WELCOME!!

Thank you for logging in early.

Please set your microphones on mute.

If everyone logs in, we will do a comm check and roll call at approx. 0820 with an introduction and orientation to begin at 0830.
Aloha & Welcome to the HING Human Resources Office!

**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.

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

Deputy Human Resources Officer
Mr. John Yim
(808) 672-1555
AGENDA

• Welcome- COL Ellison
• HRO Task Organization
• HING 1-on-1 Brief
• Labor Relations/Union
• Employee Benefits
• My Biz/ e-OPF/ GRB
• Training and Development
• Equal Employment Opportunity
• Final Comments
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.
UNCLASSIFIED

Labor Relations/ Employee Conduct
National Guard Technician Personnel

John K. Yim
Labor Relations Specialist
Email: john.k.yim4.civ@mail.mil
Office: 808-672-1555 / Mobile: 808-381-9280
Agenda

- Labor Relations
- Technician Act 1968
- Union
- Labor Management Relations
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, (805) 469-2285
  • POC for NATCA: Mr. Jack Yuen, (808) 682-0091, (808) 381-1200
    EMAIL: jack.yuen.1@us.af.mil
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 grievable:
  • Prohibited Political Activities
  • Retirement, Life Insurance, Health Insurance
  • Suspension due to National Security Reasons
  • Classification of Positions (not resulting in reduction of pay/grade)
  • Performance ratings
  • EEO
  • Military matters
Questions
Employee Benefits

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

• Ms. Jessica Haleck, 808-672-1385
  - Human Resources Specialist, Supervisor
    Jessica.haleck@us.af.mil

• Mrs. Noelani DE Silva, 808-672-1231
  - Human Resources Specialist (Benefits)
    noelani.m.desilva.civ@mail.mil

• Ms. Jessica D'Amato, 808-672-1229
  - Human Resources Specialist (Benefits)
    jessica.m.damato2.civ@mail.mil

• Ms. Jasmine Imanil, 808-672-1244/1238 (OWCP)
  - Human Resources Specialist/ Injury Compensation
    Program Administrator (ICPA)
    jasmine.k.imanil.civ@mail.mil

• Ms. Crystal Fujimoto, 808-672-1227
  - Human Resources Assistant (Benefits)
    crystal.m.fujimoto.civ@mail.mil
Resources

• HING Human Resources Office: https://dod.hawaii.gov/hro/
• Army Benefits Center – Civilian: https://portal.chra.army.mil/abc
• Office of Personnel Management: https://www.opm.gov/

New Employee Information:
• 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:
• OPM.gov – Insurance Overview: https://www.opm.gov/healthcare-insurance/

National Guard Association of the United States:
Your Federal Insurance Benefits

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

Who is eligible?
- Permanent/Indefinite and Temps with appointments over 90 days (FEHB Only)

FEDVIP for Air enrollment agency is All Air Force Agencies – Stateside (97380100)
FEDVIP for Army enrollment agency is All Army Agencies – Stateside (97380800)
Your Federal Insurance Benefits

FastFacts
Click on icons

FEHB Enrollment:
60 DAYS
FROM DATE OF ENTRY


NOTE: You cannot have dual FEHB coverage
TRICARE Reserve Select

https://tricare.mil/TRS

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

Welcome to TRICARE

UNCLASSIFIED

TRICARE Reserve Select

https://tricare.mil/TRS

HEALTH CARE OPTIONS

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

TRICARE RESERVE SELECT®

Description

Premium-based health plan

Coverage and costs for care similar to TRICARE Select for active duty family members (ADFMs)

Enrollment

Enrollment required (see the Qualify for and Purchase TRS or TRR section for guidelines)

Offers members only and member and family coverage

Initial two-month premium payment due with enrollment form

Costs

Monthly premium, a yearly deductible and copayments or cost share and catastrophic copay cap apply

Getting care

Get care from any TRICARE-authorized provider (network or non-network)

Get care at a military hospital or clinic on a space-available basis

No service required

Some services require prior authorization

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 Reserve Select, 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.

Copayment
The fixed amount those with TRICARE Prime who aren’t active ADFMs and ADFPs 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 ensure the care will be covered by TRICARE. Check for services that need prior authorization by going to www.tricare.mil or your regional contractor’s website.

Calendar Year
The TRICARE calendar year is Jan. 1-Dec. 31.
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
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](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](https://www.ngaus.org/sites/default/files/Standard%20Open%20Enrollment%20Form.pdf)

**Standard Form**

**NGAUS WEBSITE:**
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

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) signatures. Fax the request to 1-866-401-5849.

