



# 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.

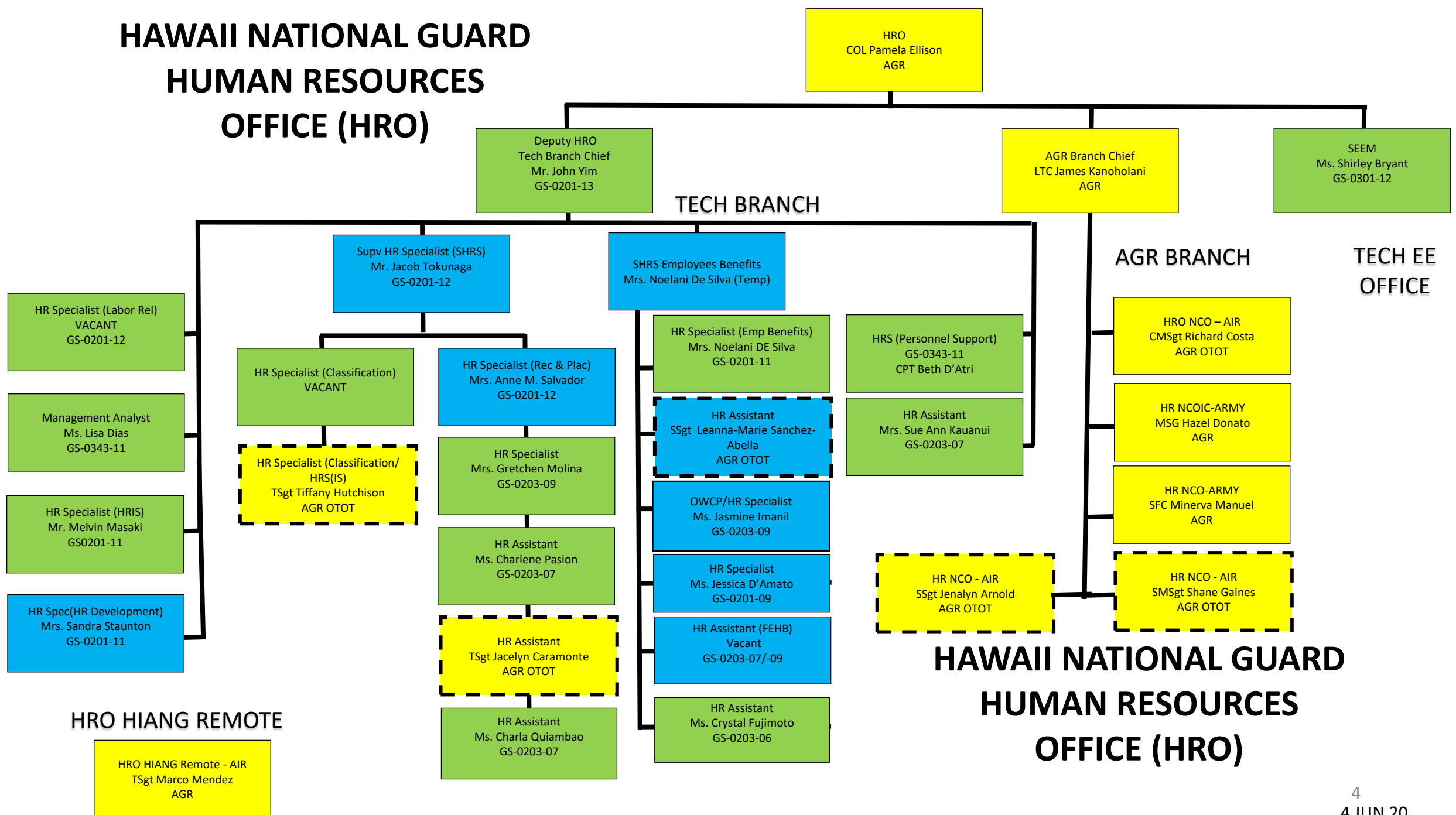
The office serves as The Adjutant General's single point of control for managing and administering the Hawaii Army National Guard and the Hawaii Air National Guard full-time personnel programs.



