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.

UNCLASSIFIED

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) 672-1555

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
- 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.

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**

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Labor Relations

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

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 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

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Employee Benefits

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

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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:

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

- **OPM.gov – Insurance Overview: https://www.opm.gov/healthcare-insurance/**

National Guard Association of the United States:

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

Your Federal Insurance Benefits

What are you eligible for?

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

Who is eligible?

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

Healthcare PLAN INFORMATION

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

BENEFEDS

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

FEGLI® FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

https://youtu.be/RJdnmdNmHMI

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

The Federal Long Term Care Insurance Program

https://www.ltcfeds.com/

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

FSA FEDS

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 Federal Employees Health Benefits Program

BENEFEDS

FEGLI FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

The Federal Long Term Care Insurance Program

FSA FEDS

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®

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

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** or your regional contractor's website.

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

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®

Description	• Premium-based health plan • Coverage and costs for care similar to TRICARE Select for active duty family members (ADFMs)
Enrolling	• Enrollment required (see the *Qualify for and Purchase TRS or TRR* section for guidance) • Offers member-only and member-and-family coverage • Initial two-month premium payment due with enrollment form
Costs	• Monthly premiums, a yearly deductible and copayments or cost shares and catastrophic 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 referrals 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.

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)

Thrift Savings Plan

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.

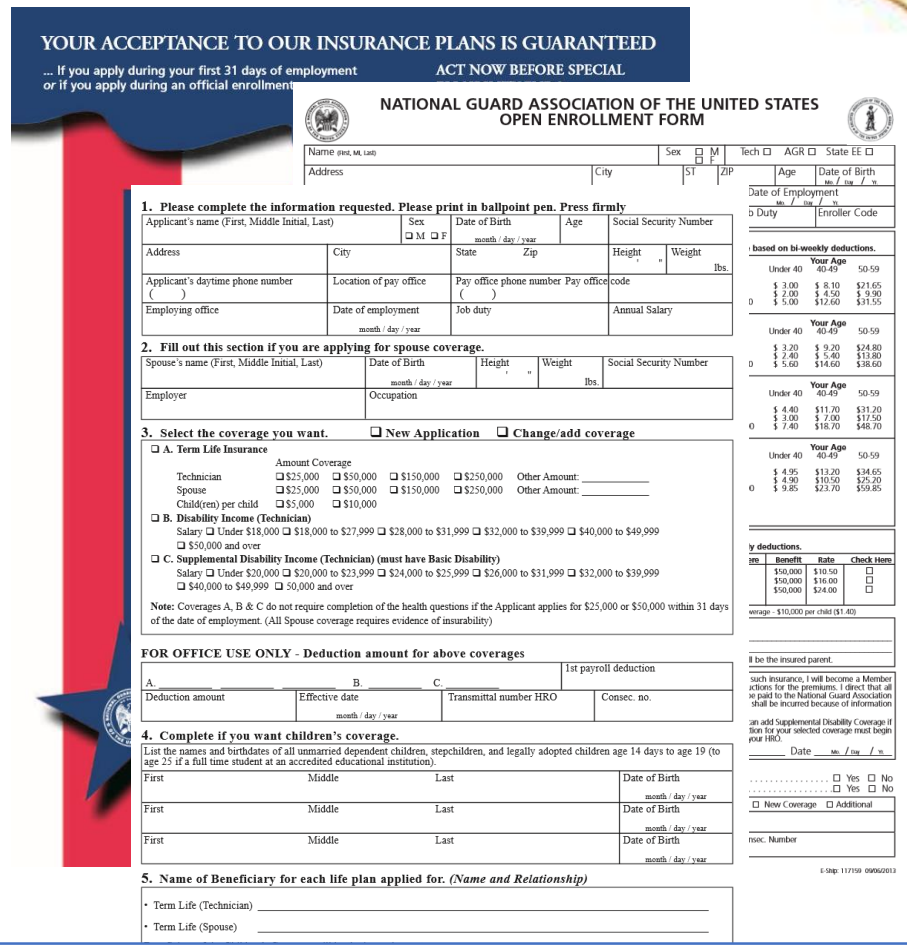
- TTY/TDD accessible: 1-866-607-6794

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.



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 (First, MI, Last) | Sex ☐ M ☐ F | Tech ☐ AGR ☐ State EE ☐
Address | City | ST | ZIP | Age | Date of Birth mo. / day / yr.
Date of Employment mo. / day / yr.
Duty | Enroller Code

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

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

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

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

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

☐ A. Term Life Insurance

	Amount Coverage				
Technician	☐ $25,000	☐ $50,000	☐ $150,000	☐ $250,000	Other Amount: _____
Spouse	☐ $25,000	☐ $50,000	☐ $150,000	☐ $250,000	Other Amount: _____
Child(ren) per child	☐ $5,000	☐ $10,000			

☐ B. Disability Income (Technician)
Salary ☐ Under $18,000 ☐ $18,000 to $27,999 ☐ $28,000 to $31,999 ☐ $32,000 to $39,999 ☐ $40,000 to $49,999 ☐ $50,000 and over

☐ C. Supplemental Disability Income (Technician) (must have Basic Disability)
Salary ☐ Under $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 month / day / year	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
First	Middle	Last	Date of Birth month / day / year
First	Middle	Last	Date of Birth month / day / year

5. Name of Beneficiary for each life plan applied for. *(Name and Relationship)*
- Term Life (Technician) _____
- Term Life (Spouse) _____

Under 40	40-49	50-59
$ 3.00	$ 8.10	$21.65
$ 2.00	$ 4.50	$ 9.90
$ 5.00	$12.60	$31.55
$ 3.20	$ 9.20	$24.80
$ 2.40	$ 5.40	$13.80
$ 5.60	$14.60	$38.60
$ 4.40	$11.70	$31.20
$ 3.00	$ 7.00	$17.50
$ 7.40	$18.70	$48.70
$ 4.95	$13.20	$34.65
$ 4.90	$10.50	$25.20
$ 9.85	$23.70	$59.85

Benefit	Rate	Check Here
$50,000	$10.50	☐
$50,000	$16.00	☐
$50,000	$24.00	☐

E-Ship 117159 09/06/2013

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

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

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at **http://www.dol.gov/vets**. An interactive online USERRA Advisor can be viewed at **http://www.dol.gov/elaws/userra.htm**.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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

DARRYLL D.M. WONG
MAJOR GENERAL
ADJUTANT GENERAL

JOSEPH K. KIM
BRIGADIER GENERAL
DEPUTY ADJUTANT GENERAL

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

NGHI-HRO

JUN 19 2012

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

SUBJECT: Policy for Employment Outside the Hawaii National Guard

1. References.

a. 5 CFR §2635.802, Conflicting Outside Employment and Activities.

b. 5 CFR §2635.803, Prior Approval for Outside Employment and Activities.

c. DoD 5500.07-R, Joint Ethics Regulation, change 7, dated 17 November 2011.

d. TAG Memorandum, Ethics and Outside Employment, dated 3 March 2011.

