



# Welcome to In-Processing 2019

Department of Defense (DoD)  
Hawaii National Guard (HING)

<http://dod.hawaii.gov/hro/>



# Administrative Announcements



- Facility: Emergency Exits and Procedures
- Restrooms, Smoking Area
- Picture ID Badges
- Lunch
- Survey
- For material covered at NEO
  - <http://dod.hawaii.gov/hro/>
  - Tech Tools → New Employee Orientation



# Aloha & Welcome to the HING Human Resources Office!

**Human Resources Officer**  
**COL Laura J. Soares**  
**(808) 672-1321**

**Deputy Human Resources Officer**  
**Mr. Walter R. Ross Jr.**  
**(808) 844-6087**

## **MISSION STATEMENT:**

The Human Resources Office (HRO) is a consolidated office that provides personnel, manpower management, and administrative support service for federal full-time personnel programs.

The office serves as The Adjutant General's single point of control for managing and administering the Hawaii Army National Guard and the Hawaii Air National Guard full-time personnel programs.

# HAWAII NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO)

HRO  
COL Laura Soares  
AGR

Deputy HRO  
Tech Branch Chief  
Mr. Walt Ross Jr.  
GS-0201-13

AGR Branch Chief  
LTC Kuna Mendonca  
AGR

SEEM  
Mr. Nathan Masunari  
GS-0301-12

## TECH BRANCH

Supv HR Specialist (SHRS)  
Vacant  
GS-0201-12

SHRS Employees Benefits  
CMSgt Carol Orr  
AGR-AIR

## AGR BRANCH

## TECH EE OFFICE

HR Specialist (Labor Rel)  
Mr. John Yim  
GS-0201-12

Management Analyst  
Ms. Lisa Dias  
GS-0343-11

HR Specialist (HRIS)  
Mr. Melvin Masaki  
GS-0201-09/11

HR Specialist (Classification)  
Mr. Jacob Tokunaga  
GS-0201-12

HR Specialist (Rec & Plac)  
Mrs. Anne M. Salvador  
GS-0201-12

HR Specialist (Emp Benefits)  
Mrs. Noelani DE Silva  
GS-0201-09/12

HRS (Personnel Support)  
GS-0201-09  
D1041000

HR NCOIC - AIR  
MSgt Shane Gaines  
AGR OTOT

HR NCOIC-ARMY  
MSG Lelanya Watson  
AGR

HR NCO-ARMY  
SFC Minerva Manuel  
AGR

HR Specialist (Classification/ HRIS)  
TSgt Tiffany Hutchison  
AGR OTOT

HR Assistant  
Mrs. Gretchen Molina  
GS-0203-07/09

AGR OTOT

HR Assistant  
Ms. Crystal Fujimoto  
GS-0203-06

AGR OTOT

HR Assistant  
Ms. Charlene Pasion  
GS-0203-07

HR Specialist (HRD)  
Mr. Joey Mariano  
GS-0201-11

HR Assistant (FEHB)  
Vacant  
GS-0203-07/-09

# HAWAII NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO)

## HRO HIANG REMOTE

SSgt AJ DeJesus  
AGR OTOT

AGR OTOT

HR Assistant  
Vacant  
GS-0203-07  
D1047000

OWCP/Emp Benefits  
Ms. Jessica D'Amato  
GS-0201-07/09

HR Assistant  
Ms. Charla Quiambao  
GS-0203-06

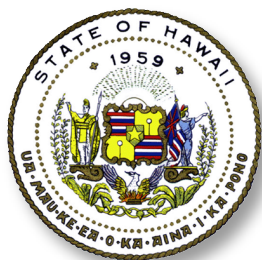


**State Adjutant  
General**

**Director,  
HI-Emergency  
Management  
Agency**

**Homeland  
Security Advisor**

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

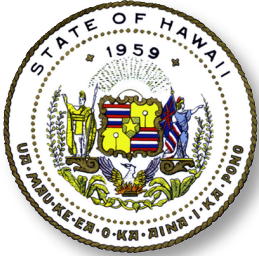




# Office of the Governor

## Hawaii State Department of Defense

### HING Joint Staff



**Hawaii  
Army  
National  
Guard**

**Hawaii  
Air  
National  
Guard**

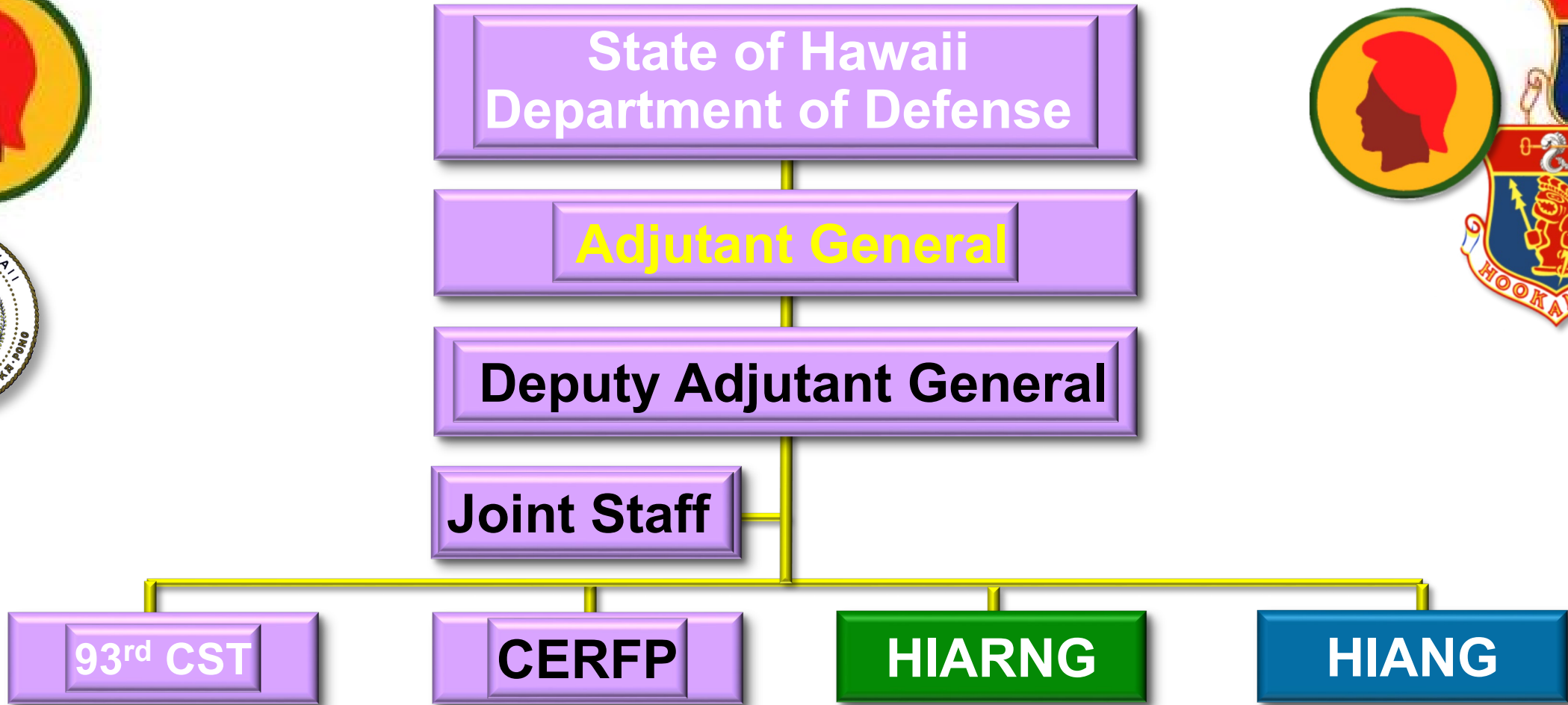
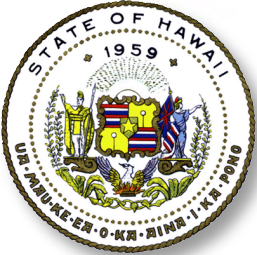
**Hawaii  
Emergency  
Management  
Agency**

**Office  
of  
Veterans'  
Services**

**HING  
Youth  
ChalleNGe  
Academy**

**Office  
of  
Homeland  
Security**





# Hawaii National Guard

*State of Hawaii Department of Defense*



Adjutant General

DAG

HIARNG

HIANG

93<sup>rd</sup> WMD (CST)

CERFP

Director, Joint Staff

AAG AIR

HI-SEL

TAG XO

*Joint Staff*

Chief of Joint Staff

J1

J2

J3

J4

J5

J6

J7

J8

J33  
Current Ops

J35  
FUOPS

*Legend*  
Command  
Coordinate

JOINT

HIARNG

HIANG

# Hawaii National Guard

## *Joint Forces Headquarters*



Brig. Gen. Kenneth S. Hara  
Commander, HIARNG



Cmd. Sgt. Maj.  
Elva A. Schaben  
CSM, HIARNG

# Hawaii Army National Guard

*Command*





# Hawaii Army National Guard

29th Infantry Brigade  
Combat Team



103rd Troop  
Command



298th Regiment,  
Multi-Functional  
Training Regiment



# Hawaii Army National Guard

*Organizational structure*



**Hanapepe, Kauai**  
 Trp C, 1-299 CAV  
 Det 1, Co B, 29 BSB  
 FMS 5

**Kalaeloa, Oahu**  
 HHC, 29 IBCT  
 HHC, 29 BSB  
 Co A(-) Dist  
 Co B(-) Maint  
 Co C Med  
 HHC, 227 BEB  
 Co A En  
 Co B En  
 Co C Sig  
 Co D Mil Intell  
 Co E FSC

Trp A, 1-299 CAV  
 Trp B, 1-299 CAV  
 Det 1, HHT, 1-299 CAV

93 CST (WMD)  
 MEDCOM  
 JFHQ  
 CSMS 1  
 FMS 1  
 AASF 3

**Wheeler AAF, Wahiawa, Oahu**  
 Det 1, HHC & Co B 1-171 AVN  
 Det 1, Co D & E 1-171 AVN  
 Det 1, Co C, 1-207 AVN  
 Co B, 777 ASB  
 Det 1 Co G, D4 Co D, D5 Co E  
 Det 3, 641 AVN  
 AASF 1

**Wahiawa, Oahu**  
 HHB, 1/487 FA  
 Btry A, 1-487 FA  
 Btry B, 1-487 FA  
 Co G, FSC, 29 BSB  
 Det 1, HHT, 1-299 CAV  
 FMS 5

**Anchorage, Alaska**  
 1-297 IN

**Wyoming, Louisiana & Puerto Rico**  
 Co B (-), 777 Aviation  
 Spt Bn

**Phoenix, Arizona**  
 HQ & HHC, 1-158 IN  
 Co B, 1-158 IN  
 Co E, 29 BSB

**Tucson**  
 Co A, 1-158 IN

**Prescott**  
 Co C, 1-158 IN

**Yuma**  
 Co D, 1-158 IN

**Bellow AFS, Waimanalo, Oahu**  
 HQ 298 MFTR  
 1 & 2 Bn

**Waiawa, Pearl City, Oahu**  
 HDD, 103 Trp Cmd  
 111 Army Band  
 117 Mob PA Det  
 1950 CCT  
 297 Firefighting Tm  
 1109 TASM-G

**Diamond Head, Oahu**  
 HQ HING

**Kaunakakai, Molokai**  
 Det 2, 230 EN Co

**Puunene, Maui**  
 230 EN Co  
 DET 1, Co A, 29 BSB CO (-)  
 FMS 3

**Lyman Arpt, Hilo, Hawaii**  
 Det 2, Co B, 3-140  
 Det 1, HHC, 1-207 AV  
 Co C, 1-207(-) AV  
 Det 1, Co D, 1-207 AV  
 Det 1, Co E, 1-207 AV  
 AASF 2

**Kealahou, Hawaii**  
 Co (-) B, 2/299 CAV

**Keaukaha Mil Res, Hilo, Hawaii**  
 HHT (-), 1-299 CAV  
 Co D (-), FSC, 29 BSB  
 CSMS2

**Saipan**

**Guam**

**Guam / Saipan**  
 1-294 IN  
 Co F, FSC,  
 29 BSB



# Unit Locations

## Hawaii Army National Guard



Brig. Gen. Ryan T. Okahara.  
*Commander, HIANG*



Cmd Chief Master Sgt.  
Alvin J. Fritz Jr.  
*Senior Enlisted Leader, HING*



# Hawaii Air National Guard

## Command



# Hawaii Air National Guard

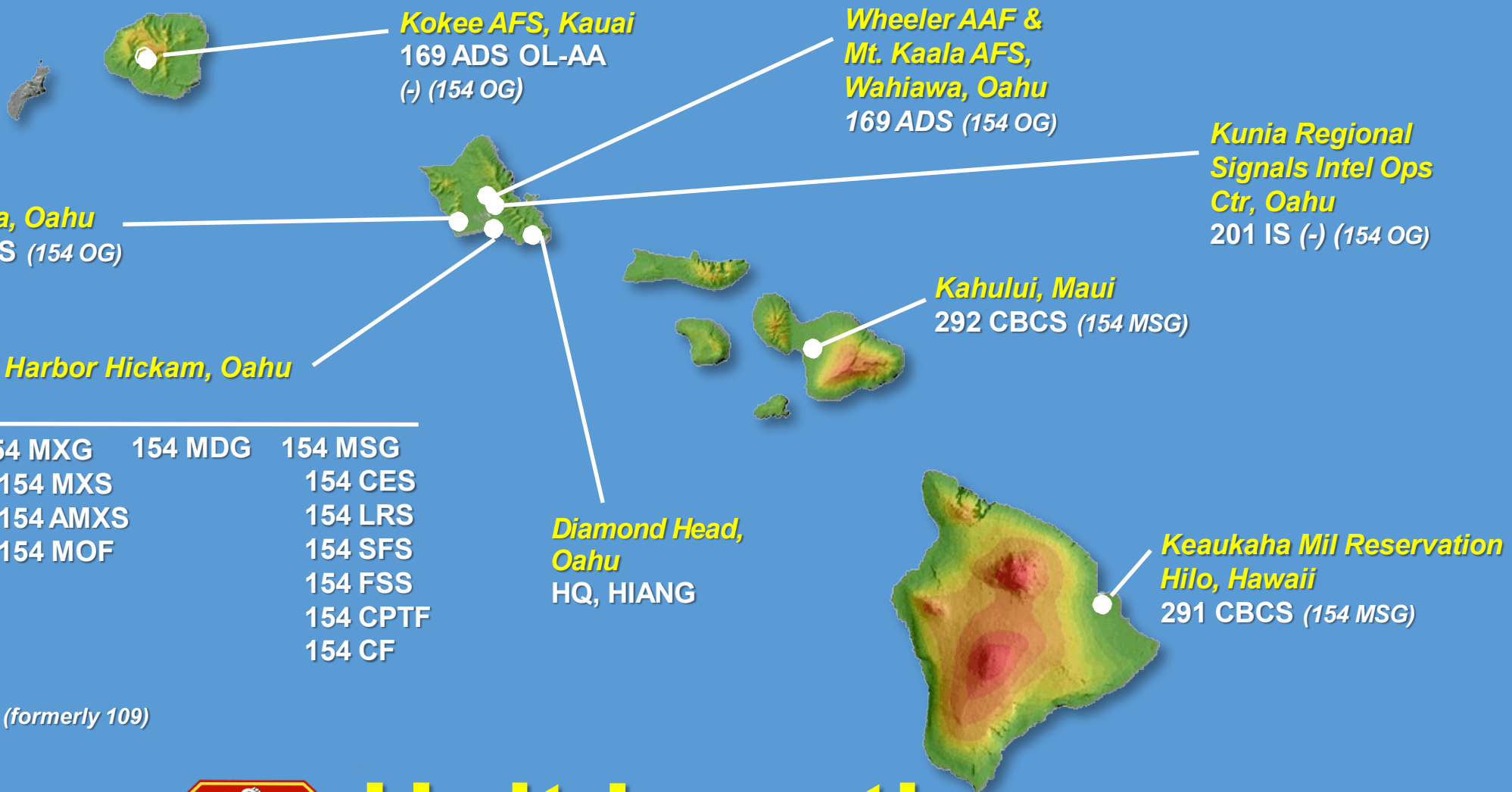
154th Wing

201st Air  
Operations Group



## Organizational Structure

*Hawaii Air National Guard*



**Joint Base Pearl Harbor Hickam, Oahu**

**154 Wing**

154 Ops Grp	154 MXG	154 MDG	154 MSG
199 FS	154 MXS		154 CES
203. ARS	154 AMXS		154 LRS
204. AS	154 MOF		154 SFS
154 OSS			154 FSS
201 IS			154 CPTF
199 WF (F)			154 CF

