

Idaho National Guard Federal New Employee Orientation



Agenda

- Type of Appointment
- Service Computation Date (SCD)
- Pay, Deductions and Leave
- ATAAPS
- Military Membership/Uniform
- Standards of Conduct
- Federal Employees Health Benefits (FEHB)
- Tricare Reserve Select
- FSA Flexible Spending Account
- Government & Retirement Benefits (GRB) Platform
- Military Out-Processing

Agenda

- Occupational Injury (OWCP)
- Employee Assistance Program (EAP)
- EEO/Sexual Harassment Policy
- Physical Fitness Program IMD-2
- Mass Transit
- Electronic Official Personnel Folders (e-OPF)
- Your Rights as a Federal Employee

Type of Appointments

- Temporary Appointment (Tenure 0)–
Is a non-permanent employment, hired to fill due to a increased workload or as additional funds are available for hiring for a short period of time.
- Indefinite Appointment (Tenure 3) –
A temporary in nature that will normally last more than one year. Benefits are the same as a permanent employee. Indefinite employees may be separated after a 30-day written notice memorandum issued by the HRO.
- Permanent Appointment (Tenure 2/1) –
Federal Employee that must serve a one-year trial period. Employee may be removed during this trial period if performance and/or conduct do not meet expected standards.

Service Computation Date (SCD)

- A date, either actual or constructed, that is used to determine benefits and is generally based on how long the person has been in the Federal Service
- The SCD-Leave is used to determine the rate at which an employee accrues annual leave
- All Title 10 time counts toward your SCD. You will need a DD 214 for each period of Title 10 time to ensure your SCD is calculated accurately.

Pay, Deductions, & Leave



**Control Your Pay
with MyPay!**

- Leave and Earnings Statement (LES) – Available to each employee every pay period. Your LES will show current year-to-date earnings and deductions, TSP contributions, and leave balances.
- You may view your LES via MyPay website at <https://mypay.DFAS.mil>
- Army: Paid 2nd Thursday after end of the pay period.
- Air: Paid 1st Friday after the end of the pay period.
- Direct Deposit only (SF1199)
- Federal holidays are paid days off for all employees.

Pay, Deductions, & Leave Continued...

ANNUAL LEAVE:

If you will be a Federal Employee for **90+** days, you are eligible for authorized absences from work without loss of pay. You will begin accruing annual leave, but will not be eligible to use it until you have reached the 90 days. You can use annual leave for for vacations, maternity/paternity and other emergency or personal situations. Except in emergencies, you must obtain your supervisor's advanced approval so your leave time and work responsibilities are coordinated. Employees accrue annual leave as follows:

Federal Employee based off of a 80 hour work schedule:

Years of Service:

Less than 3 years
3 years but less than 15 years
15 years or more

Annual Leave Per Pay Period:

4 hours
6 hours
8 hours

An Employee may not carry over more than 240 hours of annual leave to the next leave year. Hours above 240 will be forfeited. Employees are required to schedule and are expected to utilize any leave over 240 hours.

Pay, Deductions, & Leave Continued...

SICK LEAVE: Sick leave accrual is **four hours** per pay period and there are no limitations on how much sick leave can be accrued.

*Sick leave may be used for medical, dental or optical examinations or treatment, pregnancy or childbirth.



MILITARY LEAVE (15-Day/120 hours):

Temporary employees are **not** authorized Military Leave.

LEAVE WITHOUT PAY (LWOP): Based upon your written request, you may, at the discretion of the supervisor, be granted approved absence from duty without pay.

DISABLED VETERAN LEAVE: 104 hours in first 12 months of employment. Available to any NEW Federal Employee who is a veteran with a service-connected disability rated at 30% or more for purposes of undergoing medical treatment for the disability. ****VA documentation required**

Pay, Deductions, & Leave Continued...

COMPENSATORY TIME (Title 32 Dual Status Techs):

The amount of time off given is equal to the time you spent outside your normal duty hours or irregularly scheduled work.

- In order to be compensated, you must receive your supervisor's approval before performing such work.
- Compensatory time must be used within **26 pay periods** from the pay period in which it was earned or the time will be forfeited.

NOTE: Comp time is input in ATAAPS via the "Premium Request" link

COMPENSATORY TIME (Title 5):

- Can be requested in lieu of **OVERTIME**
- The amount of time off given is equal to the time you spent outside your normal duty hours or irregularly scheduled work.
 - In order to be compensated, you must receive your supervisor's approval before performing such work.
 - Compensatory time must be used within **26 pay periods** from the pay period in which it was earned or the time may be forfeited or payed out as **OVERTIME**.

Note: Recommend Comp Time used before Annual Leave.


Pay, Deductions, & Leave Continued...

OVERTIME (Title 5):

- In order to be compensated, your supervisor must request/authorize overtime work in advance.
- Overtime is paid out 1.5 hours of pay for every hour worked.
- NOTE: Exceptions will apply.