2. This policy prescribes the procedures for when Full time Support Personnel (Military Technicians, Active Guard Reserve (AGR) and Full Time National Guard Duty Operational Support (FTNGD-OS) Soldiers and Airmen) seek or engage in employment outside the Federal government. Restrictions and limitations on Federal employees, both civilian and military, with holding more than one Federal appointment and receiving dual compensation are not addressed in this policy.

3. While it does not create a blanket prohibition, the Joint Ethics Regulation does address applicable standards of conduct regarding employment outside the Federal government. Any activity that could potentially interfere with your obligation to protect the government's interests, affect your objective judgment with regard to a business decision, or could reasonably bring discredit upon you or the Hawaii National Guard creates a potential conflict of interest.

4. Full time Support Personnel shall not engage in employment outside the Federal government that conflicts with official duties and responsibilities. Such employment that detracts from readiness or poses a security risk may also be limited or denied. Moreover, in order to ensure safety, work schedules on requests for off-duty employment must include at least a six hour rest period (excluding time to travel to and from employment, home, or duty) between the end of the individual's off-duty employment and the start of official duties.

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

Physical Training Policy

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

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

- PT schedules must be approved by the supervisor prior to the technicians participation.

  NGHI- HRO Memorandum 2011-02 must be signed prior to 1st PT session

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

- Physical Fitness must be annotated in ATAPPS as administrative leave: LN, subcategory: PF

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

Menu | Logout | Help ?

Timekeeping: New Leave Request

Employee Information

Logged In As:

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

UNCLASSIFIED

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

UNCLASSIFIED

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

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MILITARY LEAVE (120 Hours)

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

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

TITLE 5 NATIONAL GUARD CIVILIAN EMPLOYEES OVERTIME COMPARISON

T5 FLSA Overtime

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

T5 Overtime

- Exempt employees
- Rate of pay <= 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 rater 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

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Questions

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OWCP: Workman's Compensation

What's Covered?

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

In order to be covered, you must:

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

Types of Injuries:

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

File a Claim

UNITED STATES DEPARTMENT OF LABOR
ECOMP

HOME FORMS DOCUMENTS HELP

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

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Objectives

- **Basic understanding of the tools that are available for Federal technicians**

- **Assist in building a self supporting Federal technician**

UNCLASSIFIED

Key Systems

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

MyBiz+

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Key Features

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

MyBiz+

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

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

MyBiz+

- To get started with MyBiz+, visit the DCPDS Portal located at:
  - **https://compo.dcpds.cpms.osd.mil**

- Follow the instructions contained in the MyBiz+ Guide located on the State DoD HRO website:
  - **https://dod.hawaii.gov/hro/files/2015/04/MyBizfor-Managers-and-Supervisors-Users-Guide_4-May-2015.pdf**

MyBiz+

MyBiz+ | Other DCPDS Applications | Favorites | Help | Logout

1

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....

2

Welcome, Test Account

The information is current as of 06-Jan-2015

Notifications

Read/Unread	Title	Start Date
No Notifications At This Time		

3

You have no unread notifications.

Home

4

Provide Feedback

Manage My Views

Key Services

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

$ Leave

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

$ Pay

Gross Pay:	654.85
Net Pay:	392.91
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

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+

MyBiz+ | Other DCPDS Applications | Favorites | Help | Logout

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

You have no unread notifications.

Home

Provide Feedback

5

Manage My Views

Key Services

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

$ Pay

Gross Pay:	654.85
Net Pay:	352.91
Pay Period End Date:	01-Mar-2014

$ Insurance

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

Professional Development

7

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

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6

Detail Pages

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

8

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

9

MyBiz+

Key Services

- MyPerformance
- My Workplace
- Manager Functions
  - Performance Management and Appraisal
  - Apply Action(s) to Multiple Employees
  - Manage Trusted Agent Authorization
  - View/Print Performance Management Reports
  - View Previous Requests
  - CIV Fill Request Status
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- Retrieve SF50
- Update MySupervisor / MyTeam
- Hiring Manager's Toolkit

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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
267.00
407.00
147.00
Plan (11)
$ Pay

electronic Official Personnel Folder (eOPF)

UNCLASSIFIED

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)

https://eopf.opm.gov/nationalguard/ | EHRI Electronic Official Pers...