**201 Air Ops Grp (formerly 109)**

- 201 COS
- 201 AMOS



# Unit Locations

## Hawaii Air National Guard



# Questions?





# AGENDA

- Employee Benefits – Ms. Charla Quiambao Employee Benefits Specialist
- OWCP – Ms. Jessica D’Amato Office of Workman’s Compensation Specialist
- My Biz/ e-OPF – Mr. Melvin Masaki Information Systems
- Classification –Mr. Jacob Tokunaga Classifier
- Staffing – Ms. Charlene Pasion Staffing Assistant
- Training and Development –Mr. Mariano Development Specialist
- Labor Relations/Union – Mr. John Yim Labor Relations Specialist
- Equal Employment – Mr. Nathan Masunari State Equal Employment Manager
- Out brief/ Questions/ Comments – HRO Staff



# EMPLOYEE BENEFITS

CMSgt Carol C. Orr, 808-672-1888

HRO-A AGR Program Manager/Benefits Supervisor

[carol.orr@us.af.mil](mailto:carol.orr@us.af.mil)

Noelani M. De Silva, 808-672-1231

Human Resources Specialist (Employee Benefits)

[noelani.m.desilva.mil@mail.mil](mailto:noelani.m.desilva.mil@mail.mil)



# HRO Employee Benefits Contacts



- CMSgt Carol C. Orr, 808-672-1888  
- HRO-A AGR Program Manager/Benefits Supervisor  
[carol.orr@us.af.mil](mailto:carol.orr@us.af.mil)
- Mrs. Noelani M. De Silva, 808-672-1231  
- Human Resources Specialist (Employee Benefits/Retirements)  
- Handles Employees with last names beginning (S-Z)  
[noelani.m.desilva.mil@mail.mil](mailto:noelani.m.desilva.mil@mail.mil)
- Mr. Joey C. Mariano, 808-672-1248  
- Human Resources Specialist (Human Resource Development)  
[joey.c.mariano.mil@mail.mil](mailto:joey.c.mariano.mil@mail.mil)
- Ms. Charla Quiambao, 808-672-1781  
- Human Resources Assistant (Benefits)  
- Handles Employees with last name beginning (A-I)  
[charla.l.quiambao.mil@mail.mil](mailto:charla.l.quiambao.mil@mail.mil)
- Ms. Jessica D'Amato, 808-672-1229/1238 (OWCP)  
- Human Resources Specialist/Injury Compensation Program Administrator (ICPA)  
- Handles Employees with last name beginning (J-R)  
[jessica.m.damato2.mil@mail.mil](mailto:jessica.m.damato2.mil@mail.mil)



## Regulations/References

- [Guide to Processing Personnel Actions](#), OPM.gov
- [Guide to Personnel Recordkeeping](#), OPM.gov
- [National Guard Technician Handbook](#), HRO Website
- [Benefits Administration Letters](#), OPM.gov
- 5 USC Chapter 89 (FEHB)
- 5 USC Chapter 87 (FEGLI)
- 5 USC Chapter 89A + 89B (FEDVIP)
- 5 USC Chapter 90 (FLTCIP)
- Internal Revenue Code Section 125 (FSAFEDS)



## Employee Benefits Responsibilities

- Process SF 52s (Appointments, Name Change, Absent-US, RTD, Separations)
- Provides technical guidance and procedural assistance to managers, supervisors, and employees in regards to federal benefits programs
- Coordinate federal employees transfers between federal agencies
- Maintains electronic Official Personnel Folders (eOPF)
- Responsible for the administration of the Federal Employees Retirement Systems (FERS) and Civil Service Retirement Program (CSRS)
- Manages and monitors Office of Worker's Compensation (OWCP) for the state
- Process unemployment insurance claims (UI) for the state and verify earnings
- Troubleshoot and research debt inquiries stemming from backlog and personnel transactions
- Manage the Voluntary Leave Transfer Program (VLTP)
- Assist employees with military deposit (military buy back) process

## Resources



- Army Benefits Center - Civilian

<https://www.abc.army.mil/>

**BENEFEDS (Dental + Vision)**

<https://www.benefeds.com/>

**Employee Benefits Information Systems (EBIS)**

<https://www.ebis.army.mil/login.aspx>

**Federal Benefits *FastFacts*: Insurance Benefits**

<https://www.opm.gov/healthcare-insurance/fastfacts/newemployeebenefits.pdf>

- GKO

<https://gko.ngb.army.mil/>

- HING Human Resources Office

<https://dod.hawaii.gov/hro/>

- National Guard Association of the United States

<https://www.ngaus.org/protecting-guard-members-and-their-families/technicians-insurance>

- New Employee Benefits Tool Kit

<https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm>

- New/Prospective Employees - OPM

<https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/>

- Office of Personnel Management

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

**OPM.gov – Insurance Overview**

<https://www.opm.gov/healthcare-insurance/>



# Your Federal Insurance Benefits



OPM.GOV

**YOUR FEDERAL INSURANCE BENEFITS**  
For Active Employees

U.S. Office of Personnel Management  
June 2017

RECRUIT, RETAIN AND HONOR A WORLD-CLASS WORKFORCE FOR THE AMERICAN PEOPLE



<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/2018/state/hi>



<https://www.benefeds.com/Portal/PlanSearch?submit=planSearch&ctoken=20xJIEGD>



<https://youtu.be/RJdnmdNmHMI>  
<https://www.opm.gov/healthcare-insurance/life-insurance/>



<https://www.ltcfeds.com/>  
[https://www.ltcfeds.com/assessing\\_your\\_needs/oct\\_landing.html](https://www.ltcfeds.com/assessing_your_needs/oct_landing.html)



<https://www.fsafeds.com/>  
<https://www.fsafeds.com/support/eligibleexpenses>

<https://youtu.be/PO7HIX79MR4>

<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/guides/>



# Your Federal Insurance Benefits



FastFacts  
Click on icons



<https://www.opm.gov/healthcare-insurance/fastfacts/newemployeebenefits.pdf>

<https://www.opm.gov/healthcare-insurance/fastfacts/quickguide.pdf>



# TRICARE Reserve Select

<https://tricare.mil/TRS>



TRICARE® Choices for  
National Guard and Reserve

☆ HEALTH CARE OPTIONS

⤴ Not Activated

T

TRS and TRR may be purchased by qualified members of the Selected Reserve or Retired Reserve who aren't in an activated status. This status includes qualified service members on inactive duty for training, yearly training or on active service for 30 days or less. Selected Reserve and Retired Reserve members who are eligible for or enrolled in the Federal Employees Health Benefits (FEHB) Program don't qualify to purchase TRS (Selected Reserve) or TRR (Retired Reserve). National Guard and Reserve members called or ordered to active service for more than 30 days are covered as active duty and have different options.

Welcome to  
**TRICARE**

covered by TRICARE. Check for services that need prior authorization by going to [www.tricare.mil](http://www.tricare.mil) or your regional contractor's website.  
**Calendar Year**  
The TRICARE calendar year is Jan. 1–Dec. 31.

Line of duty (LOD) care covers treatment of an injury, illness or disease incurred or aggravated in the line of duty. Contact your service or Reserve component for LOD determination. LOD care isn't available for family members.



# Thrift Savings Program



- TSP is part of the three-part retirement package
  - (TSP + FERS Basic Annuity + Social Security)
- Federal Retirement Thrift Investment Board administers the program
  - Automatically Enrolled at 3%
  - You make changes to your elections at anytime
  - Elections are effective the beginning of the next pay period
  - Tax-deferred Contributions
- Agency 1% Automatic Contributions – Base Pay
- Agency Matching
  - First 3% is matched dollar for dollar
  - Next 2% is matched .50 cents for each dollar
- Contribution are subject to IRS Limit (CY 2018 - \$18,500 - IRC §402(g))
  - Changes annually
- TSP 3 (Designation of Beneficiary)



<https://www.tsp.gov/index.html>

<https://www.youtube.com/user/TSP4gov/featured>



# Additional Information

## HING (DoD) Participates in E-VERIFY

E-Verify is an Internet-based system operated by DHS in partnership with SSA that allows participating employers to electronically verify the employment eligibility of their newly hired employees.



<https://www.uscis.gov/sites/default/files/USCIS/Verification/1-9%20Central/formi9-presentation.pdf>

<https://www.uscis.gov/sites/default/files/USCIS/Verification/E-Verify/E-Verify Native Documents/Employee Rights Webinar Presentation.pdf>

**IF YOU HAVE THE RIGHT TO WORK**

**Don't let anyone take it away.**

**SI USTED TIENE DERECHO A TRABAJAR**

**No deje que nadie se lo quite.**

There are laws to protect you from discrimination in the workplace.

**Contact IER**

For assistance in your own language  
Phone: 1-800-255-7688  
TTY: 1-800-237-2515

Email us  
[IER@usdoj.gov](mailto:IER@usdoj.gov)

Or write to  
U.S. Department of Justice – CRT  
Immigrant and Employee Rights – NYA  
950 Pennsylvania Ave., NW  
Washington, DC 20530

**You should know that...**

In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.

Employers cannot reject documents because they have a future expiration date.

Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things happen to you, contact the Immigrant and Employee Rights Section (IER).



**Immigrant and Employee Rights Section**  
U.S. Department of Justice, Civil Rights Division [www.justice.gov/ier](http://www.justice.gov/ier)

Existen leyes que lo protegen contra la discriminación en el trabajo.

**Comuníquese con la IER**

Para ayuda en su propio idioma:  
Teléfono: 1-800-255-7688  
TTY: 1-800-237-2515

Mándenos un correo:  
[IER@usdoj.gov](mailto:IER@usdoj.gov)

O escribanos a:  
U.S. Department of Justice – CRT  
Immigrant and Employee Rights – NYA  
950 Pennsylvania Ave., NW  
Washington, DC 20530

**Usted debe saber que...**

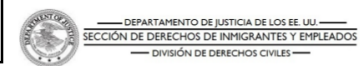
En la mayoría de los casos, los empleadores no pueden negarle un empleo o despedirlo debido a su nacionalidad de origen o estatus de ciudadanía, ni tampoco negarse a aceptar sus documentos válidos y legales.

Los empleadores no pueden rechazar documentos porque tengan una fecha de vencimiento futura.

Los empleadores no pueden despedirlo debido a E-Verify sin darle una oportunidad de resolver el problema.

En la mayoría de los casos, los empleadores no pueden exigir que usted sea ciudadano estadounidense o residente legal permanente.

Si alguna de estas cosas le ha sucedido, comuníquese con la Sección de Derechos de Inmigrantes y Empleados (IER, por sus siglas en inglés)



**Sección de Derechos de Inmigrantes y Empleados**  
Departamento de Justicia de los EE. UU., División de Derechos Civiles [www.justice.gov/ier](http://www.justice.gov/ier)  
[www.justice.gov/crt-about/espanol/ier](http://www.justice.gov/crt-about/espanol/ier)



## Additional Information

### *Enlistment Bonus & Orders*

#### 1. Military Orders (?):

- Is anyone currently on Orders “TODAY,” or being placed on orders this pay period?

#### 2. Enlistment Bonus (?): Is anyone eligible for enlistment incentives? (i.e. bonus or Student Loan Re-payment Program (SLRP)?

##### HIARNG POC:

*SSG Mariesyl Erese*

Incentive Manager, HIARNG

Office: (808) 672-1019

Ed. Office: (808) 672-1406

##### HIANG POCs:

*TSgt Nolan Kaahanui*

Retention Office Mgr

Cell: (808) 216-6266



## Additional Information

### *Garnishments (DFAS-Cleveland) Child Support or Alimony Payments:*



Information on how to start payments can be located at:

<http://www.dfas.mil/garnishment/childsupportalimony/startpayment.html>

- 1) You must send DFAS an order from a court or child support enforcement agency (CSEA) that directs the government to pay monies for support or alimony.
- 2) For child support= contact an attorney or your local child support enforcement agency to obtain an Income Deduction Order or Income Withholding Order.

For alimony= contact an attorney to obtain a garnishment.

- 3) Send the income withholding order or similar document to DFAS at the address or fax number below.  
You do not need to send the underlying order, (e.g., a divorce/separation decree).

Defense Finance and Accounting Service  
Cleveland DFAS-HGA/CL  
P.O. Box 998002  
Cleveland, Ohio 44199-8002  
**Fax:** 877-622-5930 (toll-free)

<https://www.dfas.mil/garnishment/fax.html>



## Additional Information

**Military One-Source** is available for Dual Status Technicians

**Employee Assistance Program (EAP)** is available for Dual Status and Non-Dual Status Employees

- FREE service provided by the Department of Defense for active-duty, Guard, and Reserve service members and their families.
- The information you provide to counselors is kept confidential, except to meet legal obligations or to prevent harm to self or others.
- Counseling Options:
  - ✓ Face-to-Face Counseling, Telephone Counseling & Online Counseling
  - ✓ Financial Counseling
  - ✓ Legal Counseling
  - ✓ Health and Wellness Coaching
- Offers:
  - Consultation, research, and referrals,
  - Interpretation and translation (more than 140 languages) for immediate family members, and
  - Educational materials available on-line.
- TTY/TDD accessible: 1-866-607-6794



# Additional Information

## *Employment Outside HING*



NEIL ABERCROMBIE  
GOVERNOR

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

DARRYL D.M. WONG  
MAJOR GENERAL  
ADJUTANT GENERAL

JOSEPH K. KIM  
BRIGADIER GENERAL  
DEPUTY ADJUTANT GENERAL

NGHI-HRO

JUN 19 2012

MEMORANDUM FOR Hawaii National Guard Full Time Support Personnel (Military Technicians, Active Guard Reserve (AGR) and Full Time National Guard Duty Operational Support (FTNGD-OS) Soldiers and Airmen)

SUBJECT: Policy for Employment Outside the Hawaii National Guard

1. References.
  - a. 5 CFR §2635.802, Conflicting Outside Employment and Activities.
  - b. 5 CFR §2635.803, Prior Approval for Outside Employment and Activities.
  - c. DoD 5500.07-R, Joint Ethics Regulation, change 7, dated 17 November 2011.
  - d. TAG Memorandum, Ethics and Outside Employment, dated 3 March 2011.
2. This policy prescribes the procedures for when Full time Support Personnel (Military Technicians, Active Guard Reserve (AGR) and Full Time National Guard Duty Operational Support (FTNGD-OS) Soldiers and Airmen) seek or engage in employment outside the Federal government. Restrictions and limitations on Federal employees, both civilian and military, with holding more than one Federal appointment and receiving dual compensation are not addressed in this policy.
3. While it does not create a blanket prohibition, the Joint Ethics Regulation does address applicable standards of conduct regarding employment outside the Federal government. Any activity that could potentially interfere with your obligation to protect the government's interests, affect your objective judgment with regard to a business decision, or could reasonably bring discredit upon you or the Hawaii National Guard creates a potential conflict of interest.
4. Full time Support Personnel shall not engage in employment outside the Federal government that conflicts with official duties and responsibilities. Such employment that detracts from readiness or poses a security risk may also be limited or denied. Moreover, in order to ensure safety, work schedules on requests for off-duty employment must include at least a six hour rest period (excluding time to travel to and from employment, home, or duty) between the end of the individual's off-duty employment and the start of official duties.

- Please see policy for further information



# Additional Information

PT POLICY  
NGHI-HRO Memorandum 2011-02

## IMPORTANT:

1. YOU must sign out and in from every PT session.
2. You cannot attach your PT to a lunch period. Lunch periods are not covered.
3. Failure to sign in and out is considered “non-compliance” with the policy, & your claim could be denied.
4. Please use the “Buddy System.” Advise at least one person of your whereabouts.
5. Mgmt has the right to re-schedule the time any PT is performed due to mission requirements.