Online Payment
Go online to https://www.pay.gov. In the search engine, type in MSDB522 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
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/

https://www.dol.gov/vets/programs/userra/index.htm
Employment Outside HING

- Federal Agency to Federal Agency requires coordination
- Non-Federal requires TAG approval
Physical Training Policy

• Employees are allowed 1 hr (this hour includes exercise and hygiene) up to 3 times per week for physical fitness

• Technicians participating MUST sign out at the beginning of the exercise period and sign back in during the end of the period

• PT schedules must be approved by the supervisor prior to the technicians participation. NGHI- HRO Memorandum 2011-02 must be signed prior to 1st PT session

• Supervisors have the authority and responsibility to cancel an approved physical training request based on current mission requirements/workload.

• Physical Fitness must be annotated in ATAPPS as administrative leave: LN, subcategory: PF
Physical Fitness must be annotated in ATAPPS as administrative leave: LN, subcategory: PF
Physical Training Policy:

Not Permitted
- Contact Sports/ Competitive contact
- Team Sports: Group competition that encourages participants to push performance beyond level of conditioning, endurance, and state of health.
- Swimming in public beaches.

Permitted
- Running/Walking
- Push-Ups/Sit-ups and any similar exercises intended to improve muscle tone, strength, muscular and cardiovascular endurance.
- Aerobics and other similar activities
- Tennis
- Racquetball
- Bicycling/Spinning
- Weight Lifting
- Swimming (at a commercial or public facility with a licensed lifeguard on-duty)

Exceptions are made case-by-case basis by the Human Resources Officer and require a TAG approval.
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)
- Paid Parental Leave (PPL)
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 an remainder recouped
PAID PARENTAL LEAVE (PPL)

- Effective 01 Oct 2020
- Substitution under FMLA
  - 12 weeks of paid leave/both parents are entitled
  - Have to be FMLA eligible (1 yr. of full-time)
  - 12 month period from DOB or placement to utilize PPL
  - Signed agreement needed – required to work for 12 weeks after returning from PPL
  - Employee doesn’t return – agency will collect the portion of the health benefits paid by agency during the time the employee was out
  - There’s a waiver to request in such situations that they are unable to return to work due to medical reasons, etc.
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
T5 FLSA Overtime
• Nonexempt employees
• Pay determined by multiplying straight time rate of pay by all overtime hours PLUS one-half employee’s hourly rate for all overtime hours worked
• All overtime must be compensated but employee can elect Comp Time
• Comp Time not used by the end of 26th pay period after the date in which it was earned is paid out as overtime

T5 Overtime
• Exempt employees
• Rate of pay <= 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

63
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.

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.

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
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
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+ 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
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:

# 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
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)
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:
electronic Official Personnel Folder (eOPF)
electronic Official Personnel Folder (eOPF)
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.nor.arng.mbx.ngb-engeopf-helpdesk@mail.mil. Questions concerning specific personnel actions or documents should be sent to your local OPF contact located in your respective HR Office.

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

Welcome to the National Guard eOPF!
User Info:
Email: melvin.k.masaki.mil@mail.mil
Total Login Count: 269
Password will expire in: 44 day(s).
**Electronic Official Personnel Folder (eOPF)**

#### eOPF - Folder View:

- Reason: [Dropdown]
- View: View without watermark

<table>
<thead>
<tr>
<th>Latest Eff. Date</th>
<th>PO ID</th>
<th>Org Code</th>
<th>Activity Code</th>
<th>Folder Status</th>
<th>Open</th>
<th>Add Doc</th>
<th>Show All Docs</th>
<th>Emergency Data</th>
<th>Clip Folder</th>
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<td>3345</td>
<td>TOARW8APAA172</td>
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#### 67 document(s) returned for: MASAKI, MELVIN

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<th>Form Description</th>
<th>Type</th>
<th>NOA Code</th>
<th>Side</th>
<th>Create Date</th>
<th>View</th>
<th>Add to Clip</th>
<th>Instr Page</th>
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<td>Permanent</td>
<td>09/15/2017</td>
<td></td>
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<td>DG 09</td>
<td>08/30/2017</td>
<td>RECORD FOR PAYMENTS IN FULL FOR MILITARY DEPOSITS</td>
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<td>REG WRI</td>
<td>893</td>
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<td>08/07/2017</td>
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<td>SF 8108</td>
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<td>APPLICATION TO MAKE SERVICE CREDIT PAYMENT FOR CIVILIAN</td>
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<td>10/08/2016</td>
<td></td>
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</table>
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)
Go to the Army Benefits Center – Civilian (ABC-C) website: https://portal.chra.army.mil/abc

Click on “Login to GRB Platform”
  – Click “OK” for CAC Certificate and enter PIN
Click on “Launch” button.
- A “New User Video” automatically runs and provides useful information.
- When complete, click on “Close” button.
GRB Platform Landing Page
To add, change, or cancel Health Benefits, click on “Submit a FEHB Transaction +”.