Office of Personnel Management
eOPF

a New Day for Federal Service

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

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

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

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

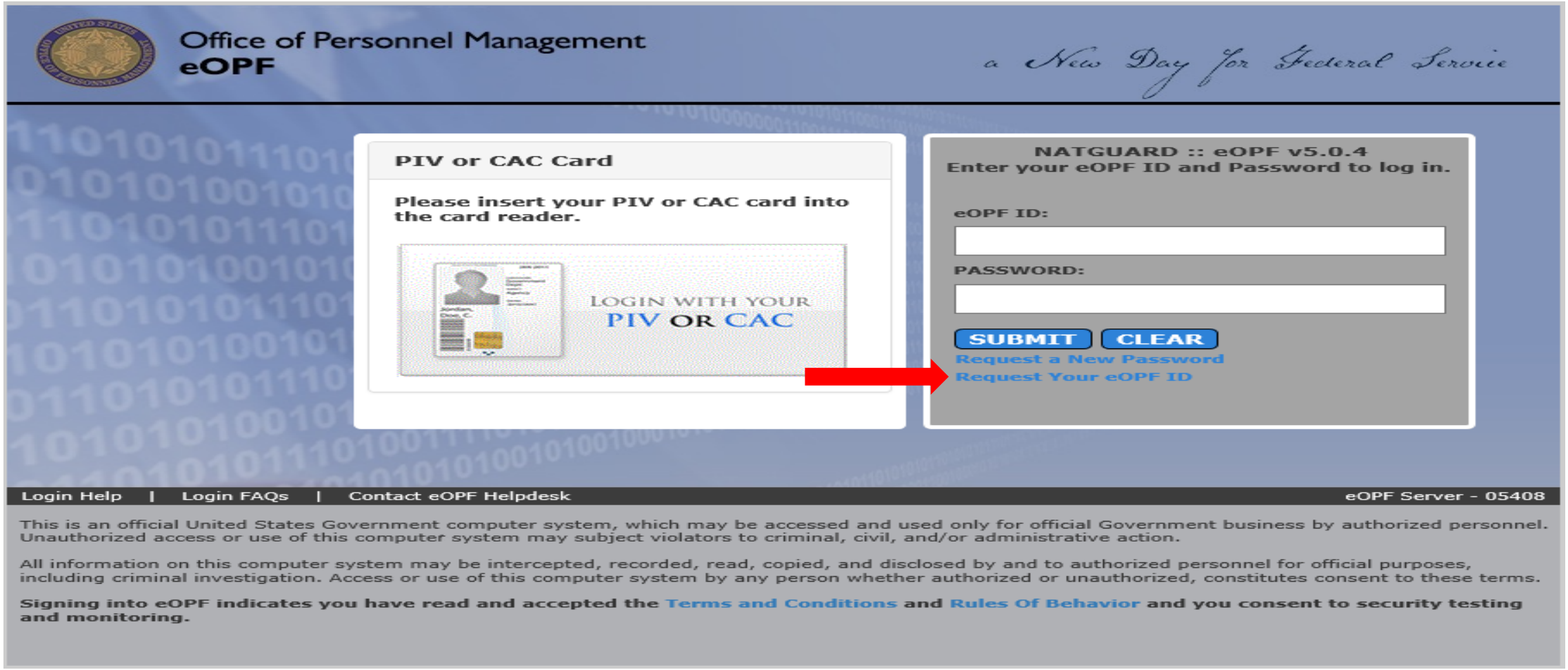
Signing into this application indicates you have read and accepted the Rules of Behavior, and you consent to secure testing and monitoring.

NATGUARD :: eOPF v5.0.3 is now available

ACCEPT

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

electronic Official Personnel Folder (eOPF)



electronic Official Personnel Folder (eOPF)

User Name: MASAKI, MELVIN | Help | FAQ | Home

Welcome to the eOPF System

Introduction :

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

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

Welcome to the National Guard eOPF!

User Info:

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

Total Login Count: 269
Password will expire in: 44 day(s).

electronic Official Personnel Folder (eOPF)

User Name: MASAKI, MELVIN | Help | FAQ | Home

eOPF - Folder View :

Reason: View: View without watermark

Show All Docs Cancel

1 folder(s) returned.

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

67 document(s) returned for: MASAKI, MELVIN

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

Activate W

Army Benefits Center – Civilian (ABC-C)

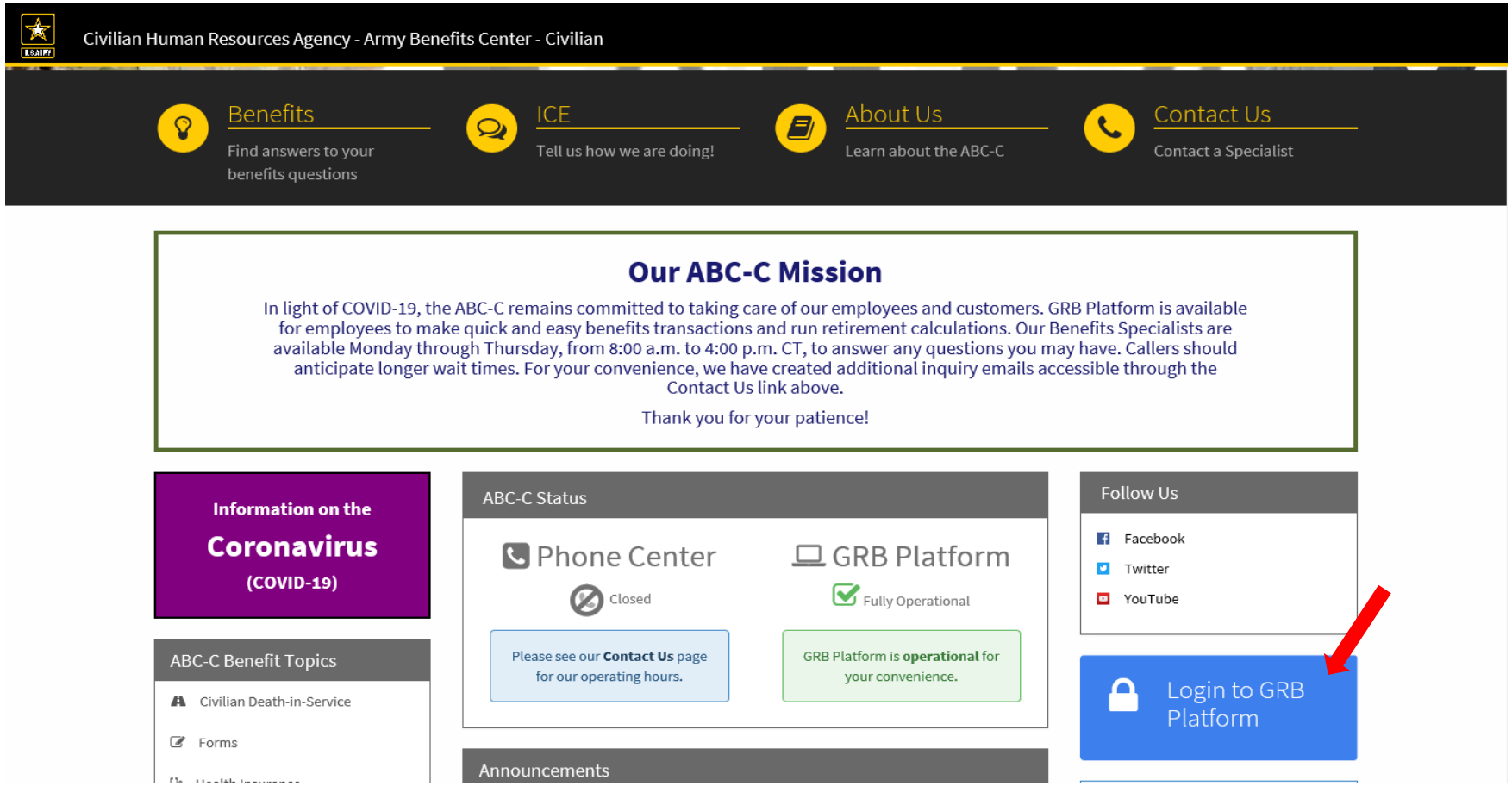
Government Retirement and Benefits Platform (GRB Platform)

