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Administrative Announcements

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

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Aloha & Welcome to the HING Human Resources Office!

Human Resources Officer
COL Pamela L. Ellison
(808) 672-1254

Deputy Human Resources Officer
Mr. John Yim
(808) 672-1228

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.

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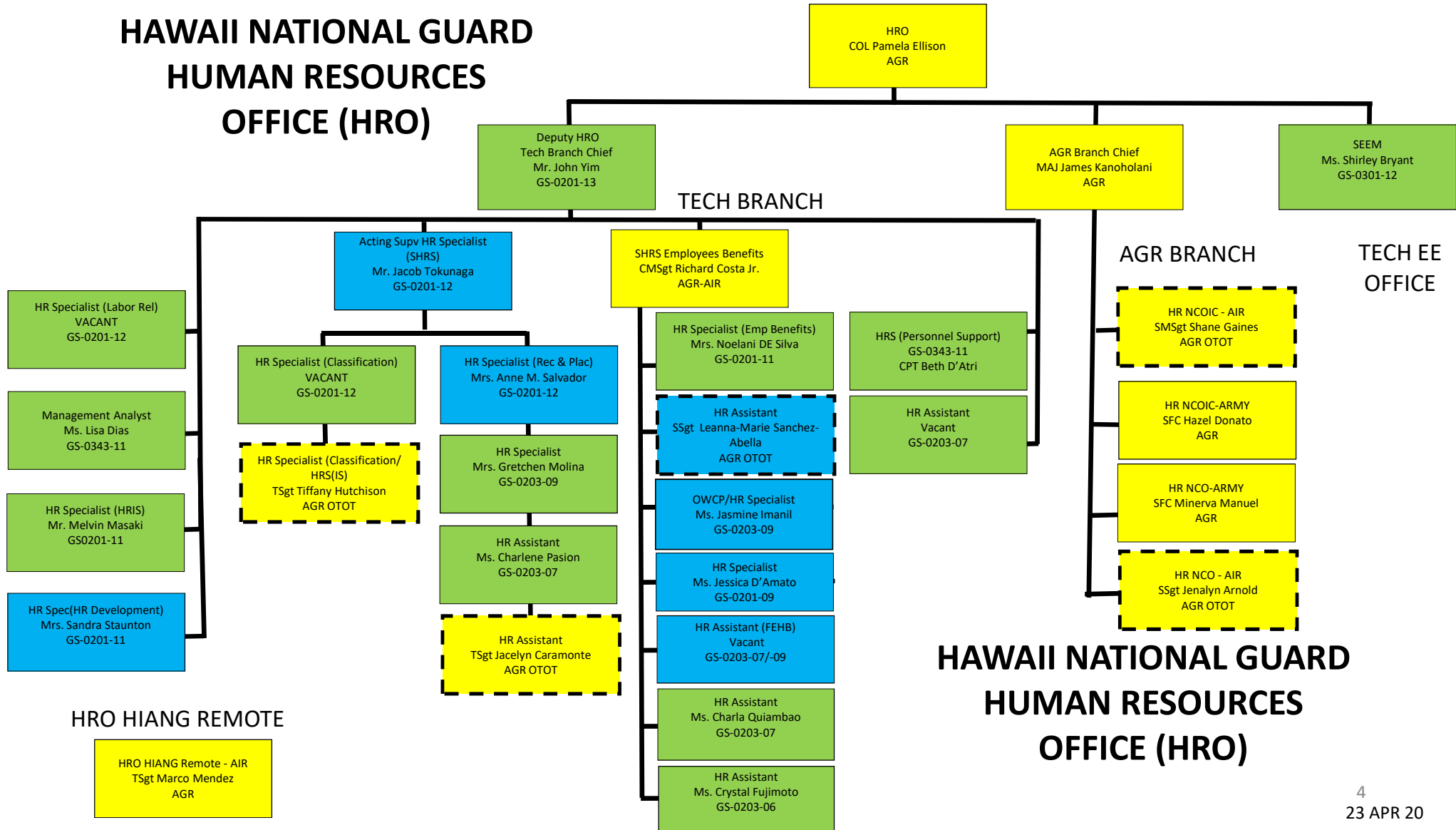
AGENDA

- Welcome- COL Ellison
- HRO Task Organization
- HING 1-on-1 Brief
- Employee Benefits

- My Biz/ e-OPF/ ATAAPS
- Training and Development
- Labor Relations/Union
- Equal Employment
- Out brief/ Questions/ Comments

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HAWAII NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO)



HAWAII NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO)

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State Adjutant
General
Director,
HI-Emergency
Management
Agency
Homeland
Security Advisor



Maj. Gen. Kenneth S. Hara

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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



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HIARNG Organization Structure

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HIARNG Unit Locations

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HIANG Organization Structure

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HIANG Unit Locations



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Employee Benefits



- Contact Information
- Resources
- Benefits
- Military Service Deposit
- USERRA
- Policies
- Worker's Compensation
- Review/ Collection of Documents

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Contact Us




- CMSgt Richard Costa Jr., 808-672-1888
- HRO-A AGR Program Manager/Benefits Supervisor
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- Mrs. Noelani DE Silva, 808-672-1231
- Human Resources Specialist (Employee Benefits/Retirements)
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- Ms. Jessica D'Amato, 808-672-1229
- Human Resources Specialist (Benefits)
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- Ms. Charla Quiambao, 808-672-1781
- Human Resources Assistant (Benefits)
charla.l.quiambao.civ@mail.mil
- Ms. Jasmine Imanil, 808-672-1244/1238 (OWCP)
- Human Resources Specialist/ Injury Compensation Program Administrator (ICPA)
jasmine.k.imanil.mil@mail.mil
- Ms. Crystal Fujimoto, 808-672-1227
- Human Resources Assistant (Benefits)
crystal.m.fujimoto.civ@mail.mil

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Resources



- 
- HING Human Resources Office: <https://dod.hawaii.gov/hro/>
 - Army Benefits Center – Civilian: https://www.abc.army.mil/abc?id=abc_index
 - Office of Personnel Management: <https://www.opm.gov/>

New Employee Information:

- New Employee Benefits Tool Kit: <https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm>
- OPM: <https://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/>

Enrolling in Health Benefits, Check out:

- BENEFEDS (Dental + Vision): <https://www.benefeds.com/>
- Federal Benefits *FastFacts*: Insurance Benefits:
<https://www.opm.gov/healthcare-insurance/fastfacts/newemployeebenefits.pdf>
- OPM.gov – Insurance Overview: <https://www.opm.gov/healthcare-insurance/>
- National Guard Association of the United States:
<https://www.ngaus.org/protecting-guard-members-and-their-families/technicians-insurance>

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Your Federal Insurance Benefits

What are you eligible for?