LIABILITY AGREEMENT  
HAWAII NATIONAL GUARD VOLUNTARY PHYSICAL FITNESS PROGRAM

I, \_\_\_\_\_, acknowledge and agree that:

- a. I may voluntarily take part in a physical fitness program during duty hours for a maximum of three one hour periods per week.
- b. My participation in this program may be unsupervised. As a technician, I am under no obligation to participate.
- c. It is recommended that I consult with a physician prior to engaging in this exercise program.
- d. I will begin and end my exercise at my worksite. I will sign out and sign in again for each period of exercise, and understand that I am subject to recall to the worksite at any time.
- e. Times for participation and locations for my participation must be approved by my supervisor as appropriate in consideration of mission requirements.
- f. I will report any injury as a result of participation in this program immediately to my supervisor.
- g. If I abuse this program, I understand that I will have my privilege revoked and could be subject to disciplinary/adverse action.
- h. A signed copy of this acknowledgement will be kept on file by my supervisor.

\_\_\_\_\_  
Technician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

## IMPORTANT:

Must sign this agreement BEFORE performing your 1<sup>st</sup> PT session.



## Military Deposit



All Honorable Active Duty Military service is potentially creditable (Title 10)

To receive credit for civilian retirement purposes you must make a “deposit”

Current deposit rate is 3% of your Military base pay

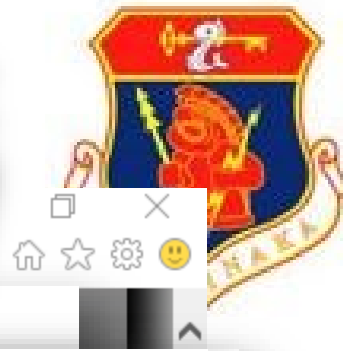
Complete the Military Buy Back Package

No interest is charged if the deposit is made prior to your third anniversary date in a retirement covered CSRS or FERS position

You will provide HRO with a copy of the DFAS receipt after deposit is completed  
**(PAID IN FULL LETTER)**

Military deposits must be paid prior to separation or retirement from the Federal Service

# Military Deposit



  <https://www.abc.army.mil/retirements/FERSPost56.htm>

## How Do I Pay The Military Deposit?

### Step 5:

Once your military deposit has been paid in full, you will need to request proof of payment. Contact your local Customer Service Representative (CSR) and have a Remedy sent to DFAS requesting the proof of payment. When the proof of payment is received, provide a copy to your local Civilian Personnel Advisory Center (CPAC), Human Resources Officer (HRO), or Human Resources representative, to be placed in your Official Personnel Folder (OPF).

<https://www.dfas.mil/civilianemployees/militaryservice/militaryservicedeposits.html>

This is any amount you choose but must be a minimum of \$25.00 per pay period. There must be a request in writing (no particular form) submitted to your payroll office which includes the following: (1) Social Security Number; (2) name; (3) amount of deduction per pay period; (4) date to start the deduction; (5) signature. Fax the request to 1-866-401-5849.

#### Online Payment

Go online to <https://www.pay.gov>. In the search engine, type in MSD8522 and click on search. On the next page, click on the red 'Continue to the Form' button. Follow the instructions to complete the form and make your online payment for your military deposit. Under the Database dropdown, if you are Army or Army National Guard, choose OMA; if you are Air National Guard, choose CP1; and if you are DCMA, choose ZKA.

# Uniformed Services Employees Reemployment Rights Act USERRA of 1994



- If you are going on military orders and will be placed on a non-pay status, you have restoration rights to your federal position.
- To be free from discrimination and retaliation.
- USERRA is a federal law that protects your rights

Before you go, let HRO know!

- <http://dod.hawaii.gov/hro/technician-resources/benefits/userra/>



## YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

<p><b>REEMPLOYMENT RIGHTS</b></p> <p>You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:</p> <ul style="list-style-type: none"> <li>★ you ensure that your employer receives advance written or verbal notice of your service;</li> <li>★ you have five years or less of cumulative service in the uniformed services while with that particular employer;</li> <li>★ you return to work or apply for reemployment in a timely manner after conclusion of service; and</li> <li>★ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.</li> </ul> <p>If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.</p> <p><b>RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION</b></p> <p>If you:</p> <ul style="list-style-type: none"> <li>★ are a past or present member of the uniformed service;</li> <li>★ have applied for membership in the uniformed service; or</li> <li>★ are obligated to serve in the uniformed service;</li> </ul> <p>then an employer may not deny you:</p> <ul style="list-style-type: none"> <li>★ initial employment;</li> <li>★ reemployment;</li> <li>★ retention in employment;</li> <li>★ promotion; or</li> <li>★ any benefit of employment</li> </ul> <p>because of this status.</p> <p>In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.</p>	<p><b>HEALTH INSURANCE PROTECTION</b></p> <ul style="list-style-type: none"> <li>★ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.</li> <li>★ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.</li> </ul> <p><b>ENFORCEMENT</b></p> <ul style="list-style-type: none"> <li>★ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.</li> <li>★ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <a href="http://www.dol.gov/vets">http://www.dol.gov/vets</a>. An interactive online USERRA Advisor can be viewed at <a href="http://www.dol.gov/elaws/userra.htm">http://www.dol.gov/elaws/userra.htm</a>.</li> <li>★ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.</li> <li>★ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.</li> </ul>
---	---

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor  
1-866-487-2365

U.S. Department of Justice

Office of Special Counsel

ESGR  
1-800-336-4990

Publication Date -- April 2017

<https://www.dol.gov/vets/programs/userra/index.htm>



## Beneficiary Forms



FEGLI - Designation of Beneficiary Form - **SF 2823**

Federal Employees Retirement System (FERS) – **SF 3102**

Civil Service Retirement System (CSRS) – **SF 2808**

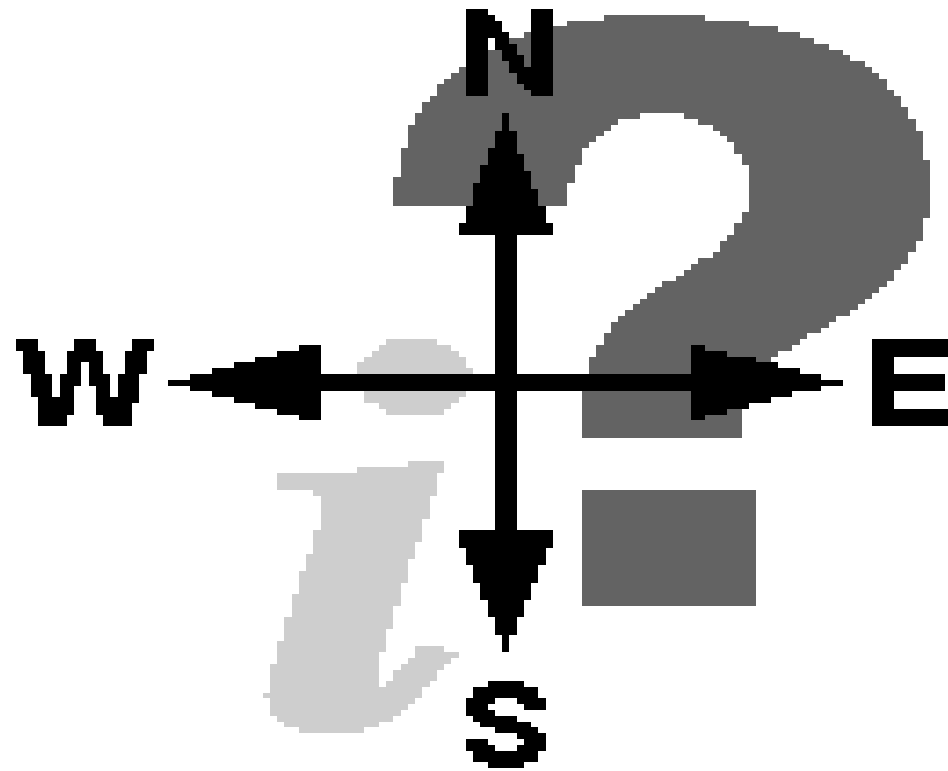
Thrift Savings Plan – **TSP-3**

Unpaid Compensation – For Employees only – **SF 1152**

<https://www.opm.gov/healthcare-insurance/life-insurance/designating-a-beneficiary/#url=Designation-of-Beneficiary>



# Questions





# ***Workers' Compensation Program***

Jessica D'Amato

Human Resources Assistant/ Injury Compensation Program Administrator

(808) 672-1229

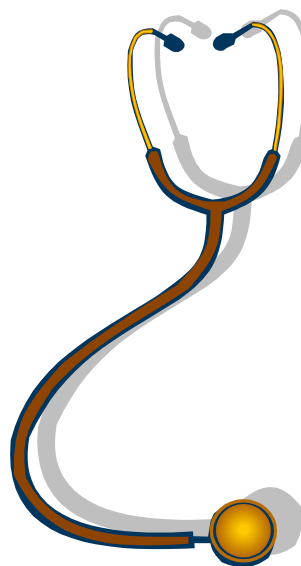
OWCP Phone: (808) 672-1238

[jessica.m.damato2.mil@mail.mil](mailto:jessica.m.damato2.mil@mail.mil)



## *OWCP Benefits*

- Medical expenses (fee schedule)
- First aid expenses
- Rehabilitation
- Travel expenses to care provider
- Chiropractic care (limited)
- Early nurse intervention
- Assisted Reemployment Program
- Continuation of Pay (COP)
- Compensation for lost wages
- Scheduled benefits
- Permanent total disability
- Death benefits





## *Responsibilities*

- HRO-M (ICPAs):
  - Assists in submission of claims
  - Acts as the liaison between employee, supervisor, treating physicians and the DOL
  - Informs employees and supervisors of program benefits and requirements



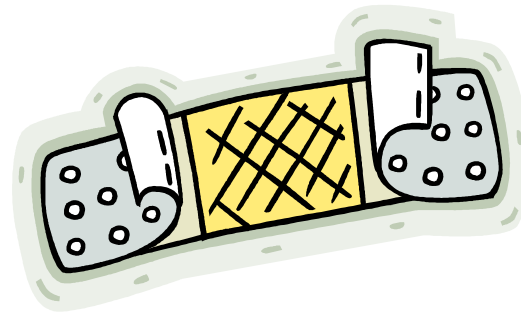
## *Responsibilities*

- Employees:
  - Observe health and safety regulations
  - Report potential and actual health, safety and fire hazards
  - Report all injuries to supervisor
  - Obtain medical status reports from physician(s)
  - Provide care providers with correct IC-D 9 Codes and Claim Number
  - Cooperate with light duty placement
  - It is the claimants responsibility to monitor his/her own claim, just as he/she would if it were an insurance claim



## *Traumatic Injury* *CA-1*

- A traumatic injury is...
    - A wound or other condition of the body caused by external force, including stress or strain
- AND**
- Caused by a specific event or incident within a single day or work shift





## *Occupational Disease/Illness*

### *CA-2*

- Condition produced over a period longer than one workday or shift, i.e.
  - systemic infections
  - continued or repeated stress or strain
  - Exposure to toxins, poisons, fumes, etc
  - other exposure to conditions of the work environment for two or more work shifts
- Continuation of Pay is **not** provided for Occupational Diseases



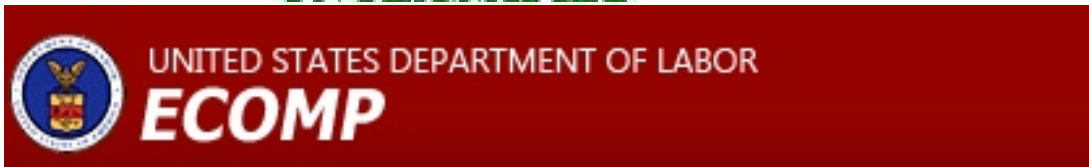


## *5 Conditions of Coverage*



- Timely Filing of Claim
- Federal Civilian Employee
- Fact of Injury
- Performance of Duty
- Causal Relationship





# Employees' Compensation Operations and Management Portal (ECOMP)



# ECOMP Overview



- ECOMP is a web-based application accessible via the DOL public internet site, which is intended to allow injured federal workers and their employers to:
  - Electronically file OSHA 301s, CA-1s, CA-2s, CA-7s and CA-6s
  - Track the exact status of any form or document submitted via ECOMP (e.g., Pending Supervisor Approval, with Agency Reviewer, Received by OWCP, etc.)
  - Electronically upload and submit documents to Department of Federal Employees' Compensation's case files
  - Serve as a single portal for DFEC stakeholders



UNITED STATES DEPARTMENT OF LABOR  
ECOMP

[ECOMP Home](#)
[File a Form](#)
[Upload Document](#)
[Register with ECOMP](#)

ECOMP
You are not currently signed in | [Sign In](#) | [Register](#)

**ECOMP Home**

**Employees & Claimants**

- [File New Form](#)
- [Access Existing Form](#)
- [Claim Status \(CQS\)](#)

**Track Status**

**Case Stakeholders**

- [Upload Document to an Existing Case](#)
- [Agency Query System \(AQS\)](#)

**Reviewers**

- [Agency Reviewers](#)
- [OSHA Record Keepers](#)

**Administration**

- [Agency Maintenance](#)
- [ECOMP/DFEC Administrator](#)

**Help**

- [About](#)
- [How to File a Form](#)
- [About Accessibility and 508 Compliance](#)

## Welcome to ECOMP

The Employees' Compensation Operations & Management Portal

### Have you been hurt on the job?

If you are a **Federal Employee** or a **Contractor** and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.

If you are a **Federal Employee** you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing **OSHA's Form 301**, then file a claim using either form **CA-1 (for traumatic injury)** or form **CA-2 (for occupational disease)**. After you have received an official FECA case number, you may also file form **CA-7 (Claim for Compensation)**.

File a Form

Sign In / Register

### Need to upload a document?

Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.

⚠ Do not upload OWCP forms or medical bills! Forms or bills submitted as uploads will not be processed. Submit medical bills [here](#).

**Access Case & Upload Document**

### Track status of form or document

Enter ECN or DCN ?

Go!

**Agency Reviewers & OSHA Record Keepers Sign In**

# Employee Registration



UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

ECOMP Home | File a Form | Upload Document | Register with ECOMP

ECOMP / Register You are not currently signed in | Sign In | Register

**ECOMP Home**

**Employees & Claimants**

- File New Form
- Access Existing Form
- Claim Status (CQS)

**Track Status**

**Case Stakeholders**

- Upload Document to an Existing Case
- Agency Query System (AQS)

**Reviewers**

- Agency Reviewers
- OSHA Record Keepers

**Administration**

- Agency Maintenance
- ECOMP/DFEC Administrator

**Contact ECOMP Help**

- About
- How to File a Form
- About Accessibility and 508 Compliance
- Filing Forms as an Injured

## Register for ECOMP

**Account Basics**

Employee name (first, middle, last)

Home telephone

Your email address  ?

Social security number   I am not a US citizen, and do not have a Social Security Number  
Note: This setting affects the way you file forms. It cannot be changed after you register.

Confirm SSN

**Government Organization**

What part of the government were you working for at the time of your injury? ?

Department.....

Agency-Group.....

Agency.....

Duty station.....

✓ You can file forms OSHA-301, CA-1, CA-2, CA-7 and CA-7a for this organization through ECOMP [? What is this?](#)

Immediate supervisor's email ?  @

**Password**

Choose a password

Re-enter password


Passwords must be a minimum of 8 characters, and contain at least one upper-case letter, one lower case letter, one number, and one special character.

**Security Questions**

Employee will have to register with ECOMP in order to file a claim. The employee will designate their supervisor during the registration process. As the supervisor you will not need an ECOMP account in order to review forms submitted to you.

# Filing an OSHA 301: Employee Portion





UNITED STATES DEPARTMENT OF LABOR

**ECOMP**

[ECOMP Home](#)   [Employee Dashboard](#)   [File a Form](#)

ECOMP / [Employee Home](#) / [What Form Should I File](#)   Signed in as [User Name]

**Employee Dashboard**

- File New Form
- Access Existing Form
- Upload Document to an Existing Case
- Claim Status (CQS)

**Create New Form**

- Which Form To Use?
- File CA-7 for an existing case

**Help**

- About
- How to File a Form
- About Accessibility and 508 Compliance
- Filing Forms as an Injured Worker
- Reviewing Forms as a Supervisor
- Uploading Documents to FECA Case Files
- Electronic Document Submission Frequently Asked Questions
- OSHA Record Keeper User Guide
- Agency Reviewer User Guide
- Agency Maintenance Help
- Intro to the Compensation Process

## Which Forms Can I File?

Each agency determines which forms are available for filing through ECOMP. The way you report your employment status and your employing agency. To learn which forms you can file, fill out the following information:

**What is your employment status?**    Federal Employee    Contractor   ?

**What part of the government were you working for at the time of your injury or illness?** ?

Department..... DEPARTMENT OF STATE

Agency-Group..... Other Agencies

Agency..... BUREAU OF ADMINISTRATION

Duty station..... PER-ER-EP

**To file a form for an injury or illness...**

- 1 Report the incident in ECOMP using **OSHA Form 301 (Injury and Illness Incident Report)**.
- 2 Claim benefits using either form **CA-1 (for Traumatic Injury)** or form **CA-2 (for Occupational Disease)**. You must file an **OSHA-301** first. Pending review of your claim, you may receive a FECA Case Number.
- 3 If you wish to claim compensation, and you've received an official FECA Case Number, you can file form **CA-7 (Claim for Compensation)**. You must have a FECA Case Number.

