

UNCLASSIFIED



# TPMC Day 4

UNCLASSIFIED



# Recap of Day 3



- What was learned
- Questions
- Other



# *HR Systems*

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## *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 the DoD Performance Management Appraisal Program (DPMAP)**



## *MyBiz+*

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

- **Performance Management and Appraisal**
- **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+
Other DCPDS Applications - Favorites - Help - Logout

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
\$ \* \* \* \* \*

**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**

**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

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10



# MyBiz+



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Help us continue to improve MyBiz+ by visiting [Provide Feedback](#) and telling us what you think....

**Notifications**

Read/Unread	Title	Start Date
No Notifications At This Time		

\* You have no unread notifications.

Welcome, Test Account The information is current as of 08-Jan-2015

Home 🔍 🏠 📄 📅 📧 📞

★ [Provide Feedback](#) **5**

**Key Services**

- Performance Management and Appraisals
- My Workplace
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- Retrieve SF50
- Update MySupervisor / MyTeam

**\$ 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:	392.91
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 **7**

**Education:**  
Pharmaceutical Marketing and Management (5/2011)  
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

**6**

**8**

**9**

Personal Pay, Leave and Benefits Professional Development Position Performance Reports MyTeam

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](#)



[Login Help](#) | [Login FAQs](#) | [Contact eOPF Helpdesk](#)

eOPF Server - 03744

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.

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**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.

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**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;"><a href="#">History</a>    <a href="#">Change</a></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;"><a href="#">Void</a></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;"><a href="#">History</a>    <a href="#">Change</a></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;"><a href="#">Void</a></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;"><a href="#">History</a>    <a href="#">Change</a></p>	<p><b>TSP Catch-Up Pending Transaction</b>                      You have no pending transactions.</p> <p style="text-align: right;"><a href="#">Void</a></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>YouTube</b></p>		
<p> It's about the customer!</p>		

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



# myPay



**myPay** 

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**• 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)





# *Defense Civilian Personnel Data System (DCPDS)*



## *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\*

### FMS #1

CW2 Shane Stone

### G3

COL Paul Wilson\*

LTC Leif Fautanu\*

MAJ Christopher Ikeda

### 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)

### CSMS #2

CPT Cavan Cabatbat (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 Suzuki

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

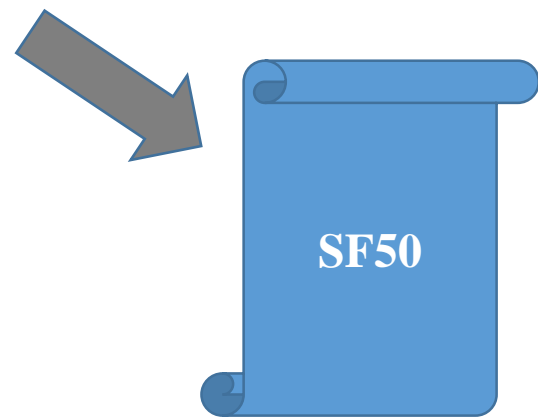
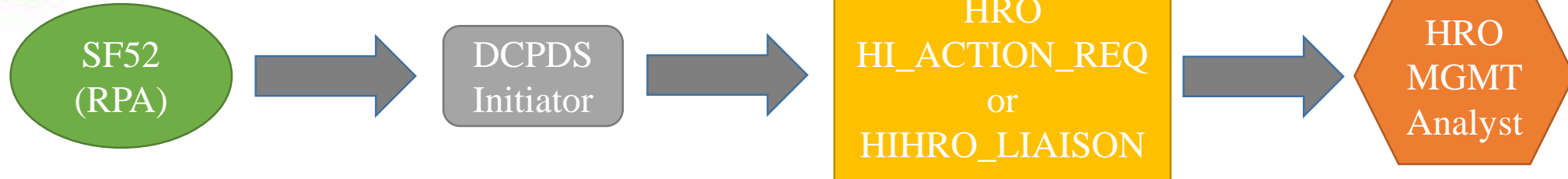
Promotion

Promotion – NTE

Change to Lower Grade

Resignation

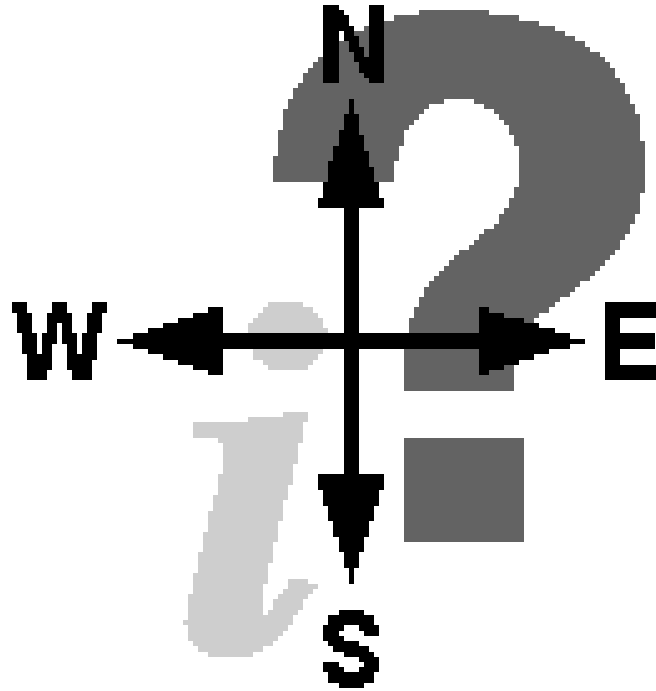
# Flow of a Request for Personnel Action (RPA)