# 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)





**State Adjutant  
General**

**Director,  
HI-Emergency  
Management  
Agency**

**Homeland  
Security Advisor**

**Maj. Gen. Kenneth S. Hara**





# Office of the Governor

## Hawaii State Department of Defense

### HING Joint Staff

**Hawaii  
Army National  
Guard**

**Hawaii  
Air  
National Guard**

**Hawaii  
Emergency  
Management  
Agency**

**Office  
of  
Veterans'  
Services**

**HING  
Youth  
*ChalleN*Ge  
Academy**

**Office  
of  
Homeland  
Security**





# Hawaii Army National Guard

29th Infantry Brigade  
Combat Team



103rd Troop Command



298th Regiment, Multi-  
Functional Training  
Regiment



# Hawaii Army National Guard

*Organizational structure*



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

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

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

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

**Saipan**

**Guam**

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

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

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

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

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

Ord Trng Bde, RTS-M  
 UTES

**Diamond Head, Oahu**  
 HQ HING

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

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

**Anchorage, Alaska**  
 1-297 IN

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

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

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

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

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

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

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

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



# Unit Locations

*Hawaii Army National Guard*





# Hawaii Air National Guard



201st Air Operations  
Group

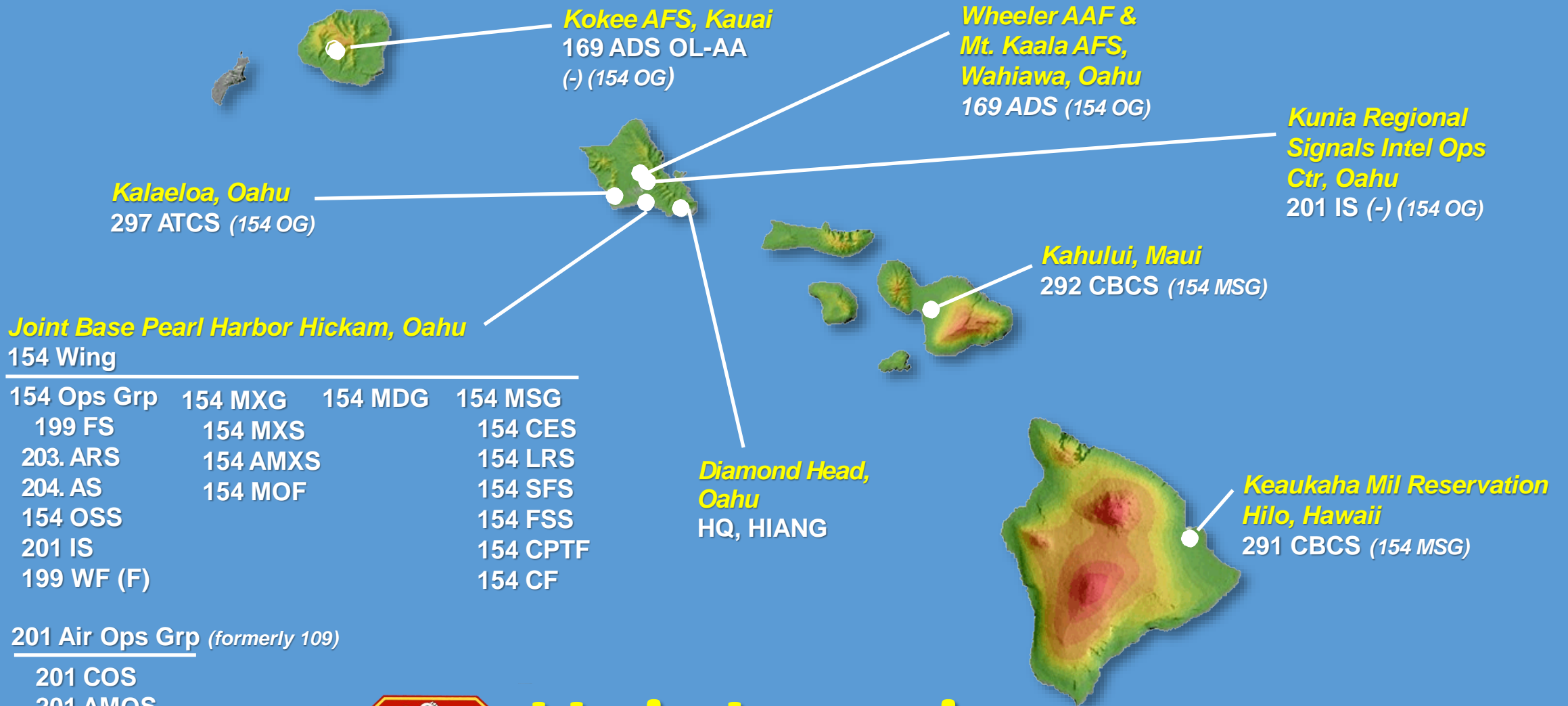
154th Wing

298th Air Defense  
Group



## Organizational Structure

*Hawaii Air National Guard*



# Unit Locations

## Hawaii Air National Guard



# Welcome to the Team!

- **T32 Dual Status Military Technician Program**
- **T5 National Guard Employees**
- **T32 Active Guard and Reserve (AGR)**