✓ This organization supports filing forms **OSHA-301, CA-1, CA-2, CA-7 and CA-7a** through ECOMP.

[Continue to File OSHA-301](#)

Once the employee sets up their account they can then file a claim. ECOMP will notify the employee which claims can be filed. All DOD employees will be allowed to file CA-1, CA-2, CA-7, and CA-7a forms. If the OSHA-301 will be filed through ECOMP it will appear on the list of enabled forms in the bottom part of the screen



# Filing an OSHA 301: Employee Portion



UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

ECOMP Home Employee Dashboard File a Form

ECOMP / Employee Home / OSHA 301 / Location & Time Signed in as Joe Employee Sign Out Account

**1) OSHA 301**

✓ A) Employee & Physician

→ **B) Location & Time**

C) Incident Details

**2) Review & File Form**

**Actions**

- Save Progress for Later
- Cancel This Form

**Help**

- DOL's Privacy Policy

**OSHA Form 301** ECN 104706 OSHA-301 Draft

Step 1B **Location & Time** Back Continue

Next, indicate whether treatment was given at the worksite, and if not, where treatment was given, as well as whether the employee was treated in an emergency room and/or hospitalized overnight. Also enter the date of injury or illness and time the employee began work. You may also enter the time of the event, if available. This is an optional field.

Place where event occurred

DOL OWCP JAX

8th Floor

400 West Bay Street  Non-US address

City Jacksonville State FL - Florida Zip code 32204

7 Was treatment given at the worksite?  Yes  No

If not, where was the treatment given?

Facility

Address  Example: 123 Pleasant Lane, apt. A  Non-US address

City  Example: Fairview State  Zip code

8 Was the employee treated in an emergency room?  Yes  No

9 Was the employee hospitalized overnight?  Yes  No

10 Case number 104706

11 Date of injury or illness 11/27/2012

12 Time employee began work 07:00 AM

13 Time of event 08:00 AM  Time cannot be determined

Back Continue

The employee will be guided through the filing process.



# Filing an OSHA 301: Employee Portion



UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

[ECOMP Home](#)   [Employee Dashboard](#)   [File a Form](#)

ECOMP / Employee Home / OSHA 301 / Submission Successful   Signed in as Joe Employee | [Sign Out](#) | [Account](#)

**1) OSHA 301**

- ✓ A) Employee & Physician
- ✓ B) Location & Time
- ✓ C) Incident Details

**2) Review & File Form**

**Actions**

- Save Progress for Later
- Cancel This Form

**Help**

- DOL's Privacy Policy

**OSHA Form 301**   **ECN 104706**   **OSHA-301** ×

Pending review by Supervisor

This form has been forwarded for review

<b>ECN 104706</b>	<b>OSHA-301</b>
Employee	Joe Employee
Organization	BUREAU OF ADMINISTRATION
🔒 Form Locked	👁 View
	📄 Get PDF

- ✉ An email has been sent to your supervisor's email account at **revena**
- ➔ A digital copy of this form will be kept by ECOMP for 5 years. (Public L
- ➔ You will receive email updates each time the status of this form chan
- 📄 Make sure to save / print a copy for your records and note the ECN (E
- ➕ Because you are a Federal employee, now that you have filed a OSH

using either form **CA-1** or **CA-2**.

File CA-1 or CA-2 based on this OSHA 301
Done

Once the OSHA-301 has been forwarded, the employee will see it on their dashboard. They will then be given the opportunity to continue to file a CA-1 or CA-2 injury or illness claim based upon the incident documented on the OSHA-301



# Filing a CA-1 or CA-2: Employee Portion

The screenshot shows the ECOMP website interface. At the top, there is a navigation bar with 'ECOMP Home', 'Employee Dashboard', and 'File a Form'. Below this, a secondary bar shows 'Signed in as Joe Employee' with links for 'Sign Out' and 'Account'. The main content area is titled 'Select CA-1 or CA-2' and contains a yellow informational box stating: 'There are two types of injury claims that may be filed: CA-1 or CA-2. Only one claim (either Form CA-1 or Form CA-2) may be filed based on a single incident. If your agency requires a Form OSHA-301 prior to filing a FECA claim, this means that only one FECA claim form may be filed per OSHA-301.'

Below the informational box, the user is prompted to 'Select the appropriate form:'. Two options are presented in side-by-side boxes:

- CA-1 - Federal Employee's Notice of Traumatic Injury & Claim for Continuation of Pay/Compensation**: For Traumatic Injury. Description: 'Use this form if you have sustained a traumatic injury on the job. A traumatic injury is a condition of the body caused by a specific event or incident, or series of events or incidents, within a single workday or shift.' Examples: 'a dog bite, a motor vehicle accident or a slip and fall.' A green button labeled 'Select CA-1 & Continue' is highlighted with a red box.
- CA-2 - Notice of Occupational Disease and Claim for Compensation**: For Illness. Description: 'Use this form if you have sustained an occupational disease as a result of your job duties. An occupational disease or illness is a condition produced by the work environment over a period longer than a single workday or shift.' Examples: 'noise induced hearing loss, asbestos-related illness or orthopedic injuries due to repetitive motion.' A green button labeled 'Select CA-2 & Continue' is highlighted with a red box.

The word 'OR' is centered between the two options. A blue callout box at the bottom of the screenshot contains the text: 'The employee then selects the type of form to be filed.'



# Filing a CA-1 or CA-2: Employee Portion



UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

ECOMP Home Employee Dashboard File a Form

ECOMP / Employee Home / CA-1 / Employee Basics Signed in as Joe Employee | Sign Out | Account

**1) Form CA-1**

→ **A) Employee Basics**

B) Description of Injury

C) Witness Statement

D) Attachments

E) Review

**2) Sign & File Form**

**Actions**

- Save Progress for Later
- Cancel This Form

**Help**

- DOL's Privacy Policy

**ECOMP Claim for a Traumatic Injury (CA-1)**

**Step 1A Employee Basics** New Form X  
Draft

**Welcome to CA-1. The steps in this form are listed in the navigator at left. You will be guided through the filing process. Information entered into the OSHA-301 that can be used on the CA form will automatically flow to the CA form thus eliminating the need to enter duplicate information.**

1 Employee name (first, middle, last) Joe    Middle name

2 Social security number  Confirm SSN

3 Date of birth  07/03/1975

4 Sex  Male  Female

5 Home telephone  (904) 366-0214  International

6 Grade as of Date of Injury Grade  13 Step  5

7 Home mailing address  400 West Bay Street  
City  Jacksonville State  FL - F

8 Dependents  Wife, Husband  Children under 18

**Who should review this form?**

Immediate supervisor's email  revenaugh.timothy @ dol.gov

**Continue**



## Filing a CA-1 or CA-2: Employee Portion

UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

ECOMP Home Employee Dashboard File a Form

ECOMP / Employee Home / CA-1 / Attachments Signed in as Joe Employee Sign Out Account

**1) Form CA-1**

- ✓ A) Employee Basics
- ✓ B) Description of Injury
- ✓ C) Witness Statement
- D) Attachments**
- E) Review

**2) Sign & File Form**

**ECOMP Claim for a Traumatic Injury (CA-1)** New Form CA-1 X

Draft

Step 1D **Attachments** Back Continue

**This step is optional.**  
You can attach supporting documents to this claim now, or submit them at a later date through ECOMP once a claim number has been assigned. Examples of supporting documents include witness statements, job descriptions, and medical documentation.

**NOTE: Do not upload OWCP forms or medical bills here.** Medical bills should be submitted using OWCP's Central Bill Processing Center and OWCP forms should be submitted through your agency's established procedures (either electronically or in paper format). Forms or bills submitted as uploads will not be processed.

**0 documents uploaded so far**

[Click to attach a new document](#)

Attach New Document...

Delete selected attachment

Have Questions?  
[View Frequently Asked Questions.](#)

Back Continue

All documents that the employee wishes to include with their initial claim submission can be uploaded here. This is not the only time that the employee can submit documents to OWCP. It is, however, the only opportunity to initially submit documents with the claim filed through ECOMP.



# Filing a CA-1 or CA-2: Employee Portion



**UNITED STATES DEPARTMENT OF LABOR**  
**ECOMP**

[ECOMP Home](#)    [Employee Dashboard](#)    [File a Form](#)

ECOMP / [Employee Home](#) / [CA-1](#) / [Review](#)
Signed in as **Joe Employee** | [Sign Out](#) | [Account](#)

**1) Form CA-1**

- ✓ A) Employee Basics
- ✓ B) Description of Injury
- ✓ C) Witness Statement
- ✓ D) Attachments
- E) Review

**2) Sign & File Form**

**Actions**

- Save Progress for Later
- Cancel This Form

**Help**

- DOL's Privacy Policy

**ECOMP Claim for a Traumatic Injury (CA-1)**

Step 1E **Review**

**New Form**    CA-1    X

Draft

[Back](#)    [Continue](#)

**Review this information carefully before continuing.**

<i>Your Name</i>	Joe <input type="text"/> Employee
<i>Employee email</i>	Joe.Employee@gmail.com
<i>Government organization</i>	DEPARTMENT OF STATE BUREAU OF ADMINISTRATION PER-ER-EP 2401 E STREET, NW, ROOM H-236 SA-1 WASHINGTON, DC 20522
<i>Reviewer</i>	Supervisor    r@dol.gov
<i>Social security number</i>	*****6789
<i>Date of birth / sex</i>	07/03/1975 / Male
<i>Home telephone</i>	(904) 366-0214
<i>Grade / step as of last injury</i>	13 / 5
<i>Home mailing address</i>	400 West Bay Street Jacksonville FL 32
<i>Dependents</i>	Wife, Husband, Children under 18 years
<i>Place where injury occurred</i>	DOL OWCP JAX 8th Floor
<i>Address where injury occurred</i>	400 West Bay Street Jacksonville FL 32
<i>Date injury occurred</i>	11/27/2012 08:00 am
<i>Date of this notice</i>	<input type="text"/>
<i>Employee's occupation</i>	Analyst
<i>Cause of injury</i>	Moving equipment I was moving equipment and hurt my back
<i>Nature of the injury</i>	back strain
<i>Witness Name</i>	<input type="text"/> <input type="text"/> <input type="text"/>
<i>Witness Address</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<i>Date of Witness Statement</i>	<input type="text"/>
<i>Attachments</i>	<a href="#">Add/Modify attachments</a>

When the employee has completed filling in the required information they will be allowed the opportunity to review the information entered. If information needs to be changed the employee can go back and change it. If a required field is missing, a notification will appear on the screen.



# Filing a CA-1 or CA-2: Employee Portion



UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

ECOMP Home Employee Dashboard File a Form

ECOMP / Employee Home / CA-1 / Submission Successful Signed in as Joe Employee | Sign Out | Account

**1) Form CA-1**

- ✓ A) Employee Basics
- ✓ B) Description of Injury
- ✓ C) Witness Statement
- ✓ D) Attachments
- ✓ E) Review

**2) Sign & File Form**

**Actions**

- Save Progress for Later
- Cancel This Form

**Help**

- DOL's Privacy Policy

**ECOMP Claim for a Traumatic Injury (CA-1)** **ECN 104707** CA-1 X

Pending review by Supervisor

This form has been forwarded for review

<b>ECN 104707</b>	<b>CA-1</b>	Pending review by Supervisor	
Employee	Joe Employee	Date of event	11/27/2012
Organization	BUREAU OF ADMINISTRATION	Initiated	11/27/2012
<a href="#">Form Locked</a> <a href="#">View</a> <a href="#">Get PDF</a> <a href="#">Upload Attachments</a> <a href="#">More...</a>			

An email has been sent to you regarding this claim. (Click here to view the email.)

You will receive an email from the Bureau of Administration regarding this claim.

Make sure to save the claim information (click here to download the information).

**Next steps**  
 After your claim is reviewed by your supervisor and is received by DFEC, you will receive an email providing a Case Number. You can use that case number to file a CA-7, claim for compensation. If you want to check on the status of your claim, visit your employee home page.


[Done](#)

The employee then can see the status of the claim. Clicking **Done** completes the process



# Updated Employee Dashboard



 UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

[ECOMP Home](#)    [Employee Dashboard](#)    [File a Form](#)

Signed in as **Joe Employee** | [Sign Out](#) | [Account](#)

**ECOMP / Employee Home**

**Employee Dashboard**

- [File New Form](#)
- [Access Existing Form](#)
- [Upload Document to an Existing Case](#)
- [Claim Status \(CQS\)](#)

**Create New Form**

- [Which Form To Use?](#)
- [File CA-7 for an existing case](#)

**Help**

- [About](#)
- [How to File a Form](#)
- [About Accessibility and 508 Compliance](#)
- [Filing Forms as an Injured Worker](#)
- [Reviewing Forms as a Supervisor](#)
- [Uploading Documents to FECA Case Files](#)
- [Electronic Document Submission Frequently Asked Questions](#)
- [OSHA Record Keeper User Guide](#)
- [Agency Reviewer User Guide](#)
- [Agency Maintenance Help](#)
- [Intro to the Compensation Process](#)
- [Which Form to Use?](#)
- [FAQ](#)

## Employee Dashboard

**You have 2 forms & claims**

Each form you file will appear in this list and be assigned a unique ECOMP Control Number. Use the ECN to track the status of your ECOMP forms.

For FECA forms, the ECN will be replaced with a Case Number once the form has been submitted to OWCP. Reference the Case Number in all communications with OWCP regarding your case.

★ File an OSHA-301, CA-1 or CA-2  
File New CA-7 for a Case Not Listed

ECN 104707	CA-1	Pending review by Supervisor	
Employee	Joe Employee	Date of event	11/27/2012
Organization	BUREAU OF ADMINISTRATION	Initiated	11/27/2012
<span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">🔒 Form Locked</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">👁 View</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">📄 Get PDF</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">📎 Upload Attachments</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">⌵ More...</span>			

ECN 104706	OSHA-301	Form Filed - R	
Employee	Joe Employee	Date of event	11/27/2012
Organization	BUREAU OF ADMINISTRATION	Initiated	11/27/2012
<span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">🔒 Form Locked</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">👁 View</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">📄 Get PDF</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">📎 Upload Attachments</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">⌵ More...</span>			

A claim has been filed from this form.

The dashboard will now reflect all the forms filed by the employee.

# Additional Training



**Employee & Claimants**

- File a Form
- Access Existing Form
- Claim Status (CQS)

**Track Status**

**Case Stakeholders**

- Upload Document to an Existing Case
- Agency Query System (AQS)

**Reviewers**

- Agency Reviewers
- OSHA Record Keepers

**Administration**

- Agency Maintenance
- ECOMP/DFEC Administrator

**Contact ECOMP**

**Help**

- About
- How to File a Form
- About Accessibility and 508 Compliance
- Filing Forms as an Injured Worker
- Reviewing Forms as a Supervisor
- Uploading Documents to FECA Case Files
- Electronic Document

**Have you been hurt on the job?**

If you are a **Federal Employee** or a **Contractor** and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.

If you are a **Federal Employee** you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing **OSHA's Form 301**, then file a claim using either form **CA-1 (for traumatic inj** you have received an of **-7 (Claim for Compens**

[File Form](#)

**Track status of form**

Enter ECN or DCN

**Need to upload a document?**

Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.

**not upload OWCP forms or medical** Forms or bills submitted as uploads will not be processed. Submit medical bills [here](#).

[Access Case & Upload Document](#)

[Agency Reviewers & OSHA Record Keepers Sign In](#)

Additional training is available for employees. To view this training click on the **Filing Forms as an Injured Worker** link on the ECOMP page under the **Help** section.

