



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



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.



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

HAWAII NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO)

HRO
COL Pamela Ellison
AGR

Deputy HRO
Tech Branch Chief
Mr. John Yim
GS-0201-13

AGR Branch Chief
MAJ James Kanoholani
AGR

SEEM
Ms. Shirley Bryant
GS-0301-12

TECH BRANCH

AGR BRANCH

TECH EE OFFICE

Acting Supv HR Specialist (SHRS)
Mr. Jacob Tokunaga
GS-0201-12

SHRS Employees Benefits
CMSgt Richard Costa Jr.
AGR-AIR

HR Specialist (Labor Rel)
VACANT
GS-0201-12

Management Analyst
Ms. Lisa Dias
GS-0343-11

HR Specialist (HRIS)
Mr. Melvin Masaki
GS0201-11

HR Spec(HR Development)
Mrs. Sandra Staunton
GS-0201-11

HR Specialist (Classification)
VACANT
GS-0201-12

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

HR Specialist (Emp Benefits)
Mrs. Noelani DE Silva
GS-0201-11

HRS (Personnel Support)
GS-0343-11
CPT Beth D'Atri

HR NCOIC - AIR
SMSgt Shane Gaines
AGR OTOT

HR NCOIC-ARMY
SFC Hazel Donato
AGR

HR NCO-ARMY
SFC Minerva Manuel
AGR

HR NCO - AIR
SSgt Jenalyn Arnold
AGR OTOT

HR Specialist (Classification/
HRS(IS)
TSgt Tiffany Hutchison
AGR OTOT

HR Specialist
Mrs. Gretchen Molina
GS-0203-09

HR Assistant
SSgt Leanna-Marie Sanchez-
Abella
AGR OTOT

HR Assistant
Vacant
GS-0203-07

HR Assistant
Ms. Charlene Pasion
GS-0203-07

OWCP/HR Specialist
Ms. Jasmine Imanil
GS-0203-09

HR Specialist
Ms. Jessica D'Amato
GS-0201-09

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

HR Assistant
Ms. Charla Quiambao
GS-0203-07

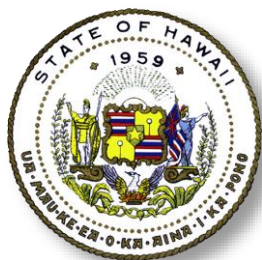
HR Assistant
Ms. Crystal Fujimoto
GS-0203-06

HR Assistant
TSgt Jacelyn Caramonte
AGR OTOT

HRO HIANG REMOTE

HRO HIANG Remote - AIR
TSgt Marco Mendez
AGR

HAWAII NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO)



**State Adjutant
General**

**Director,
HI-Emergency
Management
Agency**

**Homeland
Security Advisor**

Maj. Gen. Kenneth S. Hara

UNCLASSIFIED

STATE ORG CHART



UNCLASSIFIED

UNCLASSIFIED

HIARNG ORG CHART



UNCLASSIFIED

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HIARNG LOCATIONS



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HIANG LOCATIONS



UNCLASSIFIED



Employee Benefits



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



Contact Us



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- Human Resources Specialist (Employee Benefits/Retirements)
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- Human Resources Specialist/ Injury Compensation Program Administrator (ICPA)
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- Human Resources Assistant (Benefits)
crystal.m.fujimoto.civ@mail.mil
- SSgt Sanchez-Abella, Leanna-Marie, 808-672-1232
- Human Resources Assistant (Benefits)
leanna-marie.sanchez-abella@us.af.mil



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>



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/RJdnmdNmHMI>

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



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

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



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

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

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



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/newemployeefederalbenefits.pdf>

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



TRICARE Reserve Select

<https://tricare.mil/TRS>



TRICARE® Choices for
National Guard and Reserve

☆ HEALTH CARE OPTIONS

⤴ Not Activated

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.



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>



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





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 period. **ACT NOW BEFORE SPECIAL**

**NATIONAL GUARD ASSOCIATION OF THE UNITED STATES
OPEN ENROLLMENT FORM**

Name (First, Middle Initial, Last) Sex M F Tech AGR State EE
Address City ST ZIP Age Date of Birth
Date of Employment
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 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
Technician \$25,000 \$50,000 \$150,000 \$250,000 Other Amount: _____
Spouse \$25,000 \$50,000 \$150,000 \$250,000 Other Amount: _____
Child(ren) per child \$5,000 \$10,000

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 \$33,999 \$34,000 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	Transmittal number HRO	1st payroll deduction
Deduction amount	Effective date	month / day / year		Consec. no.