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



# Questions





# Classification & Position Management

Mr. Jacob Tokunaga  
HR Specialist (Classification)  
(808) 672-1230  
[jacob.t.tokunaga.civ@mail.mil](mailto:jacob.t.tokunaga.civ@mail.mil)



# Agenda

- What is classification?
- What are PDs?
  - Where can we find PDs?
  - What are Other Duties as Assigned?
- Why is it important to you as Supervisors to understand pay classification?
- Learning the System - How are positions classified?
- What is hierarchy?
  - How can we request changes to our hierarchy?
- Break
- 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 or appeal and when they are appropriate
- Know the difference between Excepted and Competitive Service
- Understand military technician compatibility and know how to comply



## Four Full-Time Employee Statuses in the HING



- Title 32 Active Guard Reserve (AGR)
- Title 32 Dual Status Technicians (Excepted Service)
- Title 5 National Guard Employees (Excepted Service)
- Title 5 National Guard Employees (Competitive Service)
- Military positions are classified IAW applicable military regulations or instructions
- Civilian positions, including dual status technicians, are classified under civilian regulations, standards, and guidance



## 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



# What is Classification?

GROUP EXERCISE



## What is Classification?



- “The process of determining the appropriate
  - pay plan, position title, occupational series, and grade level of a position
  - based on its designated duties and responsibilities,
  - consistent with prevailing laws, standards, and guides”



## 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



# What are PDs Come From and Where Do They Come From?





## 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



## Position Descriptions



- 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** 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:



## 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



## Your Role as Supervisor



- Read your own PD
- Read your employees' PDs
- Read the Evaluation Statement of your employees' PDs
- Follow the PDs
- Create performance appraisals based on the PDs
- Make note of what is inaccurate and record on a list
- Request addendums from HRO when additional duties are needed
- Contact your Functional Managers when inaccuracies warrant a new PD
- Utilize your HRO Classifier and submit any inquiries you have



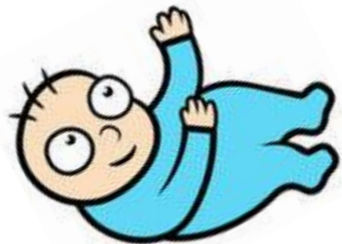
# The Routing Process



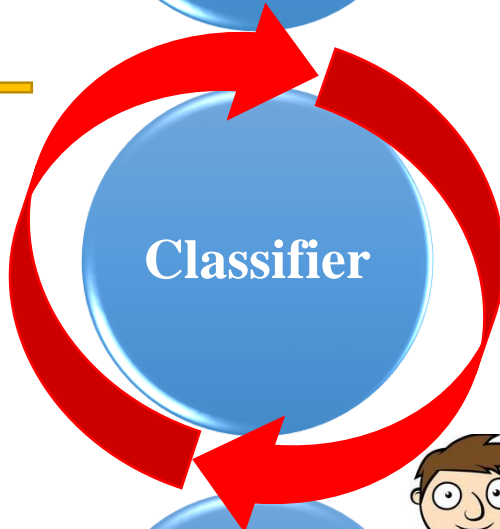
ANG/ARNG  
FUNCTIONAL  
MANAGERS

Receives input from the States on mission changes, manpower issues, training, etc. Compiles duty descriptions in PDs for submission to NGB-J1-TN

SMEs who work in the field and directly aware of ongoing changes in mission, positions, training requirements, etc. Updates PDs



Field Supervisors  
Working Groups  
Subject Matter Experts



NGB-J1-TN  
Office of  
Technician  
Personnel

Retains classification authority for NG PDs. Receives Standardized PDs from Functional Managers and Exception PDs from States for TN Classification, approval, and publication.



Receives PD Releases from NGB-J1-TN  
Reviews and Implements PD Releases  
Responds to Unit requests for Exception PDs

State HRO





# PD Releases



# Grading Positions

GROUP EXERCISE



## Grading Position - Basic method



- Jobs are graded by use of a method which involves:
  - Studying the job being graded, including its purpose and relationship to other jobs;
  - Analyzing the work done and its requirements; and
  - Determining the correct grade by comparison with grade definitions in an appropriate and applicable job grading standard.



## STEP 1: IDENTIFYING PAY PLAN

# Civilian Pay Plans in the HING



- **General Schedule (GS)** – salaried pay plans for non-labor positions (professional, administrative, technical, clerical, other – e.g. GS-0083 Police)
- **Federal Wage System (FWS)** – prevailing rate pay plans for trades and labor positions
  - **Wage Grade (WG)**
  - **Wage Leader (WL)**
  - **Wage Supervisor (WS)**



## Learning the System

- 9 Classification Factors under **General Schedule** (Occupational Series 0000 – 2200)

### **STEP 2: IDENTIFYING OCC SERIES**

- Knowledge Required
- Supervisory Controls
- Guidelines
- Complexity
- Scope and Effect
- Personal Contacts
- Purpose of Contacts
- Physical Demands
- Work Environment

### **STEP 3: APPLYING POINTS-BASED FACTOR ANALYSIS TO DERIVE AT TOTAL POINTS EARNED**

- Each factor describes critical aspects of a position; points are awarded for each factor based on the criteria in the applicable Job Grading Standard for that Occupational Series



## Learning the System



- 4 Classification Factors for **WG Positions** under **Federal Wage System** (Occupational Series 2500 – 9000) **STEP 2: IDENTIFYING OCC SERIES**
  - Skill and Knowledge
  - Responsibility **STEP 3: APPLYING POINTS-BASED FACTOR ANALYSIS TO DERIVE AT TOTAL POINTS EARNED**
  - Physical Effort
  - Working Conditions
- Job Grading Standards include descriptions of work at each grade level.