## *Physical Training Policy: Allowed*



- Employees may participate in the following activities as a part of the PT Program:
  - Running/Walking
  - Push-Ups/Sit-ups and any similar exercises intended to improve muscle tone, strength, muscular and cardiovascular endurance.
  - Aerobics and other similar activities
  - Tennis
  - Racquetball
  - Bicycling/Spinning
  - Weight Lifting
  - Swimming (at a commercial or public facility with a licensed lifeguard on-duty)



## *Physical Training Policy: Prohibited*



- Not permitted in this program:
  - Contact Sports/ Competitive contact
  - Team Sports: Group competition that encourages participants to push performance beyond level of conditioning, endurance, and state of health.
  - Swimming in public beaches.
- Exceptions are made case-by-case basis by the Human Resources Officer and require a TAG approval.



## *Physical Training Policy: Sign Out Sheet*



- Technicians participating **MUST** sign out at the beginning of the exercise period and sign back in during the end of the period (This does not include personal hygiene).
- PT schedules must be approved by the supervisor prior to the technicians participation.
- Supervisors have the authority and responsibility to cancel an approved physical training request based on current mission requirements/workload.



## *References*

- 5 U.S.C. 8101
- Code of Federal Regulations, 20 CFR part 10
- FECA Procedure Manual Part 2
- Publication CA-810
- OWCP Directive
- ECAB Decisions



**10 Minutes Break**



# *HR Systems*

Mel K. Masaki

Human Resources Specialist (Information Systems)

808-672-1245

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



## *Objectives*

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



## *Key Systems*



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



***MyBiz+***  
***for Managers and Supervisors***

Secure Online Access to  
Your Team's HR Information



## *Key Features*

- **Maintains a complete history on employees (Awards, Benefits selections, Personnel Actions)**
- **Updates the Payroll system automatically for Technician employees**
- **Interfaces with DoD Performance Management Appraisal Program (DPMAP), formerly called Performance Appraisal Application (PAA)**



## *MyBiz+*

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

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



## *MyBiz+*

- To get started with MyBiz+, visit the DCPDS Portal located at:
  - <https://compo.dcpds.cpms.osd.mil>
- Follow the instructions contained in the MyBiz+ Guide located on the State DoD HRO website:
  - <https://dod.hawaii.gov/hro/files/2015/04/MyBizfor-Managers-and-Supervisors-Users-Guide-4-May-2015.pdf>



# MyBiz+

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

**Notifications**

Read/Unread	Title	Start Date
No Notifications At This Time		

**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

**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

**Detail Pages**

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



# MyBiz+

MyBiz+ offers employees improved navigation and HR information in an easy to understand display!

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

**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 User icons

[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

**\$ 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 (5/12/2011)  
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

**\$ Leave**

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

**Detail Pages**

Personal Pay, Leave and Benefits Professional Development Position Performance Reports MyTeam **8**

Accessibility/Section 508 | Privacy and Security Policy | System Help Desk Contacts **9**



# 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

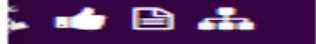
About DCPDS

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*



- Released to the field on 1 February 2016
- Replaces the paper Official Personnel Folder (OPF) and provides access through a secure internet connection
- 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 Interactive 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 | eopfhelphdesk@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:

**SUBMIT** **CLEAR**

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



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

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

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



## *electronic Official Personnel Folder (eOPF)*

User Name: MASAHI, MELVIN

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

### Welcome to the eOPF System

#### Introduction :

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

**WARNING:** To ensure the confidentiality of data viewed within this application you must use a .mil network computer to access this application. A copy of the personnel information viewed may remain on the computer in a hidden cache directory. The hidden cache can potentially be viewed by a subsequent individual who has access to the same computer. You may clear the contents of the browser's cache by performing the following steps: (1) Choose Tools->Internet Options from IE's menu (2) The General tab should already be 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 Employee Health Benefits (FEHB)
  - Thrift Savings Plan (TSP)
  - Federal Employee Group Life Insurance (FEGLI)



**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 Se

- 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.

<b>Transactions</b>											
<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 border="0"> <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>History    Change</p>	Plan Code	871	Plan Name	HMSA	Type of Enrollment	High Self	Cost Per Pay Period	\$70.03	<p><b>FEHB Pending Transaction</b>          You have no pending transactions.</p> <p>Void</p>		
Plan Code	871										
Plan Name	HMSA										
Type of Enrollment	High Self										
Cost Per Pay Period	\$70.03										
<p><b>TSP Current Coverage</b>          You are currently contributing to TSP.</p> <table border="0"> <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>12%</td></tr> <tr><td>Roth Contribution Amount</td><td>\$0.00</td></tr> <tr><td>Roth Contribution Percent</td><td>7%</td></tr> </table> <p>History    Change</p>	Retirement Plan	FERS	Traditional Contribution Amount	\$0.00	Traditional Contribution Percent	12%	Roth Contribution Amount	\$0.00	Roth Contribution Percent	7%	<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>Void</p>
Retirement Plan	FERS										
Traditional Contribution Amount	\$0.00										
Traditional Contribution Percent	12%										
Roth Contribution Amount	\$0.00										
Roth Contribution Percent	7%										
<p><b>TSP Catch-Up Current Coverage</b>          You are not currently contributing to TSP Catch-Up.</p> <p>History    Change</p>	<p><b>TSP Catch-Up Pending Transaction</b>          You have no pending transactions.</p> <p>Void</p>										
<p><b>FEGLI Current Coverage</b>          All FEGLI amounts and costs are based on your age as of</p>	<p><b>FEGLI Pending Transaction</b>          You have no pending transactions.</p>										

Activate Windows  
 Go to Settings to activate Windows.



*myPay*

## myPay



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

**myPay**

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

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

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



# myPay



• 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**

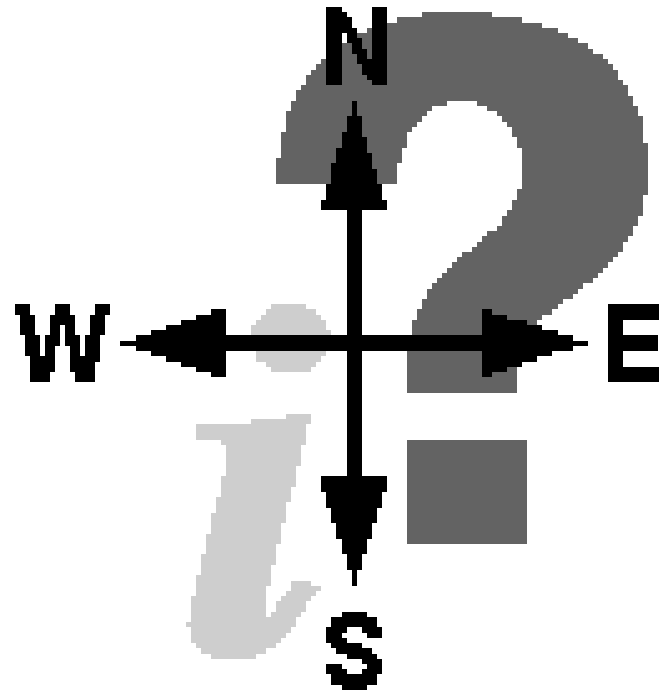
- Leave and Earnings Statement (LES)
- Savings Deposit Program (SDP)**
  - SDP Statement / Withdrawal Request
- Pay Changes:**
  - Correspondence Address
  - Turn on/off Hard Copy of LES
- Direct Deposit:**
  - Net Pay EFT
  - Travel EFT
  - Miscellaneous EFT
- Taxes:**
  - Federal and State Withholding
  - 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)



# Questions





# ***CLASSIFICATION & POSITION MANGAGEMENT***

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

## ***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

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

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

**(808) 672-1230**



## *AGENDA*

- What is classification?
- How are positions classified?
  - What makes supervisory positions different?
  - How are supervisors classified?
- What is hierarchy?
  - How can we request changes to our hierarchy?
- What are PDs?
  - Where can we find PDs?
  - What are Major Duties?
  - What are Other Duties as Assigned?
- What are desk audits?
- What are classification appeals?



## *WHAT IS CLASSIFICATION?*

- **In federal civilian workforce, classification is:**
  - “The process of determining the appropriate pay plan, grade level, title and series of a position based on its designated duties and responsibilities, and consistent with prevailing laws, standards, and guides”
  - **Bottom Line:** Classification determines your pay based on your duties.



## *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 pay classification is required and governed by federal statutes and regulations



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



## *LEARNING THE SYSTEM*

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



## *LEARNING THE SYSTEM*

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



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



## ***GENERAL SCHEDULE SUPERVISORS***



- 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
- **Bottom Line:** Supervisors' pay grades are not classified based on technical performance of work. Instead, pay is based on supervisory authority, supervisory duties performed, the scope and difficulty of work supervised, etc.



# *HIERARCHY*



## *REQUESTING HIERARCHY CHANGES*

- When necessary, supervisors can submit hierarchy change requests through the HING Hierarchy Request Mailbox @

[ng.hi.hiarng.mbx.nghi-technician-hierarchy-request@mail.mil](mailto:ng.hi.hiarng.mbx.nghi-technician-hierarchy-request@mail.mil)

- Non-supervisory employees, i.e. subordinates, can but should not submit hierarchy change requests in MyBiz
- Employees should be assigned to a supervisor or manager position; other situations reviewed on a case-by-case basis



# ***POSITION DESCRIPTIONS***



## *KNOW YOUR PD*



- How to find Position Descriptions:

–FASCLASS:

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

–Ask your Classifier

# FIND A POSITION DESCRIPTION



**NG**  
IN CCPO ID

**D# or T#**

**FASCLASS** NAF Workforce Planning Tool CPO  
1 September 2017 Restricted Access

### Search by Position Data

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

CCPO ID:  PD#:

Position Title:

Pay Plan:  Series:  Grade:

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

Region:

Servicing CPAC:

Position Duties:   Exact Match  Wild Card

AND   Exact Match  Wild Card

AND   Exact Match  Wild Card

AND   Exact Match  Wild Card

AND   Exact Match  Wild Card

Position Evaluation:

Sorted By:



## ***POSITION DESCRIPTIONS***



- Describe an employee's principal duties, responsibilities, and supervisory relationship
- Provide a basis for Performance Standards or Performance Evaluations
- Determine duty assignments, responsibilities, authority, and required Knowledge/Skills/Abilities (KSA)
- The supervisor's signature denotes the accuracy of the duties/responsibilities described on a PD for a particular position



## *POSITION DESCRIPTIONS*



- Help to achieve:
  - Equal pay for equal work
  - Getting qualified people for the job
  - Human Resources Development
  - Career Development
  - Equitable RIF determinations
  
- Bottom Line: Position Descriptions define:
  - WHO does WHAT and
  - How much a position is paid



## *WHAT ABOUT “OTHER DUTIES”?*



- Almost every PD includes a paragraph that states, “Performs other duties as assigned.”
- Supervisors may assign other duties as necessary whenever their judgment decides that circumstances warrant such actions
- Assignments should be reasonably related to the position’s duties and necessary qualifications (e.g. 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.)
- **Bottom Line:** Additional duties not included in a PD should be minimally assigned (less than 10% of employee’s time) and should be reasonably connected to the employee’s PD



# *WHAT IS A DESK AUDIT?*

## *DESK AUDITS*



- A fact-finding visit to the job site
- Incumbent and supervisor are interviewed
- 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

**Bottom Line:** Desk audits can be conducted when a position's duties have significantly changed over time due to organizational changes, changes in mission, OR at HRO request for review of PD accuracy

## *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
- An employee may not appeal based on the classification of someone else's position
- If an employee appeals, the supervisor must first:
  - Ensure the PD is complete and accurate
  - Discuss employee's concerns with the employee; attempt an informal resolution
  - If that fails, advise the employee to work with the HRO Classifier
- Appeals are decided by OPM or DCPAS



# ***STAFFING***

Mrs. Anne M. Salvador # 672-1228

Human Resources Specialist (Recruitment & Placement)

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

Gretchen G. Molina # 672-1213

Human Resources Assistant

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



## ***HRO STAFFING CONTACTS***

### HRO Staffing Section – Who To Contact?

- Mrs. Anne M. Salvador # 672-1228
  - Human Resources Specialist (Recruitment & Placement)  
[anne.m.salvador.mil@mail.mil](mailto:anne.m.salvador.mil@mail.mil)
- Gretchen G. Molina # 672-1213
  - Human Resources Assistant  
[gretchen.g.molina.civ@mail.mil](mailto:gretchen.g.molina.civ@mail.mil)
- Charlene E. Pasion # 672-1224
  - Human Resources Assistant  
[charlene.e.pasion.civ@mail.mil](mailto:charlene.e.pasion.civ@mail.mil)



## ***HRO STAFFING REFERENCE***



- Compatibility – TPR 303
- Promotion – Merit Promotion Plan/[www.opm.gov](http://www.opm.gov)
- GS Locality Pay – [www.opm.gov](http://www.opm.gov)
- Cost-of-living Allowances (COLA) – [www.opm.gov](http://www.opm.gov)
- Within-Grade Increase (WIGI) - [www.opm.gov](http://www.opm.gov)



# COMPATIBILITY (STATEMENT OF UNDERSTANDING)



## STATEMENT OF UNDERSTANDING

I, the undersigned \_\_\_\_\_ accept \_\_\_\_\_ decline the Surface Maintenance Mechanic Supervisor, WS-5801-10 permanent position, at the CSMS No. 2, HIARNG, Hawaii as announced under JVA FY16-101.

\_\_\_\_\_ As a condition of permanent employment, I understand that I must be assigned to a compatible military position in Officer AOC 90A, 91A, 92A, 88M or MOS 91, 92, or 94 in Combined Support Maintenance Shop No. 2, or any unit supported by my full-time employment, pursuant to NGB TPR 303 Chapter 2, paragraph 2-1(b) and 10 U.S.C. Section 10216 (d).

\_\_\_\_\_ I understand that I do not need to be successfully qualified in a compatible Officer AOC/MOS prior to hire, but I will need to become qualified in the compatible specialty within the time frame required by applicable military regulations. If I fail to successfully graduate from the required Officer AOC/MOS training within the time allowed, I understand that I may be terminated from the technician program for failure to meet the compatibility standards IAW TPR 715, Chapter 3, paragraph 3-2(a). Requests for extensions may be submitted in writing to the HRO for TAG approval.

\_\_\_\_\_ If at any time I accept reassignment to an incompatible military position, I understand that I may be terminated from technician employment under TPR 715, 3-3(a).

\_\_\_\_\_ I understand that exceptions to policy or compatibility waivers may be requested in writing for TAG or NGB approval but will be subject to the procedures and limitations in TPR 303, Chapter 2-2.

Please indicate which of the following the statements apply and initial in the spaces provided:

\_\_\_ I am **currently employed** at another Federal Agency.  
Name of Federal Agency: \_\_\_\_\_

\_\_\_ I am **NOT** employed at another Federal Agency.

\_\_\_ I am **currently** on Orders. My Orders will end on \_\_\_\_\_.

\_\_\_ I am **currently assigned to a compatible military assignment** in Officer AOC 90A, 91A, 92A, 88M or MOS 91, 92, or 94 in Combined Support Maintenance Shop No. 2.

\_\_\_ I am **NOT** currently assigned to a compatible military assignment.

\_\_\_\_\_  
Jane Doe

\_\_\_\_\_  
DATE



## *COMPATIBILITY*



- How to find out what AFSC or MOS are compatible to your position:

–GKO (Guard Knowledge Online):

<https://gkoportal.ng.mil/joint/J1/D06/B03/Compatibility/Forms/AllItems.aspx>

- Does not apply to temporary technicians

# GUARD KNOWLEDGE ONLINE (GKO)



Browser address bar: <https://gkportal.ng.mil/joint/J1/D06/B03/Compatibility/Forms/AllItems.aspx>

Navigation: File Edit View Favorites Tools Help

Bookmarks: Hawaii Knowledge Online... My Pay RCAS Web

Site Actions: Browse Documents Library

Menu: GKO Home NGB Joint Staff ANG ARNG States Support

Breadcrumb: Employment & Pay > Compatibility > All Documents > ARNG/ANG Compatibility tables and guidance

Navigation: Technician Personnel Benefits and Entitlements Classification & Position Management Employment & Pay Enterprise Human Resources Information Systems Personnel Management Evaluation TN TRNG CDR This List: Compatibility

Type	Name	Modified	Modified By
	ANG Master Compatibility Table_as of 28 November 2017	11/28/2017 11:23 AM	Judy Kellar
	ARNG Master Compatibility Table_as of 11 December 2017	12/11/2017 2:23 PM	Judy Kellar
	Compatibility Guide_1 October 2012	3/15/2013 9:01 AM	MS LESLIE A PAGE
	NG Technician Act 1968 original	3/15/2013 9:01 AM	MS LESLIE A PAGE
	NGB Charter 1 Sep 95	3/15/2013 9:01 AM	MS LESLIE A PAGE
	Title 10 USC 10216 (DS)	3/15/2013 9:01 AM	MS LESLIE A PAGE
	Title 32 USC 709	3/15/2013 9:01 AM	MS LESLIE A PAGE
	TN-07-17	3/15/2013 9:01 AM	MS LESLIE A PAGE
	TPR 303 (Military Technician Compatibility)	3/15/2013 9:01 AM	MS LESLIE A PAGE

- There is an Air and Army Compatibility Table.

