

Hawaii National Guard Human Resources Office

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

**TEMPORARY APPOINTMENTS**

**NAME:** \_\_\_\_\_ **EFFECTIVE DATE:** \_\_\_\_\_

**ASSIGNED SUPERVISOR:** \_\_\_\_\_

*(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, don't not continue to complete checklist and Contact HRO ASAP.**

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

\_\_\_ SF-61 – Appointment Affidavit (Provided at HRO)

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

\_\_\_ Resume

\_\_\_ SF-144 – Statement of Prior Federal Service

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

\_\_\_ SF-256 Self-Identification of Disability

\_\_\_ SF-181 – Race and National Origin Form

\_\_\_ Form I-9 Employment Eligibility Verification

\_\_\_ Form 306 Declaration for Federal Employment

\_\_\_ Condition of Employment Form

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

\_\_\_ TRS and FEHB Acknowledgement Form

\_\_\_ SF-1152 – Designation of Beneficiary

\_\_\_ Memorandum of Understanding - Temporary Appointment

\_\_\_ Notification to HIANG/HIARNG Temporary Technicians Eligibility for FEHB-TRS (Dec 2014)

\_\_\_ W-4

\_\_\_ Hawaii Federal Tax Form

\_\_\_ FMS FORM 11-92

**AIR ONLY**

***Contact your supervisor for assistance on completing.***

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

\_\_\_ AF3821

**REQUIRED FOR DUAL-STATUS:**

MILITARY RANK \_\_\_\_\_ AFSC/MOS \_\_\_\_\_ UNIT \_\_\_\_\_

PARALINE (ARMY) \_\_\_\_\_ MIL/TECH MPCN (AIR) \_\_\_\_\_

PRIOR FEDERAL TECHNICIAN? \_\_\_\_\_ IF SO, HOW MANY YEARS OF EXPERIENCE DO YOU HAVE? \_\_\_\_\_

Employee must read and initial each item:	Initials
<p><b>Ensure you have a copy of Position Description (PD):</b> 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><b>How to find Position Descriptions:</b>  <b>FASCLASS:</b> <a href="https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp">https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp</a></p>	
<p><b>Probationary Period:</b> 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><b>Compatibility:</b> Technicians have 2 years to become militarily compatible with their technician position, and must maintain compatibility to continue employment. <i><b>*Does not apply to temporary technicians</b></i></p>	
<p><b>Government Travel Card:</b> 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><b>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)<a href="https://golearn.adls.af.mil/login.aspx">https://golearn.adls.af.mil/login.aspx</a> or (HIARNG) <a href="https://www.lms.army.mil/">https://www.lms.army.mil/</a></b></p> <p><b>a. Every year Supervisor will verify that employee has received a copy of the:</b></p> <ol style="list-style-type: none"> <li>1. Annual EEO Policy</li> <li>2. EEO Complaint Process policy dated October 2017.</li> <li>3. Anti-Harassment Policy</li> <li>4. Ensure that Performance appraisals include mandatory EEO bullet</li> </ol> <p><b>b. Documentation: Employee initials beside this item after completion.</b>  <b>Reference: Public Law 107-174 and HRO Memorandum.</b>  <b>POC: CPT Masunari at <a href="mailto:nathan.k.masunari.mil@mail.mil">nathan.k.masunari.mil@mail.mil</a> or (808) 672-1316.</b></p>	
<p><b>Annual Leave:</b> 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><b>Dual Compensation:</b> 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><b>Uniform/Dress Code Policy:</b> Military membership is a condition of Dual Status (DS) Federal Technician employment. The military uniform must be worn IAW applicable regulations.  <b>State policy:</b> <a href="http://dps.hawaii.gov/wp-content/uploads/2012/09/ADM0309.pdf">http://dps.hawaii.gov/wp-content/uploads/2012/09/ADM0309.pdf</a></p>	