- Health Insurance: FEHB
- Dental Insurance: FEDVIP
- Vision Insurance: FEDVIP
- Flexible Spending Accounts: FSAFEDS
- Life Insurance: FEGLI
- Long Term Care Insurance: FLTCIP
- Thrift Savings Plan
- Employee Assistance Program

Who is eligible?

- Permanent/ Indefinite and Temps with appointments over **90 days**



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



<https://www.ltcfeds.com/>
https://www.ltcfeds.com/assessing_your_needs/oct_landing.html



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

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

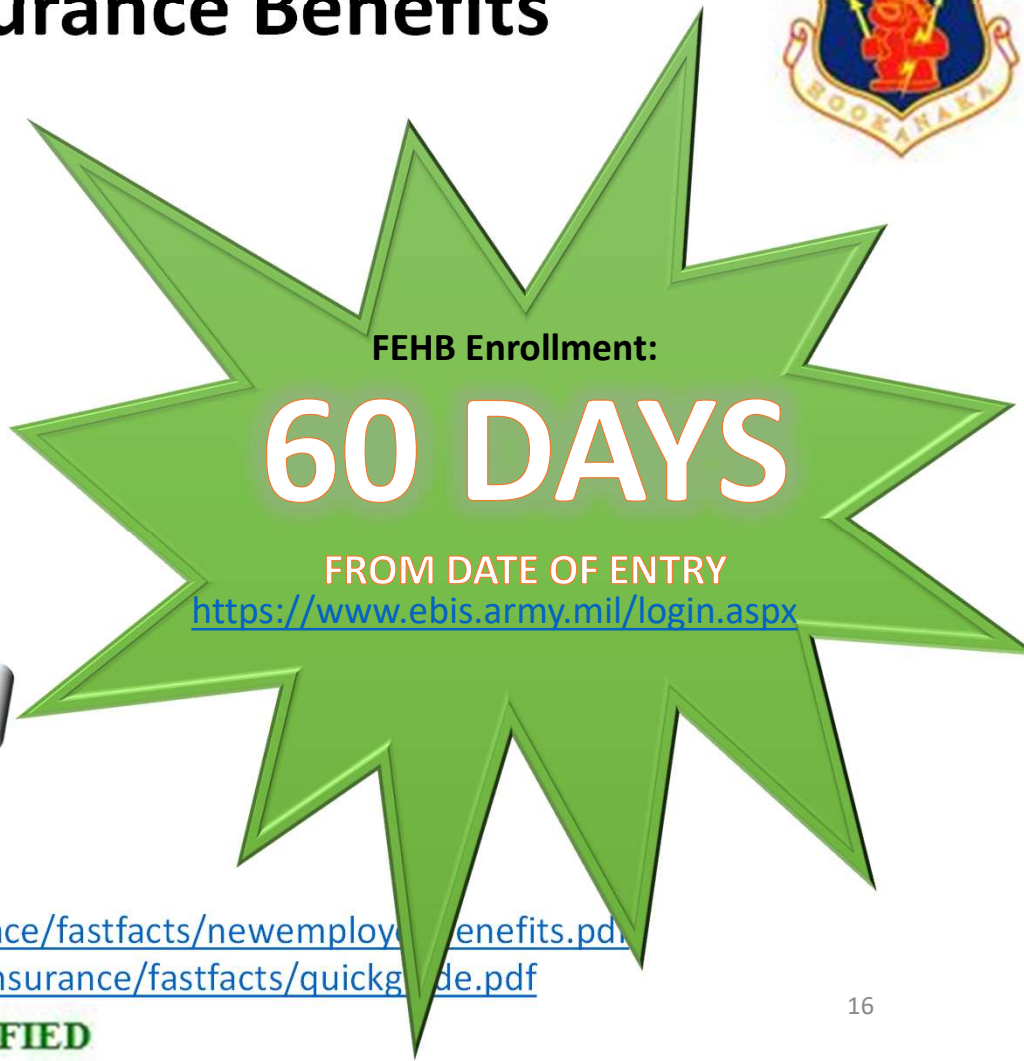
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Your Federal Insurance Benefits



FastFacts
Click on icons



FEHB Enrollment:

60 DAYS

FROM DATE OF ENTRY

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

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

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

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TRICARE Reserve Select

<https://tricare.mil/TRS>



TRICARE® Choices for
National Guard and Reserve

☆ HEALTH CARE OPTIONS

Not Activated

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 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.

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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 2020 - \$19,500 - IRC §402(g))
 - Changes annually
- TSP 3 (Designation of Beneficiary)



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

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

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

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Employee Assistance Programs (EAP) – Technicians and Employees



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



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National Guard Association of the United States Technician Insurance



- **Disability Insurance Plan** – Protection when you are unable to work due to a disability. Benefits begin after 30 consecutive days of disability.
- **Who's Eligible** – Only Army/Air Federal Technicians
- **Enrollment Fee/Discount** – Rates are based on bi-weekly payroll deductions. New enrollments must be completed **within 31 days** of hire.
 - After new enrollment period elapsed, technicians with the desire to enroll must complete the Standard Form.

NGAUS Brochure

- <https://www.ngaus.org/sites/default/files/pdf/46220b%20115934%202008%20rw%26b%20brochure.pdf>

New Enrollment

- <https://www.ngaus.org/sites/default/files/Standard%20Open%20Enrollment%20Form.pdf>

Standard Form

- <https://www.ngaus.org/sites/default/files/pdf/NGAUS-APPMN%20Application%20Eship%20125435%20March10.pdf>

YOUR ACCEPTANCE TO OUR INSURANCE PLANS IS GUARANTEED
... If you apply during your first 31 days of employment or if you apply during an official enrollment **ACT NOW BEFORE SPECIAL**

NATIONAL GUARD ASSOCIATION OF THE UNITED STATES
OPEN ENROLLMENT FORM

Name (incl. M. I.) _____ Sex M F Tech AGR State EE ID
Address _____ City _____ State _____ Zip _____ Age _____ Date of Birth _____
Date of Employment _____
a Duty _____ Enroller Code _____

1. Please complete the information requested. Please print in ballpoint pen. Press firmly

Applicant's name (First, Middle Initial, Last) _____ Sex M F _____ Date of Birth _____ month / day / year _____ Age _____ Social Security Number _____
Address _____ City _____ State _____ Zip _____ Height _____ Weight _____ lbs.
Applicant's daytime phone number () _____ Location of pay office _____ Pay office phone number _____ Pay office code _____
Employing office _____ Date of employment _____ month / day / year _____ Job duty _____ Annual Salary _____

2. Fill out this section if you are applying for spouse coverage.

Spouse's name (First, Middle Initial, Last) _____ Date of Birth _____ month / day / year _____ Height _____ Weight _____ lbs. Social Security Number _____
Employer _____ Occupation _____