# GKO COMPATIBILITY TABLE



<u>NEW PD NUMBER</u>	<u>TITLE</u>	<u>PP</u>	<u>SRS</u>	<u>GR</u>	<u>PD GR</u>	<u>OBR1</u>	<u>OBR2</u>	<u>OBR3</u>	<u>OBR4</u>	<u>OBR5</u>
D1904000	Supply Technician	GS	2005	07	WO/ENL					
D1905000	Program Analyst	GS	0343	09	OFF/WO/ENL	01A	88A	90A	91A	92A
D1906000	Traffic Management Specialist	GS	2130	11	OFF/WO/ENL	01A	88A	90A	91A	92A
D1907000	Motor Vehicle Operator	WG	5703	08	ENL					
D1908000	Materials Examiner and Identifier (HazMat)	WG	6912	07	WO/ENL					
D1909000	Materials Handler (SSC)	WG	6907	07	ENL					
D1910000	Motor Vehicle Operator (SSC)	WG	5703	09	ENL					

1. Look up your Position Description Number

2. This Position Description is compatible with: Officer Branch, Warrant officer Branch, and Enlisted

3. Titled by Officers, Warrant Officers, and Enlisted

4. What AFSC or MOS are compatible with your technician position



## ***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 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)



## PROMOTION CALCULATIONS

- Standard Method: GS to GS
- Jane, a GS-06 step 07, is being promoted to a GS-07 position.

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 22,247	\$ 22,992	\$ 23,732	\$ 24,468	\$ 25,208	\$ 25,640	\$ 26,371	\$ 27,110	\$ 27,138	\$ 27,833
2	25,014	25,609	26,437	27,138	27,446	28,254	29,062	29,869	30,677	31,485
3	27,292	28,202	29,111	30,021	30,930	31,840	32,749	33,659	34,569	35,478
4	30,639	31,660	32,681	33,702	34,722	35,743	36,764	37,785	38,806	39,827
5	34,280	35,422	36,565	37,708	38,851	39,994	41,137	42,280	43,422	44,565
6	38,210	39,483	40,757	42,030	43,303	44,576	45,849	47,122	48,395	49,668
7	42,462	43,877	45,292	46,708	48,123	49,538	50,953	52,369	53,784	55,199

1,273

Current rate: GS-06 step 07, \$45,849

Promotion rule: two step increase ( $1,273 \times 2 = 2,546$ ) + current rate (45,849) = \$48,395

Fits into GS-07 step 06, \$49,538



## ***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





## PROMOTION CALCULATIONS

- Standard Method: FWS to FWS
- John, a WG-09 step 05, is being promoted to a WG-10 position.

WG WL-WS Grade	1	2	3	4	5
1	13.65	14.21	14.75	15.34	15.91
2	15.46	16.14	16.77	17.41	18.06
3	17.30	18.02	18.72	19.45	20.18
4	19.13	19.94	20.72	21.53	22.31
5	20.97	21.84	22.70	23.58	24.46
6	22.92	23.87	24.82	25.79	26.74
7	24.75	25.79	26.81	27.85	28.88
8	26.61	27.71	28.81	29.93	31.00
9	28.42	29.63	30.82	31.99	33.17
10	30.27	31.55	32.82	34.06	35.33

Representative Rate

Current rate: WG-09 step 05, \$33.17

Promotion rule: 4% of rep. rate (4% x 29.63 = 1.19) + current rate (33.17) = \$34.36

Fits into WG-10 step 05, \$35.33



## *LOCALITY*



- What is Locality Pay?
  - To determine an employee's locality rate, increase the employee's "scheduled annual rate of pay" by the locality pay percentage authorized by the President for the locality pay area in which the employee's official worksite is located. Locality pay areas are defined in 5 CFR 531.60.
  - Calendar year 2018 – 18.43%



## ***COST-OF-LIVING ALLOWANCES (COLA)***



- What is COLA?
  - The cost-of-living allowance is an increase in income that keeps up with the cost of living in the area.
  
- Why do we get COLA?
  - The U.S. Government pays cost-of-living allowances (COLA) to white-collar civilian Federal employees in Alaska, Hawaii, Guam and the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Section 5941 of title 5, United States Code, and Executive Order 10000 (as amended) authorize the payment of COLAs in non-foreign areas.

### **COLA Rates**

- Honolulu                      10.99%
- Hawaii                            5.08%
- Kauai & Maui                10.99%



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



### REQUIREMENTS:

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

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





## *GS WITHIN GRADE INCREASES*

Waiting Periods:

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



5 CFR 531.405



## ***FWS WITHIN-GRADE INCREASES***



### WAITING PERIODS:

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



5 CFR 532.417



# 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

TEMPORARY

PERMANENT



## ***CHANGE IN TENURE***



### TENURE OF EMPLOYMENT:

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

### DUAL-STATUS TECHNICIANS:

Tenure 2 to Tenure 1 = 1 year of service

### TITLE 5 TECHNICIANS:

Tenure 2 to Tenure 1 = 3 years of service

### INDEFINITE TECHNICIANS:

Always remain at tenure 3

### TEMPORARY TECHNICIAN:

Always remain at tenure 0

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



## ***PROBATIONARY PERIOD***

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

**\*NOTE: Term, Temporary or Indefinite Technician time may count towards permanent probationary time if:**

- Work is in the same agency
- Work is in the same line of work
- Work contains or is followed by no more than a single break in service that does not exceed 30 calendar days





## ***TIME LIMITATIONS***



### TEMPORARY TECHNICIANS

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

### INDEFINITE TECHNICIANS

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

### TEMPORARY PROMOTIONS

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





# Human Resources Development & Training

Mr. Joey Mariano

HR Development

808-672-1248

[joey.mariano@us.af.mil](mailto:joey.mariano@us.af.mil)

joey.c.mariano.mil@mail.mail



## Regulations/References

- Technician Personnel Regulation (TPR 400, 430, 451)
- Code of Federal Regulations (5 CFR 410, 412, 430, 451)
- State Directive on Technician Training Program
- OPM Training Policy Handbook
- National Guard Technician Handbook
- Joint Travel Regulations (JTR)
- DOD Instructions 1400.25, Vol 430 & 431



## HRD Responsibilities



- Process SF182
- Process DTS/ DTS Reports/ Reconciliation
- GPC Holder (Air & Army Training Card - \$25,000 max)
- Maintain Training Records/ Update Education Data
- Present Training Material in NEO and NG Technician Management Course
- Course logistics (i.e. room reservations, material and class prep)
- Performance Appraisal Program Manager
- Individual Development Plan/ Performance Improvement Plan Program Manager
- Maintain Annual Training Calendar
- Training Program Budget Manager
- Customer Service



## Resources



- Professional Education Center (Air and Army Guard)

<https://www.pec.ng.mil/>

- GKO

<https://gko.ngb.army.mil/>

- Army Civilian Training, Education and Development System (ACTEDS)

<http://cpol.army.mil/library/train/catalog/>

- Graduate School USA

<http://www.graduateschool.edu/>

- Army Training Requirements & Resources System (ATRRS)

<https://www.atrrs.army.mil/atrrscc/search.aspx>



## Resources

- **Defense Acquisition University (DAU)**

<https://www.dau.mil/>

- **Office of Personnel Management (OPM)**

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

- **Army e-Learning Program**

[https://www.dls.army.mil/Army\\_e-Learning.html](https://www.dls.army.mil/Army_e-Learning.html)

- **Air University**

<http://www.airuniversity.af.mil/>



## Training Request



- Complete an Standard Form 182 for any training over 8 hours
- Forward SF182 and supporting documentation (LOI, MOI, Course Scope) through organizational channels and then onto the HRDS for processing
- HRDS will verify the request with reviewing the annual spend plan
- HRDS will then approve/disapprove training request. HRDS will process training request (e.g. return approved SF 182)
- SF182 package must be approved BEFORE DTS Authorization is submitted for approval
- Submit to HRDS-J1 NLT 15-20 days and approved before DTS travel start date

[https://www.opm.gov/forms/pdf\\_fill/sf182.pdf](https://www.opm.gov/forms/pdf_fill/sf182.pdf)



## Tech Travel



### Technician Travel:

- SF182 required for any travel
- Travel in your civilian pay grade; not military rank/grade
- Cannot be directed to use Government lodging
- Single occupancy lodging only; no roommates
- Civilian DTS Profile (Army Guard members only)

### Government Credit Card:

- Required for DoD civilians
- Must use when traveling for lodging, airfare and car rental



## DTS Profile

Every T32 employee should have (2) DTS profile built

- G and NON G

### ARMY:

- Civilian DTS Profile (NON G) for tech travel
- Military DTS Profile (G) for mil travel

### AIR

- Military DTS Profile (G) for both tech and mil travel due to funding



# DTS Profile

Logged In As: JOEY C MARIANO

[Help for this screen](#)  
[DTS Home](#)



**Defense Travel System**  
A New Era of Government Travel

Logoff

[Official Travel](#) | [Official Travel - Others](#) | [Traveler Setup](#) | [Reports](#) | [Administrative](#)

Welcome JOEY C MARIANO

Organization: DA180HIAHRO  
Org Access: DA180HIA  
Group Access: HIA  
Permission: 0,1,2,6

[Reset Profile](#)

Documents Awaiting Your Approval --> [Click Here](#)

### My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

### Center

Any personnel needing additional assistance for Army specific issues should first contact their Organizational Defense Travel Administrator (ODTA) for DTS support; use the Contacts link on the DTS website to find your ODTA contact information (preferred), or contact the Department of the Army Tier 2.5 Help Desk at [dfas.indianapolis-in.jft.mbx.in-army-dts-inquiries@mail.mil](mailto:dfas.indianapolis-in.jft.mbx.in-army-dts-inquiries@mail.mil).

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TSA's expedited airport security screening program, TSA Precheck, is free for DoD civilians and Service members (including Reservists and National Guardsmen, and students at the U.S. Military Academy, the U.S. Naval Academy, the U.S. Coast Guard Academy, and the U.S. Air Force Academy). TSA Precheck allows travelers to keep on their shoes, belt, jacket, and leave laptops and 3-1-1 compliant liquids in carry-on bags when going through airport security. The program can be used for official business or leisure travel. Learn how you can participate at: <http://www.defensetravel.dod.mil/site/news.cfm?ID=18>.

### What's New in DTS

[Back to Top](#)



# DTS Profile



**Defense Travel System**  
A New Era of Government Travel

## User Activation

**Your user account needs to be activated.**

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile and indicate whether you are a member of the Reserve Component (Reservist or National Guard)**

Enter Social Security Number:

Reenter Social Security Number:

Reserve/National Guard:

Note:  check this box if the last character of the SSN entered above contains a zero.

If the values entered match an account in Defense Travel System , you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.



## Individual Development Plan (IDP)



- Career map jointly developed by the Supervisor and Employee
- Supervisors are required to prepare an IDP for each developmental position
- Document recommended career development as well as training requirements for the appraisal cycle
- Identify specific training requirements needed to make employees more proficient in their jobs
- Used by the supervisor as a tool in career counseling and in preparing appraisals
- Due to HRD 30 days after employment
- Follow up with Supervisor after 120 days

<https://www.opm.gov/WIKI/training/Individual-Development-Plans.ashx#IDP> Implementing Agencies



# IDP Sample

**PRIVACY ACT STATEMENT:** Section 4103 of Title 5 of U.S. Code authorizes collection of this information. The Individual Development Plan (IDP) information is used by supervisors, employees, and department managers to plan and/or schedule training, education, or other career development activities relevant to the position. The IDP is a functional tool for both the supervisor and employee. It provides a consistent and continual status of the employee's progress or lack thereof. Position requirements are identified and annotated. This form is used to justify an employee's progress within his/her probationary year. This form is also used to support and justify grade promotions and/or position reassignments. Changes to this IDP, within its Development Objectives are either short term (S/T) or long term (L/T) in nature. The IDP information is for official use only. Attach additional pages if necessary. On each attached page, annotate the member's data as reflected in Blocks One Through Seven. For each entry, reference the applicable block title for the continued information.

1. NAME Joey Mariano		2. SSN	3. POSITION TITLE HRDS		4. PAY PLAN, SERIES, AND GRADE GS-201-11
5. INITIAL/UPDATE Initial		6. PERIOD COVERED FY 17		7. LAST UPDATED	
<b>8. DEVELOPMENT OBJECTIVES</b>					
8a. SHORT TERM OBJECTIVES (4-12 MONTHS) To get to the PD standard of GS 11			8b. LONG TERM OBJECTIVES (1 YEAR +) Cross train into other HR functions		
<b>9. FORMAL TRAINING OBJECTIVES</b>					
9a. COURSE ID	9b. COURSE TITLE	9c. PROVIDER (PRINT NAME)		9d. DATE SCHEDULED OR PROPOSED	9e. DATE COMPLETED
	HRDS NGB course	NGB PEC		13-17 Mar-2017	17 Mar 2017
	Fiscal Law	NGB on-line		15-Mar-2017	17 Feb 2017
	Intro to Resource Management	PEC Course		01-Apr-2017	
	DCPDS	NGB Course		01-Jun-2017	
	Technician Personnel Management Course	NGB Course		01-Jul-2017	
<b>10. FORMAL EDUCATION</b>					
10a. DEGREE	10b. NAME OF PROGRAM	10c. PROVIDER (PRINT NAME)		10d. DATE SCHEDULED OR PROPOSED	10e. DATE COMPLETED
<b>11. ON THE JOB TRAINING (OJT)</b>					
11a. SELF OR GUIDED	11b. NAME OF SYSTEM OR TRAINING ITEM	11c. PROVIDER (PRINT NAME)		11d. DATE SCHEDULED OR PROPOSED	11e. DATE COMPLETED
Self	Commutation Skills	HRO branch		01-Apr-2017	
Self	Facilitator Course	HRO branch		01-Apr-2017	
Self	Formulation and Execution of FY funding	USPFO and HRO branch		01-Apr-2017	
Self	Joint Travel Regulation	USFPO		01-Apr-2017	
Supervisor's Printed Name:		Signature:		Date:	
Employee's Printed Name: JOEY MARIANO		Signature: 		Date: 6 JUL 17	
HRO Coordinator/ HRDS Printed Name: JOEY MARIANO		Signature: 		Date: 6 JUL 17	



# Performance Appraisal System



Log In

- My Biz – All Technicians have a My Biz account. Think of it as “My Pay” for Personnel actions.
- My Workplace – All Supervisors will have a My Workplace account. Only those Supervisors that have Technicians as subordinates will need to access the My Workplace Application.



## Performance Management

- Permanent Employee = 1 year (52 weeks) of probation
- Non Supervisory to Supervisory = 1 year (52 weeks) of probation
- New Title 5 Employees = 2 years (104 weeks) 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

<https://www.opm.gov/policy-data-oversight/performance-management/performance-management-cycle/monitoring/supervisors-in-the-federal-government/>



## Performance Appraisal System



- Annual Appraisal Cycle: 1 April – 31 March
- HRD recommends at least 3 Critical Elements
- Mandatory Supervisory “Critical Element”
- Rating of Record: Level 1, Level 3, Level 5
- Mandatory Interim Review
- Self Assessment
- New NGB Form 2906 (Performance Appraisal)
- MyPerformance accessed through My Biz and My Workplace



## Performance Appraisal System



- **Level 5 - Outstanding**

The average score of all performance element ratings is 4.3 or greater, with no element being rated a “1”, resulting in an overall rating of record that is a “5”.
- **Level 3 - Fully Successful**

The average score of all performance element ratings is less than 4.3, with no element being rated a “1”, resulting in an overall rating of record that is a “3”.
- **Level 1 - Unacceptable**

Any performance element rated as a “1”.



