN STEAM INC.



## Gifts Between Employees

Leader/supervisor normally may not accept a gift from a subordinate. Exceptions may be occasion appropriate:

- Office Refreshments
- Personal Hospitality
- Tradition (birthday)
- Infrequent (marriage, illness, birth)
- Farewell



## Gifts Between Employees

- For infrequent occasions, each donating group of individuals may gather contributions for a gift, up to a market value of \$300, provided that such donations are not coerced but deemed strictly voluntary.
- \$10 limit on solicitation among subordinates



## Conflicting Financial Interests

- **Employees financial interests are subject to criminal conflict of interest statute (18 U.S.C. 208) or agency supplement thereto.**
- **Confidentiality: Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.**
- **Disqualifying interests affect finances of:**
  - **self**
  - **spouse**
  - **minor child**
  - **general partner**
  - **others served**





# The Seattle Times


## 30 March 2007 & 2 May 2007

- Senior Interior Department Official disclosed confidential information to private groups seeking to affect policy decisions. Deputy Assistant Secretary for Fish and Wildlife and Parks “misused her position” by disclosing documents to the Pacific Legal Foundation & California Farm Bureau, both which had challenged endangered-species listings.
- Submitted resignation as agency discussed plans to demote her.



## Official Duties

- **Impartiality in performance: specific authorization required if impartiality in question**
- **Matters covered: any involving interests of self, member of household, close personal or any business relationships**
- **Disqualification: applies (as under financial interests)**



## Employment Outside the Hawaii National Guard

JER addresses applicable standards of conduct regarding employment outside the Federal government.

Any activity that could potentially interfere with obligation to protect the government's interests, affect objective judgment with regard to a business decision, or could reasonably bring discredit upon individual or the Hawaii National Guard creates a potential conflict of interest.



## TAG Policy Regarding Outside (off-duty) Employment

- TAG policy seeks to avoid conflicts of interest or ethics regulation violations by Full Time Support Personnel (Military Technicians, Active Guard Reserve (AGR) & Full Time National Guard Duty Operational Support (FTNGD-OS) Soldiers and Airmen)
- Must not conflict with official duties, detract from readiness, pose workplace safety risks or reflect unfavorably on the Department of Defense
- TAG is approval authority for outside employment



## Misuse of Position



- **Involves:**
  - **Use of public office for private gain**
  - **Revelation of non-public information**
  - **Unauthorized use of government property**
  - **Performance of unofficial duties on official time**



## Outside Activities

- **Fundraising:** may engage in charitable efforts if in a personal capacity
- **May not fundraise on government time or through use of government resources**





# Nepotism

- Nepotism (5 USC 3110/ 5 CFR210/TPR 310.1)
  - A public official may not appoint, promote or advocate employment of a relative within his/her agency
  - *Who is a “public” official?* This category includes military or civilian personnel who have the authority to appoint, promote or recommend employment



# Hatch Act



- **Hatch Act – Political Activity of National Guard Technicians  
(5 USC 7324/5 CFR 733)**

- **Federal employees may:**



- **Be candidates for public office in nonpartisan elections**
- **Contribute money to political organizations**
- **Attend political fundraising functions**
- **Attend/be active at political rallies/meetings**
- **Make campaign speeches for candidates in partisan elections**
- **Hold office in political clubs or parties**



## Hatch Act

- **Hatch Act – Political Activity of National Guard Technicians (5 USC 7324/5 CFR 733)**

- **Federal employees may not:**



- **Use official authority or influence to interfere with an election**
- **Solicit or discourage political activity of anyone with business before their agency**
- **Solicit or receive political contributions**
- **Be candidates for public office in partisan elections**
- **Engage in political activity while on duty**



## 26 August 2014 TAG Policy Directive Use of Social Media

Participating in social networking is individual's personal decision

HING members may post on non-department sites and have personal social media sites

Use of social media though presents certain risks and carries with it certain responsibilities.

Concern if content posted causes harm or results in unfavorable effects



## 26 August 2014 TAG Policy Directive Use of Social Media

Rumors/Operational Security violations may have lasting unfavorable effects

Avoid imagery that may negatively impact the reputation of the Hawaii DoD

Examples: inappropriate wear of the uniform;  
unprofessional behavior while wearing the uniform;  
inappropriate racial, ethnic, religious, gender or sexual orientation slurs while appearing to be in an official capacity



## 26 August 2014 TAG Policy Directive Use of Social Media

Policy does not seek to infringe upon First Amendment right to free speech

Potential consequences though for misuse of social media

Will not tolerate inappropriate postings that include discriminatory remarks, harassment, and threats of violence

Public Affairs representative is authorized to contact individual to make recommended changes



## **26 August 2014 TAG Policy Directive Use of Social Media**

Inappropriate content posted on personal pages may violate federal or state law

Punitive provisions of HCMJ/UCMJ and Technician Personnel Regulation can potentially be applied to individual social media misuse

Inappropriate postings can impact employee's suitability to acquire or maintain a security clearance.

# Pau Hana



- QUESTIONS?





# Lunch



# *DAG*

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# ***CLASSIFICATION & POSITION MANGAGEMENT***

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## AGENDA

- What is classification?
- How are positions classified?
  - What makes supervisory positions different?
  - How are supervisors classified?
- What is hierarchy?
  - How can we request changes to our hierarchy?
- Break
- What are PDs?
  - Where can we find PDs?
  - What are Major Duties?
  - What are Other Duties as Assigned?
- What are desk audits?
- What are classification appeals?
- What is the difference between excepted and competitive status?
- What is military technician compatibility?
  - Is there a waiver process?



## ***OBJECTIVES***

- Familiarize supervisors with federal classification
- Understand how PDs are written, where they are listed, and why they are important
- Understand the difference between supervisors and non-supervisors
- Know what hierarchy is and why it is important to you as supervisors
- Know how to request changes to your hierarchy
- Know how to request a desk audit and when they are appropriate
- Know the difference between Excepted and Competitive Service
- Understand military technician compatibility and know how to comply



## *WHAT IS CLASSIFICATION?*



- **Commonly defined (Dictionary.com):**
  - The action or process of classifying something according to shared qualities or characteristics
  
- **In the federal government, classification is:**
  - “The process of determining the appropriate pay plan, grade level, title and series of a position based on its designated duties and responsibilities, and consistent with prevailing laws, standards, and guides”



# ***CLASSIFICATION – LEGAL PROVISIONS***

## ***Title 32 United States Code Sect. 709***



- Persons may be employed as technicians in: the **organizing, administering, instructing, or training** of the National Guard, OR
- the **maintenance** and **repair** of supplies issued to the National Guard or the armed forces, and
- May also perform the **following additional duties so long as they do not interfere with para (1) and (2):**
  - Support of operations or missions undertaken by the technician's unit **at the request of the President** or the **Secretary of Defense**
  - Support of **Federal training operations or Federal training missions** assigned in whole or in part to the technician's unit
  - **Instructing or training** in the US or possessions of the US of:
    - **Active-duty** members of the armed forces
    - Members of **foreign, military forces**
    - **DoD contractor** personnel, or
    - **DoD civilian** employees



## *CLASSIFICATION – LEGAL PROVISIONS*

- 5 USC 51 - prescribes the GS grading system, and required OPM to establish a system for prevailing rate jobs
- 5 USC 53 – directs OPM to prepare and publish classifications standards for FWS
- 5 CFR 511 – regulates classification under the GS
- 5 CFR 532 – regulates classification of FWS

Bottom Line: Proper classification is required and governed by statutory and regulatory authority



## ***PURPOSE OF THE CLASSIFICATION SYSTEM***

- Determines the basic rate of pay
- Classification is the basis for pay equity under the law  
( = pay for = work)
- Creates uniformity amongst federal agencies
- Creates efficiency, equity, and promotes morale through proper career ladders and hierarchies



# ***HOW ARE POSITIONS CLASSIFIED?***



## *LEARNING THE SYSTEM*

- 9 Classification Factors under **General Schedule**
  - Knowledge Required
  - Supervisory Controls
  - Guidelines
  - Complexity
  - Scope and Effect
  - Personal Contacts
  - Purpose of Contacts
  - Physical Demands
  - Work Environment



## *LEARNING THE SYSTEM*

- 4 Classification Factors under **Federal Wage System**
  - Skill and Knowledge
  - Responsibility
  - Physical Effort
  - Working Conditions



# ***WHAT ABOUT SUPERVISORY POSITIONS?***



## *GENERAL SCHEDULE SUPERVISORS*



- In order to meet OPM's baseline for supervisory GS positions, proposed supervisory positions must:
  - Accomplish work through combined **technical and administrative direction** of others
  - – Perform **supervisory work and related managerial responsibilities** for **at least 25%** of incumbent's time
  - Exercise a **minimal amount of supervisory authority** that would, for example, be **sufficient to:**
    - Plan, schedule, and assigned work,
    - Adjust staffing levels or work procedures
    - Evaluate work performance
    - Counsel employees
    - Identify training needs



## *GENERAL SCHEDULE SUPERVISORS*



- 6 Classification Factors under General Schedule Supervisory Guide
  - Program Scope and Effect
  - Organizational Setting
  - Supervisory and Managerial Authority Exercised
  - Personal Contacts
  - Difficulty of Typical Work Directed ←
  - Other Conditions



## ***GENERAL SCHEDULE SUPERVISORS***



- Difficulty of Typical Work Directed
  - Assess the baseline of non-supervisory work performed in a supervisor's section
  - The baseline is determined by:
    - The highest grade level of work that
    - Constitutes at least 25% of the non-supervisory work performed
    - Non-supervisory work performed is different from counting the # or reviewing type of employees



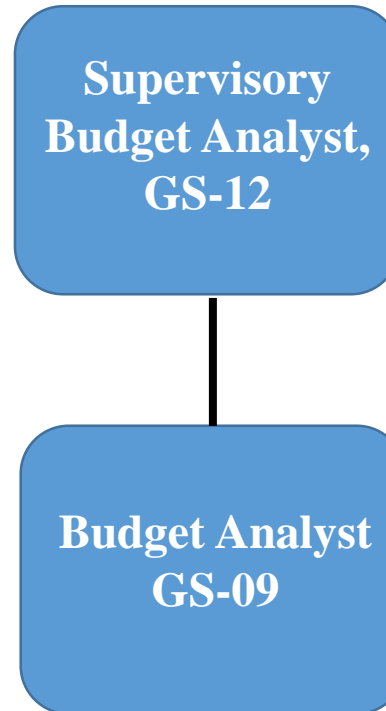
## ***EXERCISE***

- **Supervisory/Leader positions – must spend at least 25% of the time performing supervisory duties**
- **Exercise:** You are the supervisor of a Budget and an Accounting section. Create a position hierarchy by pay grade for each section and identify the supervisor's grade level. The percentages identify the amount of the incumbent's time performing work at that grade level. You have an unlimited number of employees but only one supervisor for each section:
  - Budget Analyst, GS-11
  - Budget Analyst, GS-09
  - Budget Technician, GS-07
  - Budget Assistant, GS-06
  - Supervisory Budget Analyst, GS-\_\_\_\_
  - Accountant, GS-11
  - Accountant, GS-09
  - Accounting Technician, GS-08
  - Supervisory Accountant, GS-\_\_\_\_



***EXAMPLE***

WOULD NOT MEET 25% THRESHOLD FOR SUPERVISORY DUTIES

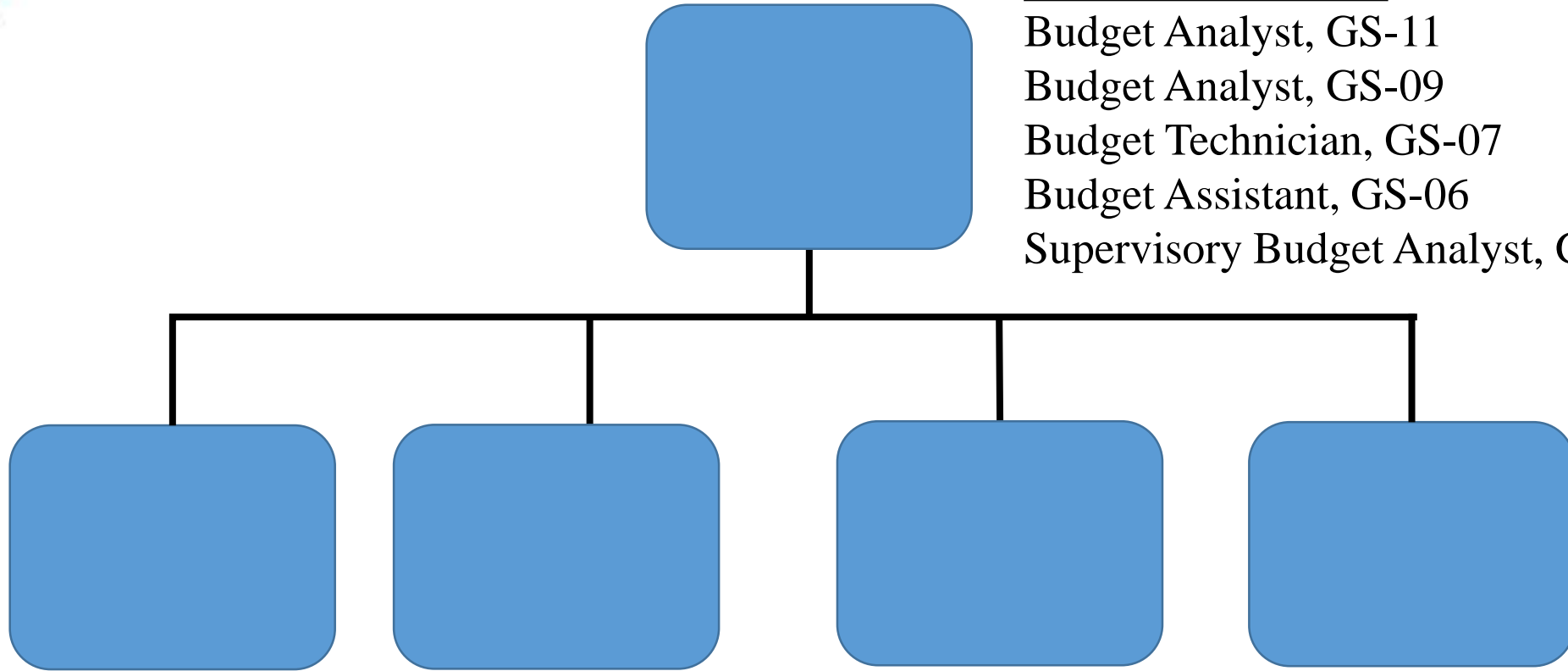


# EXERCISE



## Available Positions

- Budget Analyst, GS-11
- Budget Analyst, GS-09
- Budget Technician, GS-07
- Budget Assistant, GS-06
- Supervisory Budget Analyst, GS-\_\_\_