3. Select the coverage you want. New Application Change/add coverage

A. Term Life Insurance

Amount Coverage	Rate
<input type="checkbox"/> \$25,000	<input type="checkbox"/> \$10,000
<input type="checkbox"/> \$50,000	<input type="checkbox"/> \$20,000
<input type="checkbox"/> \$100,000	<input type="checkbox"/> \$40,000
<input type="checkbox"/> \$250,000	<input type="checkbox"/> \$100,000
<input type="checkbox"/> \$500,000	<input type="checkbox"/> \$200,000

B. Disability Income (Technician)

Salary Under \$18,000 \$18,000 to \$27,999 \$28,000 to \$31,999 \$32,000 to \$39,999 \$40,000 to \$49,999 \$50,000 and over

C. Supplemental Disability Income (Technician) (must have Basic Disability)

Salary Under \$30,000 \$30,000 to \$23,999 \$24,000 to \$25,999 \$26,000 to \$31,999 \$32,000 to \$39,999 \$40,000 to \$49,999 \$50,000 and over

Note: Coverages A, B & C do not require completion of the health questions if the Applicant applies for \$25,000 or \$50,000 within 31 days of the date of employment. (All Spouse coverage requires evidence of insurability)

FOR OFFICE USE ONLY - Deduction amount for above coverages

A	B	C	1st payroll deduction
Deduction amount	Effective date	Transmittal number HRO	Conseq. no.
	month / day / year		

4. Complete if you want children's coverage.

List the names and birthdates of all unmarried dependent children, stepchildren, and legally adopted children age 14 days to age 19 (to age 23 if a full-time student at an accredited educational institution).

First	Middle	Last	Date of Birth
			month / day / year

5. Name of Beneficiary for each life plan applied for. (Name and Relationship)

- Term Life (Technician) _____
- Term Life (Spouse) _____

By deductions.

Rate	Check Here
\$10,000	<input type="checkbox"/>
\$20,000	<input type="checkbox"/>
\$40,000	<input type="checkbox"/>
\$100,000	<input type="checkbox"/>
\$200,000	<input type="checkbox"/>

Signature _____ Date _____

I do the insured parent.

By signing this form, I certify that I am a Member of the National Guard Association of the United States and that I am a Technician. I understand that my membership in the National Guard Association of the United States is required for me to be eligible for this insurance. I understand that my membership in the National Guard Association of the United States is required for me to be eligible for this insurance. I understand that my membership in the National Guard Association of the United States is required for me to be eligible for this insurance.

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

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Military Deposit



All **Honorable** Active Duty Military service (Title 10) can be credited towards your civilian retirement.

- Basic training
- First AIT or tech school
- Prior service active duty

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

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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.

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Military Deposit



- Making a military deposit can increase your leave accrual rate:
 - 1-3 years: 4hrs/pay period
 - 3-15 years: 6 hrs/pay period
 - 15+ years: 8 hrs/pay period

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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

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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.
- USERRA is a federal law that protects your rights (job protection)

Before you go, let HRO know! You must complete the USERRA Checklist for Technicians before leaving, and then inform HRO when you return home before returning to duty.

- <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.

REEMPLOYMENT RIGHTS
You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:
 ☆ you ensure that your employer receives advance written or verbal notice of your service;
 ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
 ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
 ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION
If you:
 ☆ are a past or present member of the uniformed service;
 ☆ have applied for membership in the uniformed service; or
 ☆ are obligated to serve in the uniformed service;
 then an employer may not deny you:
 ☆ initial employment;
 ☆ reemployment;
 ☆ retention in employment;
 ☆ promotion; or
 ☆ any benefit of employment because of this status.

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.

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.

HEALTH INSURANCE PROTECTION
 ☆ 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.
 ☆ 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.

ENFORCEMENT
 ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
 ☆ 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 <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
 ☆ 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.
 ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

U.S. Department of Labor 1-866-487-2365 | U.S. Department of Justice | Office of Special Counsel | 1-800-336-4590 | Publication Date - April 2017

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

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Policies

Employment Outside HING

NEIL ABERCROMBIE
GOVERNOR

DARRYLL D.M. WONG
MAJOR GENERAL
ADJUTANT GENERAL

JOSEPH K. KIM
BRIGADIER GENERAL
DEPUTY ADJUTANT GENERAL

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3940 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

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.

- 5 CFR §2635.802, Conflicting Outside Employment and Activities.
- 5 CFR §2635.803, Prior Approval for Outside Employment and Activities.
- DoD 5500.07-R, Joint Ethics Regulation, change 7, dated 17 November 2011.
- 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.

- Federal Agency to Federal Agency requires coordination
- Non-Federal requires TAG approval

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Physical Training Policy



- Employees are allowed 1 hr (this hour includes exercise and hygiene) up to 3 times per week for physical fitness
- Technicians participating **MUST** sign out at the beginning of the exercise period and sign back in during the end of the period
- PT schedules must be approved by the supervisor prior to the technicians participation.
NGHI- HRO Memorandum 2011-02 must be signed prior to 1st PT session
- Supervisors have the authority and responsibility to cancel an approved physical training request based on current mission requirements/workload.
- Physical Fitness must be annotated in ATAPPS as administrative leave: LN, subcategory: PF

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Physical Training Policy:

Not Permitted

- 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.

Permitted

- 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)

Exceptions are made case-by-case basis by the Human Resources Officer and require a **TAG approval**.

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OWCP: Workman's Compensation

What's Covered?

- 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

In order to be covered, you must:

- File your claim timely
- Be a Federal Civilian Employee
- Have an Injury
- Injury must be during performance of duty
- Causal Relationship between injury and duty

Types of Injuries:

- CA-1 Traumatic Injury
- CA-2 Occupational Disease/ Illness

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File a Claim



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](#)

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Step 1: Sign in/
Register

Step 2: File OSHA
301 (Safety)

Step 3: File CA-1/
CA-2 (depending
on injury)

Step 4: Notify
supervisor and
HRO OWCP
representative, Ms.
Jasmine Imanil of
claim submission
Step 5: Login to
add medical
documentation or
view where your
claim is in the
process

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Review and Collection of Documentation

Sign:

New technicians date forms as of today date

Conversion technicians date forms as of Sunday, beginning of pay period

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HR (Information Systems)

Mel K. Masaki

Human Resources Specialist (Information Systems)

808-672-1245

melvin.k.masaki.civ@mail.mil

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Objectives

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

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Key Systems



- **MyBiz+**
- **electronic Official Personnel Folder (eOPF)**
- **Army Benefits Center – Civilian (ABC-C)**
 - **Government Retirement and Benefits Platform (GRB Platform)**
- **myPay**

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MyBiz+
for Managers and Supervisors

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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)**

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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

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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

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MyBiz+



1 Other: DCPDS Applications - Favorites - Help - Logout

2 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...