# Learning the System

## IDENTIFY SPECIAL POSITIONS



- **Wage Leaders:**
  - Are **NOT** supervisors
  - **Pass on instructions** from supervisors by assigning immediate tasks to be performed by employees led
  - **Perform work** along with employees led
  - Ensure necessary **tools and materials** are available
  - **Obtain information** or decisions from supervisors on problems
  - **Answers questions from workers** on procedures, policies, instructions, directives
  - **Checks work** while in progress
  - Urges employees to **follow instructions, meet deadlines**, etc.
  - Monitors **safe** procedures
  - **Reports status of work** to supervisors and answers questions from supervisors on operations and problems



# Learning the System

## IDENTIFY SPECIAL POSITIONS



- Primary factors for **Wage Leader** positions:
  - Working leader jobs are graded on the basis of the highest level of nonsupervisory work **led**.
  - A **minimum of 3 workers** led is required for coverage under this standard.
    - **Number** of workers led and the **variety** of occupations in which they perform work does **NOT** affect the grade of a working leader job.



# What About Supervisory Positions?

GROUP EXERCISE



## General Schedule Supervisors

### IDENTIFY GS SUPERVISORY POSITIONS



- 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

### GRADING GS SUPERVISORY POSITIONS



- 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

### GRADING GS SUPERVISORY POSITIONS



- Program Scope and Effect
  - Assesses the general complexity, breadth, and impact of the program areas and work directed
  - Includes organizational and geographic coverage
  - Considers the impact of the work both within and outside the immediate organization
  - E.g. “work directed is procedural, routine, and typically provides services or products to specific persons or small, local organizations”



## General Schedule Supervisors

### GRADING GS SUPERVISORY POSITIONS



- Organizational Setting
  - Considers the organizational situation of the supervisory position in relation to higher levels of management
  - E.g. “Position is accountable to a position that is two or more levels below the first SES, general officer, or equivalent” (Lowest possible level for this factor)



## General Schedule Supervisors GRADING GS SUPERVISORY POSITIONS



- Personal Contacts
  - Assesses the nature and the purpose of personal contacts related to supervisory and managerial responsibilities.



## General Schedule Supervisors

### GRADING GS SUPERVISORY POSITIONS



- Supervisory and Managerial Authority Exercised (must meet minimum)
  - Covers the delegated supervisory and managerial authorities which are exercised on a recurring basis
  - Examples:
    - Set and adjust short-term priorities, and prepare schedules for completion of work;
    - Give advice, counsel, or instruction to employees on both work and administrative matters;
    - Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions
    - Approving expenses comparable to within-grade increases, extensive overtime, and employee travel



## General Schedule Supervisors GRADING GS SUPERVISORY POSITIONS



- 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



## General Schedule Supervisors

### GRADING GS SUPERVISORY POSITIONS



- Other Conditions
  - Measures the extent to which various conditions contribute to the difficulty and complexity of carrying out supervisory duties, authorities, and responsibilities



## What about other “Supervisors”?

### IDENTIFYING OTHER SPECIAL POSITIONS

- **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
  - **Small Shop Chief (SSC / WG) – Subject to NGB’s Classification Supplement**
    - Leads the production of work as a regular and recurring part of their jobs
    - Responsible for overall operation of a small maintenance shop or function involving trades and labor work
    - Does NOT perform appraisals or other related supervisory functions
    - Graded one level above the highest graded journeyman worker(s) in the shop or function



**Why was all of that  
important?**



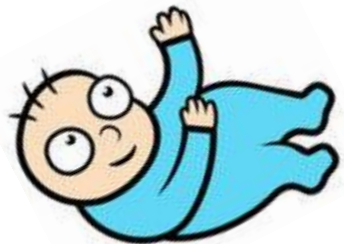


# The Routing Process

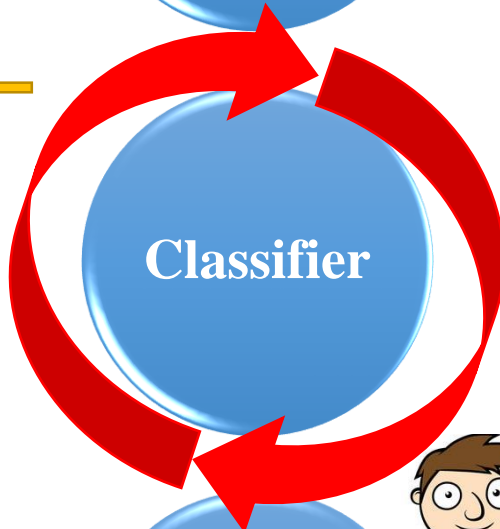


ANG/ARNG  
FUNCTIONAL  
MANAGERS  
Receives input from the States on mission changes, manpower issues, training, etc. Compiles duty descriptions in PDs for submission to NGB-J1-TN

SMEs who work in the field and directly aware of ongoing changes in mission, positions, training requirements, etc. Updates PDs



Field Supervisors  
Working Groups  
Subject Matter Experts



NGB-J1-TN  
Office of  
Technician  
Personnel

Retains classification authority for NG PDs. Receives Standardized PDs from Functional Managers and Exception PDs from States for TN Classification, approval, and publication.