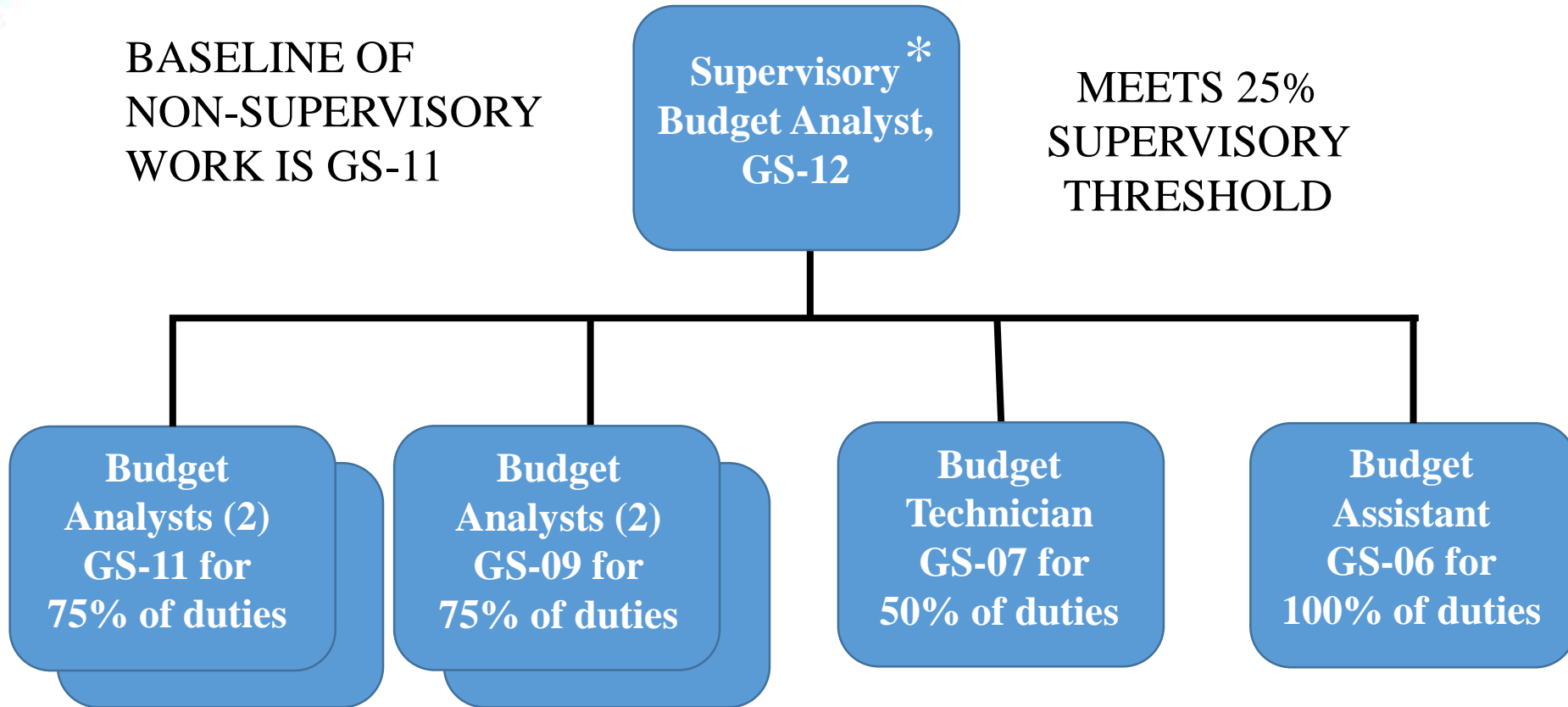
# EXERCISE



BASELINE OF  
NON-SUPERVISORY  
WORK IS GS-11

Supervisory\*  
Budget Analyst,  
GS-12

MEETS 25%  
SUPERVISORY  
THRESHOLD



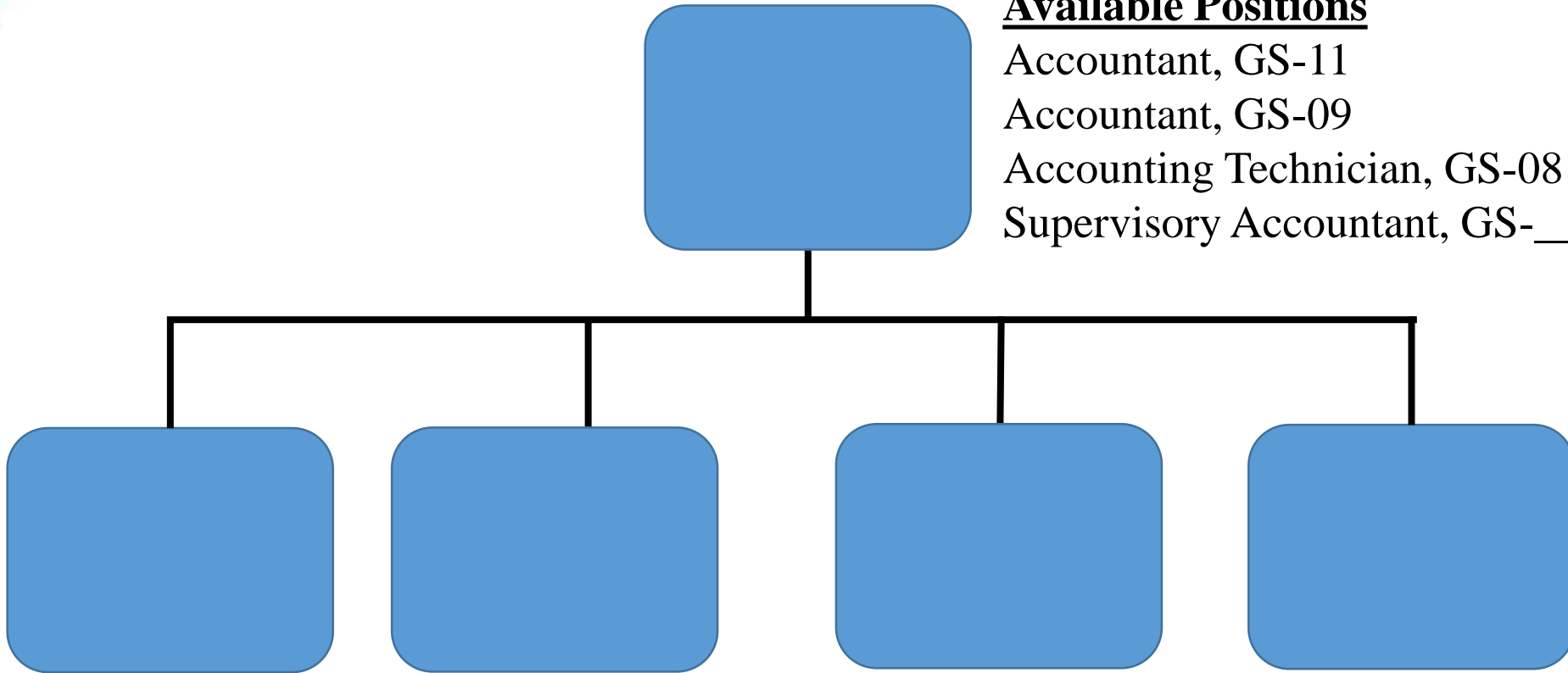
\*ONCE BASELINE OF NON-SUPERVISORY WORK IS ESTABLISHED, POSITION IS STILL SUBJECT TO ASSESSMENT OF 5 OTHER GSSG FACTORS

***EXERCISE***



**Available Positions**

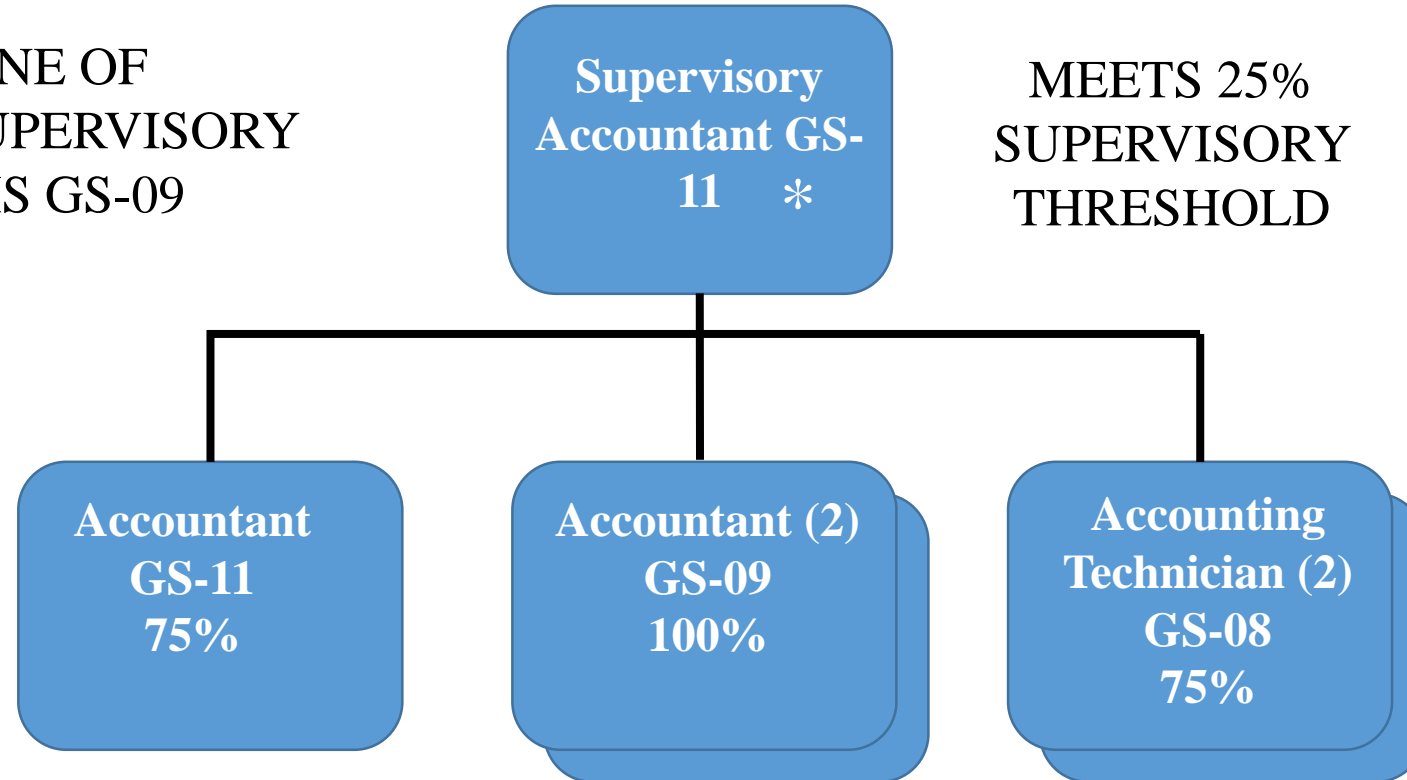
- Accountant, GS-11
- Accountant, GS-09
- Accounting Technician, GS-08
- Supervisory Accountant, GS-\_\_\_\_





# EXERCISE

BASELINE OF  
NON-SUPERVISORY  
WORK IS GS-09



MEETS 25%  
SUPERVISORY  
THRESHOLD

\* Grade level subject to other factors that may support a higher grade

# EXERCISE



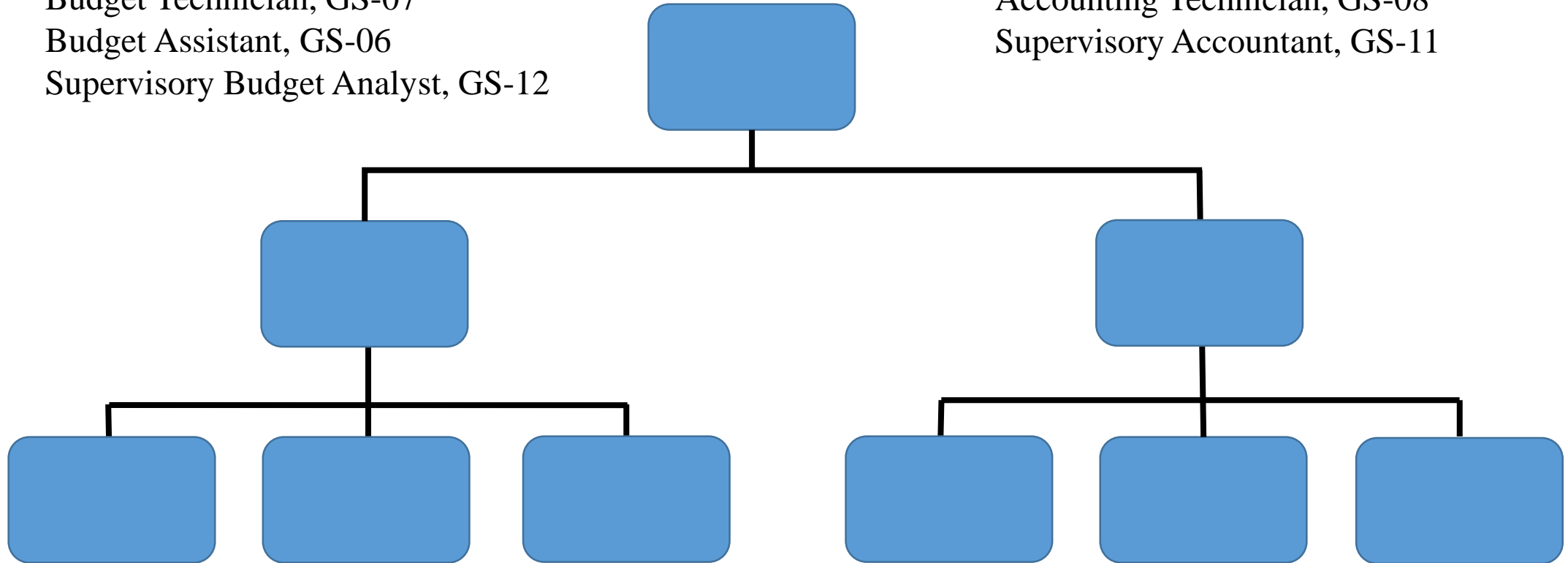
## Available Positions

- Budget Analyst, GS-11
- Budget Analyst, GS-09
- Budget Technician, GS-07
- Budget Assistant, GS-06
- Supervisory Budget Analyst, GS-12

## Available Positions

- Accountant, GS-11
- Accountant, GS-09
- Accounting Technician, GS-08
- Supervisory Accountant, GS-11

Supervisory \_\_\_\_\_, GS-\_\_\_\_



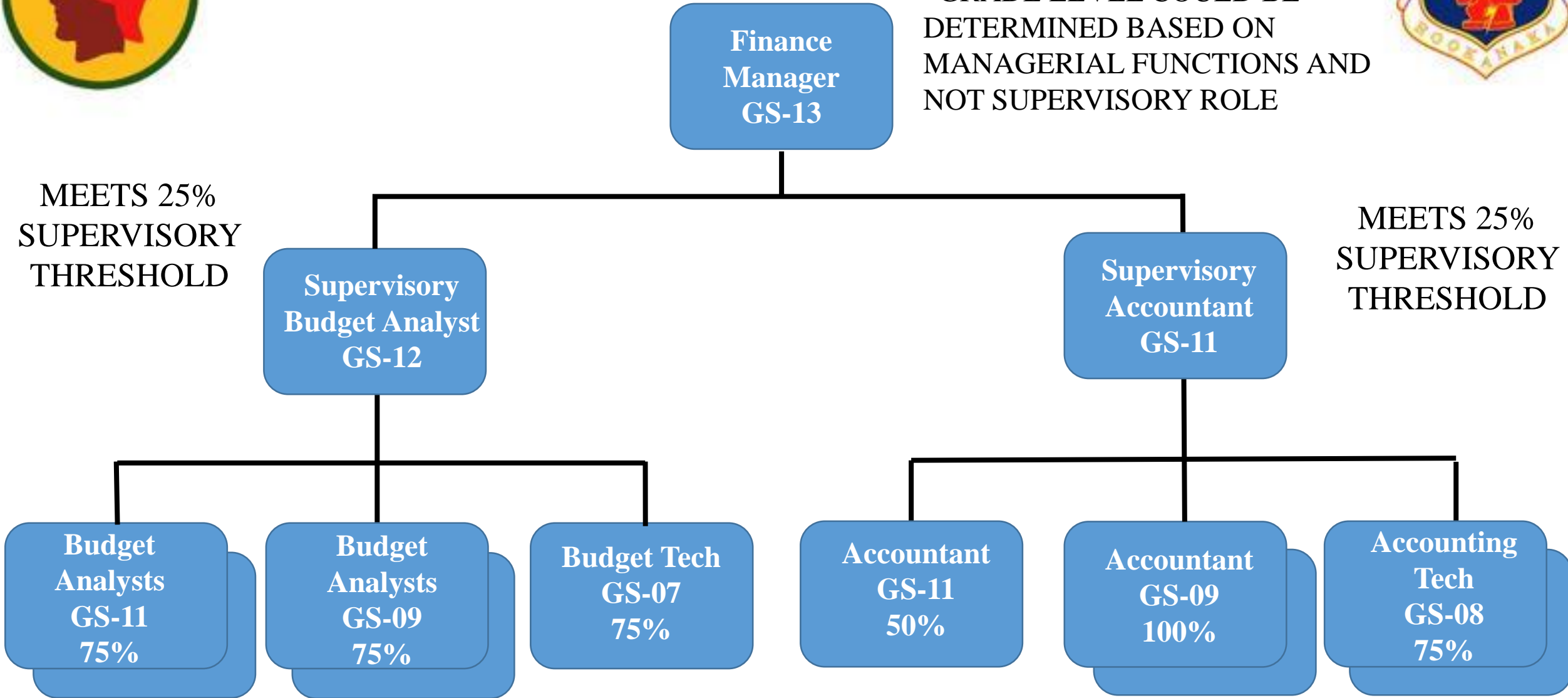
# EXERCISE

\*GRADE LEVEL COULD BE DETERMINED BASED ON MANAGERIAL FUNCTIONS AND NOT SUPERVISORY ROLE



MEETS 25% SUPERVISORY THRESHOLD

MEETS 25% SUPERVISORY THRESHOLD



*EXERCISE*

- This exercise utilized clear percentages to help create a more straightforward calculation.
- Identifies the differences between how non-supervisory and supervisory positions are classified.
- In reality, position duties may not be so perfectly divided into 25% quarters.
- Classifier needs to review all of the duties being performed and all of the duties listed in each PD within the section.