3 Notifications

Read/Unread	Title	Start Date
No Notifications At This Time		

4 You have no unread notifications.

Home

★ Provide Feedback

Key Services

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

Leave

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

Pay

Gross Pay:	654.85
Net Pay:	392.01
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 - 19-Jul-2014)

Certification/Licenses: No Certificates/Licenses Available

Last Personnel Action

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

Detail Pages

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

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

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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](#)

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MyBiz+



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

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electronic Official Personnel Folder (eOPF)

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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)

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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>

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electronic Official Personnel Folder (eOPF)



Browser address bar: <https://eopf.opm.gov/nationalguard/> | EHRI Electronic Official Pers... x



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



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

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electronic Official Personnel Folder (eOPF)



Office of Personnel Management
eOPF

a New Day for Federal Service

PIV or CAC Card

Please insert your PIV or CAC card into the card reader.

LOGIN WITH YOUR
PIV OR CAC

NATGUARD :: eOPF v5.0.4
Enter your eOPF ID and Password to log in.

eOPF ID:

PASSWORD:

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

Login Help | Login FAQs | Contact eOPF Helpdesk eOPF Server - 05408

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.

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electronic Official Personnel Folder (eOPF)

User Name: **MASAKI, 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.armg.mbx.ngb-ngeopf-helpdesk@mail.mil. Questions concerning specific personnel actions or documents should be sent to your local eOPF contact located in your respective HR Office.

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

Welcome to the National Guard eOPF!

User Info:

Email: melvin.k.masaki.mil@mail.mil

Total Login Count: 269

Password will expire in: 44 day(s).

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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	TOARW8APAA172	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
DG 61	09/15/2017	SCD WORKSHEET	BENEFITS		Permanent	09/15/2017			
DG 66	08/30/2017	RECORD FOR PAYMENTS IN FULL FOR MILITARY DEPOSITS	BENEFITS		Permanent	09/14/2017			
TSP 1	08/20/2017	THRIFT SAVING PLAN ELECTION	BENEFITS		Permanent	08/21/2017			
SF 50	08/06/2017	NOTIFICATION OF PERSONNEL ACTION	REG WRI	893	Permanent	08/07/2017			
SF 52	08/06/2017	REQUEST FOR PERSONNEL ACTION	REG WRI	893	SF 52	08/07/2017			
TSP 1	04/16/2017	THRIFT SAVING PLAN ELECTION	BENEFITS		Permanent	04/17/2017			
SF 50	01/08/2017	NOTIFICATION OF PERSONNEL ACTION	GEN ADJ	894	Permanent	01/12/2017			
SF 52	01/08/2017	REQUEST FOR PERSONNEL ACTION	GEN ADJ	894	SF 52	01/11/2017			
SF 3108	10/03/2016	APPLICATION TO MAKE SERVICE CREDIT PAYMENT FOR CIVILIAN	BENEFITS		Permanent	10/03/2016			

Activate W
Green Edition

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*Army Benefits Center – Civilian (ABC-C)
Government Retirement and Benefits Platform
(GRB Platform)*

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Objectives

- Gain access to the GRB Platform
- Basic knowledge to be able add or make changes to Employee Benefits:
 - Federal Employees Health Benefits (FEHB)
 - Thrift Savings Plan (TSP)
 - Federal Employees Group Life Insurance (FEGLI)

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ARMY BENEFITS CENTER - CIVILIAN

Home | Benefits | **GRB Platform** | 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
Department of Defense Education Activity
Federal Benefits Open Season
Financial Literacy
Leave Without Pay (LWOP)
National Guard
New Employee Benefits Tool Kit
Non-Appropriated Fund
Social Security
Uniformed Services

ABC-C STATUS

PHONE CENTER
Fully Operational

GRB Platform
Fully Operational

Updated: 24 May 2019

ANNOUNCEMENTS

Retrieving TSP Information in GRB Platform

As of 15 Apr 2019, The Thrift Savings Plan (TSP) website allows you to set up a two-step authentication on your TSP account. This helps improve the security of your TSP account information. Unfortunately, if you have the two-step authentication turned on, you will not be able to use the "Retrieve my TSP Info" tool in the TSP section of the GRB Platform.

You still have the ability to manually input your TSP account balances in the tool. If you wish to have GRB retrieve your TSP information for you, you will need to disable the two-step authentication on your TSP account.

GRB Platform is here!

As of 22 Apr 2019, The Employee Benefits Information System (EBIS) was replaced by the new GRB Platform. The GRB Platform continues to provide the same basic functionality as EBIS but with more user-friendly features. The best news is the Platform eliminates the need for a USERNAME and PIN. Instead, you will log into the Platform with your Common Access Card (CAC). You can log into the Platform with your Common Access Card (CAC). You can log into the Platform at the same URL as before, <https://www.ebis.army.mil>. Feel free to view our flyers and documents for the GRB Platform.

FOLLOW US
Facebook
YouTube

GRB PLATFORM

Click to log into:

GRB PLATFORM

GRB Platform (formerly EBIS)

What is the GRB Platform?

The Government & Retirement Benefits (GRB) Platform is an automated, secure, self-service web application that allows employees to review general and personal benefits information, and allows them to calculate their own retirement estimates. The GRB Platform also allows employees 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 the GRB Platform if you are logged in with your Common

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

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

GRB Platform

You have successfully signed into the GRB Platform.

Site best viewed with Internet Explorer 11, Edge, or Chrome

Your current browser: Internet Explorer 11

Security Notice

This system, including all related equipment, networks, and network devices (specifically including internet access), are provided only for authorized use only. This computer system may be monitored for all lawful purposes, including to ensure that its use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized entities to test or verify the security of this system.

Use of this computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

By pressing "Launch", I acknowledge that I have read and accept the above notice.

To start using the GRB Platform for employee click the "Launch" button.

Launch



Once the GRB Platform is open in a new browser you may close this window.

- Click on "Launch" button.
 - A "New User Video" automatically runs and provides useful information.
 - When complete, click on "Close" button.