State HRO  
Receives PD Releases from NGB-J1-TN  
Reviews and Implements PD Releases  
Responds to Unit requests for Exception PDs



State HRO

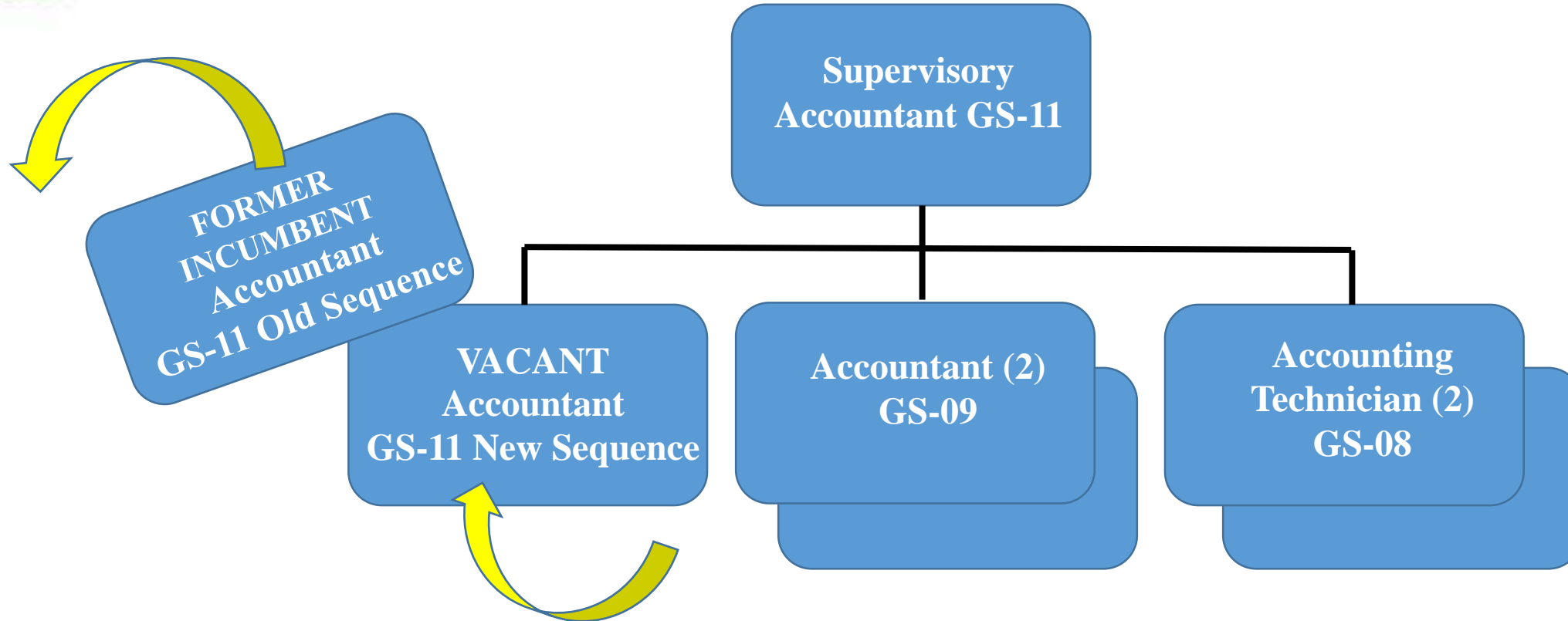


# Hierarchy



# DCPDS Hierarchy

Hierarchy is built in DCPDS by position and not person



**SELECTED NEW HIRE**



## Requesting Hierarchy Changes

- Ideally, organizational structures should not require constant change but when change does occur, HRO needs to be informed
- 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: From 1:7 to 1:14**



## Changing the Process

When necessary, supervisors should submit hierarchy change requests through:



**NG HI HIARNG Mailbox HING TECHNICIAN HIERARCHY REQUEST**

`<ng.hi.hiarng.mbx.hing-technician-hierarchy-request@mail.mil>`



### **EMAILS MUST INCLUDE:**

1. Name of Unit: E.g. 154th LRS Traffic Management, 154th AMXS KC-135 Flight Line, CSMS 1, AASF 2, etc.
2. Change Type: Add/Remove Supervisor/Team Member(s) - LIST ALL CHANGES BY NAME.
3. Reason for Change: E.g. Former supervisor retired; team member reassigned, promoted, etc.
4. Required Attachments: Unit's current org chart

UNCLASSIFIED



**BREAK**

UNCLASSIFIED



# 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



## 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



## 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 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 Comptiability 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

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**[jacob.t.tokunaga.civ@mail.mil](mailto:jacob.t.tokunaga.civ@mail.mil)**

