

Hawaii National Guard Human Resources Office

*****NEW FEDERAL TECHNICIAN IN-PROCESSING CHECKLIST *****

PERMANENT AND INDEFINITE APPOINTMENTS

NAME: _____ EFFECTIVE DATE: _____

ASSIGNED SUPERVISOR: _____ CONTACT NUMBER: _____
(Contact your supervisor for assistance on completing your forms)

___ I am NOT on any type of Military Orders as of my Technician Start Date. *If you are on orders, do not continue to complete checklist and Contact HRO ASAP.

___ Check out the HRO DOD WEBSITE:
<http://dod.hawaii.gov/hro/>

___ TRS and FEHB Acknowledgement Form

___ SF-61 – Appointment Affidavit (Provided at HRO)

___ SF-2817 Life Insurance Election Form (Federal Employee Group Life Insurance)

___ Pre Appointment Certification Statement for Selective Service (Complete Online)
<https://www.sss.gov/Home/Verification>

___ SF-2823 Designation of Beneficiary (FEGLI-Federal Employee Group Life Insurance)
*Automatically enrolled unless WAIVED at initial appointment

___ Resume

___ SF-3102 Designation of Beneficiary (FERS) Federal Employee Retirement System

___ SF-144 – Statement of Prior Federal Service

___ SF-1152 Designation of Beneficiary (Unpaid Compensation of Deceased Civilian)

___ DD 214 or Orders (All Prior Active Duty Title 10) –If Applicable

___ W-4

___ SF-256 Self-Identification of Disability

___ Hawaii Federal Tax Form

___ FMS FORM 11-92

___ SF-181 – Race and National Origin Form

___ JOC ID Badge Application

___ Form I-9 Employment Eligibility Verification

AIR ONLY
Contact your supervisor for assistance on completing.

___ Form 306 Declaration for Federal Employment

___ Technician New Hire / Transfer/ Conversion Building ATAAPS & DCPS Pay Records

___ Condition of Employment Form

___ AF3821

___ Employee Educational Data Form (See Attachment 1- Education Levels)

REQUIRED FOR DUAL-STATUS:

MILITARY RANK _____ AFSC/MOS _____ UNIT _____

PARALINE (ARMY) _____ MIL/TECH MPCN (AIR) _____

Employee must read and initial each item:	Initials
<p>Ensure you have a copy of Position Description (PD): A copy of your Position Description (PD) should be provided to you by your supervisor and reviewed with you on the first day you report to your unit. The PD should be signed by your supervisor and returned to HRO. <i>(Contact your Supervisor for a copy. You will be required to have for in-processing)</i></p> <p>How to find Position Descriptions: FASCLASS: https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp</p>	
<p>Performance Appraisal Application (PAA) and Individual Development Plan (IDP): A Performance Appraisal Application (PAA) Plan and Individual Development should be reviewed with you, if applicable, on the first day you report to your unit. <i>(It is your responsibility to follow up with your Supervisor.) NGB Form 430 (Performance Appraisal). Annual Appraisal Cycle: 1 April – 31 March.</i></p>	
<p>State Equal Employment Manager/EEO Requirements: All federal employees and those who supervise federal employees must complete the No FEAR Act training annually and when initially hired in accordance with the attached memorandum. This training can be found at (HIANG)https://golearn.adls.af.mil/login.aspx or (HIARNG) https://www.lms.army.mil/</p> <p>a. Every year Supervisor will verify that employee has received a copy of the:</p> <ol style="list-style-type: none"> 1. Annual EEO Policy 2. EEO Complaint Process policy dated October 2017. 3. Anti-Harassment Policy 4. Ensure that Performance appraisals include mandatory EEO bullet <p>b. Documentation: Employee initials beside this item after completion. Reference: Public Law 107-174 and HRO Memorandum. POC: CPT Masunari at nathan.k.masunari.mil@mail.mil or (808) 672-1316.</p>	
<p>Annual Leave: 1-3 years = 4 hours, 3-15 years=6 hours, 15+years= 8 hours a pay period. Given to full-time employees, and employees with tours of at least 90 days.</p>	
<p>Dual Compensation: Technicians MUST be in an official leave status (annual, military, comp, time-off or LWOP) when performing in any type of active/inactive duty status. Cannot use sick leave.</p>	
<p>Probationary Period: Your first year of technician employment is probationary. (However, for Non-Dual Status technicians, you will not get career tenure for 3 years). Title 5 technicians have a 2 year probation period. You can be terminated at any time, for any reason, if retention is not recommended. New Supervisors will begin their 1 year probation period. <i>*NOTE: Temporary/Indefinite Technician Employee do not have a probation period but your time may count towards permanent probationary time if work is in the same line of work</i></p>	
<p>Compatibility: Technicians have 2 years to become militarily compatible with their technician position, and must maintain compatibility to continue employment. How to find out what AFSC or MOS are compatible to your position: GKO (Guard Knowledge Online): https://gkportal.ng.mil/joint/J1/D06/B03/Compatibility/Forms/AllItems.aspx <i>Does not apply to temporary technicians</i></p>	