# Performance Improvement Plan



## Performance Improvement Plan (PIP)

- Required with Level 1 performance
- Normally for 90-120 days, and identifies the deficiency and what must be done to attain a Level 3 rating
- Statement of Notice that performance is at best “Fully Successful”, for pay purposes
- Withholding of Within-Grade increase for which otherwise eligible
- Uncorrected unacceptable performance will result in reassignment, change to lower grade, or removal

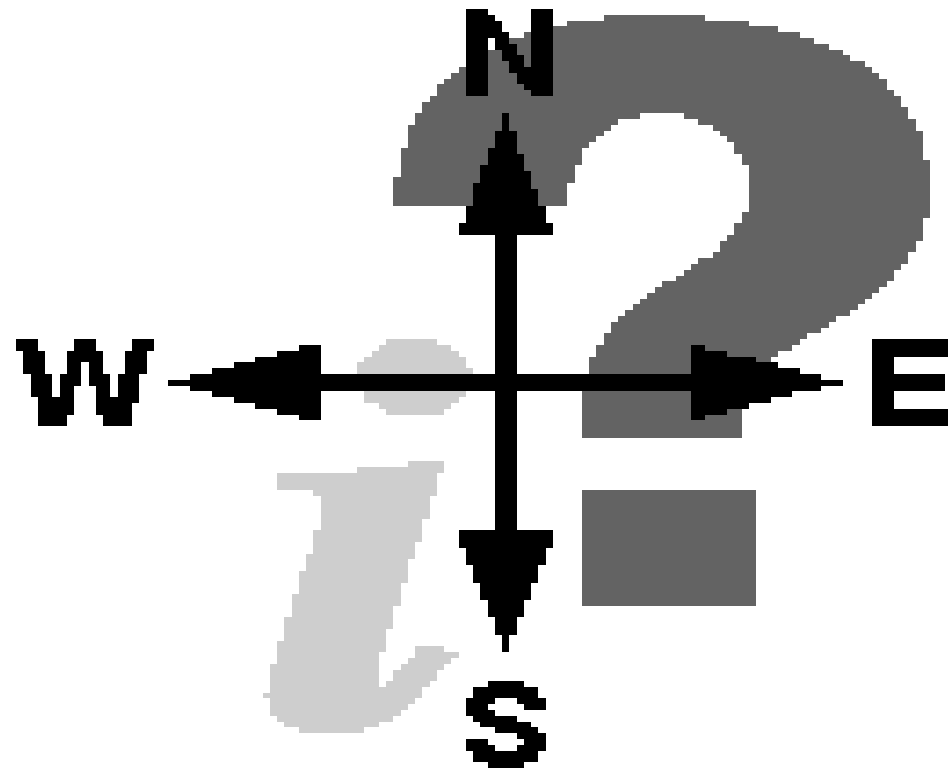


## Types of Awards

- Honorary Awards
- Suggestion and Invention Awards
- Special Act/Service Awards
- Service Awards
- Performance Awards
  - Cash
  - Time Off – Only award eligible for Temp Employees



# Questions





# FINANCE

Army Guard: Rod DuPont Jr. at the USPFO/Payroll. 844-6317

Air Guard: MSgt Carleton Tajiri at the 154 CPTF/FMFPC. 448-8126 ext 444-7484



# Lunch Break



# Labor Relations/ Employee Conduct National Guard Technician Personnel

**John K. Yim**

**Labor Relations Specialist**

**Email: [john.k.yim4.civ@mail.mil](mailto:john.k.yim4.civ@mail.mil)**

**Office: 808-672-1555 / Mobile: 808-381-9280**

**Walter R. Ross, Jr.**

**Deputy Human Resources Officer**

**Email: [walter.ross2.mil@mail.mil](mailto:walter.ross2.mil@mail.mil)**

**Work phone: 808-844-6087**



## Agenda

- **Labor Relations**
- **Technician Act 1968**
- **Union**
- **Labor Management Relations**
- **Non-Disciplinary and Voluntary Actions**
- **Adverse Actions**



# Labor Relations

- Consult with employees and management to foster a positive and productive work environment
- Provide guidance to managers on performance management and the Agency's progressive disciplinary process
- Provide confidential assistance to employees with questions or concerns about work-related issues
- Support administrative processes such as performance evaluations, disputes, grievances, and appeals
- Investigate and resolve employee related complaints by providing conflict resolution options
- Negotiates, administers and ensures compliance with the Agency's collective bargaining agreements

# National Guard Technician Program



- **Legislative History**

- The National Guard Technician of 1968 (P.L. 90-486)
  - Created the program as we know it today
  - Converted NG technicians from state to Federal employees of the Department of Army/Air Force
  - Recognized both the state and Federal characteristics of the Technician Program
  - Federal Funding
  - Remained State Employees

- **Purpose**

- Establish fair and just compensation
- Establish employment benefits
- Provide entitlement to Federal retirement
- Provide protection under Federal Tort Claim Act



# TECHNICIAN ACT OF 1968



## **The Adjutant General**

- Employer & administrator (32 USC 709d; 32 USC 314)

## **State Human Resources Office (HRO)**

- Administrator of HR Policies & procedures
- Ensure fairness / equitable treatment
- Ensure proper recognition



# TECHNICIAN ACT OF 1968



- **The Technician (Caretakers)**
  - Administration and training (32 USC 709(a)(1))
  - Maintenance and repair of supplies (32 USC 709(a)(2))
- **Readiness Multipliers**
  - Highly skilled/specialized workforce
  - Provides specialized training
  - Provides continuity of operations before, during, and after mobilization
- **Technicians serve concurrently**
  - Perform full-time civilian work in their units (unit, position, grade/rank)
  - Perform military training and duty in their units
  - Be available to enter active military service (deployments)



# EMPLOYMENT STATUS



- **Dual Status Technician**
  - Federal employee for benefit purposes
  - Excepted Service employment (32 USC 709(e))
  - Military membership /Compatible military assignment (32 USC 709(b)(1))
  - Must wear military uniform (32 USC 709(b))
- **Title 5 NG Employee**
  - Competitive/Excepted service
  - No military membership required

# TECHNICIAN VERSUS TITLE 5 FEDERAL EMPLOYEE



- No veteran preference
- No payment for overtime (32 USC 709(h))
- State employee for purpose of USERRA
  - CFR § 1002.306
- NG Technician Special Provision (Retirement)



# Union

## PRIVATE SECTOR

- Working Conditions
- Wages
- Health Benefits
- Retirement
- Strike

## PUBLIC SECTOR

- \* Working Conditions

### Examples of working condition items:

- Parking assignments
- Environment (safety, air quality, noise, and other hazard items)
- Employee locker sizes and locations
- Location of coffee makers, ice machines, and microwaves
- Office design (cube farm and office size or location)



# BUE vs Non BUE



- Easier to define Non Bargaining Unit Employee:
  - Management official or supervisor
  - Confidential employee (EEO/SARC/Chaplain)
  - Personnelist (Adverse Action, Discipline, Labor Relations)
  - Professional employees (JAG)
  - Intelligence, counter intelligence, investigative or security which affects national security
  - Employees engaged in investigation or audit functions that affect internal security
- Bargaining Unit Employee includes most others not described above (mechanics/purely clerical)




# AFGE 1213/NATCA

- Negotiated Agreement
  - Contract between the Adjutant General, State of Hawaii
  - Block 37 of your SF50 Personnel Action
  - American Federations of Government Employees (AFGE) Local 1213  
BUS Code: [NG5026\(Army\)](#) [NG5028 \(Air\)](#)
  - National Air Traffic Controllers Association AFL/CIO (NATCA)
  - POC for AFGE (Army/Air): Mr. Robert Rabacal (Interim) DSN: (315)448-7742, COMM: (808)448-7742, CELL: (808)462-8838.  
EMAIL: [Robert.rabacal.1@us.af.mil](mailto:Robert.rabacal.1@us.af.mil)
  - POC for NATCA: Mr. Nathaniel Dixon, (808)448-8181, (808)448-8495 #4446060, #4443222



# 5 USC 7106, Management Rights

- 
- **To determine the mission, budget, organization, number of employees, and internal security practices**
  - **To hire, assign, direct, layoff, suspend, remove, reduce in grade or pay, or take other disciplinary action**
  - **To assign work**
  - **To make contracting out decisions**
  - **To determine personnel for operations**
  - **To select personnel from properly ranked and certified candidates – or any other appropriate source**
  - **To take whatever actions necessary to carry out mission during emergencies**



## 5 USC 7106, Management Rights



- **At the election of the agency, on the numbers, types, and grades of employees or positions assigned to any organization subdivision, work project, or tour of duty, or on the technology, methods, and means of performing work;**
- **Procedures which management officials of the agency will observe in exercising any authority under this section**
- **Appropriate arrangements for employees adversely affected by the exercise of any authority under this section by such management officials**



## 5 USC 7102, Employee Rights

- **Each employee shall have the right to form, join, or assist any labor organization, or refrain from any such activity**
- **To act for a labor organization in the capacity of a representative**
- **To engage in collective bargaining regarding conditions of employment as a representative**



# Labor Management Relations

- **Weingarten Rights:** Refers to the right of a bargaining unit employee to be represented by the union when (1) the employee is examined in an investigation conducted by one or more representatives; (2) the employee reasonably believes disciplinary action against him or her may result; and (3) the employee requests union representation. There is an annual notification on your performance appraisal.
  1. Employee must request representation
  2. Representative is there to assist not bargain



# **Non-Disciplinary Actions and Voluntary Actions Technician Personnel Regulation (TPR 715)**



## Non-Disciplinary Actions TPR 715

- Loss of military membership
  - Terminated 30 days later
- Failure to meet a condition of employment
- Management Directed Reassignment
  - Must be to same grade and pay
  - Notice must be given which includes:
    - Reason for reassignment
    - Effective date for action
    - Provide reasonable amount of time to accept or reject (5 days)
    - Benefits information of technician rejects and is terminated
- Transfer of function
  - Technician must be given notice of:
    - Explain why the transfer of function is occurring
    - Effective date for the action
    - Provide reasonable amount of time to accept or reject transfer (10 days)



## Non-Disciplinary Actions TPR 715

- Furlough of 30 days or less (22 work days)
  - Management has authority to furlough workforce for legitimate reasons
  - HRO prepares and issues written furlough notices
- Enforced leave
  - Management can require technicians to leave the worksite when:
    - Tech is not ready, willing and able to perform assigned duties, and/or
    - Tech's continued presence is highly undesirable or presents an immediate threat to the government property or the well being of the tech, co-workers or the public
  - Cannot be continued once management determines the technician is ready willing and able to perform assigned duties or the immediate emergency is resolved.
  - If no reasonable explanation, then LWOP
  - If reasonable, then give option to use leave
  - Examples: out of uniform, drunk, enraged, uncouth, emotionally unstable, etc...



## Failure to Meet a Condition of Employment

- Technicians who fail to maintain a condition of employment can be reassigned or a lower grade or terminated. Some examples:
  - Failure to maintain a compatible assignment
  - Failure to maintain military appointment requirement
  - Failure to maintain rank required for position
  - Failure to maintain state driver's license
  - Failure to maintain current qualifications as an aircrew member
  - Failure to meet the physical standards required for an aircrew
  - Revocation of authorization to carry a firearm
  - Failure to maintain security clearance
  - Failure to remain qualified in the Personnel Reliability Program
  - Failure to complete military training
  - Physical inability to perform technician duties efficiently and/or safely
  - Failure to maintain compatible military assignment
  - Failure to restore to technician status after 5 years of Uniformed Service.



## Voluntary Actions



- Resignation
  - A Tech can resign at anytime, advance notice not required
  - Management cannot demand, but can offer in alternative to removal
  - Tech can request to withdraw resignation before effective date
  - Management can deny, if position abolished or already committed
- Voluntary Change to Lower Grade
  - Must be in writing
  - Management cannot demand, but give option in lieu of adverse action
  - Tech can request to withdraw resignation before effective date
  - Management can deny, if position abolished or already committed
- Optional Retirement
  - A Tech can resign at anytime, advance notice not required
  - Management cannot demand, but can offer in alternative to removal
  - Technician can request to withdraw resignation before effective date
- Abandonment of Position
  - A Tech can be removed if fail to report to work in reasonable time (10 days)
  - Management must attempt to ascertain techs intent and document



# **Discipline and Adverse Action Technician Personnel Regulation (TPR 752)**



# Supervisor Responsibility

- Maintains an office or shop atmosphere which is conducive to good employee-management relations;
- Practices and maintains discipline to reduce the need for formal discipline or adverse actions
- Ensures employees understand the duties and work practices, safety and security requirements and administrative procedures
- Ensures any disciplinary action is justified by the facts and circumstances and is consistent with agency policy, precedent, and applicable collective bargaining agreement



## Informal/Formal/Adverse Actions

### Non-Disciplinary (Pre-Disciplinary)

- Counseling
  - Oral
- Admonitions
  - Written in Work Folder

### Disciplinary

- Letter of Reprimand
  - Grievable but not appealable

### Adverse Actions

- Suspension without pay
- Reduction to lower grade
- Removal



## 5 STEP ADVERSE ACTIONS PROCESS

- **STEP 1. Notice of Proposed Adverse Action**
- **STEP 2. Technician's Reply**
- **STEP 3. Original Decision Letter**
- **STEP 4. Administrative Appeal**
- **STEP 5. Final Decision**

**\*\* NDAA 2017 granted MSPB appeal rights to Title 32 NG Dual Status Technicians**



# Merit System Protection Board (MSPB)

## SUBJECT MATTER JURISDICTION (APPELLATE)

- Removal
- Suspension for more than 14 days
- Reduction in grade or pay
- Demotions for unacceptable performance
- Reductions in force (RIF)
- Furlough for 30 days or less
- USERRA Appeals
- Whistleblower Protection Act Cases (Appeals from the OSC)



# What is a Grievance



- Answer: A Complaint. A grievance means any complaint by any employee or the Labor Union concerning any matter relating to the employment of the employee
- Issues that are not grieveable:
  - Prohibited Political Activities
  - Retirement, Life Insurance, Health Insurance
  - Suspension due to National Security Reasons
  - Classification of Positions (not resulting in reduction of pay/grade)
  - Performance ratings
  - EEO
  - Military matters



# Questions



# State Equal Employment Manager

Nate Masunari

State Equal Employment Manager

672-1316

Nathan.k.masunari.mil@mail.mil

Building 306, Room 122

**This briefing is**

**UNCLASSIFIED**



# Learning Objectives: Understand...

1. **Elements of a complaint** and protected classes
2. **Role** of a supervisor in providing equal employment opportunity
3. **What is covered** under the HING EEO program and EEO Commission
4. **HING No Fear** requirement and where to find information
5. significant stages in the federal sector **EEO complaint process**, including the **option of ADR**



## *EEO Policy*



- Equal Employment Opportunity is the right of all military personnel and civilians to be protected from discrimination in employment.
- All applicable federal EEO laws will be vigorously enforced
- Hawaii National Guard policy is to ensure equal employment opportunity, prohibit discrimination and harassment in all its forms, and promote diversity and inclusiveness in the workplace
- **Supervisors and managers** bear a special responsibility to ensure that work environments are free from discrimination and harassment of any kind



# Civil Rights Laws



- Title VII, Civil Rights Act of 1964
- Americans with Disabilities Act of 1990
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967
- The Rehabilitation Act of 1973
- The Vietnam Era Veterans Readjustment Assistance Act of 1974
- The Civil Service Reform Act of 1978
- Civil Rights Act of 1991
- No fear Act of 2003



# Elements of a Complaint



## Elements of a Complaint



- Two basic elements required:
  1. Basis: Protected class (race, color, national origin, sex/gender, age, disability, religion, retaliation)
  2. Claim:, sexual harassment, hostile work environment, denied benefit/opportunity (leave, promotion, positive evaluation, overtime opportunity, etc.)