**(808) 672-1230**



# RECRUITMENT, PLACEMENT AND COMPENSATION

Mrs. Anne Salvador

HR Specialist (Recruitment, Placement and Compensation)

808-672-1228

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



## Agenda

- Request 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

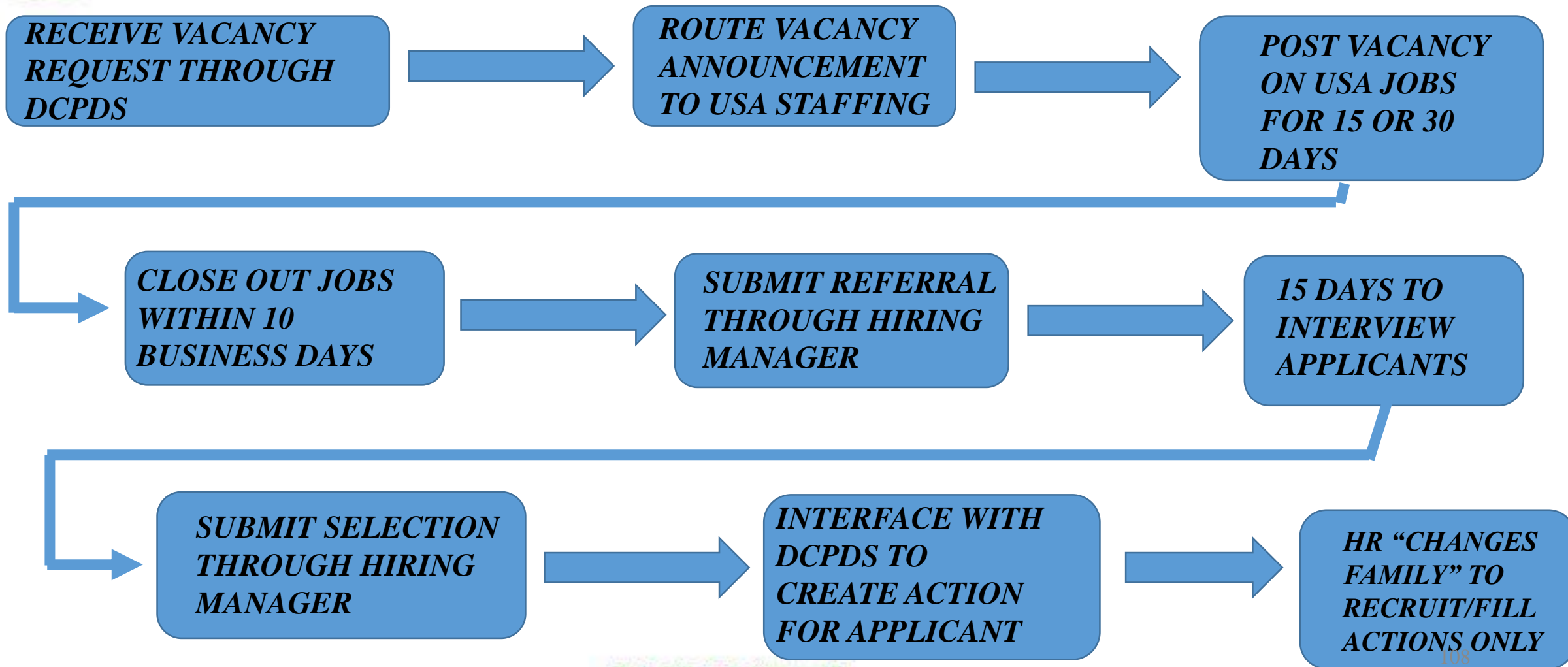


## Regulations

- Merit Promotion Plan
- NGB Related Technician Personnel Regulation–Military Compatibility, TPR 303  
[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)
- OPM Guidelines – [www.opm.gov](http://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, include PD number
- Position title, series and grade(s)
- Source and date of vacancy – Who is it vice/T5 or T32? or explanation, i.e. MMB approved
- 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, Indefinite, or Term (T5 ONLY) - temporary
- Type of appointment – T5 excepted or T32 excepted
- Position/Para line number and Functional Account Code (FAC)



## Submitting a Job Vacancy Announcement (Continued)

- Supervisor's name
- Military compatible AFSC/MOS
- Position sensitivity – security clearance level
- Special requirements – i.e. Shift work, security clearance
- Single (Technician or AGR only) or dual announcement (both technician and AGR)
- Submit requests early, 6 months out from projected vacancy
- Duration of announcement period, T32 – 14 days to 1 year & T5 – 5 to 30 calendar days
- Career ladder – trainee lower grade level, multi-levels or promotion potential
  - Justification is required to advertise at the lower grade
  - Individual Development Plan and Performance Appraisal are required for promotion to the higher level



## Selective Placement Factors

- Announcements are built using the following:
  - Position Descriptions
  - NGB Compatibility Tables (dual status only)
  - NGB Qualification Standards – T32/T5 excepted service
  - 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.
- Medical/physical exam, security and education requirements cleared to perform duties of the position
- T5 employees with no military affiliation is subject to background checks or investigative requirements upon initial entry into civil service