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<p>Government Travel Card: Required for all military and technician travel expenses. For Technician Travel you are required to have a SF182. If you are an Army Guard members you are required to set up a Civilian DTS Profile; you travel in your civilian pay grade not and military rank/grade.</p>	
<p>Uniform/Dress Code Policy: Military membership is a condition of Dual Status (DS) Federal Technician employment. The military uniform must be worn IAW applicable regulations. State policy: http://dps.hawaii.gov/wp-content/uploads/2012/09/ADM0309.pdf</p>	
<p>Employee Benefits: As a Federal employee, you may be able to enroll in health, dental, vision and life insurance, flexible spending accounts, and apply for long term care insurance Required: Watch this video from the U.S. Office of Personnel Management before reporting to New Employee Orientation. As you watch the video initial the items covered below. Video: https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/</p>	
<p>Health Insurance (FEHB): You will be eligible to enroll in the Federal Employees Health Benefits (FEHB) program if you are initially appointed for more than 90 days of continuous employment, you are eligible for health insurance (FEHB) as of your appointment date. New technicians have 60 days to elect health benefits. Open season is yearly. Please Note once you waive coverage you cannot re-enroll until a Qualifying Life Event Occurs i.e. marriage, divorce, death of a spouse, having a child. To find information about Health Insurance (FEHB visit: https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/#url=Health To compare plans Visit www.opm.gov/healthcare-insurance/. If you are eligible for FEHB you may NOT be covered under Tricare Reserve Select.</p>	
<p>FEDVIP: Federal Employee Dental and Vision Insurance Program. You can visit the Employee Benefits Information System www.ebis.army.mil (CAC access) to register, view and manage your Federal Technician benefits. To find information about Dental visit: https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/#url=Dental To find information about Vision: https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/#url=Vision</p>	
<p>Life Insurance: 30 days to elect FEGLI. Rarely an open season. FEGLI allows you to waive insurance; Please Note once you waive coverage you cannot re-enroll until a Qualifying Life Event Occurs i.e. marriage, divorce, death of a spouse, having a child To find information about Life Insurance Program visit: https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/#url=Life</p>	
<p>Flexible Spending Accounts: Open season annually. Tax free money set aside to pay out of pocket health expenses and Dependent Care needs. To find information about enrolling in a flexible spending accounts during Open Season visit: https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/#url=Flexible-Spending-Accounts</p>	

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<p>Long Term Care: Most Federal and U.S. Postal Service employees and annuitants, active and retired members of the uniformed services, and their qualified relatives are eligible to apply for insurance coverage under the FLTCIP. To find information visit: https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/#url=Long-Term-Care</p>	
<p>Federal Employees Retirement System (FERS): that provides benefits from three different sources: a Basic Benefit Plan, Social Security and the Thrift Savings Plan (TSP). Two of the three parts of FERS (Social Security and the TSP) can go with you to your next job if you leave the Federal Government before retirement. To find information visit: https://www.opm.gov/retirement-services/fers-information/</p>	
<p>Thrift Savings Plan: Automatically enrolled at 3% Agency matches up to 5%. To find information visit: https://www.tsp.gov/index.html</p>	

_____ Unemployment Insurance Benefits

If you have applied for or have been receiving Unemployment Insurance benefit payments, it is your responsibility, under penalty of law, to notify the appropriate local office, in writing, to discontinue the issuance of Unemployment Insurance checks now that you are employed. Failure to notify the State agency can result in a penalty such as a fine, imprisonment, or both. I acknowledge understanding of the above statement.

_____ Designation of Beneficiary

I received all applicable Designation of Beneficiary forms (retirement, TSP, life insurance, unpaid compensation). While optional, I understand that HRO highly encourages completion and submission of these forms. Important Note: Only natural children and formally adopted children are eligible for benefits under the Standard Order of Precedence in the absence of a Designation of Beneficiary Form. Entitlement for Stepchildren must be established by a Designation of Beneficiary Form.

_____ Statement of Prior Federal Service (SF 144).

I acknowledge that my annual leave earnings category cannot be adjusted until the required annual leave documents (DD214, Title 10 Active Duty Orders, SF50s) have been submitted and verified.

_____ Standards/Appraisals

I understand that my supervisor must provide initial counseling and performance standards within 30 days of my hire date.
 Generally, I am due a performance appraisal on a yearly basis (certain personnel actions may alter the due date (for example: a promotion or reassignment)).

_____ Union Representation

I understand that not all positions within the Technician Program are covered by the Bargaining Unit Contract. If you are not sure if you are a part of the bargaining unit please check with your supervisor. References: 5 USC Chapter 71, Labor-Management Relations; CNGBI 1400.25, Vol. 715; CNGBI 1400.25, Vol. 752; CNGBI 1400.25, Vol. 753; CNGBN 140X3, (New) Adverse Actions & Appeals

Employee's Signature _____ Date _____
 Supervisors/Sponsors Signature _____ Date _____
 HRO/Designee's Signature _____ Date _____