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GRB Platform Landing Page



GRB Platform : 1.2.112.27 - DEPARTMENT OF THE ARMY: Default - Internet Explorer provided by DoD

GRB Platform MENU TOTAL COMPENSATION STATEMENT

Army Benefits Center - Civilian

 Health Insurance	 Life Insurance	 Thrift Savings Plan	 Retirement
 Dental & Vision Insurance	 Long Term Care	 Flexible Spending Accounts	 Social Security
 Workers Compensation Benefits			

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Federal Employee's Health Benefits (FEHB)



GRB Platform MENU TOTAL COMPENSATION STATEMENT

Federal Employees' Health Benefits (FEHB) Program

The Federal Employees Health Benefits (FEHB) program is an employer-sponsored group health insurance program for Federal employees and their families. Employees can choose from Fee-for-Service (FFS) plans, Health Maintenance Organizations (HMO), Consumer-Driven Health Plans (CDHP), and High Deductible Health Plans (HDHP). Employees can enroll, make changes, or cancel coverage during the annual Federal Benefits Open Season or if the employee experiences a qualifying life event. Permanent employees and certain temporary employees are eligible for coverage unless their appointment is excluded from coverage by law or regulation. The Office of Personnel Management (OPM) has the overall responsibility for the administration of the FEHB Program. Premiums are based on the plan and option an employee chooses and are shared by the employee and the employing Agency. The employing Agency's share is set by law and cannot exceed 75% of the total premium. Part-time employees receive a prorated contribution and temporary employees are responsible for the full amount of the premium. Premiums are paid on a pre-tax basis (known as premium conversion) unless the employee waives this option.

Current FEHB Enrollment
 Plan Name: HMSA
 Plan Option: High Self
 Enrollment Code: 871

Premium per Pay Period
 Employee Cost: [REDACTED]
 Agency Cost:
 Premium Conversion: Participating (Pre-Tax)
[View FEHB Plans/Premiums](#)

Plan Details
 Plan Brochure: N/A
 Plan Website: N/A
 Telephone: N/A

Transactions [Submit a FEHB Transaction +](#)

Entered	Effective	Type	Status

Resources

Type	Description
<input checked="" type="checkbox"/>	Federal Employees Health Benefits (FEHB) Program
<input checked="" type="checkbox"/>	Medicare
<input checked="" type="checkbox"/>	New Employee Benefits Orientation
<input type="checkbox"/>	Federal Employees Health Benefits (FEHB) Program

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- To add, change, or cancel Health Benefits, click on “Submit a FEHB Transaction +”.

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GRB Platform Landing Page



GRB Platform : 1.2.112.27 - DEPARTMENT OF THE ARMY: Default - Internet Explorer provided by DoD

GRB Platform

MENU

TOTAL COMPENSATION STATEMENT

Army Benefits Center - Civilian

- Health Insurance
- Life Insurance
- Thrift Savings Plan
- Retirement
- Dental & Vision Insurance
- Long Term Care
- Flexible Spending Accounts
- Social Security
- Workers Compensation Benefits

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Thrift Savings Plan (TSP)



GRB Platform MENU TOTAL COMPENSATION STATEMENT

Thrift Savings Plan

The Thrift Savings Plan (TSP) is a defined contribution retirement savings and investment plan for Federal employees and members of the uniformed services. Eligible employees can contribute up to the IRS elective deferral limit each year and invest in any of the six available funds. Employees may also receive automatic and matching contributions from their employing Agency, depending on the employee's retirement coverage. Employees can also make catch-up contributions beginning in the year in which they turn age 50. Employees may make Traditional contributions (pre-tax) and/or Roth contributions (after-tax) on a regular pay period basis either in whole percent increments or whole dollar amounts. Under certain circumstances, employees can borrow their own contributions or request an in-service withdrawal. When an employee leaves Federal service there are multiple withdrawal options available including a single payment, a series of monthly payments, a life annuity, or a combination of these options. In order to participate in the TSP, employees must be covered by an eligible retirement system and be in a pay status. The Thrift Savings Plan (TSP) is administered by the Federal Retirement Thrift Investment Board, and the assets are held in the Thrift Savings Fund.

Account Balances		Investment Funds				Contributions per Pay Period	
		Fund	Allocation	Traditional Balance	Roth Balance	Employee	
Traditional:	\$0.00	G Fund	0.00 %	\$0.00	\$0.00	Traditional:	
Roth:	\$0.00	F Fund	0.00 %	\$0.00	\$0.00	Roth:	
Total:	\$0.00	C Fund	0.00 %	\$0.00	\$0.00	Traditional Catch-up:	\$0.00
Retrieve/Enter my TSP Info		S Fund	0.00 %	\$0.00	\$0.00	Roth Catch-up:	\$0.00
Estimated Value		I Fund	0.00 %	\$0.00	\$0.00	Agency	
Single Life Monthly Annuity:	\$0.00	L 2050 Fund	0.00 %	\$0.00	\$0.00	Traditional:	
Project TSP Account		L 2040 Fund	0.00 %	\$0.00	\$0.00	Total:	
Loan Calculator		L 2030 Fund	0.00 %	\$0.00	\$0.00	Contributions Calculator	
Withdrawal Calculator		L 2020 Fund	0.00 %	\$0.00	\$0.00		
		L Income Fund	0.00 %	\$0.00	\$0.00		

Transactions [Submit a TSP Transaction +](#) Resources

Entered	Effective	Type	Status

Type	Description
	Thrift Savings Plan for FERS Employees
	Financial Planning
	New Employee Benefits Orientation
	TSP Plan Description

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- To make changes to contributions, click on "Submit a TSP Transaction +".

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GRB Platform Landing Page



GRB Platform : 1.2.112.27 - DEPARTMENT OF THE ARMY: Default - Internet Explorer provided by DoD

GRB Platform MENU TOTAL COMPENSATION STATEMENT

Army Benefits Center - Civilian

 Health Insurance	 Life Insurance	 Thrift Savings Plan	 Retirement
 Dental & Vision Insurance	 Long Term Care	 Flexible Spending Accounts	 Social Security
 Workers Compensation Benefits			

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Federal Employees Group Life Insurance (FEGLI)



GRB Platform MENU TOTAL COMPENSATION STATEMENT

Federal Employees Group Life Insurance (FEGLI) Program

The Federal Employees' Group Life Insurance (FEGLI) Program is an employer-sponsored life insurance program for Federal employees. FEGLI is group term life insurance and does not build any cash value. The program offers Basic Life Insurance coverage plus three forms of Optional insurance (additional insurances on the employee's life as well as family insurance). Employees are automatically covered by Basic Life Insurance, unless the employee waives coverage or is in an appointment excluded from coverage by law or regulation. If an employee is eligible for and enrolled in Basic Life Insurance coverage, the employee can also elect Optional insurance. Although there are no regularly scheduled open seasons to enroll, if an employee has a qualifying life event he or she may be able to enroll or increase their coverage. The Office of Personnel Management (OPM) administers the Program and establishes the premiums. OPM has a contract with the Metropolitan Life Insurance Company (MetLife) to process and pay claims through the Office of Federal Employees' Group Life Insurance (OFEGLI). The employing Agency pays one-third of the premium cost for Basic Insurance and the employee pays two-thirds. Employees pay the full cost of any elected Optional insurance.