# Purpose of the Technician Program

**“Responsible for the administration and training of the National Guard and maintenance and repair of supplies and equipment of the National Guard.”**

## **Military Nature of a National Guard Technician**

- Day to day Technician Work (Position Descriptions)
- Drill with M-Day Unit
- Available for Mobilization





# National Guard Military Technicians

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 and
- wear the uniform appropriate for the member's grade and component of the armed forces.



## Unique Employee Status



National Guard Military Technicians are NOT the same as other federal employees

- Hybrid state-federal employees
- Hybrid military-civilian employees
- Outside the competitive service
- No Veterans' Preference rights
- Limited FLRA rights
- Considered state employees for USERRA purposes



## Effect of Military Separation

- If the Technician is separated from the National Guard or ceases to hold the military grade specified by the Secretary concerned for that position shall be promptly separated from the military (dual status/ Title 32) employment by the AG
- If the Technician fails to meet the military security standards established by the Secretary concerned for a member of a reserve component under his jurisdiction may be separated from employment as a military technician (dual status/ Title 32) and concurrently discharged from the National Guard



# Title 5 National Guard 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 based on eligible DD-214(s)





# Human Resources Office

- We are a customer service operation.
- Become familiar with our services.
- Call, stop in, email.
- Be responsive if we reach out to you.
- If you are a supervisor we should be on your speed dial.



## General Tips for Success

- Stay current with your training and education.
- Work with your supervisor – keep them informed.
- Stay positive, be productive, contribute to the success of your team.
- Come to work and work.
- Have fun.



# Employee Benefits



- Contact Information
- Resources
- Benefits
- Military Service Deposit
- USERRA
- Policies
- Worker's Compensation



# Contact Us



- CMSgt Richard Costa Jr., 808-672-1888  
- HRO-A AGR Program Manager/Benefits Supervisor  
[richard.w.costa.mil@mail.mil](mailto:richard.w.costa.mil@mail.mil)
- Mrs. Noelani DE Silva, 808-672-1231  
- Human Resources Specialist (Employee Benefits/Retirements)  
[noelani.m.desilva.mil@mail.mil](mailto:noelani.m.desilva.mil@mail.mil)
- Ms. Jessica D'Amato, 808-672-1229  
- Human Resources Specialist (Benefits)  
[jessica.m.damato2.mil@mail.mil](mailto:jessica.m.damato2.mil@mail.mil)
- Ms. Charla Quiambao, 808-672-1781  
- Human Resources Assistant (Benefits)  
[charla.l.quiambao.civ@mail.mil](mailto:charla.l.quiambao.civ@mail.mil)
- Ms. Jasmine Imanil, 808-672-1244/1238 (OWCP)  
- Human Resources Specialist/ Injury Compensation Program Administrator (ICPA)  
[jasmine.k.imanil.mil@mail.mil](mailto:jasmine.k.imanil.mil@mail.mil)
- Ms. Crystal Fujimoto, 808-672-1227  
- Human Resources Assistant (Benefits)  
[crystal.m.fujimoto.civ@mail.mil](mailto: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](mailto: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](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: LTCIP
- Thrift Savings Plan
- Employee Assistance Program

## Who is eligible?

- Permanent/ Indefinite and Temps with appointments over **90 days (FEHB Only)**



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



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



<https://youtu.be/RJdnmdNmHMI>

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



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

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



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

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

FEDVIP for Air enrollment agency is All Air Force Agencies – Stateside (97380100)

FEDVIP for Army enrollment agency is All Army Agencies – Stateside (97380800)

<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/newemployeebenefits.pdf>

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

NOTE: You cannot have dual FEHB coverage





# TRICARE Reserve Select

<https://tricare.mil/TRS>



## TRICARE® Choices for National Guard and Reserve

JANUARY 2018

HANDBOOK



TRICARE offers comprehensive, affordable health care, dental and pharmacy coverage to meet your changing needs.