UNCLASSIFIED

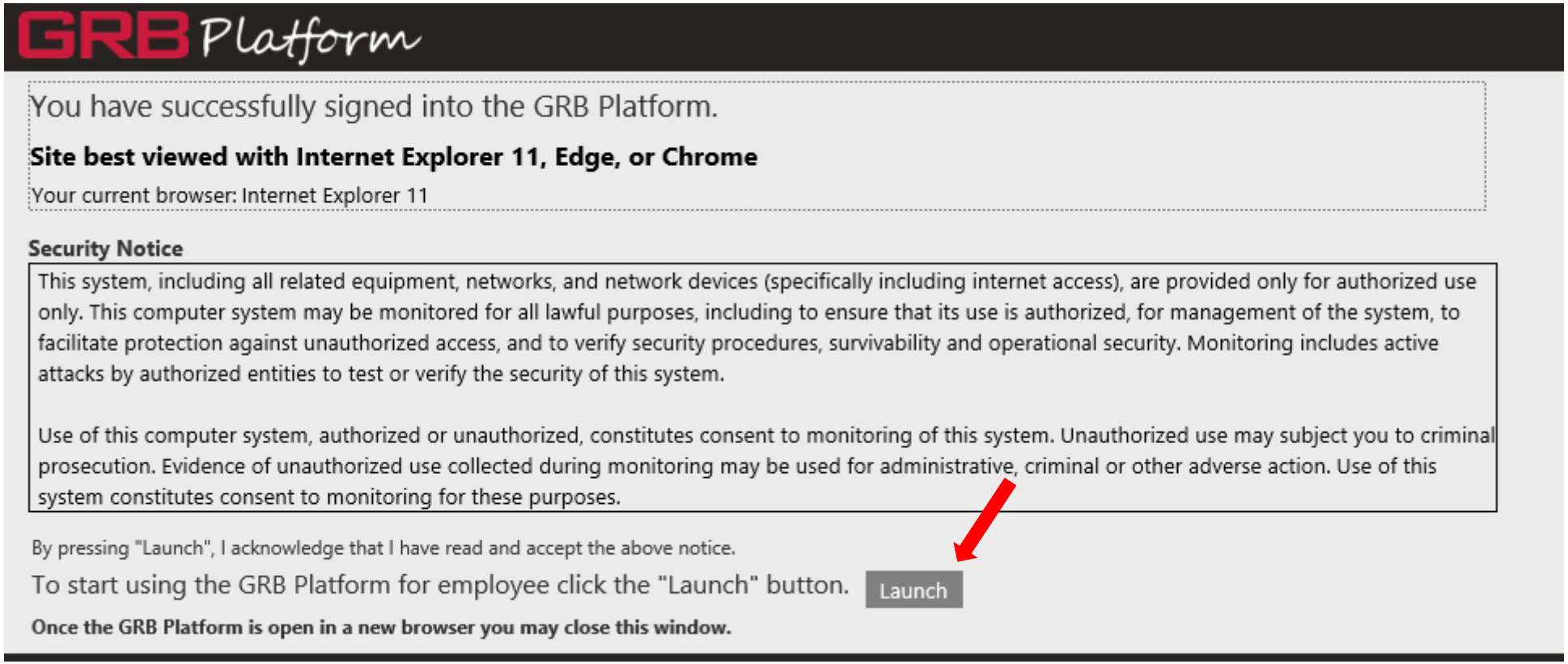
Objectives

- 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

Federal Employee's Health Benefits (FEHB)

GRB Platform MENU TOTAL COMPENSATION STATEMENT

Federal Employees' Health Benefits (FEHB) Program

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

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

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

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

Transactions Submit a FEHB Transaction +

Entered	Effective	Type	Status

Resources

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

Copyright © 2018 Government Retirement & Benefits, Inc. All Rights Reserved. User: 1179673955 | Logout

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

GRB Platform Landing Page

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:	[redacted]
Roth:	
Traditional Catch-up:	$0.00
Roth Catch-up:	$0.00

Agency

Traditional:	[redacted]

Total:

Contributions Calculator

Transactions

Submit a TSP Transaction +

Entered	Effective	Type	Status

Resources

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

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

GRB Platform Landing Page

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:

[redacted]

Premiums per Pay period

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

[redacted]