Current Enrollment		Coverage Amounts		Premiums per Pay period	
FEGLI Code:	C0	On Your Life		Basic Life Insurance:	
Basic Life Insurance:	Yes	Basic Life Insurance:		Option A Standard:	
Option A Standard:	No	Option A Standard:		Option B Additional:	
Option B Additional:	No	Option B Additional:		Option C Family:	
Option C Family:	No	Accidental Death - Basic:		Total:	
Calculate FEGLI Premiums		Accidental Death - Option A:			
		On Family Member's Life - Option C			
		Spouse:			
		Dependent Child:			

Transactions [Submit a FEGLI Transaction +](#)

Entered	Effective	Type	Status

Resources

- Federal Employees' Group Life Insurance (FEGLI) Program
- Financial Planning
- New Employee Benefits Orientation
- FEGLI General Information

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- To make changes to FEGLI, click on "Submit a FEGLI Transaction +".

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myPay



ACCESSIBILITY/SECTION 508 SECURITY FAQ QUICK LINKS CONTACT US

STAY CONNECTED WITH DFAS



Welcome



Simpler | Streamlined | Mobile-Friendly



Sign In

Sign In

[Forgot your Login ID?](#)

[Forgot or Need a Password?](#)



System Availability

Recurring Weekly System Maintenance:

All myPay Customers:

- Access to myPay is unavailable between 0000 ET - 0100 ET daily, Monday – Friday
- Access to Travel Advice of Payment (AoP) unavailable between 1200 and 1700 ET every Sunday
- Access to Travel Advice of Payment (AoP) unavailable between 0400 and 1900 ET every fourth Sunday of the month

New User


New to myPay? [Read how new accounts are added.](#)
[Create your myPay Profile.](#) [Start here.](#)

- Go to website: <https://mypay.dfas.mil/>
- Click on “Smart Card Login”.

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myPay



CHOOSE AN ACCOUNT ▾ PERSONAL SETTINGS CONTACT US ⏻

ARMY DOD CIVILIAN

Home

STATEMENTS

Leave and Earnings Statement (LES)
Foreign Entitlements Statement
IRS Form 1095
Tax Statement (W-2)
Travel/Miscellaneous Tax Statement (W-2)
Court Orders
Debt Letters
Travel Voucher Advice of Payment (AOP)
Turn On/Off Hard Copy Statements

PAY CHANGES

Allotments
Correspondence Address
Direct Deposit
Federal Withholding
Health Savings Account
State Withholding

ARMY DOD CIVILIAN

Your myPay Account was last accessed on **May 23, 2019**

WARNING

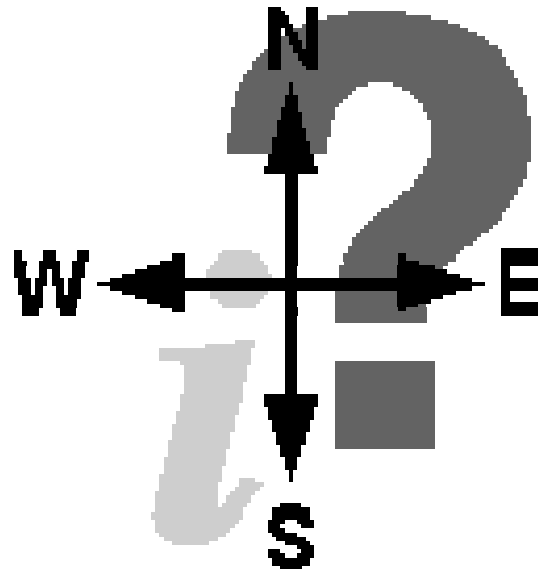
18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of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

- **After selecting your CAC Certificate, you'll come to a "DoD Consent " page.**
- **Click on "I agree to the terms of the User Agreement".**
- **To see other Leave and Earning Statements, click on "Choose an Account".**

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Questions



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Human Resources Development & Training

HR Specialist (HR Development)

Mrs. Sandra Staunton

808-672-1321

Sandra.m.staunton2.civ@mail.mil

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Regulations/References

- Chief National Guard Bureau Instructions (Vol 400, 431, 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

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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

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Training Resources



Professional Education Center (Air and Army Guard)

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

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

Air University

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

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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

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Tech Travel

Technician Travel:

- SF182 required for any travel for training
- Non-Training Travel Authorization form for non-training
- Travel in your civilian pay grade; not military rank/grade
- 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

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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

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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.

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

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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

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.

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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

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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	

8. DEVELOPMENT OBJECTIVES	
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

9. FORMAL TRAINING OBJECTIVES				
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	

10. FORMAL EDUCATION				
10a. DEGREE	10b. NAME OF PROGRAM	10c. PROVIDER (PRINT NAME)	10d. DATE SCHEDULED OR PROPOSED	10e. DATE COMPLETED

11. ON THE JOB TRAINING (OJT)				
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

Digitally signed by MARIANO,JOEY C. 1283065061
DN: cn=US, o=U.S. Government, ou=DoD, ou=PR, ou=USAF, cn=MARIANO,JOEY C. 1283065061
Date: 2017.07.06 14:20:42 -1000

Digitally signed by MARIANO,JOEY C. 1283065061
DN: cn=US, o=U.S. Government, ou=DoD, ou=PR, ou=USAF, cn=MARIANO,JOEY C. 1283065061
Date: 2017.07.06 14:31:05 -1000

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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.

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Performance Management

- Permanent Employee (Excepted) = 1 year (52 weeks) of probation
- Non Supervisory to Supervisory = 1 year (52 weeks) of probation
- New Title 5 Competitive 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/>

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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

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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”.

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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

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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

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Labor Relations/ Employee Conduct National Guard Technician Personnel



John K. Yim

Labor Relations Specialist

Email: john.k.yim4.civ@mail.mil

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

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Agenda

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

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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

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National Guard Technician Program



Within the context of the National Guard Technician Act of 1968 (32 USC 709)

- Title 32
- Excepted Civil Service employees (outside of the competitive service)
- Required to be a member of the National Guard
- Hold the military grade of the position
- Wear the uniform appropriate for the member's grade and component of the armed services

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NATIONAL GUARD TITLE 5 EMPLOYEES



- Title 5 is considered DoD Civilian (CIV)
- Excepted or competitive civil service appointments based on position description
- Not required to be a member of the National Guard
 - May hold military membership or may separate/retire militarily during their appointment
 - May be appointed post military retirement
- Appropriate civilian dress casual work attire
- Not authorized to wear military uniform
- Veterans preference application is adjudicated based on 5 or 10 point preference on eligible DD-214(s)

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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)

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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)

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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): Ms. Nicole Ferree (Interim) EMAIL: Nicole.Ferree@afge.org , (805)469-2285
 - POC for NATCA: Mr. Nathaniel Dixon, (808)448-8181, (808)448-8495 #4446060, #4443222

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Weingarten Rights

- **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

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

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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)

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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...

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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(may).