## *WHAT ABOUT OTHER SUPERVISORS?*



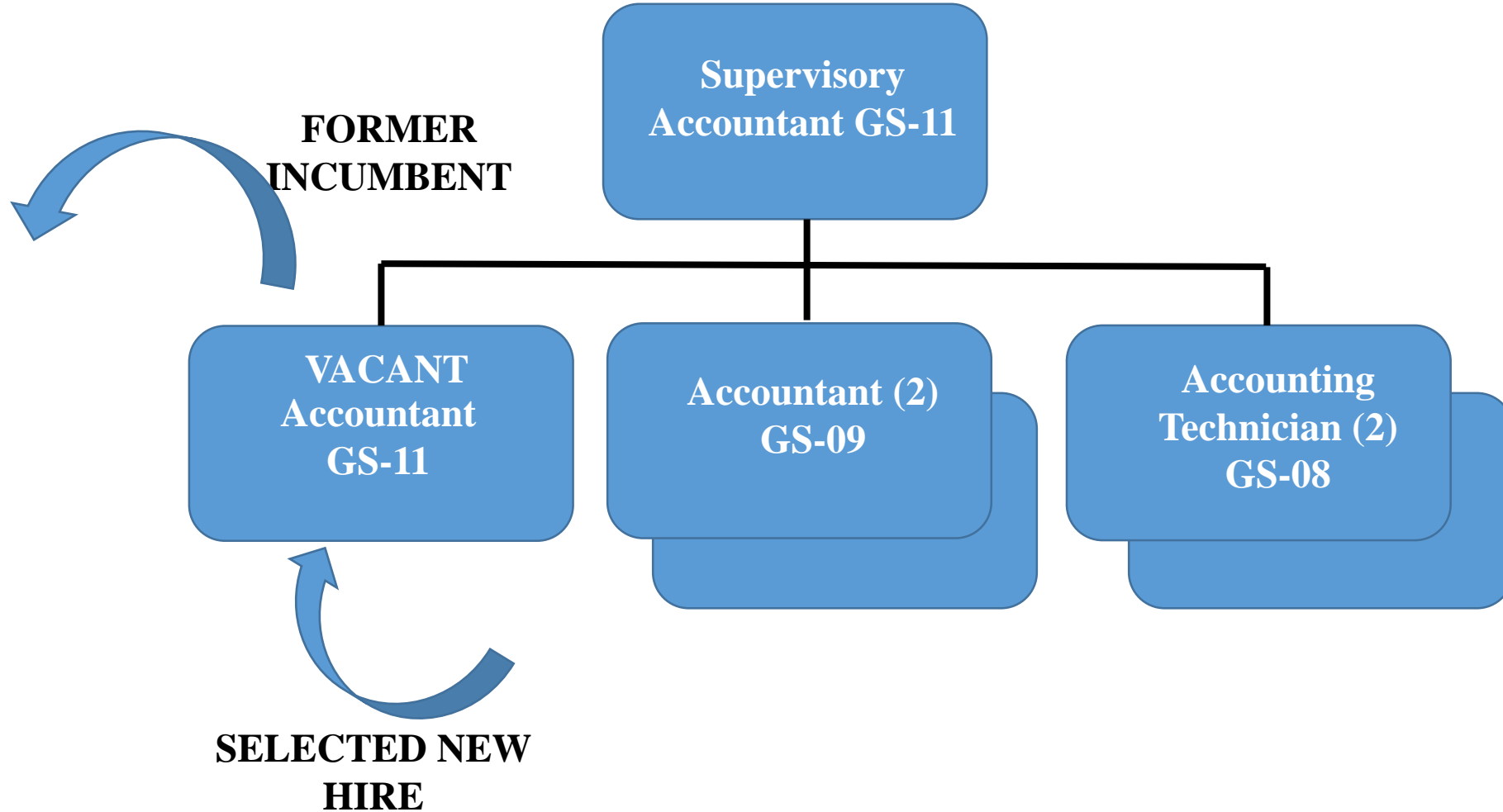
- **Supervisory positions in the Federal Wage System (FWS) have multiple grading standards based on the level of “supervision” performed:**
  - **Wage Supervisor (WS)**
    - Must perform technical and administrative supervision on a “regular and recurring” and “full-time and continuing” basis
  - **Wage Leader (WL)**
    - Must lead three or more employees to accomplish work or train them in the work to be accomplished
    - Does NOT perform appraisals or other related supervisory functions
    - Positions that are responsible for one or two other workers are NOT supervisory
  - **Small Shop Chief (SSC / WG)**
    - Leads the production of work
    - Does NOT perform appraisals or other related supervisory functions



# *HIERARCHY*

# DCPDS HIERARCHY

*Hierarchy is built in DCPDS by position and not person*





## ***REQUESTING HIERARCHY CHANGES***

- When necessary, supervisors can submit hierarchy change requests in MyBiz/MyWorkplace
- **Non-supervisory employees**, i.e. subordinates, can but **should not submit** hierarchy change requests in MyBiz
- Ideally, organizational structures should not require constant change
- Employees should be assigned to a supervisor or manager position; other situations reviewed on a case-by-case basis
  - Assigning employees to non-supervisory positions may impact the level of supervisory responsibility for the first supervisor in that chain
  - Goal is to create efficient structures
  - **Federal workforce supervisory ratios: 1 to 14 or 1 to 10**





## *COMMON ISSUES WITH HIERARCHY REQUESTS*

- No email notifications when the request is submitted or when HRO actions are taken
- Personnel submit multiple requests with varying information
- Individual hierarchy requests do not include the broader organizational hierarchy
- Cannot attach org charts to the requests in MyBiz
- Hierarchy requests submitted but no action taken
- High agency turnover results in constant hierarchy changes

## *CHANGING THE PROCESS*



- Organizational Charts
- Using the new USA Staffing Interface with DCPDS
  - RPAs for JVA Requests must include the first-line supervisor's name
- Supervisors can email hierarchy change requests by email with the subject line titled:

**Email Subject: "HIERARCHY CHANGE: 1234 Unit"**

- Emailed requests need to be submitted with an org chart
  - Turnaround on email requests will be shorter with emails, approximately 3-5 business days
- MyBiz/MyWorkplace Requests
  - Will be reviewed monthly (end/beginning of the month)

UNCLASSIFIED



***BREAK***

UNCLASSIFIED



# ***POSITION DESCRIPTIONS***



## *KNOW YOUR PD*



- How to find Position Descriptions:

–FASCLASS:

[https://acpol2.army.mil/fasclass/search\\_fs/search\\_fasclass.asp](https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp)

–Ask your Classifier

# FIND A POSITION DESCRIPTION



**NG**  
**IN CCPO ID**

**D# or T#**  
**IN PD#**

**FASCLASS** | FASCLASS | NAF | Workforce Planning Tool | CPO

1 September 2017 | Restricted Access

### Search by Position Data

Click for a position description, fill in all applicable fields then click the Search button. Click for a list of valid values.

CCPO ID:  PD#:

Position Title:

Pay Plan:  Series:  Grade:

[General Schedule Classification Standards](#) | [Qualification Standards](#) | [Federal Wage System Classification Standards](#) | [Qualification Standards](#)

Region:

Servicing CPAC:

Position Duties:   Exact Match  Wild Card

AND   Exact Match  Wild Card

AND   Exact Match  Wild Card

AND   Exact Match  Wild Card

AND   Exact Match  Wild Card

Position Evaluation:

Sorted By:



## *POSITION DESCRIPTIONS*

- A PD describes a position's principal duties, responsibilities, and supervisory relationship
- Within a staff or office, each PD defines WHO does WHAT
- The supervisor's signature denotes the accuracy of the duties/responsibilities described on a PD for a particular position
- Classification then becomes legal basis for setting the position's pay



## *POSITION DESCRIPTIONS*



- Provides a basis for Performance Standards
- Formalizes decisions on assignments, responsibilities, authority, and required Knowledge/Skills/Abilities (KSA)
- Helps achieve:
  - **Equal pay for equal work**
  - Getting **qualified people** for the job
  - Human Resources Development
  - Career Development
  - Equitable RIF determinations



## *MAJOR DUTIES ON A PD*



- Should be listed in descending order of importance (time spent during the duties, grade controlling, etc.)
- Regular and recurring
- **Should comprise 25% or more** of a position's duty time
  - PDs may include duties less than 25% of incumbent's time but in reviewing PDs, these portions of duties will not be weighed as heavily as "major duties"

NOTE: Don't forget the "Performs other duties as assigned" statement on every PD.



## *WHAT ABOUT THOSE “OTHER DUTIES”?*



- Supervisors may assign other duties as necessary whenever their judgment decides that circumstances warrant such actions
- Assignments should be reasonably related to the employee’s position and qualifications (as compared to their assigned occupational series and grade level)
- Emergency situations may dictate otherwise (emergencies do not mean regular and recurring additional duties)
- Disciplinary action can occur if employee fails to perform an additional legitimate work assignment as directed (insubordination, negative appraisals, etc.)
- Logic governs, be reasonable



# *WHAT IS A DESK AUDIT?*



## *ABOUT DESK AUDITS*



- A fact-finding visit to the job site
- Incumbent and supervisor are interviewed
- Vacant positions can be audited via discussion with the supervisor
- Group audits can be conducted when several incumbents occupy Identical Additional (IA) positions



## *REASONS FOR DESK AUDITS*

- Reorganization
- Accretion of duties
- Changes in mission
- Periodic review to ensure accuracy of PDs
- Issue of new OPM Classification Standards
- A position being appealed
- An employee's request for reclassification
- New technology/equipment affecting a job
- Requirement levied for a special Classification survey

## *STANDARDS AND REFERENCES*



- Classification Standards - GS positions
- Job Grading Standards - FWS (WG/WS)
- Issued by Office of Personnel Management (OPM)
- DoD publishes supplemental guides to some OPM standards
- Manning Documents and Vouchers
- Organizational Hierarchy Charts (Org Charts)



## ***CLASSIFICATION RULES DURING AN AUDIT***



- **Evaluate** the position - **not the person**
- Evaluate **the total position**, not just parts of it
- Evaluate each position on its own merit
- **Consider the intent of the standard**...its basis and the differences between grade levels



## ***DESK AUDIT PROCESS***



1. Request through DCPDS as a Recruit/Fill action
2. Upon receipt, Classifier will send employee and supervisory questionnaires to requesting supervisor
3. Classifier will schedule a tentative site visit date pending completion of questionnaires
4. Site visit will be conducted to:
  - a) Review work site
  - b) Interview employee(s)
  - c) Interview supervisor(s)
  - d) Observe work flow, battle rhythm, duties, equipment, etc.
  - e) Depending on complexity of position, site visit may occur across a span of multiple days
5. Following site visit, a determination will be made whether duties are accurately described by employee(s)' current PD
6. If an upgrade to a higher grade is supported, notice of classification review will be issued to requesting unit
7. Upgrade will then be processed as a Recruit/Fill to promote competitive processes inherent to the Merit System



# *CLASSIFICATION APPEALS*



## *CLASSIFICATION APPEALS*



- An employee may appeal the classification of his/her position only
  - Restricted to title, series, grade, or pay plan
  - Cannot appeal official PD duties, Component specific classification
- A person may not appeal based on the classification of someone else's position
- If an employee appeals, the supervisor must:
  - Ensure the PD is complete and accurate
  - PDs must be certified by both employee and supervisor prior to appeal
  - Discuss any PD concerns with the employee; attempt an informal resolution
  - If that fails, advise the employee to work with the HRO Classifier
- Subject to time limits:
  - NLT 15 days following the subject personnel action resulting in decrease of pay



# *COMPETITIVE VS. EXCEPTED SERVICE*



## *COMPETITIVE VS. EXCEPTED STATUS*



- BLUF: Different hiring authority/process
- Competitive employees must go through an open competitive process in order to be hired by a federal agency, i.e. DEU/OPM
- Competitive status is the norm for federal civil service employment, i.e. 5 CFRs governing federal civil service employment will apply
  - Career tenure
    - 1 year (DS) vs 3 years (Comp)



## *COMPETITIVE VS. EXCEPTED STATUS*



- Excepted service means that the hiring agency has been exempted from using the normal competitive process for various reasons:
  - E.g. impractical to use competitive hiring processes due to unusual circumstances such as security clearance requirements, special qualifications such as military skills, etc.
  - Agency must develop its own competitive processes (State Merit Placement Plan)
- National Guard Technicians Act of 1968, 32 USC 709
  - Requires military membership in the NG
- For more about the excepted service: 5 CFR 213



# ***DUAL STATUS MILITARY COMPATIBILITY***

## ***T32 EXCEPTED SERVICE ONLY***

# *DUAL STATUS TECH MIL COMPATIBILITY*



- Fundamental principle behind T32 Dual Status Technician Program is that Technicians have compatible military assignments
- Military structure is preeminent over full-time structure
- TPR 303 requires:
  - Compatible military unit
  - Compatible military occupational specialty or specialty code
  - Compatible grade (Enlisted, Warrant Officer, Officer)
- Compatibility seeks to align the duties of the technician position with the duties of the corresponding military position



## *COMPATIBILITY WAIVERS*



- TPR 303 authorizes TAG approval for military assignment to command and leadership positions that have an incompatible MOS/AFSC/Branch or unit
  - The waiverable positions differ between ANG/ARNG
  - The lengths of time for a TAG level waiver differ between ANG/ARNG
- HRO should be included in any military reassignment action of a technician prior to processing any orders/AF 2096
- Outside of a CLASP, compatibility waivers are approved by NGB-J1-TN



## *COMPATIBILITY WAIVERS*



- If a technician must be assigned to an incompatible military position, a request for waiver can be submitted:
  - By the requesting military command
  - Through the corresponding military personnel office (G1, A1)
  - To HRO for review and drafting of waiver
  - For TAG review and approval
- TAG approval will be documented by memorandum issued back to the requesting command

## ***ROLE OF THE STATE CLASSIFIER***



**Please feel free to contact me WRT any questions you may have about :**

- Classification review and assistance
- Manpower reviews and desk audits
- Hierarchy
- New PD Releases
- Drafting State Exception PDs
- Announcing new positions
- Recruitment, Relocation, and Retention Incentives
- Compatibility

**SGT Jacob Tokunaga, Human Resources Specialist (Classification)**

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**(808) 672-1230**



**Break**



# ***MANPOWER***

1SG Lisa Dias

Management Analyst

808-672-1575

Email: [lisa.a.dias2@mil@mail.mil](mailto:lisa.a.dias2@mil@mail.mil)



## ***AIR MANPOWER***

- Group Air Manpower Representatives
  - HQ HIANG – Maj Diana Gregory
  - AOG – Lt Col Jason Apo and TSgt Ben Case
  - HQ WG – Lt Col Regina Komine and Maj Curtis Yoshimoto
  - MSG – Maj Mariko Boone, CCMSgt Alvin Fritz and  
CMSgt Edward Tang
  - MXG – CMSgt Geoffrey Stiteler and MSgt Sean Johnson
  - OG – Maj Taryn Chung, CMSgt Kris Oka and  
MSgt Mandy Mahuka



## *ARMY MANPOWER*

- Full-Time Manning Meeting Committee
  - HIARNG, Chief of Staff – COL Stephen Logan
  - JStaff – COL Moses Kaoiwi
  - HRO – COL Laura Soares/LTC Walter Ross/MSG Lisa Dias
  - G1 – COL David Weisberg
  - G3 – COL Paul Wilson
  - G4 – LTCs Tyson Tahara/Doreen Uehara
  - SAAO – COL Roger Pukahi
  - USPFO – COL Tracey Omori/LTC Mark Mitsui/Maj Manny Llanes
  - CFMO – COL Stuart Tomasa
  - DCSIM – LTC Melvin Murakami
  - IBCT – MAJ Allen Tudela
  - Trp Cmd – LTC Stan Garcia
  - RTI – LTC Wesley Tanji
  - State Surgeon Office – MAJ Floyd Feliciano



# ***QUESTIONS???***

POC: 1SG Lisa Dias

Phone: 808-672-1575

Email: [lisa.a.dias2@mil@mail.mil](mailto:lisa.a.dias2@mil@mail.mil)



# ***RECRUITMENT, PLACEMENT AND COMPENSATION***

MSgt Anne Salvador

HR Specl (Recruitment, Placement and Compensation)

808-672-1228

[anne.m.salvador.mil@mail.mil](mailto:anne.m.salvador.mil@mail.mil)