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 25 if a full time student at an accredited educational institution)

First	Middle	Last	Date of Birth	
			month / day / year	<input type="checkbox"/> Yes <input type="checkbox"/> No
			month / day / year	<input type="checkbox"/> Yes <input type="checkbox"/> No
			month / day / year	<input type="checkbox"/> New Coverage <input type="checkbox"/> Additional

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

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

Signature _____ Date _____

Rate Table:

Yearly Deductions	Benefit	Rate	Check item
Under 40	\$10,000	\$10.00	<input type="checkbox"/>
40-49	\$15,000	\$16.00	<input type="checkbox"/>
50-59	\$20,000	\$24.00	<input type="checkbox"/>
60-69	\$25,000	\$32.00	<input type="checkbox"/>
70-79	\$30,000	\$40.00	<input type="checkbox"/>
80-89	\$35,000	\$48.00	<input type="checkbox"/>
90-99	\$40,000	\$56.00	<input type="checkbox"/>

Rate - \$10,000 per child (\$1.40)

If the insured parent, such insurance, I will become a Member actions for the premiums. I direct that all or part of the National Guard Association shall be incurred because of information on and Supplemental Disability Coverage if you for your selected coverage must begin your HRO. Date _____

8-Sep-11 11:59 09062011

NGAUS WEBSITE:

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



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

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.



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



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








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	HEALTH INSURANCE PROTECTION
<p>You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:</p> <ul style="list-style-type: none"> ☆ 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. <p>If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.</p>	<ul style="list-style-type: none"> ☆ 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.
<p>RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION</p> <p>If you:</p> <ul style="list-style-type: none"> ☆ 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; <p>then an employer may not deny you:</p> <ul style="list-style-type: none"> ☆ initial employment; ☆ reemployment; ☆ retention in employment; ☆ promotion; or ☆ any benefit of employment <p>because of this status.</p> <p>In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.</p>	<p>ENFORCEMENT</p> <ul style="list-style-type: none"> ☆ 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.


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




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



U.S. Department of Justice



Office of Special Counsel



1-800-336-4990

Publication Date — April 2017

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

Policies



Employment Outside HING

NEIL ABERCROMBIE
GOVERNOR

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4485

DARRYLL D.M. WONG
MAJOR GENERAL
ADJUTANT GENERAL

JOSEPH K. KIM
BRIGADIER GENERAL
DEPUTY ADJUTANT GENERAL

NGHI-HRO JUN 19 2012

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

SUBJECT: Policy for Employment Outside the Hawaii National Guard

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

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



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



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.

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

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)



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

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](#)

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



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



HR (Information Systems)

Mel K. Masaki

Human Resources Specialist (Information Systems)

808-672-1245

melvin.k.masaki.civ@mail.mil



Objectives

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



Key Systems



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



MyBiz+
for Managers and Supervisors



Key Features

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



MyBiz+

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

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



MyBiz+

- To get started with MyBiz+, visit the DCPDS Portal located at:
 - <https://compo.dcpds.cpms.osd.mil>
- Follow the instructions contained in the MyBiz+ Guide located on the State DoD HRO website:
 - https://dod.hawaii.gov/hro/files/2015/04/MyBizfor-Managers-and-Supervisors-Users-Guide_4-May-2015.pdf



MyBiz+



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

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

Welcome, Test Account The information is current as of 06-Jan-2015

Notifications

Read/Unread	Title	Start Date
No Notifications At This Time		

* You have no unread notifications.

Home \$ * * * * *

[★ 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:	382.91
Pay Period End Date:	01-Mar-2014

Insurance

Health Insurance:	Blue Cross and Blue Shield (10)
Life Insurance:	Basic only

Professional Development Manage My Views

Education:
Pharmaceutical Marketing and Management (512011)
Bachelor's degree - (2011)

Training:
INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014)

Certification/Licenses:
No Certificates/Licenses Available

Last Personnel Action

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

Detail Pages

[Personnel](#)
[Pay, Leave and Benefits](#)
[Professional Development](#)
[Position](#)
[Performance](#)
[Reports](#)
[My Team](#)

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



MyBiz+



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

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

Notifications

Read/Unread	Title	Start Date
No Notifications At This Time		

* You have no unread notifications.