	Your TRICARE Options by Sponsor Status	4
	Health Care Options	6
	Qualify for and Purchase TRS or TRR	11
	TRICARE Pharmacy Program	13
	TRICARE Dental Options	14

Welcome to  
**TRICARE**

## ★ 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.

### ✚ TRICARE RESERVE SELECT®

<b>Description</b>	<ul style="list-style-type: none"> <li>Premium-based health plan</li> <li>Coverage and costs for care similar to TRICARE Select for active duty family members (ADFMs)</li> </ul>
<b>Enrolling</b>	<ul style="list-style-type: none"> <li>Enrollment required (see the <i>Qualify for and Purchase TRS or TRR</i> section for guidance)</li> <li>Offers member-only and member-and-family coverage</li> <li>Initial two-month premium payment due with enrollment form</li> </ul>
<b>Costs</b>	<ul style="list-style-type: none"> <li>Monthly premiums, a yearly deductible and copayments or cost shares and catastrophic cap apply</li> </ul>
<b>Getting care</b>	<ul style="list-style-type: none"> <li>Get care from any TRICARE-authorized provider (network or non-network)</li> <li>Get care at a military hospital or clinic on a space-available basis</li> <li>No referrals required</li> <li>Some services require prior authorization</li> </ul>

### ✚ LINE OF DUTY CARE

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.

### 📖 HELPFUL TERMS

#### Premium

The amount you pay for a health care plan you purchased. Premiums apply to those using TRICARE Reserve Select, TRICARE Retired Reserve, TRICARE Young Adult and the Continued Health Care Benefit Program.

#### Yearly Deductible

A fixed amount you pay for covered services each calendar year before TRICARE pays anything.

#### Cost-Share

A percentage of the total cost of a covered health care service that you pay.

#### Copayment

The fixed amount those with TRICARE Prime (who aren't active ADSMs and ADFMs) or TRICARE Select pay for a covered health care service or drug.

#### Prior Authorization

A review of a requested health care service done by your regional contractor to see if the care will be covered by TRICARE. Check for services that need prior authorization by going to [www.tricare.mil](http://www.tricare.mil) or your regional contractor's website.

#### Calendar Year

The TRICARE calendar year is Jan. 1–Dec. 31.





# TRICARE Reserve Select

<https://tricare.mil/TRS>



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.



# 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

**ACT NOW BEFORE SPECIAL**

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

Name (Last, First, Middle Initial) \_\_\_\_\_ Sex ☐ M ☐ F Tech ☐ AGR ☐ State EE ☐  
Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Date of Employment \_\_\_\_\_  
Duty Station \_\_\_\_\_ 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 \_\_\_\_\_ Age \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_  
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 \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Employer \_\_\_\_\_ Occupation \_\_\_\_\_

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

**A. Term Life Insurance**

Amount Coverage	Rate
Technician <input type="checkbox"/> \$25,000 <input type="checkbox"/> \$50,000 <input type="checkbox"/> \$150,000 <input type="checkbox"/> \$250,000 Other Amount: _____	
Spouse <input type="checkbox"/> \$25,000 <input type="checkbox"/> \$50,000 <input type="checkbox"/> \$150,000 <input type="checkbox"/> \$250,000 Other Amount: _____	
Child(ren) per child <input type="checkbox"/> \$5,000 <input type="checkbox"/> \$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 \$20,000 ☐ \$20,000 to \$23,999 ☐ \$24,000 to \$25,999 ☐ \$26,000 to \$31,999 ☐ \$32,000 to \$39,999  
☐ \$40,000 to \$49,999 ☐ \$50,000 and over

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

**FOR OFFICE USE ONLY - Deduction amount for above coverages**

A	B	C	1st payroll deduction
Deduction amount	Effective date	Transmittal number HRO	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
_____	_____	_____	month / day / year
_____	_____	_____	month / day / year

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

• Term Life (Technician) \_\_\_\_\_  
• Term Life (Spouse) \_\_\_\_\_

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



# Military Service 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 Service 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.



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

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

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

U.S. Department of Justice

Office of Special Counsel

1-800-336-4590  
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

DARRYL D.M. WONG  
MAJOR GENERAL  
ADJUTANT GENERAL  
JOSEPH K. KIM  
BRIGADIER GENERAL  
DEPUTY ADJUTANT GENERAL

NGHI-HRO JUN 19 2012

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

SUBJECT: Policy for Employment Outside the Hawaii National Guard

- References.
  - 5 CFR §2635.802, Conflicting Outside Employment and Activities.
  - 5 CFR §2635.803, Prior Approval for Outside Employment and Activities.
  - DoD 5500.07-R, Joint Ethics Regulation, change 7, dated 17 November 2011.
  - TAG Memorandum, Ethics and Outside Employment, dated 3 March 2011.
- 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.
- 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.
- 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 1<sup>st</sup> 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 Fitness must be annotated in ATAPPS as administrative leave: LN, subcategory: PF

Menu | Logout | Help ?