## AGENDA

- REQUESTS FOR JVAs
- USA JOBS
- STAFFING/SELECTION PROCESS
- FEDERAL PAY SYSTEM
- PERSONNEL ACTIONS
- MILITARY COMPATIBILITY
- PAY INCENTIVES AND ACTIONS



## ***TRAINING OBJECTIVE***

- Submit JVA requests completely, correctly, and timely
- Submit Temporary Hire requests completely, and correctly
- Submit Temporary Hire extensions requests completely, correctly, and timely



## REGULATIONS

- MERIT PROMOTION PLAN
- NGB RELATED TECHNICIAN PERSONNEL REGULATION

[https://gkoportal.ng.mil/joint/J1/D06/B03/\\_layouts/viewlsts.aspx?BaseType=1](https://gkoportal.ng.mil/joint/J1/D06/B03/_layouts/viewlsts.aspx?BaseType=1)

- MILITARY COMPATIBILITY – TPR 303

[www.opm.gov/feddata/gppa/gppa.asp](http://www.opm.gov/feddata/gppa/gppa.asp)

- OPM GUIDELINES – www.opm.gov

- FEDERAL TECHNICIAN HANDBOOK

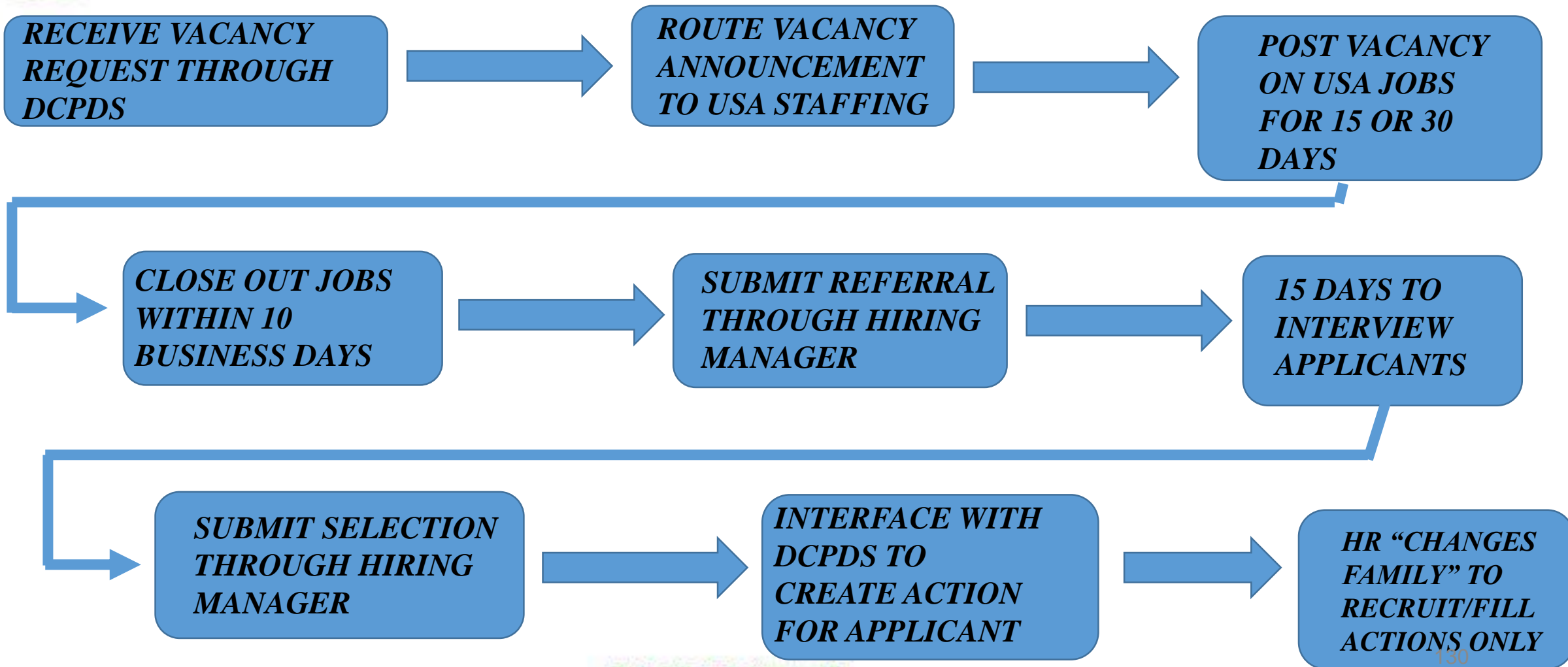
[https://gkoportal.ng.mil/joint/J1/D06/B03/SAC%20Library/Technician%20Guide%20\(July%202009\).pdf](https://gkoportal.ng.mil/joint/J1/D06/B03/SAC%20Library/Technician%20Guide%20(July%202009).pdf)

- GUIDE TO PROCESSING PERSONNEL ACTIONS

[www.opm.gov/feddata/gppa/gppa.asp](http://www.opm.gov/feddata/gppa/gppa.asp)



# USA STAFFING INTERFACING WITH DCPDS (e52)





## ***SUBMITTING A JOB VACANCY ANNOUNCEMENT***

- Upload the correct signed PD in DCPDS
- Source of vacancy – Who is it vice? or explanation
- Determine the area of consideration, include rank to prevent grade inversion
- Determine the eligible and potential applicant pool and recruitment sources prior to announcement
- Type of position – Permanent or Indefinite
- Special requirements – i.e. Shift work, security clearance
- Position/Para line number



## ***SUBMITTING A JOB VACANCY ANNOUNCEMENT (CONTINUED)***

- Supervisor's name
- Military compatible AFSC/MOS
- Single (Technician or AGR only) or dual announcement (both technician and AGR)
- Submit requests early, 6 months out from projected vacancy



## ***SELECTIVE PLACEMENT FACTORS***

- Announcements are built using the following:
  - Position Description
  - NGB Compatibility Tables (dual status only)
  - NGB Qualification Standards – T32 Dual Status
  - OPM Qualification Standards – T5 Competitive Status
  
- Modifications to announcements can be made to include certain military requirements, i.e., security clearance requirements, 6 months of F-22 experience, and etc.



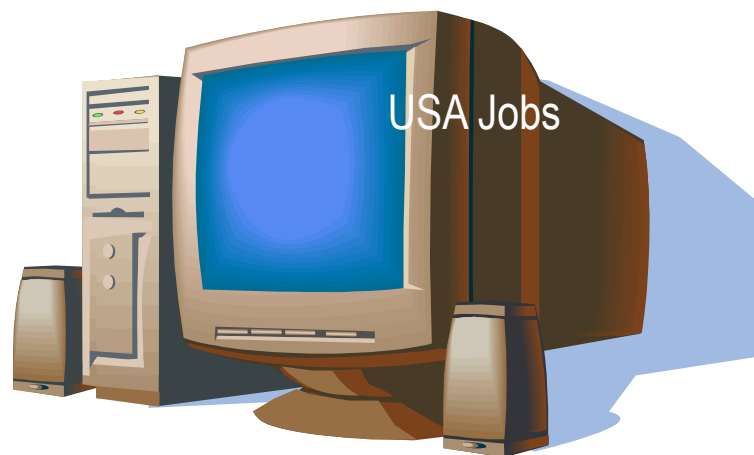
# *USA JOBS*

<https://www.usajobs.gov/>

OR

<http://dod.hawaii.gov/hro/job-vacancy-announcements/technician-vacancies/>

(NO hand-carried or mailed applications are permitted)





## *COMMON MISTAKES*

- Not filling out assessment correctly
- Not paying attention to the Area of Consideration
- Not having dates on resume (need month/year, ex: 02/2003 to 04/2013)
- Not paying attention to required documents
- Not giving a full description of prior experience

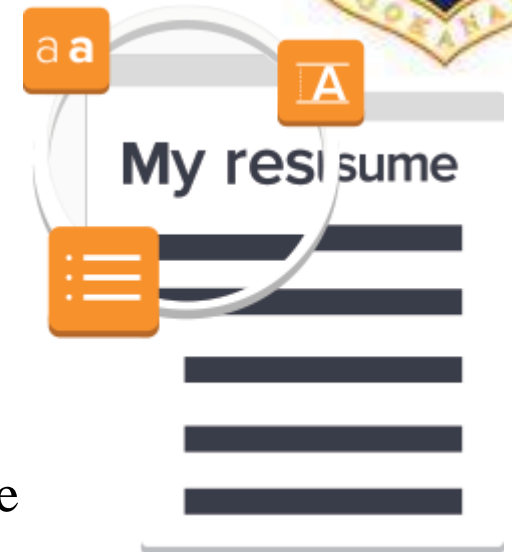


# VACANCY ANNOUNCEMENTS



## Required Documents For All Vacancies:

- Resume
  - Must include Military and Civilian Duty Descriptions, from and to dates (Month/Year), and full/part-time status
  - Include Military and Civilian school from and to dates and course title
- Transcript
  - If college education is mandatory or being used to qualify





## ***STAFFING RESPONSIBILITIES***

- Review all resumes/packages
- Qualify based on NGB General and Specialized experience standards or OPM Standards
- Refer qualified applicants to unit for board selection



## ***SUPERVISOR RESPONSIBILITIES***

### PLEASE DO



- Conduct Interviews IAW Interview Board Training Slides
- Validate with HRO on completion of Interview Training of Board Members
- Conduct each interview with all the same board members
- Send selection through Hiring Manager with Group Commanders or Chief of Staff approval



# ***SUPERVISOR RESPONSIBILITIES***

## ***(continued)***

### **DON'T**

- Influence a person to withdraw from competition for any position
- Grant any preference or advantage not authorized by law, regulation, or rule to any employee or applicant
- Take or threaten to take action against a whistleblower, be it an employee or a applicant
- Ensure placement without regard to marital or family status, political affiliation, or EEO considerations





## *KEY INTERVIEWING RULES*

- Develop a standardized list of interview questions relevant to the position advertised
- Apply consistent interview techniques with all candidates
- Avoid questions which could possibly violate any Equal Employment Opportunity laws or provide information that could be deemed as favoritism/partiality
- Ask open-ended questions
- Never administer a written or physical test which could have potential for injury

YOU'RE HIRED!





## ***SELECTION/NON-SELECTION***



- Management has the right to select or non-select providing good reason/judgment
- All selections are tentative, pending approval from the Human Resources Office
- HRO notifies all applicants of Selection/Non-Selection
- HRO coordinates start/effective date
- If any applicant withdraws from consideration or declines an offer, a statement from the candidate is required



## ***FEDERAL PAY SYSTEM***

- General Schedule (GS): a nationwide system set by Congress.
  - Pay schedules: Nationwide, Locality, COLA, AND Special salary rate
- Federal Wage System (FWS): set by local wage surveys
  - WG/WL/WS: All wage schedules include locality and COLA





## ***GS/FWS WITHIN-GRADE INCREASE REQUIREMENTS***

### REQUIREMENTS:

- Employee must have completed the required waiting period for advancement to next higher step
- Employee must not have received an equivalent increase in pay during the employee's performance must be at an acceptable level of competence
- Waiting periods

NOTE: GS Temporary employees do not receive step increases.  
Supervisors may check Mybiz/myworkplace on when WIGI is due





## *GS WITHIN GRADE INCREASES*

Waiting Periods:

- Step 2-3-4                      52 calendar weeks
- Step 5-6-7                      104 calendar weeks
- Step 8-9-10                    156 calendar weeks



5 CFR 531.405



## *FWS WITHIN-GRADE INCREASES*

### **WAITING PERIODS:**

- **Step 2** **26 Calendar Weeks**
- **Step 3** **78 Calendar Weeks**
- **Step 4 and 5** **104 Calendar Weeks**



**5 CFR 532.417**



## ***NEW APPOINTMENT ACTIONS***



- PERMANENT, INDEFINITE, OR TEMPORARY
  - All technicians, including temporaries, must meet the NGB Qualification Standards
- DCPDS REPORT ON PERSONNEL ACTION (RPA) MUST INCLUDE THE FOLLOWING:
  - For new temporary hires, must include resume, name, rank and AFSC/MOS, DOB and SSN, CAC DOD ID number for HIARNG ATAAPS
  - Who hire is vice and reason for hire
  - Position title, PD & Position number, supervisor and unit
- IN PROCESSING DOCUMENTS AND CHECKLISTS CAN BE FOUND AT:  
<http://dod.hawaii.gov/hro/technician-resources/technician-in-processing/>

\*NOTE 1: All temporary technicians must have their resumes reviewed before the DCPDS RPA is submitted to the Human Resource Office

\*NOTE 2: Technicians may not start their tour if they are on military orders



## *GS PROMOTIONS*



A promotion occurs when an individual:

- Moves from a lower grade to a higher grade within the same (GS) pay schedule

Or

- Moves from another system with a lower rate of basic pay to a higher rate within a GS grade





## ***GS PROMOTION RULE***

- GS Mandatory Promotion Rule (2 Step Rule)
- Pay on promotions must generally be set at a rate that exceeds the GS employee's existing rate of pay by at least two step increases



5 U.S.C. 5334(b)

***EXAMPLE***

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	20,324	21,003	21,679	22,351	23,027	23,424	24,092	24,766	24,792	25,422
2	22,851	23,395	24,151	24,792	25,071	25,808	26,546	27,283	28,021	28,758



## ***FWS MANDATORY PROMOTION RULE***

THE FWS mandatory promotion rule requires that pay be set at the lowest rate of the grade that exceeds the employee's existing rate of pay by at least 4% of the representative rate (Step 2) for the grade from which the employee is promoted

5 CFR 532.407





# ***FWS PAY CHART***



GRADE	WG- Rates					WL-Rates					WS- Rates					Pay Level
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
1	11.42	11.88	12.38	12.83	13.32	12.55	13.07	13.60	14.14	14.63	18.72	19.51	20.29	21.08	21.84	
2	12.91	13.42	13.96	14.51	15.05	14.20	14.77	15.37	15.95	16.54	20.22	21.05	21.89	22.73	23.56	



# CONVERSIONS

## *TYPES OF CONVERSIONS:*

- Temporary to Permanent
- Temporary to Indefinite
- Indefinite to Permanent (or vice versa)
- Temporary position to a higher graded temporary position

\*NOTE: Temporary technicians cannot be promoted, only converted to a higher grade





## ***CHANGE IN TENURE***



### TENURE OF EMPLOYMENT:

Period of time an employee may reasonably expect to serve under his or her current appointment.  
The type of appointment under which the employee is currently serving governs tenure

### DUAL-STATUS TECHNICIANS:

Tenure 2 to Tenure 1 = 1 year of service

### TITLE 5 TECHNICIANS:

Tenure 2 to Tenure 1 = 3 years of service

### INDEFINITE TECHNICIANS:

Always remain at tenure 3

### TEMPORARY TECHNICIAN:

Always remain at tenure 0

KEY	
TENURE 0	NONE
TENURE 1	CAREER
TENURE 2	CONDITIONAL
TENURE 3	INDEFINITE



## *PROBATIONARY PERIOD*

- Permanent Employee = 1 year of probation
- New Title 5 Employees = 2 years of probation
- Indefinite/Temporary Employee = 0 Years of probation

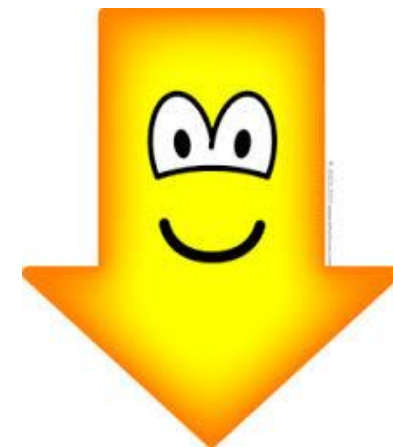
\*NOTE: Temporary/Indefinite Technician time may count towards permanent probationary time if work is in the same line of work





## ***CHANGE TO LOWER GRADE***

- An action in which a technician moves from a GS/FWS position at one grade to a position at a lower GS/FWS grade
- Voluntary or Involuntary
  - If voluntary, may be requested by an employee for their own convenience or benefit – such as a geographical move or career change
  - Returns employee to their lower graded position following a temporary promotion



## *REASSIGNMENTS*



- Reassignments are for lateral positions (Must be an equivalent grade that the employee is currently in)
- State in remarks if employee is requesting voluntary or if it's a management directed reassignment and provide reason
- If employee concurs with the reassignment, they must sign the memo provided from HRO
  - Selected from JVA – Statement of Understanding must be signed and dated
  - MDR – Memo provided from HRO must be signed and dated accepting reassignment. If technician disagrees or refuses to sign, technician will be served a 30-day termination notice
  - Voluntary Reassignment – Technician must provide a memo with reason