Transactions Submit a FEGLI Transaction +

Entered	Effective	Type	Status

Resources

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

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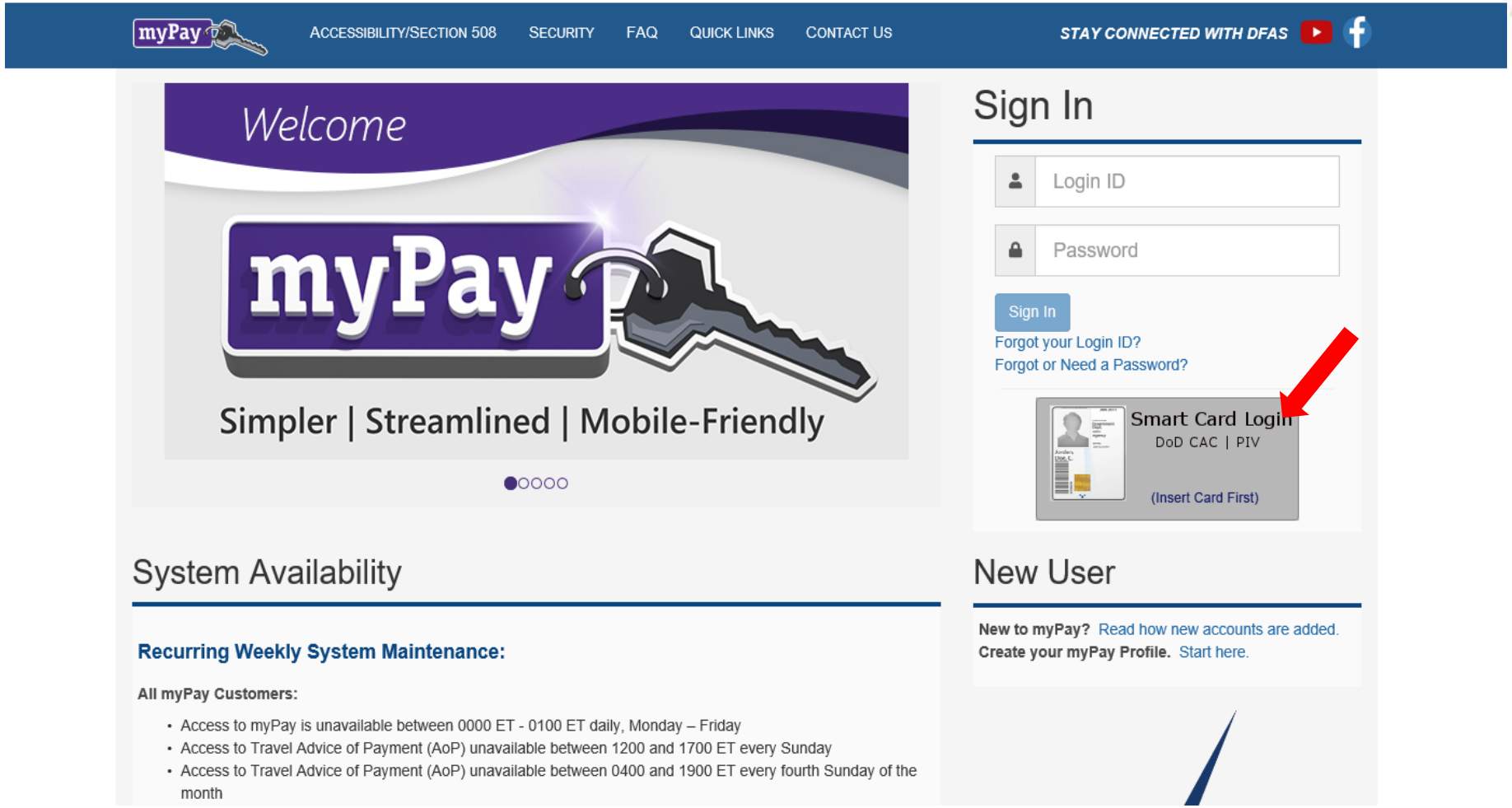
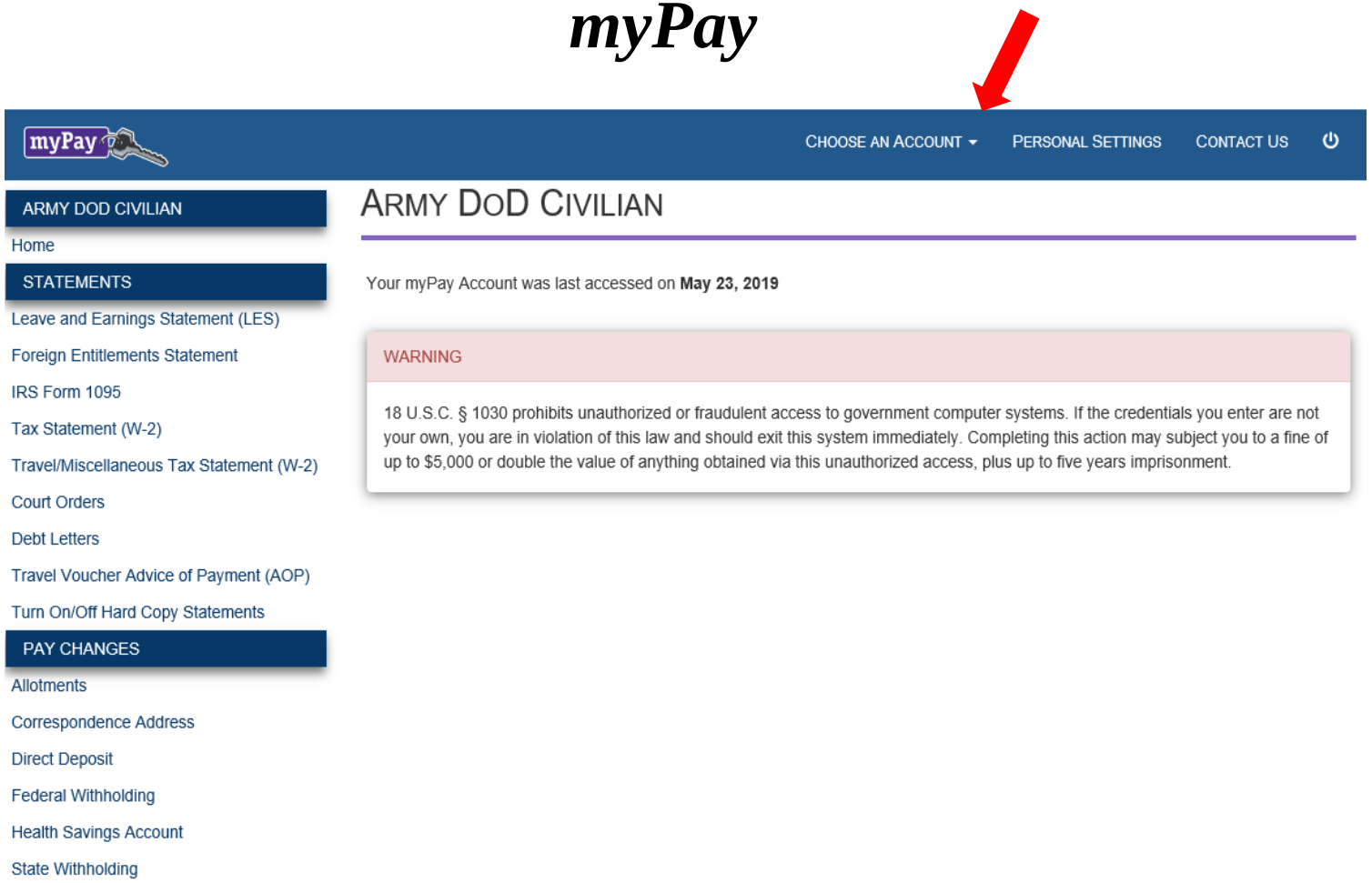
- ***To make changes to FEGLI, click on "Submit a FEGLI Transaction +".***