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

Home 🔍 🏠 📄 📅 📧 📞

★ [Provide Feedback](#) **5**

Key Services

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

\$ Leave

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

\$ Pay

Gross Pay:	654.85
Net Pay:	392.91
Pay Period End Date:	01-Mar-2014

\$ Insurance

Health Insurance:	Blue Cross and Blue Shield (10)
Life Insurance:	Basic Only

Professional Development Manage My Views **7**

Education:
Pharmaceutical Marketing and Management (5/2011)
Bachelor's degree - (2011)

Training:
INTRO TO MARKETING (14-Jul-2014 - 18-Jul-2014)

Certification/Licenses:
No Certificates/Licenses Available

Last Personnel Action

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

6

8

9

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

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



MyBiz+

☐ Key Services

[MyPerformance](#)

[My Workplace](#)

[Manager Functions](#)

[Performance Management and Appraisal](#)

[Apply Action\(s\) to Multiple Employees](#)

[Manage Trusted Agent Authorization](#)

[View/Print Performance Management Reports](#)

[View Previous Requests](#)

[CIV Fill Request Status](#)

[Request Employment Verification](#)

[Civilian Career Report](#)

[Update Contact Information](#)

[Update Professional Development](#)

[Retrieve SF50](#)

[Update MySupervisor / MyTeam](#)

[Hiring Manager's Toolkit](#)



MyBiz+



Other DCPDS Applications

★ Favorites

Customer Support

Help

Logout

SELF HELP

- MyBiz+ Overview Simulation
- Manage My Views Simulation
- Employment Verification Simulation
- MyBiz+ for Managers and Supervisors Simulation
- MyBiz+ User Guide
- MyBiz+ for Managers and Supervisors User Guide
- MyBiz+ for External and Military Managers and Supervisors User Guide
- Manage My Views User Guide
- Request Hierarchy Assistance User Guide
(for DFAS, DLA and NG employees only)

FEEDBACK

- MyBiz+ Feedback Page

About DCPDS

About MyBiz+

System Help Desk Contacts

ACCESSIBILITY

- Screen Reader Mode (Alt + j)



My Views TIP

267.00
407.00
147.00

Plan (11)

\$ Pay



electronic Official Personnel Folder (eOPF)



Key Features

- Released to the field on 1 February 2016
- Replaces the paper Official Personnel Folder (OPF) and provides access through a secure internet connection
- Eliminates the loss of an employee's paper OPF in filing and routing
- Complies with the Office Personnel Management (OPM) and federally mandated HR employee record management regulations
- Similar to the Interactive Personnel Electronic Records Management System (iPERMS) and the Personnel Records Display Application (PRDA)



electronic Official Personnel Folder (eOPF)



- To get started with eOPF, go to:
 - <https://eopf.opm.gov/nationalguard/>
- Follow the instructions contained in the User Guide v5.0.2s for Employee at the following website:
 - <https://dod.hawaii.gov/hro/files/2015/04/User-Guide-v5.0.2s-for-Employee.pdf>



electronic Official Personnel Folder (eOPF)



Office of Personnel Management
eOPF

a New Day for Federal Service

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

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

Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Privacy Policy](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Rules of Behavior](#), and you consent to secure testing and monitoring.

NATGUARD :: eOPF v5.0.3 is now available




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



electronic Official Personnel Folder (eOPF)




 Office of Personnel Management
eOPF

a New Day for Federal Service

PIV or CAC Card

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



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.



electronic Official Personnel Folder (eOPF)

User Name: MASAHI, MELVIN

[Help](#)

[FAQ](#)

[Home](#)

Welcome to the eOPF System

Introduction :

The eOPF System contains electronic copies of the documents that make up your Official Personnel File. This self-service tool enables you to electronically view and print your OPF documents. If you have questions concerning the technical aspects of the eOPF, email the NGB eOPF Help Desk at ng.ncr.arng.mbx.ngb-ngeopf-helpdesk@mail.mil. 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).



electronic Official Personnel Folder (eOPF)

User Name: MASAKI, MELVIN

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

eOPF - Folder View :

Reason: View: View without watermark[Show All Docs](#)[Cancel](#)

1 folder(s) returned.