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<p><b>Employee Benefits:</b> As a Federal employee, you may be eligible to enroll in health, dental, vision, life insurances, long-term care insurance and participate in flexible spending accounts.  <b>Required:</b> Watch this 40-minute video from the U. S. Office of Personnel Management <i>before</i> reporting to New Employee Orientation.  <b>Video:</b> <a href="https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/">https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/</a>  <b>USOPM YouTube – Your Federal Insurance Benefits 2017 for Active Employees:</b>  <a href="https://youtu.be/PO7HIX79MR4">https://youtu.be/PO7HIX79MR4</a>  Federal Benefits <i>FastFacts:</i> Insurance Benefits for New/Newly Eligible Federal Employees:  <a href="https://www.opm.gov/healthcare-insurance/fastfacts/newemployeebenefits.pdf">https://www.opm.gov/healthcare-insurance/fastfacts/newemployeebenefits.pdf</a>  <b>Quick Guide to FEHB, FEDVIP, FLCIP, FSAFEDS and FEGLI</b>  <a href="https://www.opm.gov/healthcare-insurance/fastfacts/quickguide.pdf">https://www.opm.gov/healthcare-insurance/fastfacts/quickguide.pdf</a></p>	
<p><b>Army Benefits Center – Civilian (ABC-C):</b> ABC-C provide automated benefits support to Army and Air Force service appropriated fund employees through the Employee Benefits Information System (EBIS) and trained benefits specialist.  <b>Website:</b> <a href="https://www.abc.army.mil/index.html">https://www.abc.army.mil/index.html</a>  <b>New Employee Benefits Tool Kit:</b>  <a href="https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm">https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm</a></p>	
<p><b>Employee Benefits Information System (EBIS):</b> A web application that allows you to make changes to your election on health insurance (FEHB), life insurance (FEGLI) and Thrift Savings Plan (TSP). A great tool and provides eSeminars in regards to retirement and financial planning.  <b>Website:</b> <a href="https://www.ebis.army.mil/login.aspx">https://www.ebis.army.mil/login.aspx</a> (CAC enabled).  <b>EBIS Overview Tutorial:</b> <a href="https://www.abc.army.mil/NewEmployee/EBISOverview.pdf">https://www.abc.army.mil/NewEmployee/EBISOverview.pdf</a>  <b>EBIS Login Information Sheet:</b> <a href="https://www.abc.army.mil/EBIS/EBIS.pdf">https://www.abc.army.mil/EBIS/EBIS.pdf</a></p>	
<p><b>Federal Employees Health Insurance (FEHB):</b> You have <b>60 days from date of entry</b> to enroll. You must enroll by calling a benefits specialist at ABC-C (1-877-276-9287) or logging into EBIS (<a href="https://www.ebis.army.mil/login.aspx">https://www.ebis.army.mil/login.aspx</a>). If you miss enrolling, you will need a Qualifying Life Event (QLE) to make new enrollment.  <b>Website:</b> <a href="https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/">https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/</a>  <b>Plan Comparison Tools:</b> <a href="https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/">https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/</a>  <b>FEHB Program Overview:</b> <a href="https://www.opm.gov/healthcare-insurance/flyers/health-insurance-overview.pdf">https://www.opm.gov/healthcare-insurance/flyers/health-insurance-overview.pdf</a>  <b>Qualifying Life Events:</b> <a href="https://www.opm.gov/healthcare-insurance/life-events/">https://www.opm.gov/healthcare-insurance/life-events/</a> If you are eligible for FEHB you may NOT be covered under Tricare Reserve Select.</p>	
<p><b>FEDVIP:</b> You have <b>60 days from date of entry</b> to enroll. You must enroll by calling BENEFEDS Customer Service (1-877-888-3337). BENEFEDS administers the FEDVIP enrollment and premium payment process on behalf of U.S. Office of Personnel Management (OPM) and the FEDVIP carriers. This program is supplemental to your health benefits and may pay for expenses not covered by your health carrier.  <b>Website:</b> <a href="https://www.benefeds.com/">https://www.benefeds.com/</a>  <b>Plan Comparison Tools:</b> <a href="https://www.benefeds.com/Portal/PlanSearch">https://www.benefeds.com/Portal/PlanSearch</a>  <b>Dental Insurance Overview:</b> <a href="https://www.opm.gov/healthcare-insurance/flyers/dental-insurance-overview.pdf">https://www.opm.gov/healthcare-insurance/flyers/dental-insurance-overview.pdf</a>  <b>Vision Insurance Overview:</b> <a href="https://www.opm.gov/healthcare-insurance/flyers/vision-insurance-overview.pdf">https://www.opm.gov/healthcare-insurance/flyers/vision-insurance-overview.pdf</a>  <b>FEDVIP Frequently Asked Questions:</b> <a href="https://www.opm.gov/healthcare-insurance/insurance-faqs/dental-vision/">https://www.opm.gov/healthcare-insurance/insurance-faqs/dental-vision/</a></p>	