Timekeeping: New Leave Request

Employee Information

Logged In As: [REDACTED]

UIC: W8APAA

[View Leave](#)

New Leave Request

Status: Not Submitted

Type Hours\*: LN - Administrative

From Date\*: 07/14/2020

From Time\*: Hours Minutes

To Date\*: 07/14/2020

To Time\*: Hours Minutes

Total Hours\*: Hours 0 Minutes 00

Purpose\*: PF - Physical Fitness

Other:

☐ I hereby invoke my entitlement to family and medical leave.



# 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)



# 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



## 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 26<sup>th</sup> 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



# 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

[HOME](#)[FORMS](#)[DOCUMENTS](#)[HELP](#)

## 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).

### 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.

[UPLOAD DOCUMENTS](#)

#### Medical Providers:

- Only medical reports can be submitted in ECOMP.



Do not upload bills in ECOMP as they will not be processed.

- Easily submit medical bills *and* reports in one electronic transaction using our **free** Direct Data Entry or Secure FTP. Refer to this [Quick Guide](#) for detailed steps. Learn all your options by clicking [here](#).

### Need to file a form?

Register for an account or sign in to get started!

#### Sign In

Email or Username

Password

[SIGN IN](#)[Forgot password?](#)

Need an account? [Register](#)

Track status of form or document

Enter ECN or DCN

[TRACK STATUS](#)

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



# *HRS (Information Systems)*

Mel K. Masaki

Human Resources Specialist (Information Systems)

808-672-1245

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



## *Objectives*

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



## *Key Systems*



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



*MyBiz+*





## *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](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

Other DCPDS Applications - Favorites - Help - Logout

**Notifications**

Read/Unread	Title	Start Date
No Notifications At This Time		

You have no unread notifications.








**Key Services**

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

**Leave**

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

**Detail Pages**

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

**\$ Pay**

Gross Pay:	654.85
Net Pay:	382.91
Pay Period End Date:	01-Mar-2014

**\$ Insurance**

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

**Professional Development**

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

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

Certification/Licenses:  
No Certificates/Licenses Available

**Last Personnel Action**

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

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		

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

**Home** [Provide Feedback](#)

**Key Services**

- Performance Management and Appraisals
- My Workplace
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- Retrieve SF-50
- Update MySupervisor / MyTeam

**\$ Leave**

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

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

**Detail Pages**

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.  
  
  
LOGIN WITH YOUR  
**PIV OR CAC**

**NATGUARD :: eOPF v5.0.4**  
Enter your eOPF ID and Password to log in.  
  
eOPF ID:  
  
  
PASSWORD:  
  
  
**SUBMIT** **CLEAR**  
[Request a New Password](#)  
[Request Your eOPF ID](#)

Login Help | Login FAQs | Contact eOPF Helpdesk

eOPF Server - 05408

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

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

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





## *electronic Official Personnel Folder (eOPF)*

User Name: MASAHI, MELVIN

[Help](#)

[FAQ](#)

[Home](#)

### Welcome to the eOPF System

#### Introduction :

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

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

Welcome to the National Guard eOPF!

#### User Info:

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

Total Login Count: 269

Password will expire in: 44 day(s).



# electronic Official Personnel Folder (eOPF)

User Name: MASAKI, MELVIN

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

## eOPF - Folder View :

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

1 folder(s) returned.

Latest Eff. Date	PO ID	Org Code	Activity Code	Folder Status	Open	Add Doc	Show All Docs	Emergency Data	Clip Folder
09/15/2017	3346	TOARW8APAA172	0	ACTIVE					