## *DETAILS*

- A detail is intended only for meeting temporary needs of the work program when necessary services cannot be obtained by other desirable or practical means
- A detail may be for 120 days or less to a same or lower-graded position with known promotion potential
  - May be extended in 120 day increments up to one year
- Technician must meet the NGB Qualification Standards





## ***TIME LIMITATIONS***

### TEMPORARY TECHNICIANS

- May not exceed 4 years of consecutive service
- May be terminated at any time, depending on funding

### INDEFINITE TECHNICIANS

- May be terminated at any time, depending on funding
- With 30 day notice

### TEMPORARY PROMOTIONS

- May not exceed 120 days (Unless position is advertised as a temporary promotion through USA Jobs)
- May be terminated at any time



## *PAY INCENTIVE*



### RECRUITMENT INCENTIVE

- Paid to newly appointed technicians for hard to fill positions or require unique qualifications
- Must justify in writing: amount, time of payment, and service obligation period
- Are paid to GS positions
- Must be approved prior to selection and appointment of the candidate
- May be up to 25% of annual basic pay at the beginning of the service period

## *PAY INCENTIVES*



### Relocation Incentive

- Are paid to currently employed technicians
- Technician must relocate to receive
- Must justify in writing: amount, time of payment, and service obligation period
- Must be approved prior to payment
- May be up to 25% of annual basic pay at the beginning of the service period

## *PAY INCENTIVES*



### Retention Incentive

- Are paid to currently employed technicians where there is high turnover, consistent outside job offers, and unusually high qualification requirements
- Must justify in writing: amount, time of payment, and service obligation period
- Must be approved prior to payment
- May be up to 25% of annual basic pay at the beginning of the service period

## *PAY INCENTIVES*



### Superior Qualifications – Higher Step Request

- Unique position requiring hire with superior qualifications
- Hard to fill positions
- Justification must be provided and determinations made on a case-by-case basis
- Must be approved in advance to the appointing of the personnel

## *GRADE RETENTION*



An employee who is placed in a lower grade is entitled to retain the grade held immediately before the reduction for a period of 2 years

- THE member will receive 100% of the annual increase (General Adjustment)
- Mandatory if there is a RIF (Reduction in Force) or a reclassification
- Optional if there is an anticipation of a RIF announced in writing
- Temporary and indefinite technician are not entitled

### TERMINATION OF GRADE RETENTION:

- The employee has a break in service of 1 workday or more
- The employee is reduced in grade for personal cause or at the employee's request



## *PAY RETENTION*



Mandatory Pay Retention is Authorized when:

- The expiration of the 2-year period of grade retention
- A reduction-in-force or reclassification action that places an employee in a lower-graded position when the employee does not meet the eligibility requirements for grade retention
- Member will receive only 50% of the annual increase

May not be provided when a technician:

- Reduced in grade or pay for personal cause or at the employee's request
- Employed on a temporary or term basis immediately before the reduction in grade or pay





## *SPECIAL PAY OPTIONS*

### Environmental Differential Pay (EDP)

- Applies to FWS only
- Duty characterized by unusual physical hardship or hazards.



5 CFR 532.511



## *SPECIAL PAY OPTIONS*

### HAZARDOUS DUTY PAY (HDP)

- Applies to GS only
- Duty characterized by unusual physical hardship or Hazards.



5 CFR 550 Subpart I



MSgt Anne Salvador

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SPC Gretchen Gabaon

(808) 672-1213

[gretchen.l.gabaon.mil@mail.mil](mailto:gretchen.l.gabaon.mil@mail.mil)

SPC Charlene Pasion

(808) 672-1224

[charlene.e.pasion.mil@mail.mil](mailto:charlene.e.pasion.mil@mail.mil)

SGT Jasmine K. Imanil

(808) 672-1244

[jasmin.k.Imanil.mil@mail.mil](mailto:jasmin.k.Imanil.mil@mail.mil)





# ***USA STAFFING – HIRING MANAGER***

Presented by  
SPC Gretchen Gabaon



## ***HIRING MANAGER***

- Required Forms to get access
- Submitting & Reviewing Job Vacancy Announcement
- List of Eligibilities Certificate Approval Process

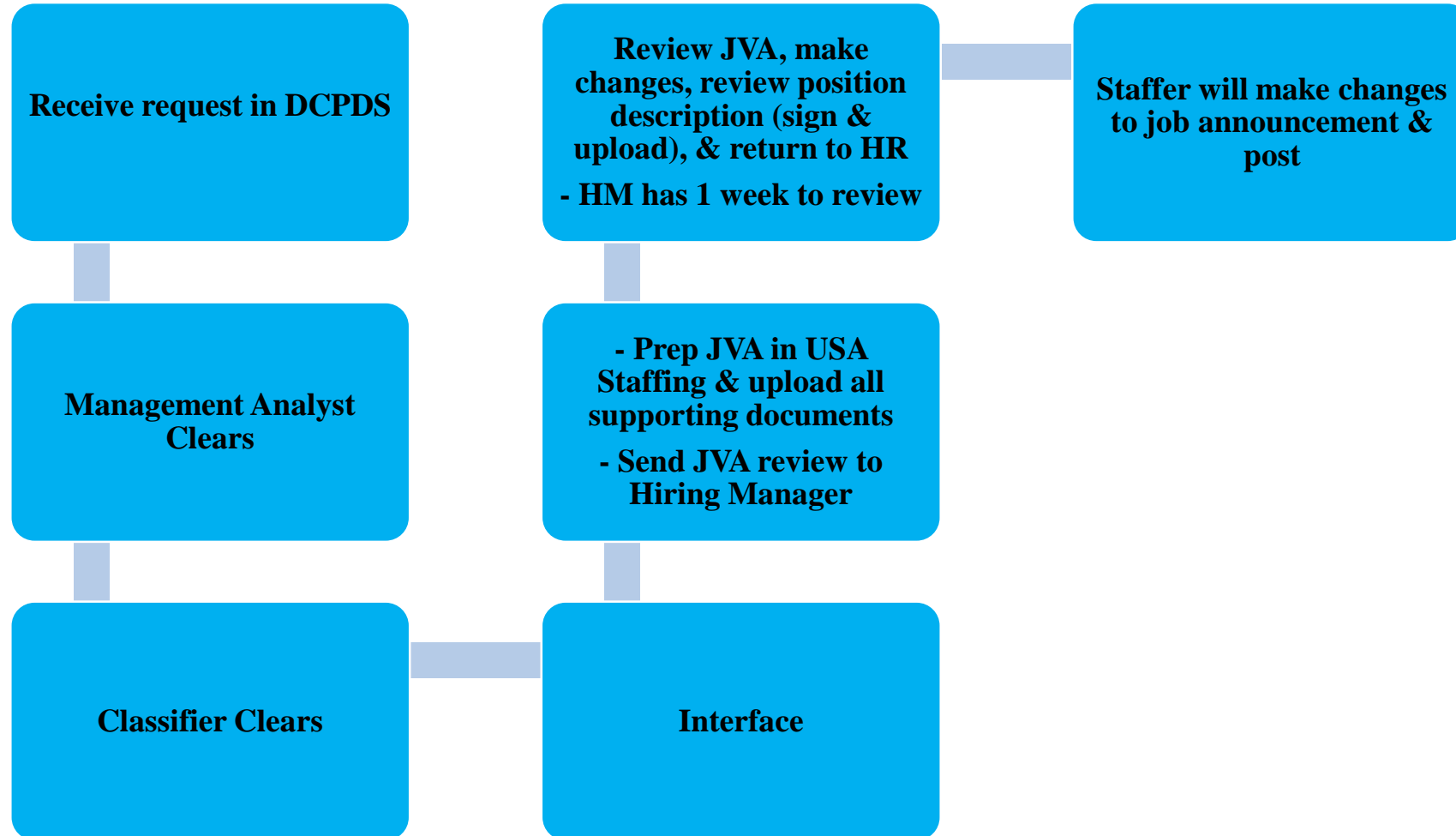


## ***NATIONAL GUARD HIRING MANAGER USER***

- Completed & Signed DD 2875
- PII (need to submit annually)
- IA (need to submit annually)
- You will be notified through email to complete forms
- Needed to review JVA drafts & LOE certificates



# ***SUBMITTING & REVIEWING JOB VACANCY ANNOUNCEMENT***





## ***REVIEW JVA DRAFT INSTRUCTIONS***

EXAMPLE:

Aloha,

Please view and make changes to the HI-10007772-AR-17-062, PRODUCTION CONTROLLER (AIRCRAFT), GS-09, job announcement & verify if attached position description is signed (if not, please sign and upload). Once changes are made, please send back to HR.

You have from Monday, October 16, 2017 to Tuesday, October 24, 2017, to send the job announcement review back to HR.

Have an awesome day!

If you have any questions or concerns, please feel free to contact me. Thank you!

POC: SPC Gretchen L. Gabaon / Email: [gretchen.l.gabaon.mil@mail.mil](mailto:gretchen.l.gabaon.mil@mail.mil) / Phone: 808-672-1213



# LIST OF ELIGIBILITIES CERTIFICATE APPROVAL PROCESS



Hiring Actions



Reviews



Alerts



Profile



Help

Reviews <sup>4</sup>

Filter

Search



Review Name	Review Type	Position Title	Other Reviewers	Due	Request Numbers	Progress
Certificate	Applicant List	FINANCIAL MANAGEMENT TECHNICIAN	<a href="#">Show Reviewers</a>	09/23/2017	NG-17APRHHRO0000794698	0%
Certificate	Applicant List	STAFF ACCOUNTANT	<a href="#">Show Reviewers</a>	09/30/2017	NG-16NOVHHRO0000749033	0%
Certificate	Applicant List	SUPERVISORY FINANCIAL SPECIALIST	<a href="#">Show Reviewers</a>	09/30/2017	NG-16DECHHHRO0001755381	0%
Certificate	Applicant List	IT SPECIALIST (NETWORK)	<a href="#">Show Reviewers</a>	09/30/2017	NG-17MAYHHRO0000806955	0%



# LIST OF ELIGIBILITIES CERTIFICATE APPROVAL PROCESS



- Hiring Actions
- Reviews
- Alerts
- Profile
- Help

## Applicant List: Certificate

Due	Returned	HR Contact
09/23/2017	N/A	Stephanie Blackmon

### My Assignments 1

[View Instructions](#)
[Other Reviewers](#)
[View Announcement](#)
[Documents](#)

Select the applicant lists below that you want to review.

<input checked="" type="checkbox"/> <p><b>Certificate 20170824-CAJI-001</b>          GS-0503-6 - Category Rating          Hickam AFB, HI          4 Applicants</p>	<p><b>Status</b>  <b>Incomplete</b></p>
--	---

[Review \(1\) Lists](#)
[Clear Selections](#)



Hiring Actions

Reviews

Alerts

Profile

Help

Applicant Lists 1

Other Reviewers Documents

Certificate 20170824-CAJI-001

Applicants 4 Pay Plan: GS-0503-6 Location: Hickam AFB, HI Eligibilities: Specialties:

View Instructions Print

<input type="checkbox"/>	Applicant Name	Vet Preference	Selection Decision	Documents	Notes	Request Number	Date Certified	Interested
<input type="checkbox"/>	+ Putato, Allen D.	NP - No Preference.	No Decision	1	0		8/24/2017	🚩 ⌚ ☆
<input type="checkbox"/>	+ Pumpkin, Steve O.	NP - No Preference.	No Decision	1	0		8/24/2017	🚩 ⌚ ☆
<input type="checkbox"/>	+ McCat, Fuffy B.	NP - No Preference.	No Decision	1	0		8/24/2017	🚩 ⌚ ☆
<input type="checkbox"/>	+ Charmander, Char C.	NP - No Preference.	No Decision	1	0		8/24/2017	🚩 ⌚ ☆



Approval Status: Incomplete Next

Certificate 20170824-CAJI-001

Applicants 4 Pay Plan: GS-0503-6 Location: Hickam AFB, HI Eligibilities: Specialties:

View Instructions Print

<input type="checkbox"/>	Applicant Name	Vet Preference	Selection Decision	Documents	Notes	Request Number	Date Certified	Interested
<input type="checkbox"/>	+ Putato, Allen D.	NP - No Preference.		0			8/24/2017	🚩 ⌚ ☆
<input type="checkbox"/>	+ Pumpkin, Steve O.	NP - No Preference.		0			8/24/2017	🚩 ⌚ ☆
<input type="checkbox"/>	+ McCat, Fuffy B.	NP - No Preference.		0			8/24/2017	🚩 ⌚ ☆
<input type="checkbox"/>	+ Charmander, Char C.	NP - No Preference.		0			8/24/2017	🚩 ⌚ ☆

Approval Status: Incomplete Next

**Selection Decision** ✕

**Decision Code**

Select a code... 2

**Hiring Action Number**

Select a request...

**Duty Location**

Select a location...

**Position Description Number**




Select a position...

**Series**

Select a series...

Save Cancel



-  Alerts
-  Profile
-  Help

<input type="checkbox"/>	Applicant Name	Vet Preference	Selection Decision	Documents	Notes	Request Number	Date Certified	Interested
<input type="checkbox"/>	+ Putato, Allen D.	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Pumpkin, Steve O.	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ McCat, Fuffy B.	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Charmander, Char C.	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Approval Status: Selection Made Next


Incomplete  
Selection Made  
Selection Not Made

1

2

### My Assignments 1

Select the applicant lists below that you want to review.



**Certificate 20170824-CAJI-001**  
 GS-0503-6 - Category Rating  
 Hickam AFB, HI  
 4 Applicants

**Status**

Selection  
Made

Review (1) Lists

Clear Selections

3

4



# LIST OF ELIGIBILITIES CERTIFICATE APPROVAL PROCESS



Certificate 20170824-CAJI-001

Applicants **4**

Pay Plan: GS-0503-6  
Location: Hickam AFB, HI

Eligibilities:  
Specialties:

[View Instructions](#)

[Print](#)

<input type="checkbox"/>	Applicant Name	Vet Preference	Selection Decision	Documents	Notes	Request Number	Date Certified	Interested
<input type="checkbox"/>	+ Putato, Allen D.	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Pumpkin, Steve O.	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ McCat, Fuffy B.	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Charmander, Char C.	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Approval Status:

Selection Made

[Next](#)

# Certificate of Eligibles



Criteria		Certificate Details	
Location	Hickam AFB, HI	Certificate Number	20170824-CAJI-001
Pay Plan	GS	Certificate Type	Category Rating
Series	0503	Issued Date	08/24/2017
Grade	6	Priority Order	Category Rating Rules
Specialties	N/A	Rank By	Rating (exclude Veteran Points)
		Refer Method	Top Category

Applicant List					
Agency Action	Applicant Name	Vet Pref	Final Rating	Category Rating	Eligibility Labels
	Putato, Allen D.	NP	90	Highly Qualified	
	Pumpkin, Steve O.	NP	95	Highly Qualified	
	McCat, Fuffy B.	NP	98	Highly Qualified	
	Charmander, Char C.	NP	93	Highly Qualified	

Selecting Official Signature \_\_\_\_\_ Date \_\_\_\_\_

Selecting Official Organization \_\_\_\_\_

Selecting Official Telephone Number \_\_\_\_\_

Appointing Official Signature \_\_\_\_\_ Date \_\_\_\_\_



# LIST OF ELIGIBILITIES CERTIFICATE APPROVAL PROCESS



Due 09/23/2017  
Returned N/A  
HR Contact Stephanie Blackmon

Applicant List: [Certificate](#) > View Lists

## Applicant Lists 1

Other Reviewers | **Documents** ▾

Certificate 20170824-CAJI-001

### Applicants 4

Pay Plan: GS-0503-6  
Location: Hickam AFB, HI  
Eligibilities:  
Specialties:

<input type="checkbox"/>	Applicant Name	Vet Preference
<input type="checkbox"/>	+ Putato, Allen D.	NP - No Preference.
<input type="checkbox"/>	+ Pumpkin, Steve O.	NP - No Preference.
<input type="checkbox"/>	+ McCat, Fuffy B.	NP - No Preference.
<input type="checkbox"/>	+ Charmander, Char C.	NP - No Preference.