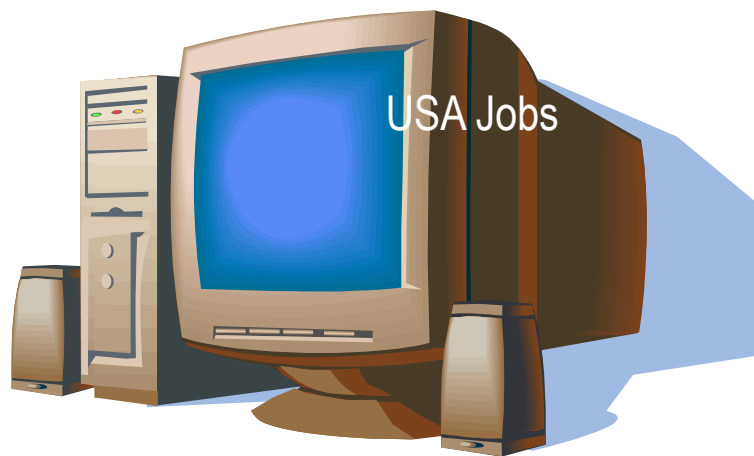
# USA JOBS

<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

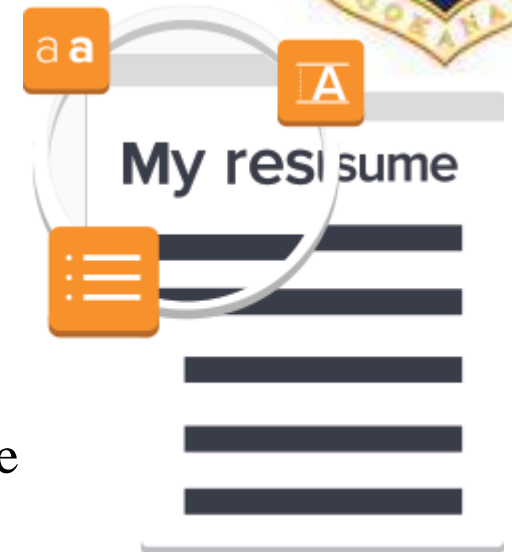


# Vacancy Announcements



## 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
- Special requirements
  - Flight records
  - A+ certification
  - Driving record form
  - Contracting 1102 series





## Staffing Responsibilities

- Review all resumes/packages
- Qualify based on NGB General and Specialized experience standards or OPM Standards
- Clear Priority Placement Program candidates (T5 excepted ONLY) up until certificate is ready to be issued
- Refer qualified applicants to unit for board selection



## Supervisor Responsibilities

### PLEASE DO

- Conduct interviews IAW Interview Board Training annually
- Validate with HRO on completion of Interview Training of chosen board member
- Conduct each interview with all the same board members
- Send selection through Hiring Manager with Group Commanders/Wing Commander or Chief of Staff approval
- Selection process completed within 15 days, NTE 30 days, beyond 30 days require HRO approval
- Keep board results confidential until candidates are notified by HRO





## 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 which must be sent to and cleared by Mr. Nathan Masunari, John Yim or Walter Ross
- 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!





## Veterans' Preference (T5 ONLY) References



- Veterans Preference Act of 1944
- 5 USC
- 5 CFR
- OPM Veteran Guide



## Veterans' Preference (T5 ONLY)



- Allows agencies to give qualified, eligible veterans advantage over others in competition for most Federal jobs
- Applies to Title 5 Excepted Service



## Veterans' Preference (T5 ONLY) – con't



### Applicability

- POSITIONS
  - Permanent
  - Term and Indefinite positions
  
- EMPLOYMENT ACTIONS
  - Initial Appointments
  - Reduction in Force (RIF)
  
- VP DOES NOT APPLY TO
  - Promotions (does not apply if employee already in the Agency)
  - Reassignments
  - Change to lower grade
  - Transfers



## Veterans' Preference (T5 ONLY) – con't



- **Eligibility**

- Veterans discharged or released from “active duty” in the Armed Forces under honorable conditions

NOTE: Honorable conditions – Means an honorable or general discharge

- Disabled veterans
  - For disabled veterans, “active duty” includes training service in the Reserves of National Guard



## Veterans' Preference (T5 ONLY) – con't



- **Exceptions to Eligibility**

- Military retirees at the rank of Major, Lieutenant Commander, or higher – unless disabled.
- Reserve/NG – Can claim VP after retirement and only until they start receiving Retirement pay at age 60.
- **Non-Disabled veterans**
  - Reserve active duty for training does not qualify as “active duty” for preference



## Veterans' Preference (T5 ONLY) – con't

### Exceptions to Eligibility

- 30% Compensable Disability Preference (CPS): 10 points
- Compensable Disability Preference (CP): 10 points (More than 10%, less than 30%)
- Derived Preference (XP): 10 points
- Disability Preference (XP) – Includes Purple Heart recipients: 10 points
- Tentative Preference (TP): 5 points
- Sole Survivorship Preference (SSP): No points



## Veterans' Preference (T5 ONLY) – con't

### Documentation to Determine VP Eligibility

- DD Form 214 – Under Honorable and General conditions
- SF-15 application and documentation to support the veteran's honorable character of service
- Official Service Documentation and/or Award Orders for Disability Preference
- Veterans Opportunity to Work (VOW) – Service Letter provided 120 days prior to ETS/Retirement to be used in lieu of DD214