67 document(s) returned for: MASAKI, MELVIN

Form Number	Effective Date	Form Description	Type	NOA Code 1	Side	Create Date	View	Add to Clip	Instr Page
<a href="#">DG 61</a>	09/15/2017	SCD WORKSHEET	BENEFITS		Permanent	09/15/2017			
<a href="#">DG 66</a>	08/30/2017	RECORD FOR PAYMENTS IN FULL FOR MILITARY DEPOSITS	BENEFITS		Permanent	09/14/2017			
<a href="#">TSP 1</a>	08/20/2017	THRIFT SAVING PLAN ELECTION	BENEFITS		Permanent	08/21/2017			
<a href="#">SF 50</a>	08/06/2017	NOTIFICATION OF PERSONNEL ACTION	REG WRI	893	Permanent	08/07/2017			
<a href="#">SF 52</a>	08/06/2017	REQUEST FOR PERSONNEL ACTION	REG WRI	893	SF 52	08/07/2017			
<a href="#">TSP 1</a>	04/16/2017	THRIFT SAVING PLAN ELECTION	BENEFITS		Permanent	04/17/2017			
<a href="#">SF 50</a>	01/08/2017	NOTIFICATION OF PERSONNEL ACTION	GEN ADJ	894	Permanent	01/12/2017			
<a href="#">SF 52</a>	01/08/2017	REQUEST FOR PERSONNEL ACTION	GEN ADJ	894	SF 52	01/11/2017			
<a href="#">SF 3108</a>	10/03/2016	APPLICATION TO MAKE SERVICE CREDIT PAYMENT FOR CIVILIAN	BENEFITS		Permanent	10/03/2016			

Activate W  
Go to Settings




***Army Benefits Center – Civilian (ABC-C)  
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)




 Civilian Human Resources Agency - Army Benefits Center - Civilian

 **Benefits**  
Find answers to your benefits questions

 **ICE**  
Tell us how we are doing!

 **About Us**  
Learn about the ABC-C

 **Contact Us**  
Contact a Specialist

### Our ABC-C Mission

In light of COVID-19, the ABC-C remains committed to taking care of our employees and customers. GRB Platform is available for employees to make quick and easy benefits transactions and run retirement calculations. Our Benefits Specialists are available Monday through Thursday, from 8:00 a.m. to 4:00 p.m. CT, to answer any questions you may have. Callers should anticipate longer wait times. For your convenience, we have created additional inquiry emails accessible through the Contact Us link above.





Thank you for your patience!

#### Information on the Coronavirus (COVID-19)

#### ABC-C Benefit Topics

- Civilian Death-in-Service
- Forms


#### ABC-C Status

 <b>Phone Center</b>  Closed Please see our <b>Contact Us</b> page for our operating hours.	 <b>GRB Platform</b>  Fully Operational GRB Platform is <b>operational</b> for your convenience.
--	--

#### Announcements

#### Follow Us

- Facebook
- Twitter
- YouTube

 **Login to GRB Platform**

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



## 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 : 1.2.117.12 - 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 Insurance Flexible Spending Accounts Social Security

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# Federal Employee's Health Benefits (FEHB)

GRB Platform

MENU

TOTAL COMPENSATION STATEMENT

## Federal Employees' Health Benefits (FEHB) Program

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

### Current FEHB Enrollment

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

### Premium per Pay Period

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

### Plan Details

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

### Transactions

Entered	Effective	Type	Status

[Submit a FEHB Transaction +](#)

### Resources

Type	Description
	Federal Employees Health Benefits (FEHB) Program
	Medicare
	New Employee Benefits Orientation
	Federal Employees Health Benefits (FEHB) Program

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User: 1179673955 | [Logout](#)

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



# GRB Platform Landing Page



GRB Platform : 1.2.117.12 - 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 Insurance Flexible Spending Accounts Social Security

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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

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



# GRB Platform Landing Page



GRB Platform : 1.2.117.12 - 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 Insurance Flexible Spending Accounts Social Security

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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



Simpler | Streamlined | Mobile-Friendly

● ○ ○ ○ ○

### 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

## Sign In

Sign In

[Forgot your Login ID?](#)

[Forgot or Need a Password?](#)

**Smart Card Login**  
DoD CAC | PIV  
(Insert Card First)

## 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 SETTINGSCONTACT 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

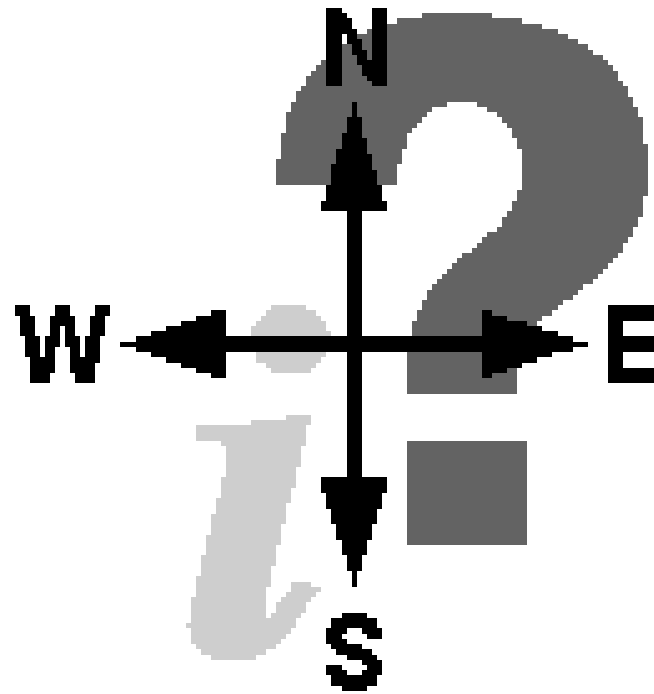
Your myPay Account was last accessed on **May 23, 2019**