myPay



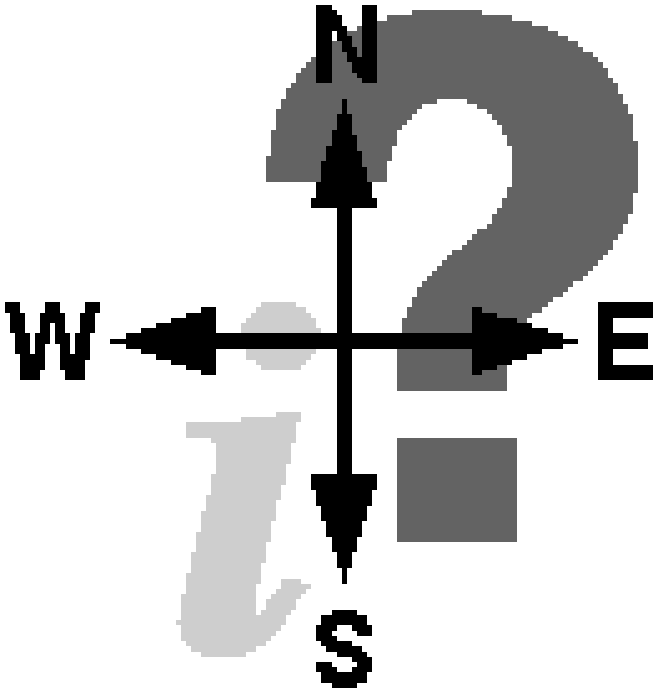
- ***Go to website: https://mypay.dfas.mil/***
- ***Click on "Smart Card Login".***

myPay



- ***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)
- 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/

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)

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

Graduate School USA

http://www.graduateschool.edu/

Army Training Requirements & Resources System (ATRRS)

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

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

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

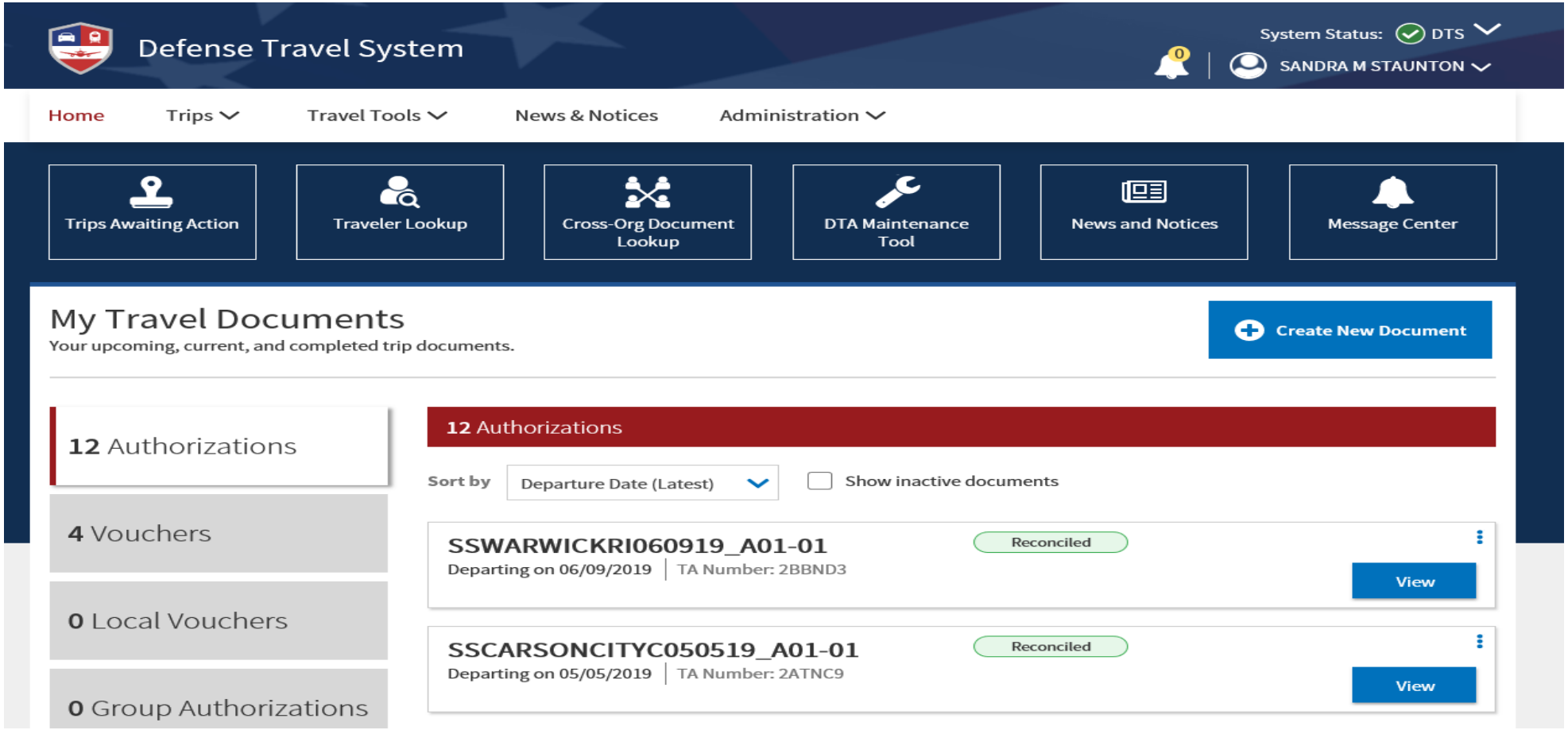
ARMY:

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

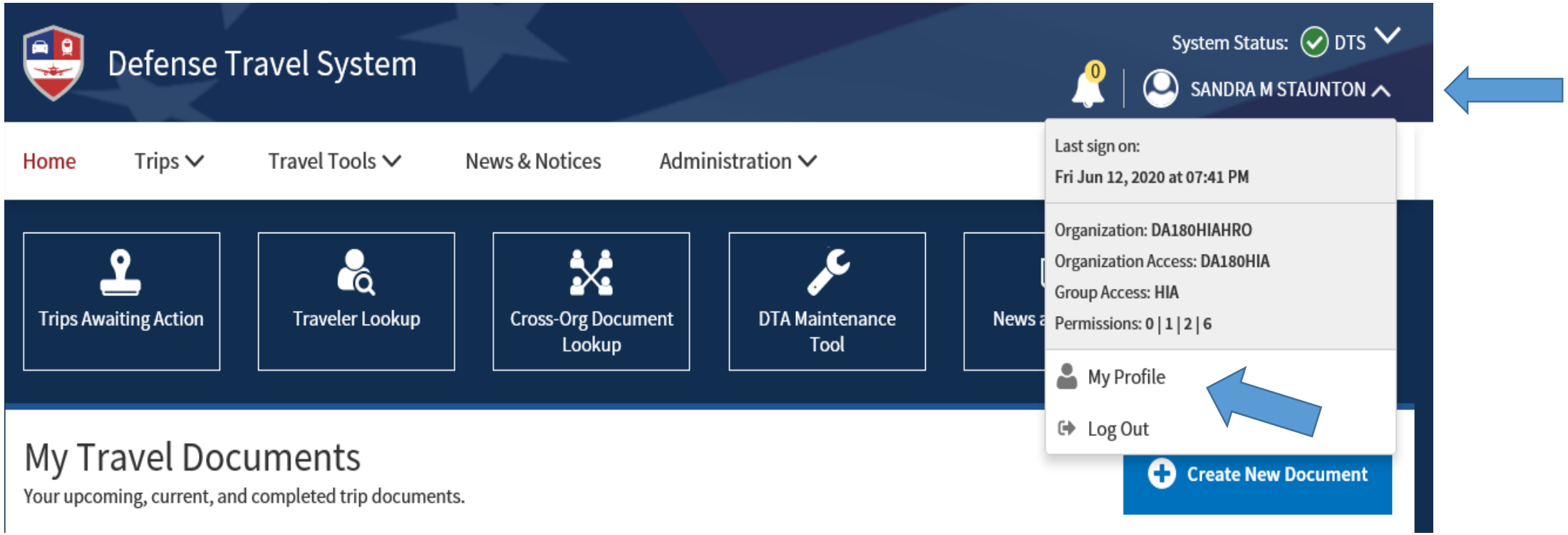
AIR

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

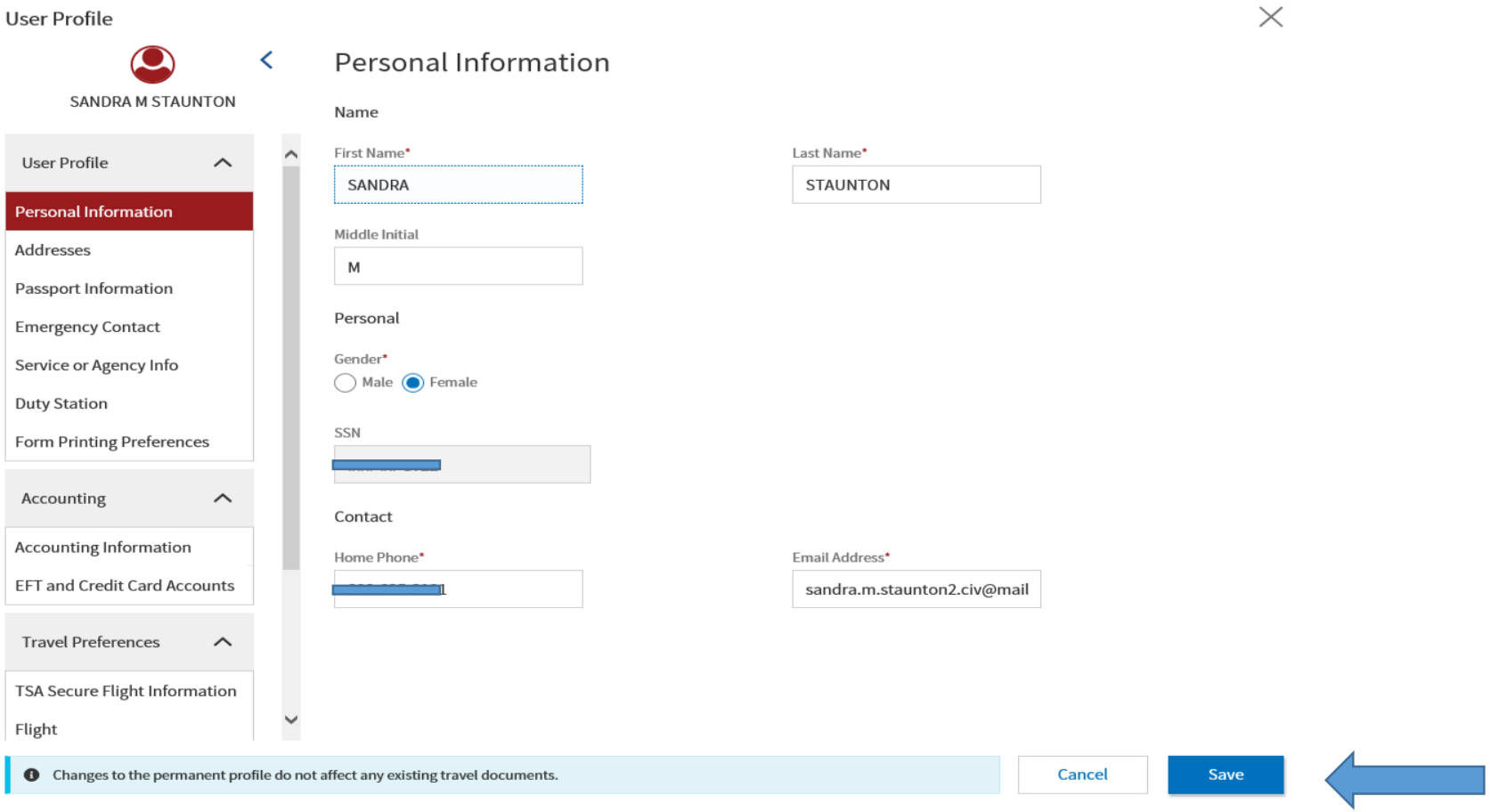
DTS Profile


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


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 a
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
My Travel Documents
Your upcoming, current, and completed trip documents.
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 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	2. SSN	3. POSITION TITLE	4. PAY PLAN, SERIES, AND GRADE
Joey Mariano		HRDS	GS-201-11