Latest Eff. Date	PO ID	Org Code	Activity Code	Folder Status	Open	Add Doc	Show All Docs	Emergency Data	Clip Folder
09/15/2017	3346	TOARW&APAA172	0	ACTIVE					

67 document(s) returned for: MASAKI, MELVIN

Form Number	Effective Date	Form Description	Type	NOA Code 1	Side	Create Date	View	Add to Clip	Instr Page
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
Go to Settings



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



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)



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 GRB 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

A circular logo with a yellow background and a green border, containing 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.



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: ██████████
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
📄	Federal Employees Health Benefits (FEHB) Program
📄	Medicare
📄	New Employee Benefits Orientation
📄	Federal Employees Health Benefits (FEHB) Program

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



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

Traditional:	\$0.00
Roth:	\$0.00
Total:	\$0.00

Retrieve/Enter my TSP Info 📄

Estimated Value

Single Life Monthly Annuity:	\$0.00
------------------------------	--------

Project TSP Account 📄

Loan Calculator 📄

Withdrawal Calculator 📄

Investment Funds

Fund	Allocation	Traditional Balance	Roth Balance
G Fund	0.00 %	\$0.00	\$0.00
F Fund	0.00 %	\$0.00	\$0.00
C Fund	0.00 %	\$0.00	\$0.00
S Fund	0.00 %	\$0.00	\$0.00
I Fund	0.00 %	\$0.00	\$0.00
L 2050 Fund	0.00 %	\$0.00	\$0.00
L 2040 Fund	0.00 %	\$0.00	\$0.00
L 2030 Fund	0.00 %	\$0.00	\$0.00
L 2020 Fund	0.00 %	\$0.00	\$0.00
L Income Fund	0.00 %	\$0.00	\$0.00

Contributions per Pay Period

Employee

Traditional:	██████████
Roth:	██████████
Traditional Catch-up:	\$0.00
Roth Catch-up:	\$0.00

Agency

Traditional:	██████████
--------------	------------

Total:

Contributions Calculator 📄

Transactions

Entered	Effective	Type	Status

Submit a TSP Transaction +

Resources

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 +”.**



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

FEGLI Code: C0
 Basic Life Insurance: Yes
 Option A Standard: No
 Option B Additional: No
 Option C Family: No

[Calculate FEGLI Premiums](#)

Coverage Amounts

On Your Life
 Basic Life Insurance:
 Option A Standard:
 Option B Additional:
 Accidental Death - Basic:
 Accidental Death - Option A:
On Family Member's Life - Option C
 Spouse:
 Dependent Child:

Premiums per Pay period

Basic Life Insurance:
 Option A Standard:
 Option B Additional:
 Option C Family:
 Total:

Transactions

Entered	Effective	Type	Status

[Submit a FEGLI Transaction +](#)

Resources

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

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



myPay


[ACCESSIBILITY/SECTION 508](#)
[SECURITY](#)
[FAQ](#)
[QUICK LINKS](#)
[CONTACT US](#)

STAY CONNECTED WITH DFAS



Welcome

myPay



Simpler | Streamlined | Mobile-Friendly



Sign In


 Login ID

 Password

[Forgot your Login ID?](#)
[Forgot or Need a Password?](#)


Smart Card Login

DoD CAC | PIV

(Insert Card First)



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”.