**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





# Human Resources Development & Training

HR Specialist (HR Development)

Mrs. Sandra Staunton

808-672-1321

[Sandra.m.staunton2.civ@mail.mil](mailto:Sandra.m.staunton2.civ@mail.mil)



## 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)
- Course logistics (i.e. room reservations, material and class prep, present training material in NEO and NG Technician Management Course)
- Maintain Training Records/ Update Education Data
- 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.portal.ng.mil/>

**Defense Acquisition University (DAU)**

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

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

<https://asc.army.mil/web/career-development/programs/civilian/>

**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](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, NLT 15-20 days before the DTS travel start date
- Forward SF182 and supporting documentation (LOI, MOI, Course Scope) through organizational channels for approval then email to [ng.hi.hiarng.mbx.nghi-technician-travel@mail.mil](mailto:ng.hi.hiarng.mbx.nghi-technician-travel@mail.mil)
- HRDS will verify the training request against the annual spend plan
- HRDS will approve/process or disapprove training request
- SF182 package must be approved BEFORE DTS Authorization is submitted for approval

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



## Tech Travel

### Technician Travel:

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



Defense Travel System



System Status: ✔ DTS ▼



SANDRA M STAUNTON ▼

[Home](#)

[Trips ▼](#)

[Travel Tools ▼](#)

[News & Notices](#)

[Administration ▼](#)



Trips Awaiting Action



Traveler Lookup



Cross-Org Document  
Lookup



DTA Maintenance  
Tool



News and Notices



Message Center

## My Travel Documents

Your upcoming, current, and completed trip documents.

[+ Create New Document](#)

12 Authorizations

4 Vouchers

0 Local Vouchers

0 Group Authorizations

12 Authorizations

Sort by

Departure Date (Latest) ▼



Show inactive documents

**SSWARWICKRI060919\_A01-01**

Departing on 06/09/2019 | TA Number: 2BBND3

Reconciled

[View](#)

**SSCARSONCITYC050519\_A01-01**

Departing on 05/05/2019 | TA Number: 2ATNC9

Reconciled

[View](#)



# DTS Profile

The screenshot displays the Defense Travel System (DTS) interface. At the top, the "Defense Travel System" header includes a logo and navigation links: Home, Trips, Travel Tools, News & Notices, and Administration. A user profile dropdown menu is open for "SANDRA M STAUNTON", showing the last sign-on time (Fri Jun 12, 2020 at 07:41 PM), organization (DA180HIAHRO), organization access (DA180HIA), group access (HIA), and permissions (0 | 1 | 2 | 6). The dropdown menu also contains links for "My Profile" and "Log Out". A blue arrow points to the user profile icon in the header, and another blue arrow points to the "My Profile" link in the dropdown menu. Below the navigation bar, there are several action buttons: "Trips Awaiting Action", "Traveler Lookup", "Cross-Org Document Lookup", "DTA Maintenance Tool", and "News & Notices". A "Create New Document" button is also visible at the bottom right. The "My Travel Documents" section is partially visible at the bottom left.

Defense Travel System

System Status: ✔ DTS ▼

0 | SANDRA M STAUNTON ▲

Home Trips ▼ Travel Tools ▼ News & Notices Administration ▼

Trips Awaiting Action Traveler Lookup Cross-Org Document Lookup DTA Maintenance Tool News & Notices

My Travel Documents  
Your upcoming, current, and completed trip documents.

Last sign on:  
Fri Jun 12, 2020 at 07:41 PM

Organization: DA180HIAHRO  
Organization Access: DA180HIA  
Group Access: HIA  
Permissions: 0 | 1 | 2 | 6

My Profile  
Log Out

+ Create New Document





# DTS Profile

User Profile



SANDRA M STAUNTON

- User Profile ^
- Personal Information**
- Addresses
- Passport Information
- Emergency Contact
- Service or Agency Info
- Duty Station
- Form Printing Preferences
- Accounting ^
- Accounting Information
- EFT and Credit Card Accounts
- Travel Preferences ^
- TSA Secure Flight Information
- Flight

## Personal Information

Name

First Name\*

SANDRA

Last Name\*

STAUNTON

Middle Initial

M

Personal

Gender\*

☐ Male ☒ Female

SSN

Contact

Home Phone\*

Email Address\*

sandra.m.staunton2.civ@mail

Changes to the permanent profile do not affect any existing travel documents.