### Documents 0

File Name	Submitted By	Received Date

#### Add New Document

Selected Document

**Choose File**

Cancel | **Upload**



# ***QUESTIONS???***

**POC: SPC Gretchen Gabaon**

**Phone: 808-672-1213**

**Email: [gretchen.l.gabaon.mil@mail.mil](mailto:gretchen.l.gabaon.mil@mail.mil)**



# *HRO Systems*

CW3 Mel K. Masaki

Human Resources Specialist (Information System)

808-672-1245

[melvin.k.masaki.mil@mail.mil](mailto:melvin.k.masaki.mil@mail.mil)



## *Objectives*

- **Basic understanding of the tools that are available for Federal technicians**
- **Assist in building a self supporting Federal technician**



## *Key Systems*



- **MyBiz+**
- **electronic Official Personnel Folder (eOPF)**
- **Army Benefits Center – Civilian**
  - **Employee Benefits Information System (EBIS)**
- **myPay**
- **Defense Civilian Personnel Data System (DCPDS)**



*My Biz+*  
*for Managers and Supervisors*

Secure Online Access to  
Your Team's HR Information



## *KEY FEATURES*

- **Defense Civilian Personnel Data System (DCPDS) automated multiple human resources functions (Personnel action processing, Appraisal, Pay Adjustments)**
- **Maintains a complete history on employees (Awards, Benefits selections, Personnel Actions)**
- **Updates the Payroll system automatically for Technician employees**
- **Interfaces with Performance Appraisal Application (PAA)**



## *MyBiz+*

**MyBiz+ is a Self Service application that allows managers and supervisors to view your team's HR Information:**

- **Personnel Actions**
- **Emergency Contact Info**
- **Position Data**
- **Personal Information (non-PII)**
- **Salary and Awards**
- **Performance Plans and Appraisals**
- **Professional Development Information**



## *MyBiz+*

- To get started with MyBiz+, visit the DCPDS Portal located at:
  - <https://compo.dcpds.cpms.osd.mil>
- Follow the instructions contained in the MyBiz+ Guide located on the State DoD HRO website:
  - [https://dod.hawaii.gov/hro/files/2015/04/MyBizfor-Managers-and-Supervisors-Users-Guide\\_4-May-2015.pdf](https://dod.hawaii.gov/hro/files/2015/04/MyBizfor-Managers-and-Supervisors-Users-Guide_4-May-2015.pdf)



# MyBiz+

MyBiz+ offers employees improved navigation and HR information in an easy to understand display! Help us continue to improve MyBiz+ by visiting [Provide Feedback](#) and telling us what you think....

**Welcome, Test Account** The information is current as of 06-Jan-2015

**Notifications**

Read/Unread	Title	Start Date
No Notifications At This Time		

\* You have no unread notifications.

**Home** \$ \* \* \* \* \*

[Provide Feedback](#)

**Key Services**

- My Workplace
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- Retrieve SF50

**Leave**

Annual Leave Balance:	70.00
Sick Leave Balance:	202.00
Annual Leave Forfeit Balance (Use or Lose):	153.00

**Pay**

Gross Pay:	654.85
Net Pay:	382.91
Pay Period End Date:	01-Mar-2014

**Insurance**

Health Insurance:	Blue Cross and Blue Shield (10)
Life Insurance:	Basic only

**Professional Development** Manage My Views

**Education:**  
Pharmaceutical Marketing and Management (512011)  
Bachelor's degree - (2011)

**Training:**  
INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014)

**Certification/Licenses:**  
No Certificates/Licenses Available

**Last Personnel Action**

Type of Action:	Individual Time Off Award
Effective Date:	30-Nov-2014

**Detail Pages**

- Personnel
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports
- My Team

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts





## *MyBiz+*

### ☐ Key Services

[MyPerformance](#)

[My Workplace](#)

[Manager Functions](#)

[Performance Management and Appraisal](#)

[Apply Action\(s\) to Multiple Employees](#)

[Manage Trusted Agent Authorization](#)

[View/Print Performance Management Reports](#)

[View Previous Requests](#)

[CIV Fill Request Status](#)

[Request Employment Verification](#)

[Civilian Career Report](#)

[Update Contact Information](#)

[Update Professional Development](#)

[Retrieve SF50](#)

[Update MySupervisor / MyTeam](#)

[Hiring Manager's Toolkit](#)



# MyBiz+

Other DCPDS Applications ▾

★ Favorites ▾

Customer Support ▾

Help ▾

Logout

## SELF HELP

- MyBiz+ Overview Simulation
- Manage My Views Simulation
- Employment Verification Simulation
- MyBiz+ for Managers and Supervisors Simulation
- MyBiz+ User Guide
- MyBiz+ for Managers and Supervisors User Guide
- MyBiz+ for External and Military Managers and Supervisors User Guide
- Manage My Views User Guide
- Request Hierarchy Assistance User Guide  
(for DFAS, DLA and NG employees only)

## FEEDBACK

- MyBiz+ Feedback Page

About DCPDS

About MyBiz+

System Help Desk Contacts

## ACCESSIBILITY

- Screen Reader Mode (Alt + j)



My Views TIP

267.00

407.00

147.00

Plan (11)

\$ Pay



*electronic Official Personnel Folder (eOPF)*

Secure Online Access to  
Your Official Personnel Folder



## *KEY FEATURES*

- **Replaces the paper Official Personnel Folder (OPF) and provides access through a secure internet connection**
- **Released to the field on 1 February 2016**
- **Eliminates the loss of an employee's paper OPF in filing and routing**
- **Complies with the Office Personnel Management (OPM) and federally mandated HR employee record management regulations**
- **Similar to the Personnel Electronic Records Management System (iPERMS) and the Personnel Records Display Application (PRDA)**



## *electronic Official Personnel Folder (eOPF)*



- To get started with eOPF, go to:
  - <https://eopf.opm.gov/nationalguard/>
- Follow the instructions contained in the User Guide v5.0.2s for Employee at the following website:
  - <https://dod.hawaii.gov/hro/files/2015/04/User-Guide-v5.0.2s-for-Employee.pdf>



## *electronic Official Personnel Folder (eOPF)*



Office of Personnel Management  
**eOPF**

*a New Day for Federal Service*

This is an official United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Privacy Policy](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Rules of Behavior](#), and you consent to secure testing and monitoring.

**NATGUARD :: eOPF v5.0.3 is now available**



**ACCEPT**

eOPF Server - 03744 | eopfhelpdesk@opm.gov | 1-866-275-8518



# *electronic Official Personnel Folder (eOPF)*



Office of Personnel Management  
**eOPF**

*a New Day for Federal Service*

**eOPF v5.0.3**  
Enter your eOPF ID and Password to log in.

**eOPF ID:**

**PASSWORD:**

[Request a New Password](#)  
[Request Your eOPF ID](#)



This is an official United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

**Signing into eOPF indicates you have read and accepted the [Terms and Conditions](#) and [Rules Of Behavior](#) and you consent to security testing and monitoring.**



# *electronic Official Personnel Folder (eOPF)*



Office of Personnel Management  
**eOPF**

*a New Day for Federal Service*

**eOPF v5.0.3**  
Enter your eOPF ID and Password to log in.

eOPF ID:

PASSWORD:

[SUBMIT](#) [CLEAR](#)

[Request a New Password](#)  
[Request Your eOPF ID](#)



This is an official United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

**Signing into eOPF indicates you have read and accepted the [Terms and Conditions](#) and [Rules Of Behavior](#) and you consent to security testing and monitoring.**



# *electronic Official Personnel Folder (eOPF)*

User Name: MASAHI, MELVIN

[Help](#)

[FAQ](#)

[Home](#)

Welcome to the eOPF System

## Introduction :

The eOPF System contains electronic copies of the documents that make up your Official Personnel File. This self-service tool enables you to electronically view and print your OPF documents. If you have questions concerning the technical aspects of the eOPF, email the NGB eOPF Help Desk at [ng.ncr.arng.mbx.ngb-ngeopf-helpdesk@mail.mil](mailto:ng.ncr.arng.mbx.ngb-ngeopf-helpdesk@mail.mil). Questions concerning specific personnel actions or documents should be sent to your local eOPF contact located in your respective HR Office.

**WARNING:** To ensure the confidentiality of data viewed within this application you must use a .mil network computer to access this application. A copy of the personnel information viewed may remain on the computer in a hidden cache directory. The hidden cache can potentially be viewed by a subsequent individual who has access to the same computer. You may clear the contents of the browser's cache by performing the following steps: (1) Choose Tools->Internet Options from IE's menu (2) The General tab should already been chosen, if not, select it (3) Click on the Delete Files button in the Temporary Internet files frame (4) Click OK from the dialog box that pops up. Please note: because of eOPF security features that hide IE's menu you may need to re-open IE after exiting eOPF in order to access the menu.

Welcome to the National Guard eOPF!

## User Info:

Email: [melvin.k.masaki.mil@mail.mil](mailto:melvin.k.masaki.mil@mail.mil)

Total Login Count: 269

Password will expire in: 44 day(s).



# *electronic Official Personnel Folder (eOPF)*

User Name: MASAKI, MELVIN

[Help](#)[FAQ](#)[Home](#)

eOPF - Folder View :

Reason: View: View without watermark [Show All Docs](#)[Cancel](#)

1 folder(s) returned.

Latest Eff. Date	PO ID	Org Code	Activity Code	Folder Status	Open	Add Doc	Show All Docs	Emergency Data	Clip Folder
09/15/2017	3346	TOARW&APAA172	0	ACTIVE					

67 document(s) returned for: MASAKI, MELVIN

Form Number	Effective Date	Form Description	Type	NOA Code 1	Side	Create Date	View	Add to Clip	Instr Page
<a href="#">DG_61</a>	09/15/2017	SCD WORKSHEET	BENEFITS		Permanent	09/15/2017			
<a href="#">DG_66</a>	08/30/2017	RECORD FOR PAYMENTS IN FULL FOR MILITARY DEPOSITS	BENEFITS		Permanent	09/14/2017			
<a href="#">TSP_1</a>	08/20/2017	THRIFT SAVING PLAN ELECTION	BENEFITS		Permanent	08/21/2017			
<a href="#">SF_50</a>	08/06/2017	NOTIFICATION OF PERSONNEL ACTION	REG WRI	893	Permanent	08/07/2017			
<a href="#">SF_52</a>	08/06/2017	REQUEST FOR PERSONNEL ACTION	REG WRI	893	SF 52	08/07/2017			
<a href="#">TSP_1</a>	04/16/2017	THRIFT SAVING PLAN ELECTION	BENEFITS		Permanent	04/17/2017			
<a href="#">SF_50</a>	01/08/2017	NOTIFICATION OF PERSONNEL ACTION	GEN ADJ	894	Permanent	01/12/2017			
<a href="#">SF_52</a>	01/08/2017	REQUEST FOR PERSONNEL ACTION	GEN ADJ	894	SF 52	01/11/2017			
<a href="#">SF_3108</a>	10/03/2016	APPLICATION TO MAKE SERVICE CREDIT PAYMENT FOR CIVILIAN	BENEFITS		Permanent	10/03/2016			

Activate W  
Go to Settings



***Army Benefits Center – Civilian (ABC-C)  
Employee Benefits Information System (EBIS)***

Secure Online Access to



## *Objectives*

- **Gain access to the Employee Benefits Information System (EBIS)**
- **Basic knowledge to be able add or make changes to Employee Benefits:**
  - **Federal Health Benefits (FEHB)**
  - **Thrift Savings Plan (TSP)**
  - **Federal Group Life Insurance (FGLI)**



**ARMY BENEFITS CENTER - CIVILIAN**

Home Benefits **EBIS** About Us Contact Us ICE

**BENEFITS TOPICS**  
 Civilian Death-in-Service Forms  
 Health Insurance  
 Injury Compensation  
 Life Insurance  
 Retirement  
 Thrift Savings Plan (TSP)  
 Unemployment Compensation

**QUICK LINKS**  
 Affordable Care Act  
 Court Ordered Benefits  
 Defense Contract Management Agency  
 Federal Benefits Open Season  
 Financial Literacy  
 Leave Without Pay (LWOP)  
 National Guard  
 New Employee Benefits Tool Kit  
 Non-Appropriated Fund  
 Social Security  
 Uniformed Services

**EXTERNAL LINKS**  
 Federal Employees Dental and Vision Program (FEDVIP)  
[www.benefeds.com](http://www.benefeds.com)  
 (877) 888-3337  
 Federal Employees Flexible Spending Account (FSAFEDS)  
[www.fsafeds.com](http://www.fsafeds.com)  
 (877) 372-3337

**ABC-C STATUS**

**PHONE SYSTEM**  
 Fully Operational

**EBIS**  
 Fully Operational

Updated: 17 Oct 2017

**ANNOUNCEMENTS**

**\*\*\*Updated\*\*\***

**Benefits changes effective on or after 29 Sep 2017**  
 Benefits elections effective on or after 29 Sep 2017 **have processed!** This includes FEGLI Open Season elections.

Please keep in mind that with the high number of elections processed, it may take longer than normal for your benefits forms to flow into your eOPF (normal timeframe is 24-48 hours).

**Tuesday, 17 Oct 2017**  
 Benefits Specialists will be **UNAVAILABLE** from 1400 - 1700 CT on Tuesday, 17 Oct 2017 due to system maintenance. Specialist availability will resume on Wednesday, 18 Oct 2017 at 0700 CT. EBIS will be available to make benefits elections during this time.

**Thrift Savings Plan (TSP) and Hurricanes Harvey / Irma**  
 The TSP has made a temporary change to the financial hardship withdrawal rules for participants affected by Hurricanes Harvey and Irma. TSP will treat any Financial Hardship In-Service Withdrawal Request as a qualifying hardship and will waive the rule prohibiting employee contributions for 6 months after taking a hardship withdrawal if you meet the posted requirements. You can get more information on this, to include information on how to request a TSP Financial Hardship In-Service Withdrawal by visiting TSP's [Plan News and Announcements](#) page.

**EBIS**

Click to log into  
**EBIS**  
 Employee Benefits Information System (EBIS)

**What is EBIS?**  
 EBIS is an automated, secure, self-service web application that allows employees to review general and personal benefits information, and allows you to calculate your own retirement estimates. EBIS also allows you to make benefits elections for Federal Employees Health Benefits (FEHB), Federal Employees Group Life Insurance (FEGLI), and the Thrift Savings Plan (TSP).

**Did you know?**  
 You can only access EBIS if you are logged in with your Common Access Card (CAC). You must also have your Social Security number and EBIS PIN. This is to help protect your Personally Identifiable Information (PII)!

**Problems accessing EBIS?**  
 Our [EBIS Login Information sheet](#) can help.

**EBATS** Activat Go to Se

Click to log into:

- Go to the Army Benefits Center – Civilian (ABC-C) website:  
<https://www.abc.army.mil/>
  - Click on EBIS tab
  - Click “OK” for CAC Certificate and enter PIN



# Employee Benefits Information System



**EBIS** EMPLOYEE BENEFITS INFORMATION SYSTEM



Help

Welcome to the Employee Benefits Information System (EBIS)...

## Department of Army EBIS Login

### Current Users:

Enter your SSN and your PIN.

SSN

(No Dashes)

PIN

[Reset PIN](#)

Login...

### User Information:

If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.

New User

If you encounter difficulty with your PIN, please contact a Benefits Specialist with the Army Benefits Center - Civilian at (877) 276-9287, Monday through Friday, from 0700 to 1700 CT, for assistance.



# Employee Benefits Information System

**EBIS** EMPLOYEE BENEFITS INFORMATION SYSTEM



Help

Welcome to the Employee Benefits Information System (EBIS)...

## Department of Army EBIS Login

### Current Users:

Enter your SSN and your PIN.

SSN  (No Dashes)

PIN

[Reset PIN](#)

Login...

### User Information:

If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.

New User

If you encounter difficulty with your PIN, please contact a Benefits Specialist with the Army Benefits Center - Civilian at (877) 276-9287, Monday through Friday, from 0700 to 1700 CT, for assistance.

- **Login with SSN without dashes and (6-digit) PIN**



# Employee Benefits Information System

**EBIS** EMPLOYEE BENEFITS INFORMATION SYSTEM



Help



My Benefits



Calculators



Transactions



Forms



HR Link



eRetirement



My Profile



eSeminars



Information

## Session

User:

MELVIN K MASAKI

PIN

Logout

## Pending Transactions

FEHB: None  
TSP: None  
TSP Catch-Up: None  
FEGLI: None

## Agency News

Did you create a transaction for TSP, FEHB, or FEGLI that is effective this weekend? If you did and you do not see that it is processed yet, remember that our information will not be refreshed for the weekend transactions until Monday morning. If you have concerns about your transaction, please contact a Benefits Specialist.

Welcome to the Employee Benefits Information System (EBIS)...

## Department of Army

The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement & benefits.

To get started - choose one of the following:



### My Benefits

Click for a comprehensive personal statement of your retirement and benefits.