## Veterans' Preference (T5 ONLY) – con't



### Excepted Service

*OPM regulations governing the application of veterans preference in excepted appointments are found in 5 CFR 302. It describes four categories of excepted service appointments*

- Schedule A
- Schedule B (do not apply to NG)
- Schedule C (do not apply to NG)
- Schedule D
- Veterans Preference does apply to Excepted Service positions when announcing EXTERNAL job vacancies.
- Agencies establish define rules regarding acceptance of applications for employment in the excepted service
- If not required to apply 5 CFR 302 appointment procedures, each agency shall follow the principle of veterans' preference "as far as administratively feasible"
- Veterans' Preference programs are identified in the unit vacancy announcements for T5 National Guard Excepted Service Employee positions
- The announcements must specify the Veterans Preference program(s) and the required documentation.



## 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 must be within 30 days of the candidate's acceptance of the job offer unless approved for an extension beyond 30 days in writing by the HRO
- If any applicant withdraws from consideration or declines an offer, a written statement/email 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





# Within-Grade Increase (WGI)



- What is WGI?
  - Within-grade increases (WGIs), or step increases, are periodic increases in a General Schedule (GS) or Wage Grade (WG) employee's rate of basic pay from one step of the grade of his or her position to the next higher step of that grade.
- How do we earn a WGIs?
  - General Schedule (GS) employees who occupy permanent positions and FWS employee's earn WGIs upon meeting the following three requirements established by law:
    - The employee's performance must be at an acceptable level of competence. To meet this requirement, an employee's most recent performance rating of record must be at least Level 3 ("Fully Successful" or equivalent). In most agencies, this eligibility requires a rating of fully successful or equivalent. Depending on the nature of an agency's performance management system, it is not unusual for an employee to be above the unacceptable level but below the level required for a within-grade increase.
    - The employee must have completed the required waiting period for advancement to the next higher step.
    - The employee must not have received an "equivalent increase" in pay during the waiting period. (See 5 CFR 531.407.)
  - A WGI is effective on the first day of the first pay period beginning on or after the completion of the required waiting period. (5 U.S.C. 5335 and 5 CFR 531.412.)
  - A WGI waiting period begins upon (1) first appointment in the Federal service, (2) receiving an "equivalent increase," or (3) after a period of nonpay status and/or a break in service in excess of 52 calendar weeks.
  - Once a within-grade increase has been denied, a supervisor has the flexibility to approve a within-grade increase at any time thereafter once the employee is determined to be performing at an acceptable level of competence, but the agency must consider the employee's performance at least every 52 weeks after the denial.



## 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, SSN, and proposed effective date; CAC DOD ID number for HIARNG ATAAPS
  - Name of technician position vice and reason for hire - Hannah Banana deployed – 1 Jul 18 to 30 Jun 19
  - 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/>

Supervisor or sponsor must accompany the new hire at the New Employees Orientation

\*NOTE 1: All temporary technicians must have their resumes reviewed by their supervisor for completeness 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 Technician:  
Tenure 2 to Tenure 1 = 1 year of service
- Title 5 Excepted Employee:  
Tenure 2 to Tenure 1 = 1 years of service
- Title 5 Competitive Employee:  
Tenure 2 to Tenure 1 = 3 years of service
- Indefinite Technician:  
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

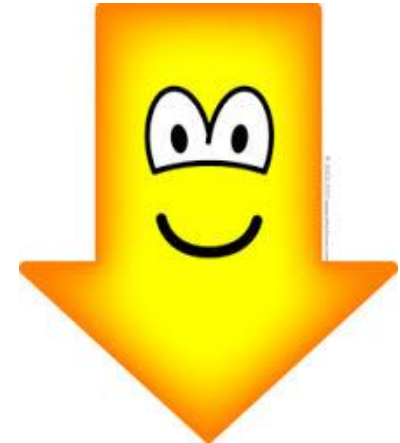
- Permanent DS Technician = 1 year of probation
- New Title 5 Excepted Employee = 1 year of probation
- New Title 5 Competitive Employee = 2 years of probation
- Indefinite/Temporary Employee = 0 Years of probation



\*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)
- Through JVA temporary promotion may be up to 2 years, additional 2 years with NGB approval
- May also be terminated at any time



## Pay Incentives



### 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 (Continued)



### 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 (Continued)

### 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 (Continued)

### 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
- Not for current on board federal employees





## 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 (Continued)

### HAZARDOUS DUTY PAY (HDP)

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



5 CFR 550 Subpart I



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# ***USA STAFFING – HIRING MANAGER***

Presented by

Mrs. Gretchen Molina

Human Resources Assistant

808-672-1213

[gretchen.g.molina.civ@mail.mil](mailto:gretchen.g.molina.civ@mail.mil)