Cancel

Save





## Individual Development Plan (IDP)

- Supervisors are required to prepare an IDP for each developmental position
- Supervisors and Employee jointly create a career development and training requirement 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

<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:

Digitally signed by MARIANO,JOEY.C.1263095061  
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=USAF, cn=MARIANO,JOEY.C.1263095061  
Date: 2017.07.06 14:29:42 -1000

Date: 6 JUL 17

HRO Coordinator/  
HRDS Printed Name:

JOEY MARIANO

Signature:

Digitally signed by MARIANO,JOEY.C.1263095061  
DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=USAF, cn=MARIANO,JOEY.C.1263095061  
Date: 2017.07.06 14:31:05 -1000

Date: 6 JUL 17



# Performance Appraisal System



Log In

- My Biz – All Technicians have a My Biz account where all their Personnel actions (SF-50's) are stored.
- 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/performance-based-actions/>





## 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)
- My Performance 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
- Withholding of Within-Grade increase for which otherwise eligible
- Uncorrected unacceptable performance will result in reassignment, change to lower grade, or removal
- Statement of Notice that performance is at best “Fully Successful”, for pay purposes



## 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

UNCLASSIFIED



UNCLASSIFIED





# **Labor Relations/ Employee Conduct National Guard Technician Personnel**



**John K. Yim**

**Labor Relations Specialist**

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

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



# Agenda

- **Labor Relations**
- **Technician Act 1968**
- **Union**
- **Labor Management Relations**



# 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



# 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](mailto: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



# What is a Grievance



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



# Questions



# State Equal Employment Manager

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
- HING 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
Office Phone Number	808-672-1303
Email	<a href="mailto:shirley.n.bryant.mil@mail.mil">shirley.n.bryant.mil@mail.mil</a>
Public Website	<a href="http://dod.hawaii.gov/seem/seem-manager/">http://dod.hawaii.gov/seem/seem-manager/</a>
Share Point Website	<a href="https://ngcaportal.ng.army.mil/sites/eeo_eo/default.aspx">https://ngcaportal.ng.army.mil/sites/eeo_eo/default.aspx</a>





# PFC PRESENTATION



# Documents Review

**FINAL DOCUMENTS DUE COB TODAY**



# HRO Resources & Contact Page

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

The screenshot shows the homepage of the HING Human Resources Office. At the top, there is a header with the 'hawaii.gov' logo, text size controls, and a 'Stay Connected' link. Below this is a navigation bar with links: Home, Technician Branch, Technician Tools, AGR Branch, Job Vacancies, Policies, Contact Us, Events, and SEEM. A red arrow points to the 'Contact Us' link. The main content area features a large image of an F-35 fighter jet in a hangar, with the text 'AGR RESOURCES' and a 'Read More' button. To the right of the image is a sidebar with four teal buttons: 'Job Vacancy Announcements', 'Helpful Links', 'Forms', and 'Contact'. Below the sidebar is a section titled 'RECENT POSTS' with the text 'HIANG FY JVA 20-028-A, AIR, 201 IS'. At the bottom left, there is a banner that reads 'ALOHA AND WELCOME TO THE HAWAII NATIONAL GUARD HUMAN RESOURCES OFFICE!' with a small Hawaiian flag icon.

hawaii.gov Text size: Smaller | Reset | Larger Stay Connected

State of Hawai'i  
**HING Human Resources Office**

Search

Home Technician Branch Technician Tools AGR Branch Job Vacancies Policies **Contact Us** Events SEEM

AGR RESOURCES  
Read More ➔

Job Vacancy Announcements  
Helpful Links  
Forms  
Contact  
Info For Deploying Soldiers

ALOHA AND WELCOME TO THE HAWAII NATIONAL GUARD HUMAN RESOURCES OFFICE!

RECENT POSTS  
HIANG FY JVA 20-028-A, AIR, 201 IS



# New Employee Orientation (NEO) Survey

- Log on to:

<http://dod.hawaii.gov/hro/neo-survey/>



# Final Comments

## Oath of Office (New Hires Only)