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**

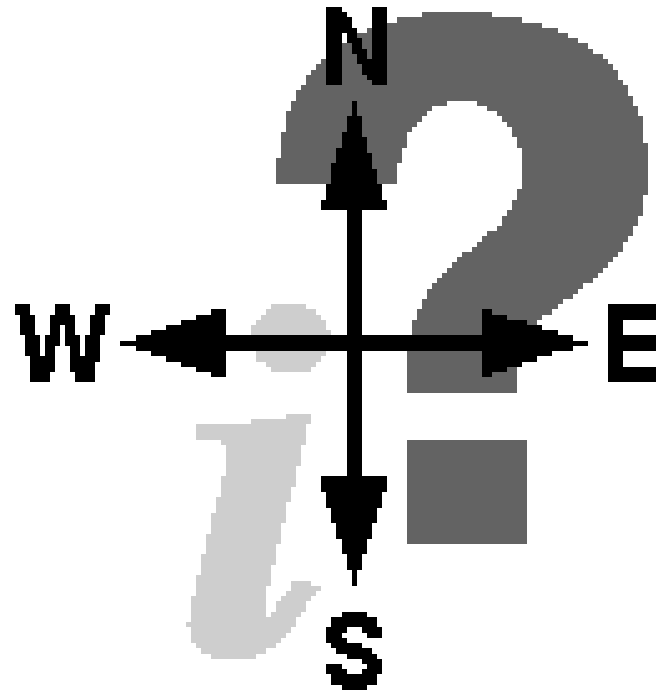
WARNING

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".**



Questions



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

Human Resources Development & Training

HR Specialist (HR Development)

Mrs. Sandra Staunton

808-672-1321

Sandra.m.staunton2.civ@mail.mail



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



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



Training Resources



Professional Education Center (Air and Army Guard)

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

GKO

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

Defense Acquisition University (DAU)

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

Army Civilian Training, Education and Development System (ACTEDS)

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

Office of Personnel Management (OPM)

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

Graduate School USA

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

Army e-Learning Program

https://www.dls.army.mil/Army_e-Learning.html

Army Training Requirements & Resources System (ATRRS)

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

Air University

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



Training Request



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

https://www.opm.gov/forms/pdf_fill/sf182.pdf



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



DTS Profile

Every T32 employee should have (2) DTS profile built

- G and NON G

ARMY:

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

AIR

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



DTS Profile

Logged In As: JOEY C MARIANO

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



Defense Travel System
A New Era of Government Travel

Logoff

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

Welcome JOEY C MARIANO

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

[Reset Profile](#)

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

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Center

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

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

What's New in DTS

[Back to Top](#)



DTS Profile



Defense Travel System
A New Era of Government Travel

User Activation

Your user account needs to be activated.

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

Enter Social Security Number:

Reenter Social Security Number:

Reserve/National Guard:

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

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

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



Individual Development Plan (IDP)



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

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



IDP Sample

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

1. NAME Joey Mariano		2. SSN	3. POSITION TITLE HRDS		4. PAY PLAN, SERIES, AND GRADE GS-201-11
5. INITIAL/UPDATE Initial		6. PERIOD COVERED FY 17		7. LAST UPDATED	
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	



Performance Appraisal System



Log In

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



Performance Management

- Permanent Employee (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/>



Performance Appraisal System



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



Performance Appraisal System



- **Level 5 - Outstanding**

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

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

Any performance element rated as a “1”.



Performance Improvement Plan



Performance Improvement Plan (PIP)

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



Types of Awards

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



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



Agenda

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



Labor Relations

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

National Guard Technician Program



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

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)



Union

PRIVATE SECTOR

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

PUBLIC SECTOR

- * Working Conditions

Examples of working condition items:

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



BUE vs Non BUE



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



AFGE 1213/NATCA

- Negotiated Agreement
 - Contract between the Adjutant General, State of Hawaii
 - Block 37 of your SF50 Personnel Action
 - American Federations of Government Employees (AFGE) Local 1213
BUS Code: [NG5026\(Army\)](#) [NG5028 \(Air\)](#)
 - National Air Traffic Controllers Association AFL/CIO (NATCA)
 - POC for AFGE (Army/Air): 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



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



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



Non-Disciplinary Actions TPR 715

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



Non-Disciplinary Actions TPR 715

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



Failure to Meet a Condition of Employment

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



Voluntary Actions



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



Discipline and Adverse Action Technician Personnel Regulation (TPR 752)



Supervisor Responsibility

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



Informal/Formal/Adverse Actions

Non-Disciplinary (Pre-Disciplinary)

- Counseling
 - Oral
- Admonitions
 - Written in Work Folder

Disciplinary

- Letter of Reprimand
 - Grievable but not appealable

Adverse Actions

- Suspension without pay
- Reduction to lower grade
- Removal



5 STEP ADVERSE ACTIONS PROCESS

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

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



Merit System Protection Board (MSPB)