5. INITIAL/UPDATE	6. PERIOD COVERED	7. LAST UPDATED
Initial	FY 17	

8. DEVELOPMENT OBJECTIVES

8a. SHORT TERM OBJECTIVES *(4-12 MONTHS)*	8b. LONG TERM OBJECTIVES *(1 YEAR +)*
To get to the PD standard of GS 11	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: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USAF, cn=MARIANO.JOEY.C.1263095061 Date: 2017.07.06 14:29:42 -10'00'		Date: 6 JUL 17
HRO Coordinator/ HRDS Printed Name:	JOEY MARIANO	Signature:	Digitally signed by MARIANO.JOEY.C.1263095061 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USAF, cn=MARIANO.JOEY.C.1263095061 Date: 2017.07.06 14:31:05 -10'00'		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

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
- 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

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 – Temp Technicians are eligible for this award
- Service Awards
- Performance Awards
  - Cash
  - Time Off – Temp Technicians are eligible for this award

UNCLASSIFIED

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 **F**ederal **E**mployee **A**ntidiscrimination and **R**etaliation Act of 2002

(No FEAR Act)

Pub. L. 107-174

UNCLASSIFIED

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

  <u>OR</u>

  - File a formal complaint of discrimination with the EEO Office

Point of Contact

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

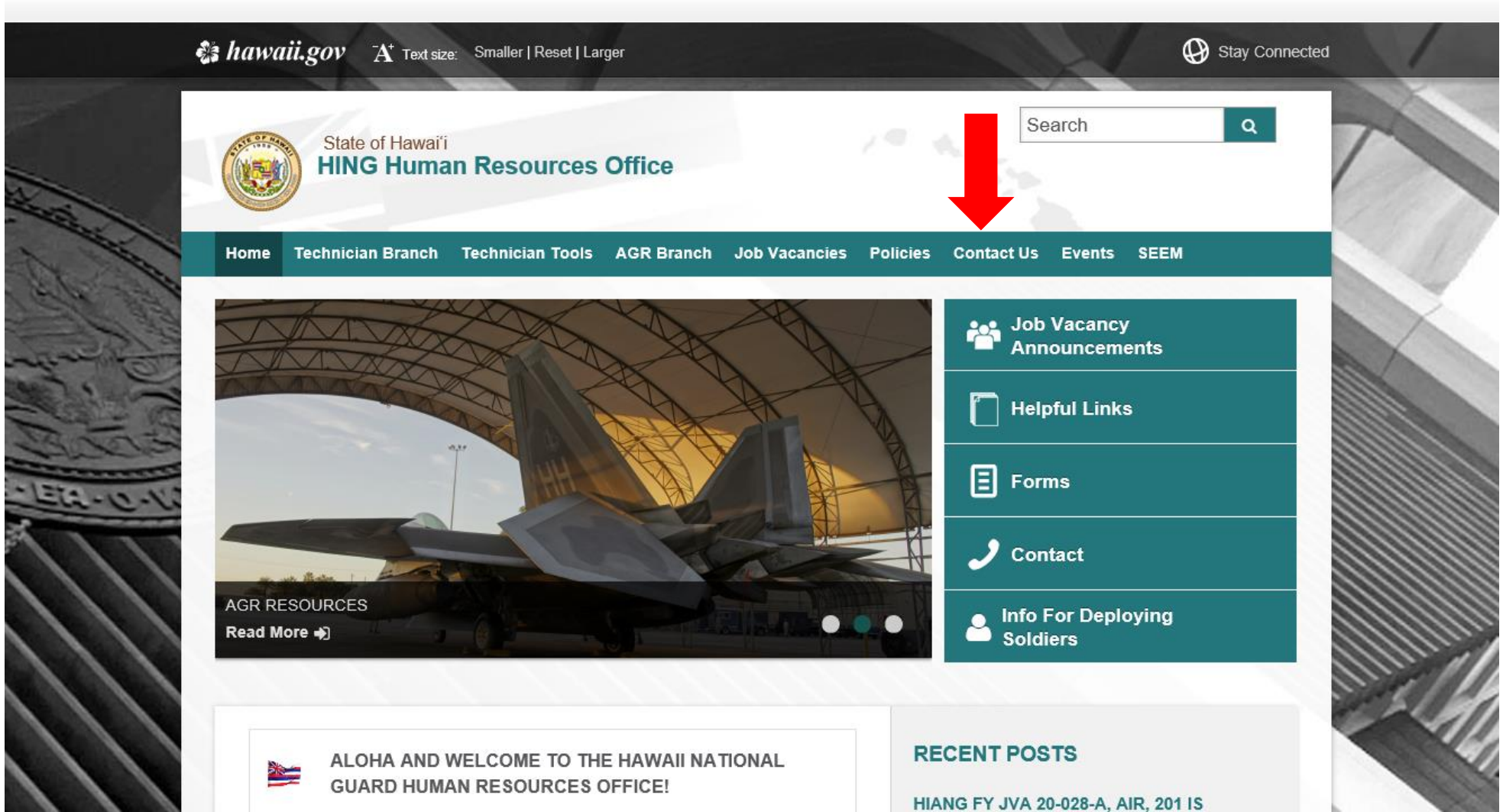
Documents Review

FINAL DOCUMENTS DUE COB TODAY

UNCLASSIFIED

HRO Resources & Contact Page

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



New Employee Orientation (NEO) Survey

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

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Final Comments

Oath of Office (New Hires Only)

UNCLASSIFIED