# Claims



# Harassment Defined



- Harassment is unwelcome verbal or physical conduct based on race, color, religion, sex (regardless of whether it is of a sexual nature), sexual orientation, national origin, pregnancy, age, disability or retaliation that is sufficiently offensive to alter the conditions of the victim's employment.
- This standard is met when:
  - The conduct culminates in a tangible employment action, or
  - The conduct is sufficiently severe or pervasive as to create a hostile work environment



# Disparate Treatment



- Exists when similarly situated individuals are treated differently because of their membership in a protected class
- Shifting Burden: Once the above conditions are met, burden shifts to employer to articulate a legitimate, non-discriminatory reason for taking the action; and shifts back to complainant to argue pretext
- Complainant must establish that he or she:
  - Is a member of a protected class
  - He/she suffered some adverse action
  - A similarly situated individual outside of his/her class was treated more favorably



# Tangible Employment Action



- Definition: A management official's harassment that results in a significant change in an employee's (usually a subordinate's) employment or job status
- An agency is automatically liable for harassment by a management official that results in a tangible employment action regardless of whether upper management had knowledge of it
- Examples of tangible employment actions include but are not limited to:
  - hiring and firing
  - promotion or failure to promote
  - demotion
  - undesirable reassignment
  - work assignments
  - other actions



# Hostile Work Environment



- Anyone in the workplace can commit this type of harassment:
  - a supervisor or manager
  - co-worker
  - or even a non-employee
- To create a hostile environment, the conduct must rise to the level of being severe or pervasive
- The key issues are frequency and severity
  - The more severe the conduct, the less frequent it must be to rise to the level of a hostile environment
  - The less severe the conduct, the more frequently it must occur to constitute a hostile environment



# Basis



# Age/Disability/Genetic Information



# Protected Classes (Civilian Only)



- **Age Discrimination in Employment Act of 1967**: Prohibits discrimination on the basis of age against individuals 40 and over.
- **Americans with Disabilities Act of 1990**: Prohibits discrimination against a qualified individual with a disability.
- **Genetic Information Nondiscrimination Act of 2008**: It is illegal to discriminate against employees or applicants because of genetic information. (Ex. Family history of \_\_\_ medical condition)



# Reasonable Accommodation (Title VII)



- Agency is required to make a reasonable accommodation of a **KNOWN** mental or physical limitation of an otherwise **qualified individual with a disability** unless to do so would cause undue hardship.
- Accommodation encompasses:
  - Application process
  - Job performance
  - Benefits and privilege of employment
- Types of accommodation:
  - Making facilities accessible
  - Acquiring assistive devices
  - Modifying work schedules
  - Restructuring job
  - Permitting use of accrued leave and unpaid leave
  - Modifying exam/training material
  - Providing readers or interpreters
  - Reassigning to a vacant position



# National Origin and Race/Color



# Protected Classes (Title VII of the Civil Rights Act of 1964 )



**National Origin**: It is prohibited to discriminate on the basis of National origin; because of:

- Ethnicity
- Accent
- Appearance to be of a certain ethnic background
- Birthplace
- Ancestry
- Linguistic characteristics common to specific ethnic groups

**Race or Color**: It is prohibited to discriminate on the basis of race including color discrimination involves treating someone unfavorably because of:

- Complexion
- Immutable characteristics associated with race:
  - ✓ Skin color (can occur between persons of different or same ethnicity/race)
  - ✓ Hair texture
  - ✓ Facial features



# Religion



## *Religion (Title VII of the Civil Rights Act of 1964)*



- Title VII prohibits discrimination on the basis of religion.
- Organized religions such as: Buddhism, Christianity, Hinduism along with atheist, agnostic and others who have sincerely held religious, ethical or moral beliefs.
- Employees cannot be forced to participate in religious activity as condition of employment
- Agency has a duty of reasonable accommodation for sincerely held religious beliefs and practices unless to do so would cause an undue hardship.
- Undue hardship can mean significant cost or non-cost factors such as office disruption.



# *Religious/Reasonable Accommodation (Title VII)*

- Accommodations may include:
  - Granting leave for religious observances
  - Granting time and/or place to pray
  - Ability to wear religious garbs
  - Accommodating hairstyles/grooming habits
  - Honoring dietary requirements during meeting where meals are provided
  - Permitting time off during a mourning period for a deceased relative.



# Sex and Gender



# *Sex/Gender (Title VII of the Civil Rights Act of 1964)*



- **Sex/Gender:** Title VII prohibits discrimination on the basis of a person's sex/gender.
- Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is included.
- Sex Discrimination includes:
  - Disparate treatment based on sex
  - Harassment based on sex
  - Sexual harassment
  - Pregnancy discrimination
- Gender Discrimination include “sex stereotypes”
  - “Stop being a sissy”
  - “You should be more lady-like”



# Sexual Harassment



- Title VII prohibits both harassment and sexual harassment through continued interpretation by the EEOC.
- Unwelcome conduct on a protected basis constitutes unlawful harassment if it is sufficiently severe or pervasive to create an intimidating, hostile or offensive work environment.
- An agency is liable for harassment by co-workers if it knew or should have known of the misconduct, unless it can show that it took immediate and appropriate corrective action.



# EEOC.gov



- The Commission has taken the position that existing sex discrimination provisions in Title VII protect lesbian, gay, bisexual, and transgender (LGBT) applicants and employees against employment bias.
- The Commission has obtained approximately \$6.4 million in monetary relief for individuals, as well as numerous employer policy changes, in voluntary resolutions of LGBT discrimination charges under Title VII since data collection began in 2013.
- A growing number of court decisions have endorsed the Commission's interpretation of Title VII.



## Example

- John and Jim are at the department gym working out. They see Frank lifting weights and proceed to call him derogatory words regarding what they perceive as his lack of “manliness” and state that he and “his kind” should have their own locker room. This is not isolated. Frank has complained to the supervisor about other occasions where coworkers questioned his sexuality and state he was “too feminine” in his dress and body language.



# No Fear Act



# No Fear Act

- Prohibits discrimination and retaliation against federal workers for participating in the EEO process or whistle-blower activities
- Requires agencies to train employees and post statistical data on EEO complaints on agency's public website



# Retaliation

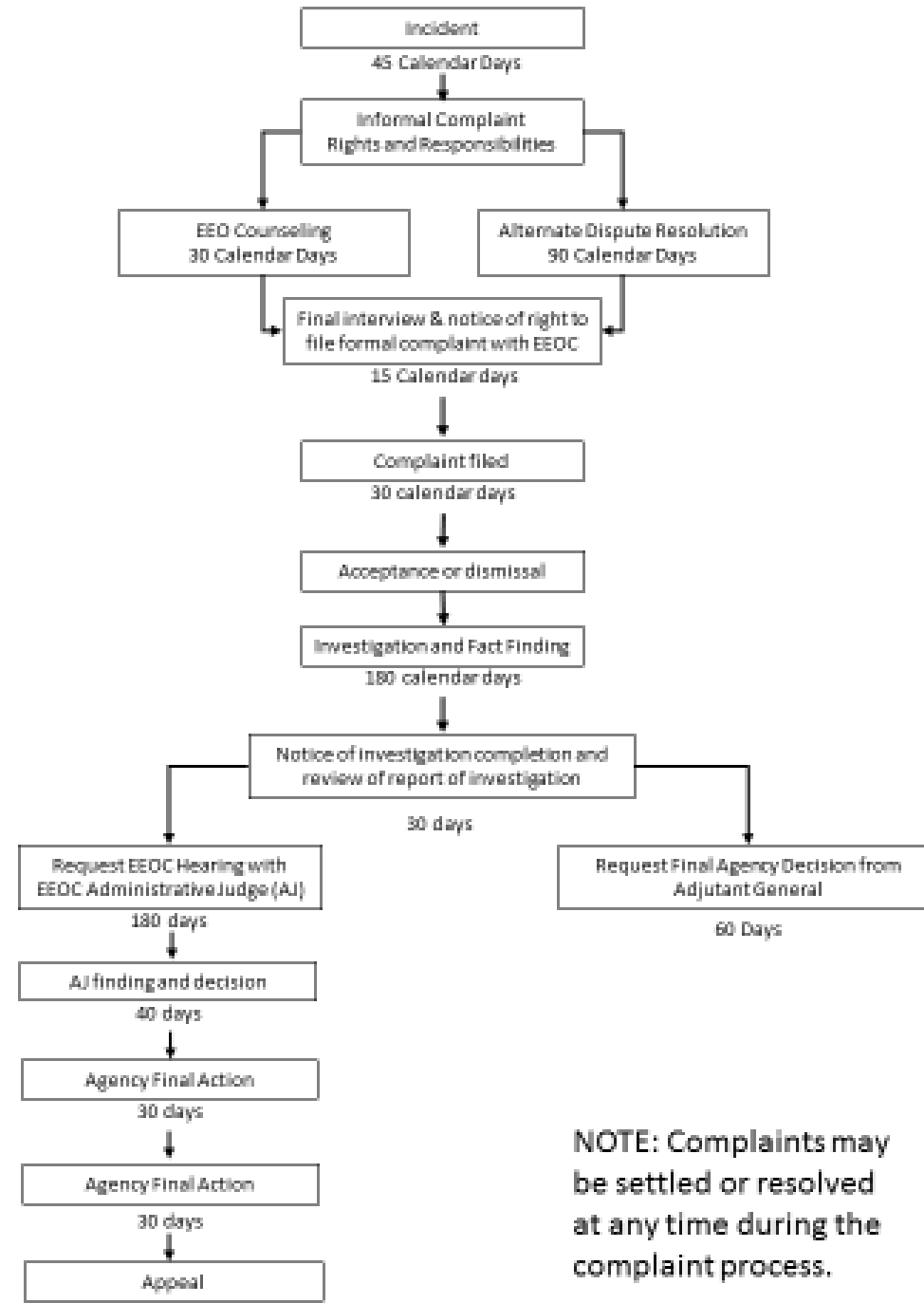


- Title VII, ADEA, EPA and the Rehab Act prohibit retaliation because an individual has engaged in protected activity
- EEOC looks at whether the agency action is reasonably likely to deter anyone from pursuing the EEO process.



# Complaint Processing

# Hawaii National Guard EEO Complain Process Flow Chart



**NOTE: Complaints may be settled or resolved at any time during the complaint process.**



## *EEO Complaint Process*



- The right to pursue a complaint of discrimination is established by law
- The discrimination complaint process consists of:
  - Informal Complaint process (EEO Counselor)
  - Alternate Dispute Resolution (ADR/Mediator)
  - Formal complaint (EEO Investigator)



# EEO Informal Complaint Process



- Acts of discrimination must be reported within 45 days of the incident
- The traditional EEO counseling process allows 30 Days for resolution of allegations.
- If you choose the alternate dispute resolution (ADR) process, it allows 90 days for resolution
- If no resolution is agreed upon after traditional counseling or ADR, the complainant has 15 days to file a complaint with the Equal Employment Opportunity Commission (EEOC)



# EEO Counselor

- The EEO Counselor provides an open channel through which employees or applicants may raise questions, discuss problems, and get answers.
- The counselor acts as a neutral party whose function is to make inquiries to uncover the facts



## *EEO Formal Complaint Process*

- Filing of formal complaint if matter has not been satisfactorily resolved at pre-complaint stage
- Investigation of complaints that meet procedural requirements
- OPTION 1: EEOC Hearing or immediate Final Agency Decision (FAD) from TAG
- Appeal of final Agency Decisions to the Equal Employment Opportunity Commission
- OPTION 2: File civil suit in appropriate Federal district court



## *Alternate Dispute Resolution (ADR)*



- Neutral third party, assists the disputing parties to achieve a mutually acceptable agreement
- The objective of the mediator is to bridge the gap in communication between the disputing parties and assist them in reaching a voluntary agreement of their own
- Resolutions reached during mediations are documented in settlement agreements
- If mediation is not successful, the complaint process would resume from the point it stopped



# Resources



- Equal Employment Opportunity Commission  
<https://www.eeoc.gov/>
- No Fear Act  
<https://www.opm.gov/information-management/no-fear-act/>
- Office of Diversity Management and Equal Opportunity  
<http://diversity.defense.gov/>
- Diversity Management and Equal Opportunity in the DoD  
<http://www.dtic.mil/whs/directives/corres/pdf/102002E.pdf>



# Point of Contact

EO and EEO Office	Nate Masunari
EEO Manager	808-672-1316
Email	<a href="mailto:Nathan.k.masunari.mil@mail.mil">Nathan.k.masunari.mil@mail.mil</a>
Public Website	<a href="http://dod.hawaii.gov/seem/seem-manager/">http://dod.hawaii.gov/seem/seem-manager/</a>
Share Point Website	<a href="https://ngcaportal.ng.army.mil/sites/eo_eo/default.aspx">https://ngcaportal.ng.army.mil/sites/eo_eo/default.aspx</a>



**10 Minutes Break**



# HRO Resources & Contact Page

<http://dod.hawaii.gov/hro/>

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## CONTACT US

Department of Defense  
Human Resources Office  
3949 Diamond Head Road  
Honolulu, HI 96816-4495

[HRO Organization Chart](#) [HRO Technician Duties and Responsibilities](#)

HRO Contact Roster  
As of: 28 AUG 18

Section Member	Address/Email	Contact Number
	OWCP: 808-672-1238	
	Fax: 808-672-1225	
<b>HRO:</b>		
COL Laura Soares	<a href="mailto:laura.j.soares2.mil@mail.mil">laura.j.soares2.mil@mail.mil</a>	808-672-1321
<b>Deputy HRO:</b>		
Mr. Walter Ross Jr.	<a href="mailto:walter.r.ross2.civ@mail.mil">walter.r.ross2.civ@mail.mil</a>	808-844-6087
<b>State Equal Employment Manager (SEEM)</b>		
Mr. Nathan Masunari	<a href="mailto:nathan.k.masunari.civ@mail.mil">nathan.k.masunari.civ@mail.mil</a>	808-672-1316

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## TECH TOOLS

Tech Tools

- CLASP Waiver
- DCPDS/My BIZ / My Workplace
- Employment Verification
- Federal Benefits Enrollment
- New Employee Orientation
- Pay Issue Inquiry
- Pay & Leave – Administration
- Selection Board Training (HING)
- Supervisor Training

### TECH TOOLS

**Book Appointments**

- [DEERS Appointment Kalaieoa](#)
- [DEERS Appointment Hilo](#)

**Download:**

- [Technician Personnel Regulations and Supplement](#)
- [Technician Handbook 2017 – HR Guide](#)
- [Forms](#)
- [Hawaii Guard Ohana Resource Sheet as of AUG 2018](#)

**FY 19 Work and Pay Schedules:**

- [5-4-9 HIARNG 2019 Calendar](#)

**FY 18 Work and Pay Schedules:**

- [HIARNG 5-4-9 Schedule for 2018](#)
- [OPM Salaries-Wages](#)
- [GS Pay Schedule 2018](#)

**WG Pay Scale** <https://www.cpmc.osd.mil/Subpage/AFWageSchedules/> to find the most current WG pay scale information



# HRO Contacts

HRO Services Section POCs		
<b>154<sup>th</sup> Wing – HRO Liaison:</b>	SSgt DeJesus	448-8236 opt 4
<b>SEEM:</b>	Mr. Masunari	672-1316
<b>Benefits:</b>	CMSgt Orr	672-1888
<b>Staffing:</b>	Mrs. Salvador	672-1228
<b>Classification:</b>	Mr. Tokunaga	672-1230
<b>HR IS:</b>	Mr. Masaki	672-1245
<b>Management Analyst:</b>	Ms. Dias	672-1575
<b>OWCP:</b>	Ms. D'Amato	672-1238
<b>Development and Training:</b>	Mr. Mariano	672-1248
<b>Labor Relations:</b>	Mr. Yim	672-1555

## IN-PROCESSING & BENEFITS & USERRA INQUIRIES:

### Human Resources Assistant (Assist technicians with last names: (A-I))

Charla L. Quiambao 672-1781

charla.l.quiambao.mil@mail.mil

### Human Resources Specialist (Assist technicians with last names: (J-R))

Jessica D'Amato 672-1229

Jessica.m.damato2.mil@mail.mil

### Human Resources Assistant (Assist technicians with last names: (S-Z))

Noelani De Silva 672-1231

Noelani.m.desilva.mil@mail.mil



# New Employee Orientation (NEO) Survey

- Log on to:

<http://dod.hawaii.gov/hro/hawaii-national-guard-new-employee-orientation-neo-survey/>



# APPOINTMENT AFFIDAVITS

- OATH OF OFFICE:

I, State your Name, do solemnly swear (or affirm) that –

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.



# Summary

Welcome HING 1-on-1 brief
Employee Benefits/OWCP
My Biz/ e-OPF
Classification
Staffing
Training and Development
Labor Relations/Union
Equal Employment
HRO Contacts
Online Survey
Appointment Affidavit
DOD Badges