SUBJECT MATTER JURISDICTION (APPELLATE)

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



What is a Grievance



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



LEAVE ADMINISTRATION



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



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



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)



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



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



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



SICK LEAVE



- Accrual rates

- All full-time: 4 hours/pay period



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



SICK LEAVE

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



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



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



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



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



ABSENT-UNIFORMED SERVICE (AUS)

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



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

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



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

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)



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



ABSENCE WITHOUT LEAVE (AWOL)

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



Questions



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

UNCLASSIFIED



Topics

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



Federal Laws

- Title VII, Civil Rights Act of 1964
 - The Pregnancy Disability Act of 1978
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967
- The Rehabilitation Act of 1973
- Civil Rights Act of 1991
- No FEAR Act of 2002
- The Genetic Information Nondiscrimination Act of 2008



EEO Policy Directive 2020-02



- 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



EEO Policy Directive 2020-02



- 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



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



Anti-Harassment Policy

Directive 2018-02



- Harassment is any unwelcome conduct (verbal or physical) based on race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information.
- Harassment becomes unlawful 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
- Offensive conduct may include offensive jokes 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 offensive objects or images
- Can occur in person or through electronic communication and include cyber-harassment/bullying



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



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



No FEAR Act



- Congress enacted Public Law 107-174 on 15 May 2002
- Requires Federal agencies to:
 - Inform Federal employees of their rights and protections available under the Federal antidiscrimination, whistleblower protection and retaliation laws
 - Be accountable for violations of antidiscrimination and whistleblower protection laws
 - Post quarterly information on EEO complaints on its public website and annually report to Congress



Antidiscrimination Law

A Federal agency cannot discriminate against an employee or applicant with respect to the terms, conditions or privileges of employment on the basis of race, color, religion, gender, national origin, age, disability, marital status or political affiliation



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



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, (800) 872-9855 (toll free) or (202) 652-7188 or online through the OSC website.



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



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.



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*



EEO Complaint Process



- The right to pursue a complaint of discrimination is established by law
- Complaint process is a way of attempting to resolve EEO concerns at the lowest level possible
- Consists of informal (pre-complaint), formal complaint process, Hearing, final agency decision, appeal and lawsuit



Basis for an EEO Complaint



- Race
- Color
- Religion
- Sex
- Age
- National Origin
- Disability
- Genetic Information
- Reprisal



Issues in an EEO Complaint



- Appointment/Hire
- Assignment of Duties
- Termination
- Promotion or Non-selection
- Harassment-Sexual/Non-sexual
- Duty Hours
- Disciplinary Actions (Demotion/suspension, etc)
- Time and Attendance



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
- Advise complainants of his/her rights and responsibilities
- Identify basis and issues
- Conduct limited inquiries into alleged discrimination, interview witness(s)
- Attempt resolution of complaints



Alternate Dispute Resolution (ADR)/ Mediation



- Neutral third party, assists the disputing parties to reach resolution through meaningful and constructive dialogue
- 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



Complainant's Rights



- Reasonable amount of on-the-clock time, called official time, for counseling and other activities involved in the complaint process
- Representative of his/her choosing during counseling and throughout the complaint process
- EEO counselor or EEO official may not serve as a representative



Rights of the Accused



- Be represented by a person of his/her choosing at any step in the process
- Offer testimony at the hearing and court
- Suggest witness(s) who may substantiate or refute the allegations
- Receive administrative time to prepare personal response
- File an administrative or union grievance (depending on type of employee and whether a recognized union contract is in place), appeal (depending on the discipline), or complaint



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 the alternate dispute resolution (ADR) process is offered, 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 formal complaint



EEO Formal Complaint Process



- Upon receipt of formal complaint, the agency will determine if case should be dismissed for procedural reasons (claim filed late) or conduct an investigation
- Agency has 180 days from receipt of formal complaint to complete investigation
- Agency will issue notice giving complainant two options
 - Request a hearing before an EEOC Administrative Judge
 - File an appeal of the Agency's Final Order
 - Request agency issue a final decision as to whether the discrimination occurred
- File a lawsuit



Resources

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



Point of Contact

HING SEEM	Shirley Bryant
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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



Final Comments



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