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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

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Discipline and Adverse Action Technician Personnel Regulation (TPR 752)

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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

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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

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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**

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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)

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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 grievable:
 - 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

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LEAVE ADMINISTRATION

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**CHIEF NATIONAL GUARD BUREAU
INSTRUCTION (CNGBI) 1400.25,
VOLUME 630, 06 AUGUST 2018,
NATIONAL GUARD TECHNICIAN
ABSENCE AND LEAVE PROGRAM**

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HOURS OF DUTY

- Pay Period:
 - 80 hours
 - Two weeks
 - Monday thru Friday
- Supervisors will balance mission requirements against personnel requests
- Work Schedule
 - Standard – (5 x 8)
 - Alternate Work Schedules – (4 x 10 or 5 x 4 x 9)
- To establish work schedule or request AWS
 - Work Schedule Change Form

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TYPES OF LEAVE

- Annual Leave
- Sick Leave
- Disabled Veteran Leave
- Court Leave
- Excused Leave
- Leave Without Pay (LWOP)
- Military Leave
- Law Enforcement Leave
- Compensatory Time
- Absence Without Leave (AWOL)

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ANNUAL LEAVE

- Accrual Rates:

- 1-3 years: 4hrs/pay period
- 3-15 years: 6 hrs/pay period
- 15+ years: 8 hrs/pay

- If initial appointment is less than 90 days, no leave earned

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ANNUAL LEAVE

- Service computation date (SCD) determines leave category
- Maximum annual carryover – 240 hours
 - Public Law 93-181 provides for restoration of forfeited annual leave

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ANNUAL LEAVE

- Absolute right of employee; subject to approval of the supervisor
- Can be denied based on mission
- Separated employees paid lump sum for unused annual leave

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SICK LEAVE



- Accrual rates

- All full-time: 4 hours/pay period

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SICK LEAVE



- Covers
 - Medical, dental, optical exams/treatments
 - Personal incapacitation
 - Health risk
 - Family care
 - Family Medical Leave Act (FMLA)
 - Sick Leave to Care for Family Member
 - Bereavement/Family funeral
 - Adoption

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SICK LEAVE



- Unlimited carryover balance
- May be advanced with HRO approval
- Medical certification may be required

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DISABLED VETERAN LEAVE

- Veterans with service-connected disability rated at 30% or more
- Veterans hired on or after 5 November 2016
- 12-month eligibility period
 - The date of hire, or
 - The effective date of employee's qualifying service-connected disability rating
- Medical treatment of a qualifying service-connected disability
- 104 hours of leave to use for treatment
- Once in a lifetime benefit

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COURT LEAVE



- Covers an employee who is summoned due to a judicial proceeding, as a...
 - Juror
 - Witness on behalf of a state or local government

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EXCUSED ABSENCE

- 5 day excused absence granted to those returning from Overseas Contingency Operations (OCO)
 - authorized regardless of location
 - at least 42 consecutive days of active duty
 - immediately used upon return
 - no more than 5 days of excused absence in 12 month period
- Blood Donation – not to exceed 4 hours
- Voting – not to exceed 3 hours
- Bone Marrow – not to exceed 7 days
- Organ Donor – not to exceed 30 days

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LEAVE WITHOUT PAY (LWOP)

- Nonpay status
 - Leave has been exhausted
 - INCAP
 - FMLA
- Not a right – need supervisor approval
- LWOP effects:
 - Leave accrual
 - Service comp date
 - Within-grade increases

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ABSENT-UNIFORMED SERVICE (AUS)

- Placement in nonduty status
- Paid leave may be used intermittently
- No harm, leave & SCD not affected

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MILITARY LEAVE (120 Hours)

- Paid leave when ordered to active duty, inactive duty training or training
 - Excludes
 - Active Guard Reserve (AGR)
 - State Active Duty (SAD)- see *LEL*
- 120 hours each FY – permanent & indefinite
- Maximum annual carryover – 240 hrs

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A circular icon with a yellow background and a green border, containing a red silhouette of a person's head and shoulders.

Law Enforcement Leave (LEL) (22 days / 176 hours)

- Paid leave for aid in support of civil authorities in protection of life & property, State Active Duty (SAD), or military duty in support of contingency operations
- Permanent and indefinite employees only
- 22 days (176 hours) per calendar year; charged in hours
- Not entitled to receive both military and civilian pay
 - Two basic rules apply
 - 1. If military pay is greater than Technician pay, Technician pay is recouped
 - 2. If military pay is less than Technician pay, the difference between the two is paid to the Technician and remainder recouped

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TITLE 32 DUAL STATUS COMPENSATORY TIME

- Time off with pay, in lieu of overtime pay
- Authorization must be obtained in **ADVANCE** using NGB 46-14 (Both Army and Air)
- Earned at a rate of 1 hour for 1 hour and used in increments determined by local policy
- Use within 26 pay periods of earning or forfeit

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TITLE 5 NATIONAL GUARD CIVILIAN EMPLOYEES OVERTIME COMPARISON



T5 FLSA Overtime

- Nonexempt employees
- Pay determined by multiplying straight time rate of pay by all overtime hours PLUS one-half employee's hourly rate for all overtime hours worked
- All overtime must be compensated but employee can elect Comp Time
- Comp Time not used by the end of 26th pay period after the date in which it was earned is paid out as overtime

T5 Overtime

- Exempt employees
- Rate of pay \leq GS10 step 1, overtime hourly rate is employee's hourly rate of basic pay x 1.5
- Rate of pay $>$ GS10 step 1, cap is the greater of hourly rate of basic pay for GS10 step 1 x 1.5 OR employees' hourly rate
- Bi-weekly pay limitation of GS15 step 10 of total comp (to include value of Comp Time Off)

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TITLE 5 NATIONAL GUARD CIVILIAN EMPLOYEES OVERTIME or COMPENSATORY REQUEST

- Limited to cases of necessity such as warfighter readiness, emergencies, safeguarding life and property, and documented customer demands
- Authorization must be obtained in **ADVANCE** of performance using NGB 46-14 (Army and Air)
- Must clearly state reason why work could not be performed during regular working hours
- Should not be approved when an employee has used annual or comp time during the same workweek except based on severe workload or other unavoidable circumstances
- Verification of overtime worked must be completed

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ABSENCE WITHOUT LEAVE (AWOL)

- Absent without supervisor approval
- Status can change with explanation
- Can become the basis for initiating an adverse action

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Questions

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State Equal Employment Manager

Ms. Shirley Bryant

State Equal Employment Manager

672-1303

shirley.n.bryant.mil@mail.mil

Building 306, Room 122

**This briefing is
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Topics

- Federal Laws
- Definitions
- HING EEO Policy and Anti-Harassment Policy
- No FEAR Act
 - Antidiscrimination Laws
 - Whistleblower Protection Laws
 - Retaliation Laws
- EEO Complaint Process