## ***HIRING MANAGER***

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

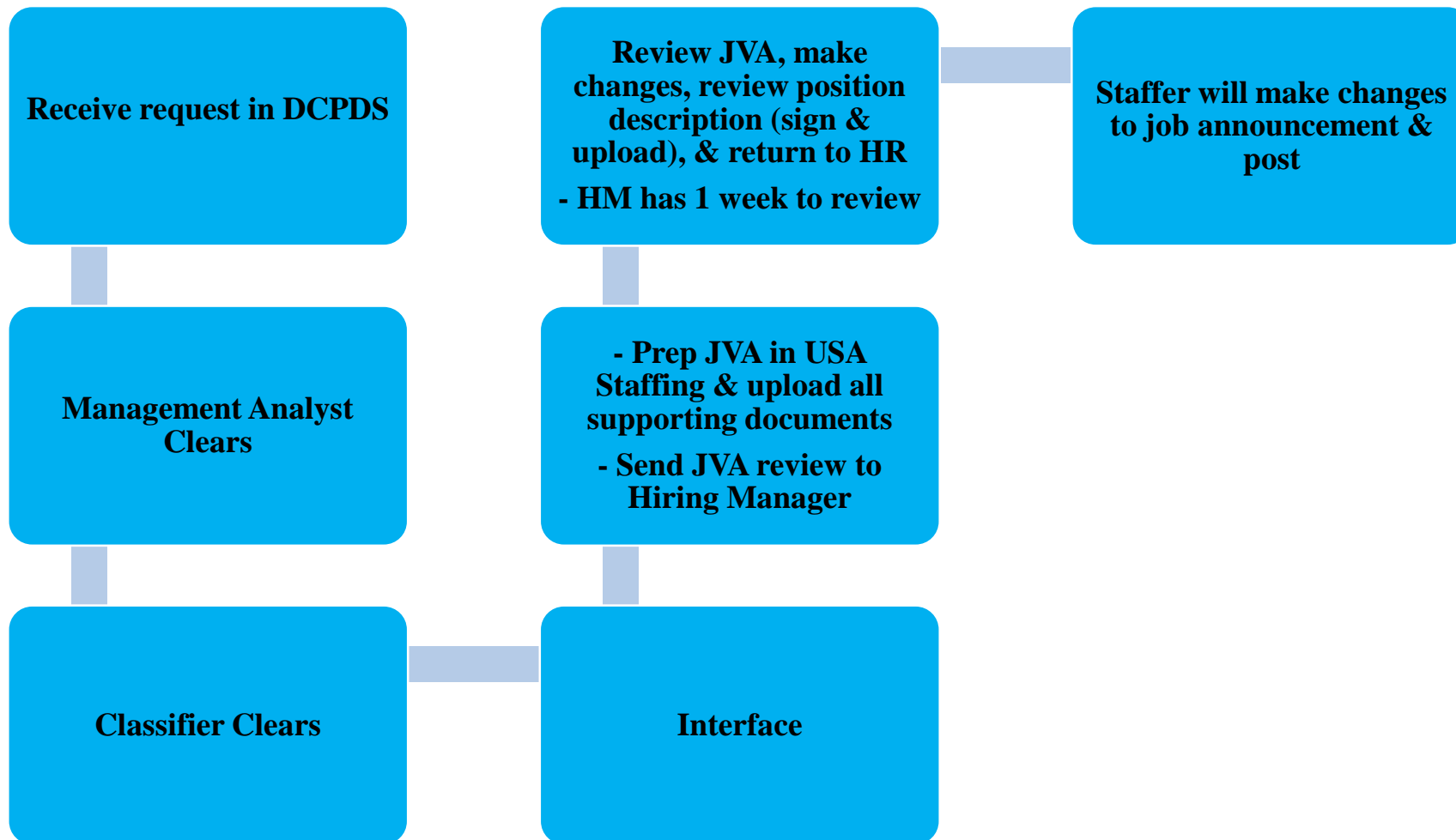


## ***NATIONAL GUARD HIRING MANAGER USER***

- 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: Mrs. Gretchen G. Molina / Email: [gretchen.g.molina.civ@mail.mil](mailto:gretchen.g.molina.civ@mail.mil) / Phone: 808-672-1213




# LIST OF ELIGIBILITIES CERTIFICATE APPROVAL PROCESS







Hiring Actions


Filter 


**Reviews** 4

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%

 Reviews

 Alerts

 Profile

 Help



# 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>Status <b>Incomplete</b></p>
--	-------------------------------------

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



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

Hiring Action Number

Duty Location

Position Description Number

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

### 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



# 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: Mrs. Gretchen G. Molina**

**Phone: 808-672-1213**

**Email: [gretchen.g.molina.civ@mail.mil](mailto:gretchen.g.molina.civ@mail.mil)**

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# Staffing Game

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**State Adjutant  
General**

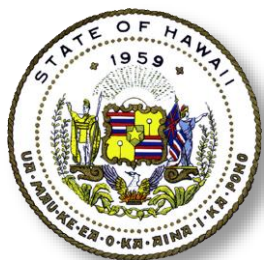
**Director,  
HI-Emergency  
Management  
Agency**

**Homeland  
Security Advisor**



**Maj. Gen. Arthur J. "Joe" Logan**

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# Role of Supervisor



Supervisor enforces the rules, demonstrates character and shapes the employee





# Goals for TPMC



- Not call CMSgt Orr for everything
- Properly manage and take care of technicians
- Get information on AGR/technician conversion
- Build a good supervisory contact roster
- To understand technician status and the technician program and processes
- To learn as much as can, refresh from last TPMC 10 years ago
- To learn a lot and quit bad habits
- To fix technician structure and take care of technician issues
- To work with senior NCO's and Commanders that are T5, T32, and AGR's to integrate and overcome challenges

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# TPMC Overall Course Critique Questions?

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