Federal Employee’s Health Benefits (FEHB)
GRB Platform Landing Page
Thrift Savings Plan (TSP)

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.

<table>
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<tr>
<th>Account Balances</th>
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<tr>
<td>Traditional: $0.00</td>
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<tr>
<td>Roth: $0.00</td>
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<tr>
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<tr>
<th>Estimated Value</th>
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<tr>
<td>Single Life Monthly Annuity: $0.00</td>
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<table>
<thead>
<tr>
<th>Investment Funds</th>
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<tbody>
<tr>
<td>Fund</td>
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<tr>
<td>G Fund</td>
</tr>
<tr>
<td>F Fund</td>
</tr>
<tr>
<td>C Fund</td>
</tr>
<tr>
<td>S Fund</td>
</tr>
<tr>
<td>I Fund</td>
</tr>
<tr>
<td>L 2000 Fund</td>
</tr>
<tr>
<td>L 2040 Fund</td>
</tr>
<tr>
<td>L 2080 Fund</td>
</tr>
<tr>
<td>L Income Fund</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contributions per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Traditional:</td>
</tr>
<tr>
<td>Roth:</td>
</tr>
<tr>
<td>Traditional Catch-up:</td>
</tr>
<tr>
<td>Roth Catch-up:</td>
</tr>
<tr>
<td>Agency</td>
</tr>
<tr>
<td>Traditional:</td>
</tr>
<tr>
<td>Total:</td>
</tr>
<tr>
<td>Contributions Calculator</td>
</tr>
</tbody>
</table>

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

Army Benefits Center - Civilian

- Health Insurance
- Life Insurance
- Thrift Savings Plan
- Retirement
- Dental & Vision Insurance
- Long Term Care Insurance
- Flexible Spending Accounts
- Social Security
Federal Employees Group Life Insurance (FEGLI)

To make changes to FEGLI, click on “Submit a FEGLI Transaction +”. 
• Go to website: https://mypay.dfas.mil/
• Click on “Smart Card Login”.
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.mail
Regulations/References

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

Defense Acquisition University (DAU)
https://www.dau.edu/

Office of Personnel Management (OPM)
https://www.opm.gov/

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

Air University
http://www.airuniversity.af.mil/

GKO
https://gko.portal.ng.mil/

Army Civilian Training, Education and Development System (ACTEDS)

Graduate School USA
http://www.graduateschool.edu/

Army Training Requirements & Resources System (ATRRS)
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

• 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

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

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

12 Authorizations

Sort by: Departure Date (Latest)  

Show Inactive documents

4 Vouchers

0 Local Vouchers

0 Group Authorizations

12 Authorizations

SSWARWICKRI060919_A01-01  
Departing on 06/09/2019  |  TA Number: 2BNND3

SSCARSONCITYC050519_A01-01  
Departing on 05/05/2019  |  TA Number: 2ATNC9
DTS Profile
DTS Profile

User Profile

Personal Information

Name

First Name*: SANDRA

Middle Initial: M

Last Name*: STAUNTON

Gender*: Female

Social Security Number:

Contact

Home Phone*: sandra.m.staunton2 civ@mail

Email Address*: sandra.m.staunton2.civ@mail

Changes to the permanent profile do not affect any existing travel documents.
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 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 progression 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-2011-11

5. INITIAL/DUPLICATE 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  
HRDS NGB course

9b. COURSE TITLE  
NGB PEC

9c. PROVIDER (PRINT NAME)

9d. PROVIDER (PRINT NAME)

9e. DATE SCHEDULED OR PROPOSED
13-17 Mar 2017

9f. DATE COMPLETED
17 Mar 2017

10. FORMAL EDUCATION

10a. DEGREE
10b. NAME OF PROGRAM

10c. PROVIDER (PRINT NAME)

10d. PROVIDER (PRINT NAME)

10e. DATE SCHEDULED OR PROPOSED

10f. DATE COMPLETED

11. ON THE JOB TRAINING (OJT)

11a. SELF OR GUIDED
Self

11b. NAME OF SYSTEM OR TRAINING ITEM
Commutation Skills

11c. PROVIDER (PRINT NAME)

11d. PROVIDER (PRINT NAME)

11e. DATE SCHEDULED OR PROPOSED
01-Apr-2017

11f. DATE COMPLETED
01-Apr-2017

Supervisor's Printed Name:  
Signature:  

Employee's Printed Name:  
JOEY MARIANO  
Signature:  

HRO Coordinator/  
HRDS Printed Name:  
JOEY MARIANO  
Signature:  

Date: 6 JUL 17

NGB Form 650  
Page 1
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 = 1 year (52 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