### Calculators

Click to use a variety of retirement and TSP calculators.



### Transactions

Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.



### Forms

Click to fill and/or print benefits related forms.



### HR Link

Click to view estimates from your Human Resources office.



### eRetirement

Click to submit a retirement request to your human resources office.



### My Profile

Click to personalize your information that is used in EBIS.



### eSeminars

Click here to view on-line seminars about your Federal benefits.



### Information

Click to view information about Federal employee benefits.

Activate Windows

Go to Settings to activate Windows.

Welcome to EBIS! We hope you have a good experience on this site. If you encounter difficulties, please contact a Benefits Specialist by calling 1-877-276-9287 between 0700 and 1700 Central Time.

- **Click on “Transaction” ICON**



# Employee Benefits Information System

**EBIS** EMPLOYEE BENEFITS INFORMATION SYSTEM



Help

- My Benefits
- Calculators
- Transactions
- Forms
- HR Link
- eRetirement
- My Profile
- eSeminars
- Information

**Session**  
User:  
MELVIN K MASAKI

PIN    Logout

**Pending Transactions**  
FEHB:        None  
TSP:         None  
TSP Catch-Up: None  
FEGLI:       None

**Agency News**  
Did you create a transaction for TSP, FEHB, or FEGLI that is effective this weekend? If you did and you do not see that it is processed yet, remember that our information will not be refreshed for the weekend transactions until Monday morning. If you have concerns about your transaction, please contact a Benefits Specialist.

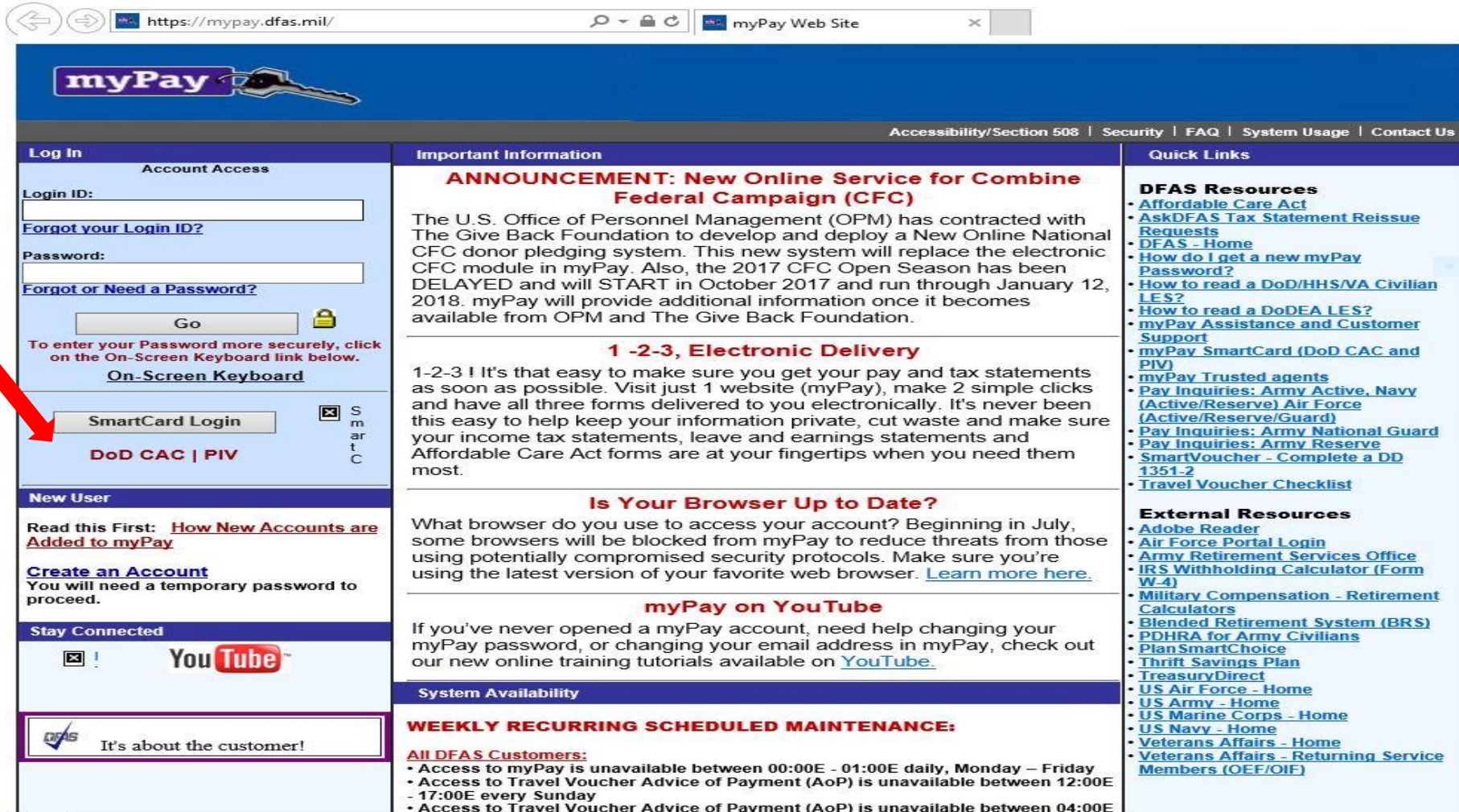
Transactions											
<p><b>FEHB Current Coverage</b> Premium cost for temporary employees will be higher than the cost reflected below. Please refer to the Guide to FEHB Plans.</p> <table style="width: 100%;"> <tr><td>Plan Code</td><td>871</td></tr> <tr><td>Plan Name</td><td>HMSA</td></tr> <tr><td>Type of Enrollment</td><td>High Self</td></tr> <tr><td>Cost Per Pay Period</td><td>\$70.03</td></tr> </table> <p style="text-align: right;">History    Change</p>	Plan Code	871	Plan Name	HMSA	Type of Enrollment	High Self	Cost Per Pay Period	\$70.03	<p><b>FEHB Pending Transaction</b> You have no pending transactions.</p> <p style="text-align: right;">Void</p>		
Plan Code	871										
Plan Name	HMSA										
Type of Enrollment	High Self										
Cost Per Pay Period	\$70.03										
<p><b>TSP Current Coverage</b> You are currently contributing to TSP.</p> <table style="width: 100%;"> <tr><td>Retirement Plan</td><td>FERS</td></tr> <tr><td>Traditional Contribution Amount</td><td>\$0.00</td></tr> <tr><td>Traditional Contribution Percent</td><td><input type="text"/></td></tr> <tr><td>Roth Contribution Amount</td><td>\$0.00</td></tr> <tr><td>Roth Contribution Percent</td><td><input type="text"/></td></tr> </table> <p style="text-align: right;">History    Change</p>	Retirement Plan	FERS	Traditional Contribution Amount	\$0.00	Traditional Contribution Percent	<input type="text"/>	Roth Contribution Amount	\$0.00	Roth Contribution Percent	<input type="text"/>	<p><b>TSP Pending Transaction</b> You have no pending transactions. If you completed a TSP Stop Automatic Enrollment Transaction, it will be retro-actively effective to your start date and there will be no pending transactions.</p> <p style="text-align: right;">Void</p>
Retirement Plan	FERS										
Traditional Contribution Amount	\$0.00										
Traditional Contribution Percent	<input type="text"/>										
Roth Contribution Amount	\$0.00										
Roth Contribution Percent	<input type="text"/>										
<p><b>TSP Catch-Up Current Coverage</b> You are not currently contributing to TSP Catch-Up.</p> <p style="text-align: right;">History    Change</p>	<p><b>TSP Catch-Up Pending Transaction</b> You have no pending transactions.</p> <p style="text-align: right;">Void</p>										
<p><b>FEGLI Current Coverage</b> All FEGLI amounts and costs are based on your age as of</p>	<p><b>FEGLI Pending Transaction</b> You have no pending transactions.</p>										

Activate Windows  
Go to Settings to activate Windows.



*myPay*

# myPay



https://mypay.dfas.mil/ myPay Web Site

**myPay**

Accessibility/Section 508 | Security | FAQ | System Usage | Contact Us

Log In	Important Information	Quick Links
<p><b>Account Access</b></p> <p>Login ID:  <input type="text"/></p> <p><a href="#">Forgot your Login ID?</a></p> <p>Password:  <input type="text"/></p> <p><a href="#">Forgot or Need a Password?</a></p> <p><input type="button" value="Go"/> </p> <p>To enter your Password more securely, click on the On-Screen Keyboard link below.</p> <p><a href="#">On-Screen Keyboard</a></p> <p><input type="button" value="SmartCard Login"/> </p> <p><b>DoD CAC   PIV</b></p>	<p><b>ANNOUNCEMENT: New Online Service for Combine Federal Campaign (CFC)</b></p> <p>The U.S. Office of Personnel Management (OPM) has contracted with The Give Back Foundation to develop and deploy a New Online National CFC donor pledging system. This new system will replace the electronic CFC module in myPay. Also, the 2017 CFC Open Season has been DELAYED and will START in October 2017 and run through January 12, 2018. myPay will provide additional information once it becomes available from OPM and The Give Back Foundation.</p> <p><b>1 -2-3, Electronic Delivery</b></p> <p>1-2-3 ! It's that easy to make sure you get your pay and tax statements as soon as possible. Visit just 1 website (myPay), make 2 simple clicks and have all three forms delivered to you electronically. It's never been this easy to keep your information private, cut waste and make sure your income tax statements, leave and earnings statements and Affordable Care Act forms are at your fingertips when you need them most.</p> <p><b>Is Your Browser Up to Date?</b></p> <p>What browser do you use to access your account? Beginning in July, some browsers will be blocked from myPay to reduce threats from those using potentially compromised security protocols. Make sure you're using the latest version of your favorite web browser. <a href="#">Learn more here.</a></p> <p><b>myPay on YouTube</b></p> <p>If you've never opened a myPay account, need help changing your myPay password, or changing your email address in myPay, check out our new online training tutorials available on <a href="#">YouTube.</a></p> <p><b>System Availability</b></p> <p><b>WEEKLY RECURRING SCHEDULED MAINTENANCE:</b></p> <p><b>All DFAS Customers:</b></p> <ul style="list-style-type: none"> <li>• Access to myPay is unavailable between 00:00E - 01:00E daily, Monday – Friday</li> <li>• Access to Travel Voucher Advice of Payment (AoP) is unavailable between 12:00E - 17:00E every Sunday</li> <li>• Access to Travel Voucher Advice of Payment (AoP) is unavailable between 04:00E</li> </ul>	<p><b>DFAS Resources</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Affordable Care Act</a></li> <li>• <a href="#">AskDFAS Tax Statement Reissue Requests</a></li> <li>• <a href="#">DFAS - Home</a></li> <li>• <a href="#">How do I get a new myPay Password?</a></li> <li>• <a href="#">How to read a DoD/HHS/VA Civilian LES?</a></li> <li>• <a href="#">How to read a DoDEA LES?</a></li> <li>• <a href="#">myPay Assistance and Customer Support</a></li> <li>• <a href="#">myPay SmartCard (DoD CAC and PIV)</a></li> <li>• <a href="#">myPay Trusted agents</a></li> <li>• <a href="#">Pay Inquiries: Army Active, Navy (Active/Reserve) Air Force (Active/Reserve/Guard)</a></li> <li>• <a href="#">Pay Inquiries: Army National Guard</a></li> <li>• <a href="#">Pay Inquiries: Army Reserve</a></li> <li>• <a href="#">SmartVoucher - Complete a DD 1351-2</a></li> <li>• <a href="#">Travel Voucher Checklist</a></li> </ul> <p><b>External Resources</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Adobe Reader</a></li> <li>• <a href="#">Air Force Portal Login</a></li> <li>• <a href="#">Army Retirement Services Office</a></li> <li>• <a href="#">IRS Withholding Calculator (Form W-4)</a></li> <li>• <a href="#">Military Compensation - Retirement Calculators</a></li> <li>• <a href="#">Blended Retirement System (BRS)</a></li> <li>• <a href="#">PDHRA for Army Civilians</a></li> <li>• <a href="#">PlanSmartChoice</a></li> <li>• <a href="#">Thrift Savings Plan</a></li> <li>• <a href="#">TreasuryDirect</a></li> <li>• <a href="#">US Air Force - Home</a></li> <li>• <a href="#">US Army - Home</a></li> <li>• <a href="#">US Marine Corps - Home</a></li> <li>• <a href="#">US Navy - Home</a></li> <li>• <a href="#">Veterans Affairs - Home</a></li> <li>• <a href="#">Veterans Affairs - Returning Service Members (OEF/OIF)</a></li> </ul>
<p><b>New User</b></p> <p>Read this First: <a href="#">How New Accounts are Added to myPay</a></p> <p><a href="#">Create an Account</a>            You will need a temporary password to proceed.</p> <p><b>Stay Connected</b></p> <p> <b>You Tube</b></p> <p> It's about the customer!</p>		

- Go to website: <https://mypay.dfas.mil/>



# myPay



**myPay** 

Main Menu | Exit

**• 18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.**

**Last Date myPay Accessed: 10/15/2017**

**Your Army Reserve Component Pay Account**

- Leave and Earnings Statement (LES)
- Savings Deposit Program (SDP)**
  - SDP Statement / Withdrawal Request
- Pay Changes:**
  - Correspondence Address
  - Turn on/off Hard Copy of LES
- Direct Deposit:**
  - Net Pay EFT
  - Travel EFT
  - Miscellaneous EFT
- Taxes:**
  - Federal and State Withholding
  - Tax Statement (W-2)
  - IRS Form 1095
  - Student Loan Repayment Program (SLRP) W-2
  - Travel / Miscellaneous Tax Statement (W-2)
  - Turn on/off Hard Copy of W-2 and 1099-INT
  - SDP Tax Statement 1099-INT
  - Turn On/Off Hard Copy of IRS Form 1095
  - Traditional TSP and Roth TSP
  - TSP Catch-Up - Traditional and Roth
  - View Court Orders
  - Travel Voucher Advice of Payment (AOP)
  - Email Address
  - Security Questions for Password Resets
  - **Personal Settings Page** (Click here for details)

**Your Army DoD Civilian Pay Account**

- Leave and Earnings Statement (LES)
- Foreign Entitlements Statement
- Pay Changes:**
  - Allotments
  - Correspondence Address
  - Direct Deposit
  - Health Savings Account
  - Turn on/off Hard Copy of LES
- Taxes:**
  - Federal Withholding
  - State Withholding
  - Tax Statement (W-2)
  - IRS Form 1095
  - Travel / Miscellaneous Tax Statement (W-2)
  - Turn on/off Hard Copy of W-2
  - Turn On/Off Hard Copy of IRS Form 1095
  - Debt Letters
  - Turn On/Off Hard Copy Debt Letter
  - View Court Order
  - Travel Voucher Advice of Payment (AOP)
  - Email Address
  - Security Questions for Password Resets
  - **Personal Settings Page** (Click here for details)







## *Objectives*

- **Basic Information of DCPDS**
- **Who should have a DCPDS account**
- **Understanding the user different roles**
- **Common Nature of Action Codes (NOAC) and Nature of Actions (NOA)**
- **Flow of a Request for Personnel Actions (RPA)**



## *DCPDS Basic Information*

- **System of Record for Technicians**
- **Used by many Federal agencies, including all of DoD**
- **Need to access from a government network with the proper security**
- **Not required for all Supervisors/Managers to have**

# Authorized DCPDS Access per NGB Memo



NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1373

5 April 2017

## MEMORANDUM FOR ALL NATIONAL GUARD HUMAN RESOURCES SPECIALISTS (INFORMATION SYSTEMS)

Subject: Quality Control of Defense Civilian Personnel Data System (DCPDS) User Accounts (TNH 17-022)

1. In preparation for this year's Financial Improvement and Audit Readiness (FIAR), a current review of DCPDS data by NG-J1-TNH has disclosed errors in the way user accounts are built. It is extremely important that accounts are established properly to avoid Personally Identifiable Information (PII) violations or negative FIAR findings.

2. User accounts consist of three areas. Each area plays a key role in ensuring that the user of the account only has access to information that falls under their "Need to Know". Discrepancies have been found in all three areas.

a. Type of Accounts authorized:

- i. PERS (must work in/report to HRO directly)
- ii. MGR (Command Level User at the Directorate/Group or Higher level)
- iii. Going forward Remote Designee (REM) and Supervisor (SUPV) types of accounts are no longer authorized for NG use.

b. Responsibility: This is the role the user will be assigned in the system.

c. Security View: Consist of a Security Profile name and Org Component.