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<p><b>Federal Employees Group Life Insurance (FEGLI):</b> You are <i>automatically</i> enrolled in the Basic Coverage. <b>You have 60 days from date</b> of entry to waive or increase your election. You must enroll by calling a benefits specialist at ABC-C (1-877-276-9287) or logging into EBIS (<a href="https://www.ebis.army.mil/login.aspx">https://www.ebis.army.mil/login.aspx</a>). Life insurance to protect your loved ones from unexpected financial devastation and ensure your family can make ends meet. Please note: Once you waive your coverage you cannot re-enroll unless you have a Qualifying Life Event (QLE).</p> <p><b>Website:</b> <a href="https://www.opm.gov/healthcare-insurance/life-insurance/">https://www.opm.gov/healthcare-insurance/life-insurance/</a></p> <p><b>FEGLI Program Overview:</b> <a href="https://www.opm.gov/healthcare-insurance/flyers/life-insurance-overview.pdf">https://www.opm.gov/healthcare-insurance/flyers/life-insurance-overview.pdf</a></p> <p><b>USOPM YouTube – FEGLI:</b> <a href="https://youtu.be/RJdnmdNmHMI">https://youtu.be/RJdnmdNmHMI</a></p>	
<p><b>Flexible Spending Accounts: Flexible Spending Accounts (FSAFEDS):</b> You have <b>60 days from date of entry</b> to enroll. You must enroll by calling a customer service representative at 1-877-372-3337 or registering at <a href="http://www.FSAFEDS.com">www.FSAFEDS.com</a>. Flexible Spending Account is a tax-exempt program that helps employees to pay for eligible out-of-pocket health care and dependent care expenses not covered by your health care plan with pre-tax dollars. Money set aside in an FSA helps lower your taxable income.</p> <p><b>FSAFEDS Overview:</b> <a href="https://www.opm.gov/healthcare-insurance/flyers/flexible-spending-account-overview.pdf">https://www.opm.gov/healthcare-insurance/flyers/flexible-spending-account-overview.pdf</a></p> <p><b>New to the Site:</b> <a href="https://www.fsafeds.com/support/newusers">https://www.fsafeds.com/support/newusers</a></p> <p><b>New Hire Enrollment:</b> <a href="https://www.fsafeds.com/enrollment-newhire?start">https://www.fsafeds.com/enrollment-newhire?start</a></p> <p><b>Save Money on Prescription Drugs:</b> <a href="https://www.opm.gov/healthcare-insurance/flyers/save-money-on-prescription-drugs.pdf">https://www.opm.gov/healthcare-insurance/flyers/save-money-on-prescription-drugs.pdf</a></p> <p><b>Save Money on Eyeglasses:</b> <a href="https://www.opm.gov/healthcare-insurance/flyers/save-money-on-eyeglasses.pdf">https://www.opm.gov/healthcare-insurance/flyers/save-money-on-eyeglasses.pdf</a></p> <p><b>Save Money on Orthodontia:</b> <a href="https://www.opm.gov/healthcare-insurance/flyers/save-money-on-orthodontia.pdf">https://www.opm.gov/healthcare-insurance/flyers/save-money-on-orthodontia.pdf</a></p>	
<p><b>Federal Long Term Care Insurance Program:</b> You have <b>60 days from date of entry</b> to enroll with the abbreviated underwriting. You must completed and submit an application at <a href="http://www.LTCFEDS.com">www.LTCFEDS.com</a> or call 1-800-582-3337. You can apply at any time with a Full Underwriting. This benefit assists in paying for aid at your home, assisted living facility, or nursing home.</p> <p><b>FLTCIP Overview:</b> <a href="https://www.opm.gov/healthcare-insurance/flyers/long-term-care-overview.pdf">https://www.opm.gov/healthcare-insurance/flyers/long-term-care-overview.pdf</a></p> <p><b>FLTCIP Website:</b> <a href="https://www.ltcfeds.com/">https://www.ltcfeds.com/</a></p>	
<p><b>Federal Employees Retirement System (FERS):</b> 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.</p> <p><b>To OPM Website:</b> <a href="https://www.opm.gov/retirement-services/fers-information/">https://www.opm.gov/retirement-services/fers-information/</a></p> <p><b>ABC-C Website:</b> <a href="https://www.abc.army.mil/retirements/retire.htm">https://www.abc.army.mil/retirements/retire.htm</a> <b>find information visit:</b> <a href="https://www.opm.gov/retirement-services/fers-information/">https://www.opm.gov/retirement-services/fers-information/</a></p>	
<p><b>Thrift Savings Plan:</b> You are <i>automatically</i> enrolled at 3% and agency matches up to 5%. To make changes to your contributions, you must make your election by calling a benefits</p>	

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<p>specialist at ABC-C (1- 877-276-9287) or logging into EBIS  <a href="https://www.ebis.army.mil/login.aspx">https://www.ebis.army.mil/login.aspx</a>  <b>Website:</b> <a href="https://www.tsp.gov/index.html">https://www.tsp.gov/index.html</a>  <b>TSP YouTube – Your TSP Investment Options:</b>  <a href="https://www.youtube.com/playlist?list=PLz_6hPnw1Qq5W5U3hZiD0c05gZKkFStT1">https://www.youtube.com/playlist?list=PLz_6hPnw1Qq5W5U3hZiD0c05gZKkFStT1</a>  <b>TSP YouTube – Roth TSP</b>  <a href="https://www.youtube.com/playlist?list=PLz_6hPnw1Qq5vjwKK5sjs09dmjBQd3BpH">https://www.youtube.com/playlist?list=PLz_6hPnw1Qq5vjwKK5sjs09dmjBQd3BpH</a></p>	
<p><b>National Guard Association of the United States (NGAUS) Technician Insurance:</b> You have 31 days from date of entry to enroll. Disability insurance and protection when you are unable to work due to a disability. Benefits begin after 30 consecutive days of disability. Exclusively for Army and Air Federal Technicians. Turn-in your form to HRO.  <b>Website:</b> <a href="https://www.ngaus.org/protecting-guard-members-and-their-families/technicians-insurance">https://www.ngaus.org/protecting-guard-members-and-their-families/technicians-insurance</a>  <b>Enrollment Form:</b>  <a href="https://www.ngaus.org/sites/default/files/Standard%20Open%20Enrollment%20Form.pdf">https://www.ngaus.org/sites/default/files/Standard%20Open%20Enrollment%20Form.pdf</a></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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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 \_\_\_\_\_