Performance Appraisal System

- Annual Appraisal Cycle: 1 April – 31 March
- Recommend 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
• **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 – Temp Technicians are eligible for this award
- Service Awards
- Performance Awards
  - Cash
  - Time Off – Temp Technicians are eligible for this award
State Equal Employment Manager

Ms. Shirley Bryant
State Equal Employment Manager
672-1303
shirley.n.bryant.mil@mail.mil
Building 306, Room 122
Topics

• Federal Laws
• HING Policy Directives
• No FEAR Act
  • Antidiscrimination Laws
  • Whistleblower Protection Laws
  • Retaliation Laws
• Filing an EEO Complaint
Federal Laws

• Equal Pay Act of 1963
• Title VII, Civil Rights Act of 1964
• Age Discrimination in Employment Act of 1967
• The Rehabilitation Act of 1973
• The Pregnancy Disability Act of 1978
• The Genetic Information Nondiscrimination Act of 2008
HING Policy Directives

- Policy Directive 2021-01, HING Equal Employment Opportunity (EEO) Policy, 28 Jan 21
- Policy Directive 2020-04, Reasonable Accommodation (RA) and Personal Assistance Services (PAS), 31 Mar 20
- Policy Directive 2018-02, Anti-Harassment Policy, 12 Jun 18
- Policy Directive 2017-1, HING Joint Civilian Discrimination Complaint Instructions, 25 Sep 17
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:

➢ Be accountable for violations of antidiscrimination and whistleblower protection laws

➢ Inform Federal employees of their rights and protections available under the Anti-Discrimination, Whistleblower Protection and Retaliation Laws

➢ Post quarterly information on EEO complaints on its public website and annually report to Congress
Antidiscrimination Law

Protects Federal employees and applicants for employment from discrimination based on:

- Race
- Color
- Religion
- Sex (including sexual orientation, gender identity, pregnancy)
- National Origin
- Age (>40 years)
- Disability
- Genetic Information
- Reprisal
Antidiscrimination Law

Protects Federal employees and applicants for employment from discrimination on the terms, conditions and benefits of their employment. Examples:

- Hiring
- Promotion
- Reassignments
- Awards/Performance Evaluations
- Training
- Job Classifications
- Reprimands
- Suspension/Termination
Whistleblower Protection

Whistleblowing is when an employee or applicant discloses information that he or she reasonably believes is evidence of waste, fraud or abuse:

- A violation of a law, rule or regulation
- Gross mismanagement
- Gross waste of funds
- An abuse of authority
- A substantial and specific danger to public health or safety
Whistleblower Protection

- It may be against the law or an Executive Order to disclose certain information, especially when it is in the interest of the national defense or the conduct of foreign affairs to keep the information secret.

- If disclosure of the information is restricted by law or Executive Order, it is only protected if the information is given to the Special Counsel, the Inspector General, or comparable agency official.
Whistleblower Protection

Individuals who believe they have been subjected to whistleblower retaliation or other prohibited personnel practice may contact the Office of Special Counsel:

http://www.osc.gov
U.S. Office of Special Counsel
1730 M Street NW Suite 218
Washington, DC  20036-4505
Telephone: 202-254-3600
Retaliation Law

• A Federal agency cannot retaliate against an employee or applicant because the individual exercises his or her rights under any of the Federal Anti-Discrimination 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
Filing an EEO Complaint

• Employees seeking resolution of discrimination, harassment or retaliation must contact the State Equal Employment Manager within 45 days from the date of the alleged discrimination.

• An EEO Counselor will attempt to resolve the complaint:
  
  • Alternate Dispute Resolution Process
  
  • Provide a Notice of the Right to File a Complaint
Filing an EEO Complaint

• Employees covered by a negotiated bargaining agreement which permits allegations of discrimination have an additional option:

  • Elect to proceed under the negotiated bargaining agreement
  OR
  • File a formal complaint of discrimination with the EEO Office
# Point of Contact

<table>
<thead>
<tr>
<th></th>
<th>Shirley Bryant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Office Phone Number</strong></td>
<td>808-672-1303</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:shirley.n.bryant.mil@mail.mil">shirley.n.bryant.mil@mail.mil</a></td>
</tr>
<tr>
<td><strong>Share Point Website</strong></td>
<td><a href="https://ngcaportal.ng.army.mil/sites/eeo_eo/default.aspx">https://ngcaportal.ng.army.mil/sites/eeo_eo/default.aspx</a></td>
</tr>
</tbody>
</table>
Documents Review

FINAL DOCUMENTS DUE COB TODAY
New Employee Orientation (NEO) Survey

• Log on to: http://dod.hawaii.gov/hro/neo-survey/
Final Comments

Oath of Office (New Hires Only)