## *Roles in DCPDS*



- **Initiator** and **Requester** are basically the same thing (the person who is initiating the request in DCPDS)
- **Authorizer** is user based on needs they have identified and also at the HRO level to identify that the action has been authorized by either the HRO or the Deputy HRO
- **Personnelist** should be used for every single HRO employee who gets DCPDS access for the purpose of processing actions
- **Approver** is the person whose signature block will show on the SF50
  - According to the Guide to Processing Personnel Actions (GPPA), it is the TAG, but can be delegated to subordinates (HRO/Deputy HRO)
  - NGB has expanded this definition to include functional supervisors



## *DCPDS Users - HIARNG*

\* Denotes – Authorizer Role



### HIARNG CoS

COL Stephen Logan\*  
 LTC Barbara Tucker (pending)\*  
 SGM Elva Schaben  
 Ms. Emlovyette Maikui-Grambusch

### G1

LTC Phoebe Inigo\*  
 CW3 Shirley Bryant\*

### G3

COL Paul Wilson\*  
 LTC Leif Fautanu\*  
 MAJ Christopher Ikeda

### FMS #1

CW2 Shane Stone

### CSMS #2

CPT Cavan Cabatbat (pending)

### G4

COL Tyson Tahara\*  
 LTC Doreen Uehara\*  
 LTC Nathan Tyau\*  
 MAJ Michelle Puesta\*  
 CPT Dexter Nakamoto\*  
 1LT Jeremiah Morris

### FMS #2

CPT Joseph Glade

### CSMS #1

CW3 Stuart Ho  
 CW2 Hector Rivera  
 CW2 Jarred Siruno  
 CW2 Daryl Yamamoto (pending)

### UTES

CW2 Matthew Kakazu  
 CW2 Lee Yamauchi



## *DCPDS Users - HIARNG*

\* Denotes – Authorizer Role

### DCSIM

LTC Melvin Murakami\*

MAJ Edward Choo\*

### USPFO

Col Taison Tanaka (pending)\*

COL Tracey Omori\*

LTC Mark Mitsui

LTC Cesar Pudiquet

MAJ Manuel Llanes

MAJ Eric Miyasato

CW3 Rolando Domingo

MSG Francine Fukunaga

MSG Roland Ladera

SGT Kiblai Suzuky

Ms. Monica Montayre

Mr. Kevin Shambrock

### FMO

COL Stuart Tomasa\*

CW2 Ronald Lee

### 29<sup>th</sup> IBCT

MAJ Allen Tudela\*

WO1 Jaime Imai\*

### 103d Troop Command

LTC Stanley Garcia\*

MAJ Alan Kahanu\*

### SAAO

COL Roger Pukahi\*

CW3 John Yim

MSG Lisa Dias

### AASF #1

LTC Joseph Tolentino\*

MAJ Byron Cadiz

2LT Joshua Kim

CSM Michael Pray

1SG Alvin Sniffen

SSG Brendyn Trevino

### AASF #2

LTC Johnny Wandasan\*

CW4 Peter Bianchi (pending)\*

CW4 Christopher Kerr

Ms. Kathy Bio



## *DCPDS Users - HIANG*

\* Denotes – Authorizer Role

### HQ

Col Gregory Scrivner\*  
Maj Diana Gregory\*

### 154<sup>th</sup> MSG

Col Christopher Jarratt\*  
Col Kurt Shigeta\*  
Lt Col Joyce Merl\* (pending)  
Maj Mariko Boone  
CMSgt Alvin Fritz Jr.  
MSgt Katherine Tam (pending)

### 154<sup>th</sup> CS

Maj Glen Hayase  
CMSgt Nolan Kanekuni

### 154<sup>th</sup> Wing

Brig Gen Gregory Woodrow\*  
Lt Col Regina Komine  
MSgt Yvonne Diamond

### 154<sup>th</sup> FSS

CMSgt Richard Costa  
MSgt Shirlene Cardenas  
MSgt Dodie Pagaoa

### 154<sup>th</sup> LRS

CMSgt Edward Tang

### 201<sup>st</sup> AOG

Maj Jason Apo\*  
Maj Jessica Halleck  
TSgt Benjamin Case

### 291<sup>st</sup> CBCS

CMSgt Todd Lum  
SMSgt Makani Miller  
MSgt Bryan Yonemoto (pending)

### 292<sup>nd</sup> CBCS

Maj Jesse Park  
CMSgt John Kikuyama  
CMSgt Charles Tomlinson  
MSgt Jose Dino Tapuro (pending)  
Nicole Romias



## *DCPDS Users - HIANG*

\* Denotes – Authorizer Role

### 154<sup>th</sup> Cmpt Flt

CMSgt Broc Richardson  
SrA Reid Suzuki

### 154<sup>th</sup> MXG

Col Joseph Harris II\*  
Maj Paul Maedo  
CMSgt Eric Correa  
CMSgt Russell Ducosin  
CMSgt Gary Hema  
CMSgt Dominador Molina  
CMSgt Jeffrey Pakele  
CMSgt Robert Santos  
CMSgt Geoffrey Stiteler  
CMSgt Wendell Villanueva  
SMSgt Sean Johnson  
SMSgt Robby Shigeta

### 154<sup>th</sup> MXS

Lt Col Zachary Chang\*

### 154<sup>th</sup> AMXS

Maj James Lowe  
Maj Jason Matsuoka  
CMSgt Michael Gabster

### 154<sup>th</sup> MDG

Maj Elzadia Kaina\*

### 154<sup>th</sup> OG

Col John York\*  
Lt Col Michael Blake\*  
CMSgt Krisella Oka

### 169<sup>th</sup> ADS

Lt Col Phillip Mallory  
Capt Fredric Villamor  
MSgt Jesse Sacayanan  
TSgt Tristtany Ko  
TSgt Lauren Ligot

### 204<sup>th</sup> AS

CMSgt Darren Morris

### 297<sup>th</sup> ATCS

Norman Simpson

## *Examples of Personnel Actions*



### Nature of Action Code (NOAC)

170

171

893

894

473

460

292

702

703

713

317

### Nature of Action (NOA)

Excepted Appointment

Excepted Appointment – NTE

Within Grade Increase

Pay Adjustment

Absent-US

Leave Without Pay – NTE

Return to Duty

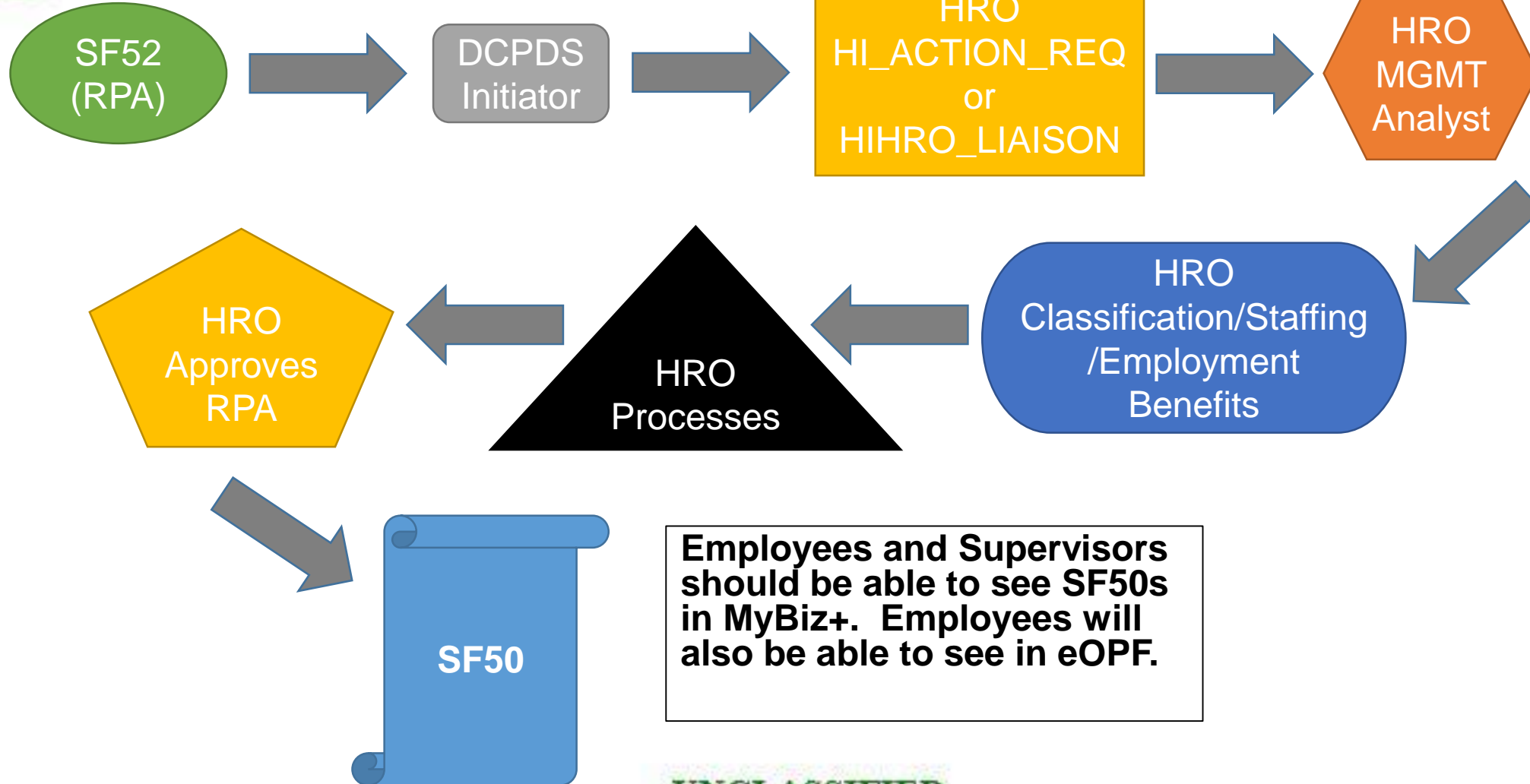
Promotion

Promotion – NTE

Change to Lower Grade

Resignation

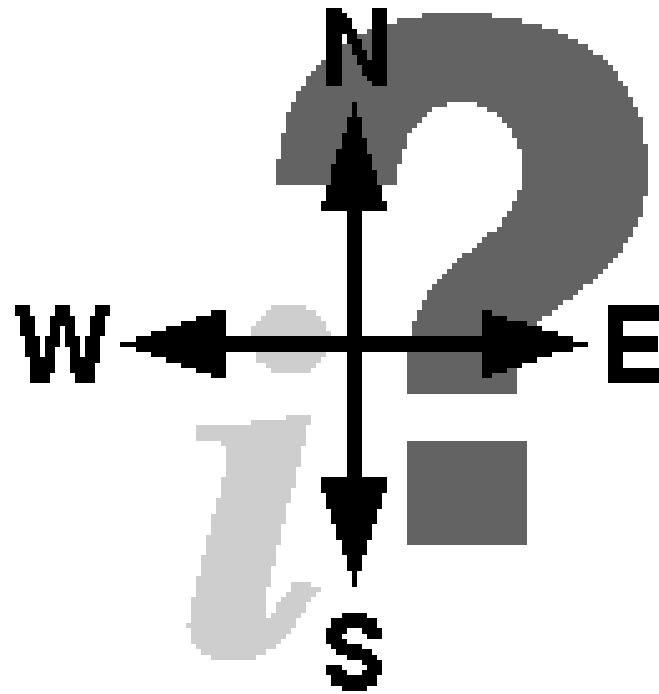
# Flow of a Request for Personnel Action (RPA)



Employees and Supervisors should be able to see SF50s in MyBiz+. Employees will also be able to see in eOPF.



# Questions





# ***AGR SUPERVISION***

LTC Kuna Mendonca – HIARNG AGR Manager, 672-1233, [kukunaokala.mendonca.mil@mail.mil](mailto:kukunaokala.mendonca.mil@mail.mil)

**CMSgt Carol Orr – HIANG AGR Manager, 672-1888, [carol.orr@us.af.mil](mailto:carol.orr@us.af.mil)**

MSG Lei Watson – HIARNG AGR NCOIC, 672-1774, [lелanya.a.watson.mil@mail.mil](mailto:lелanya.a.watson.mil@mail.mil)

SFC Minerva Manuel – HIARNG HRO Specialist, 672-1314, [minerva.b.manuel.mil@mail.mil](mailto:minerva.b.manuel.mil@mail.mil)



## *Agenda*

- **AGR Supervision References**
- **Supervisor Responsibilities**
- **Supervisory Documentation**



## *Objectives*

- Overview of key regulations and references that will assist you in effectively managing Active Guard Reserve (AGR) personnel.
- Role of an AGR supervisor and overview of a supervisor's duties and responsibilities.
- Review key documentation that is required to successfully manage AGR personnel.



## *References*

- **ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program, 3 Jun 10 (certified current 14 Aug 2014)**
- **NGR 600-5, The Active Guard/Reserve (AGR) Program, Title 32, Full-Time National Guard Duty (FTNGD), 21 Sep 2015**
- **AR135-18, The Active Guard Reserve (AGR) Program, 1 Nov 04**
- **AR 600-8-19, Enlisted Promotions and Reductions, 14 Sep 2016**
- **NGR 600-200, Enlisted Personnel Management, 31 Jul 09**
- **CLASP, NGB Policy Memo #11-028, 13 Sep 11**
- **AR 600-8-10, Leaves and Passes, 4 Aug 11**
- **AR 600-8-7, Retirement Services Program, 6 Jun 10**



## *Supervisor's Responsibilities (Air)*



- Responsible for AGR member coordination of curtailment actions, recommendation for promotion or demotion and continuation to include manpower actions, i.e. AF Form 2096.
- Ensure leave policy compliance IAW AFI 36-3006, Military Leave Program.
- Maintain a copy of written approval, AF Form 3902, Application and Approval for Outside Employment of all AGR Airmen.
- Conducts Enlisted Performance Rating IAW AFI 36-2406, Officer and Enlisted Evaluation Systems to meet the Static Close-Out Date (SCOD)
- Occasional and AGR deployment backfill tours.
  - Occasional AGR and deployment tours cannot exceed 179 days. Per ANGI 36-101, para 13.3.3, must accommodate the controlled grade ceiling on any given day.

Reference: ANGI 36-101



## *Supervisor's Responsibilities (Air)*



- **HIHRO FM 2**
  - Requires current EPR (Enlisted Performance Report) or OPR (Officer Promotion Report) attached to HIHRO FM 2
  - Re-enlistment or Extensions not completed in a timely manner (ANGI 36-101, para 6.1.1.1, Follow-on tours will not exceed six years and will not extend beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation Date (MSD))
  - Untimely completion may affect the members entitlements
- **vMPF (virtual Military Personnel Flight) Annual Review**
  - Verify active duty points
  - ECI (Extended Course Institute) points for Officers override the AGR points

Reference: ANGI 36-101



## *Supervisor's Responsibilities*

- **Ensure AGR FTNGD Soldiers are performing the duties of their designated full-time support (FTS) positions**
- **Take an active role in the professional development, career management, retention, and release of assigned AGR FTNGD Soldiers**
- **Conduct professional development counseling with AGR FTNGD Soldiers**
- **Advise qualified AGR FTNGD Soldiers of command and leadership assignments for which they may be eligible as part of their professional career management plan**
- **Develop and implement unit sponsorship and orientation programs in conjunction with the HRO/AGR Manager**

**Reference: NGR 600-5, page 1-2**



## *Documentation (Air)*

- **EPR (Enlisted Performance Report)**
  - AF Form 910, (AB thru TSgt); AFI 36-2406, Table 4.2 for reference
  - AF Form 911, (MSgt thru SMSgt); AFI 36-2406, Table 4.9 for reference
  - AF Form 912, (CMSgt); AFI 36-2406, Table 4.6 for reference
- **OPR (Officer Performance Report)**
  - AF Form 707, (Lt thru Col); AFI 36-2406, Table 3.1 and 3.2 for reference
- **AF IMT 1299, Officer's Certificate of Statement of Service**
  - Use this form to document Title 10, under 30 days, for AGR members. (Sample located in ANGI 36-101, Attachment 15)



## *HIARNG Documentation*

- Professional Development Plan (PDP) Enlisted and Officer Forms (Updated Policy in draft)
  - PDP Schools and Requirements
  - NCOES / OES courses
- DA Form 4856 (Developmental Counseling Form)
  - Duties and Responsibilities
  - Performance Expectations
  - Other requirements
- DA Form 2166-9-1A (NCOER Support Form)
  - Duty Description
  - Performance Goals and Expectations
- DA Form 67-101A (OER Support Form)
  - Duty Description
  - Performance Objective and Accomplishments



# *Questions*



**Break**