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Federal Laws

- Title VII, Civil Rights Act of 1964
 - The Pregnancy Discrimination Act
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990
- The Rehabilitation Act of 1973
- Civil Rights Act of 1991
- No FEAR Act of 2002
- The Genetic Information Nondiscrimination Act of 2008

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Definitions

- **Discrimination:**

To provide different treatment or to show favoritism on a basis other than individual merit

- **Harassment:**

Harassment is unwelcome conduct (verbal or physical) that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information

- **Retaliation:**

Workplace retaliation is when an employer takes an action against an individual after having filed a previous complaint or participated as part of a complaint process and/or investigation

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Definitions

- **Hostile Work Environment:**

Hostile work environment exists when one's behavior within a workplace creates an environment that is difficult or uncomfortable for another person to work in, due to discrimination and/or harassment

- **Whistleblower:**

A whistleblower is a person who exposes secretive information or activity that is deemed illegal, unethical, or not correct within a private or public organization

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Affirmative Employment

- Provides equal opportunity in employment for all technician personnel or applicants for employment with the National Guard
- Prohibits discrimination in all aspects of its personnel policies, programs, practices and operations and of all its working conditions and relationships with employee and applicants for employment

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EEO Policy Directive 2018-03

- HING DoD employees will be treated fairly and considered without regard to age, color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion and reprisal
- Equal treatment in recruitment, hiring, promotions, awards, disciplinary actions and any other employment related matters.
- All EEO complaints will be handled expeditiously, fairly, and thoroughly addressed in accordance with applicable state and federal laws, and agency procedures

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EEO Policy Directive 2018-03

- Any employee or supervisor of the HING DOD found to have discriminated against another member will be subject to disciplinary action, up to and including termination
- All members, supervisory and non-supervisory alike must share in this responsibility

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Anti-Harassment Policy Directive 2018-02



- Applies to all State of Hawaii, DOD federal civilian employees and supervisors of federal civilian employee
- The Adjutant General is committed to taking all necessary steps to prevent harassment in the workplace and to correct harassing conduct that occurs before it becomes severe or pervasive
- All allegations of harassment including retaliation and reprisal will be taken seriously and dealt with expeditiously, fairly and thoroughly in accordance with applicable federal laws and agency procedures

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Anti-Harassment Policy Directive 2018-02

- Harassing conduct is any unwelcome verbal or physical conduct when the conduct can be reasonably considered to adversely affect the work environment or any employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct
- Examples of prohibited conduct (non-sexual harassment) include bullying, stalking, intimidation, jokes or stories related to race or ethnicity, teasing or mimicking a disability, accent or appearance, making obscene or lewd comments or gestures, commenting on a person's body or sexual characteristics, displaying nude or sexually-suggestive objects or images
- Can occur in person or through electronic communication and include cyber-harassment/bullying

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Anti-Harassment Policy Directive 2018-02



- Sexual harassment is a form of sex discrimination that includes unwelcomed sexual advances, requests for sexual favors, and other conduct of a sexual nature when:
 - Submission to the conduct is made either explicit or implicitly a condition of employment
 - Submission to or rejection of the conduct is used as a basis for employment decision
 - The conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive work environment

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**Notification and Federal Employee
Antidiscrimination and Retaliation Act of 2002
(No FEAR Act)
Pub. L. 107-174**

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No FEAR Act

- Congress enacted Public Law 107-174 on 15 May 2002
- Require that Federal agencies
 - be accountable for violations of antidiscrimination and whistleblower protection laws
 - post on its public website quarterly statistical data relating to the agency's EEO complaints
 - inform Federal employees of the rights and protections available under the Federal antidiscrimination, whistleblower protection and retaliation laws

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Antidiscrimination Law

A Federal agency cannot discriminate against an employee or applicant based on race, color, religion, gender, national origin, age, disability, marital status or political affiliation

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Whistleblower Protection Laws

A Federal employee with authority to take, direct others to take, recommend or approve any personnel action must not use that authority to take or fail to take, or threaten to take or fail to take, a personnel action against an employee or applicant because of disclosure of information by that individual that is reasonably believed to evidence ***violations of laws, rules or regulations; gross mismanagement; gross waste of funds; an abuse of authority, or a substantial and specific danger to public health or safety***, unless disclosure of such information is specifically prohibited by law and such information is specifically required by Executive order to be kept secret in the interest of national defense or the conduct of foreign affairs

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Whistleblower Protection Laws (cont)



Retaliation against an employee or applicant for making a protected disclosure is prohibited by 5 U.S.C. 2302(b)(8).

If an employee/applicant feels that they have been the victim of whistleblower retaliation, the employee/applicant may file a written complaint (Form OSC-11) with the U.S. Office of Special Counsel at 1730 M Street NW., Suite 218, Wash, DC 20036-4505 or online through the OSC website.

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Retaliation Laws

A Federal agency cannot retaliate against an employee or applicant because the individual exercises his or her rights under any of the Federal antidiscrimination or whistleblower protection laws

If an employee/applicant believes that he/she is a victim of retaliation for engaging in protected activity, the employee/applicant must follow, as appropriate, the procedures described in the Antidiscrimination Law and Whistleblower Protection Laws or the administrative or negotiated grievance procedures in order to pursue any legal remedy

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Disciplinary Actions

Under the existing laws, each agency retains the right, where appropriate, to discipline a Federal employee who has engaged in discriminatory or retaliatory conduct, up to and including removal. Agencies must seek approval from the Special Counsel to discipline employees for, among other activities, engaging in prohibited retaliation.

Nothing in the No FEAR Act alters existing laws or permits an agency to take unfounded disciplinary action against a Federal employee or to violate the procedural rights of a Federal employee who has been accused of discrimination.

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Additional Information

Additional information regarding Federal antidiscrimination, whistleblower protection and retaliation laws can be found on the Equal Employment Opportunity Commission (EEOC) website at www.eeoc.gov and on the Office of Special Counsel (OSC) website at <https://osc.gov>

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No FEAR Act Required Training

- Training required annually for all Federal non-dual status technicians (Title 5) and supervisors – to include supervisors in an AGR or dual/non-dual status technician status
- Training required every two years for all other full-time personnel (AGR and dual status technicians)
- Training required no later than 90 days after effective date of hire for newly hired technicians and AGR employees

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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)

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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

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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

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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)

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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

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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>

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Point of Contact



HING SEEM	Shirley Bryant
Office Phone Number	808-672-1303
Email	shirley.n.bryant.mil@mail.mil
Public Website	http://dod.hawaii.gov/seem/seem-manager/
Share Point Website	https://ngcaportal.ng.army.mil/sites/eo_eo/default.aspx

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Final Comments

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HRO Resources & Contact Page

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