ATAAPS

Reminder for all Air Force Employees – Be sure supervisor builds ATAAPS profile in order for you to get PAID

ATAAPS Menu		Notifications 	
Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Op Code	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Work Center	Change UIC - FL41
Default Labor	Team Management		Reports
Leave Request	Employee Reopen		Change Password
Premium Request	Database		

**Failure to do so =
NO PAY**

Most frequently used codes:

RG: Regular time (GS) LM: Military Leave
RF: Regular time (WG) KG: Military LWOP
LA: Annual Leave KA: LWOP
LS: Sick Leave

**Follow up with Timekeeper for
Questions**

ARMY: <https://ataaps.csd.disa.mil/index5.htm?d>

AIR FORCE: <https://af.ataaps.csd.disa.mil/ataaps>

MILITARY MEMBERSHIP/UNIFORM

MILITARY MEMBERSHIP:

You are required to maintain Military membership for your Federal Technician position. Failure to maintain Military membership is grounds for termination for you Federal Technician position.



MILITARY UNIFORM:

You are required to wear the uniform while performing technician duties. Additionally, compliance with established grooming, weight management and physical fitness requirements is essential. All customs and courtesies must be abided by while on Technician status.

TITLE 5 DRESS CODE

Dresscode Policy:

- See HRO Website
- Dress code may be work center specific
- Supervisor discretion applies

Standards of Conduct

All employees are required to maintain high standards of honesty and integrity and to conduct business in an ethical manner. You are required to perform your assigned duties conscientiously and always conduct yourself in a manner that reflects credit on you and the National Guard. If your conduct is in violation of any statute, regulation, or other proper authority, you will be held accountable. Violation of any standard of conduct may be the basis for disciplinary action.

Every newly hired Federal Employee is provided a Standards of Conduct Statement

Employees may also use:
Federal Personnel Manual 735 and DOD Directive 5500.7

Federal Health Benefits: FEHB

- Temporary appointments of 90 days or more
- Elections are made through the GRB Platform
<https://portal.chra.army.mil/abc/>
- We offer many different plans to meet all your medical needs:
you may visit <http://www.opm.gov/insure> to research available plans.
- **It is your responsibility to research the available plans.**
- The effective date will be the first day of the next pay period after the election is made.
- Notify your HRO Representative immediately if your FEHB information is not correct on your Leave and Earnings Statement (LES).

FEHB Time Frame



- As a new employee, you must make an election within 60 days of your 1st eligibility date or entrance on duty date unless covered by a spouse/parents health insurance.
- You may make changes outside the 60 day window with a Qualifying Life Event (QLE) or during the annual Open Season. **QLE Examples – Marriage, Birth, Divorce, Deployment
- Open Season begins the 2nd Monday in November and runs through the 2nd Monday in December effective on the 1st full pay period in January

TRICARE Reserve Select

- **Employee must Terminate TRS coverage if eligible for a (FEHB) Federal Employees Health Benefit plan as defined in Chapter 89 of Title 5 U.S.C.**

To **Terminate** TRICARE Reserve Select Coverage you will need to contact your Military Personnel Office or visit the website listed below:

<https://www.dmdc.osd.mil/appj/trs/>

Or call:

TRS POC AIR: 1-800-525-0102 ARMY: 1-866-810-9183

Tricare West: 1-844-866-9378

Note 1: TRICARE will retroactively terminate your TRS coverage based on your FEHB eligibility date you place in the date field on the website

Note 2: Normally, the effective date will be the first day of the next pay period after the election is made.

Note 3: The HRO Office recommends that an employee coordinate the date of FEHB eligibility with the cancellation of TRS coverage on the www.dmdc website

Federal Employees Dental and Vision Insurance Program FEDVIP

- Federal Employees Dental and Vision Insurance Program (FEDVIP) is **not available** to temporary employees

Flexible Spending Account (FSA)

- Pre-tax benefit account allows you to pay for certain health/dependent care expenses with pre-tax dollars
- If you are eligible for FEHB, you are eligible for FSA
- You have 60 days from your 1st eligibility date or entrance on duty date to enroll, or you can enroll during the annual Open Season
- You must re-enroll every year



Flexible Spending Account (FSA)

**The minimum election for all accounts is \$100

**Carryover has been adopted for health care and limited expense health care FSAs effective with the 2015 Benefit Period. If you are enrolled in one of these FSAs, you will be able to bring up to \$500 of unspent funds from previous year into the following year. You can use these funds to reimburse your eligible expenses incurred. You must re-enroll for the new year Benefit Period to be eligible for carryover.

HEALTH CARE AND DEPENDENT CARE ACCOUNTS



PUT MORE MONEY IN YOUR POCKET!

Flexible Spending Accounts (FSA)

To receive more information regarding FSAs,
please contact a FSA counselor

Email: fsafeds@adp.com

Telephone: 1-877-FSAFEDS (372-3337)

TTY: 1-800-952-0450

Mon-Fri 9AM-9PM Eastern Time
Closed Weekends and Holidays

<http://www.fsafeds.com>

This is a program we facilitate but do not manage

ABC-C Automated Systems

Government & Retirement Benefits (GRB) Platform

- Secured Web based application
<https://portal.chra.army.mil/abc/>
Available 24 hours a day
- Create and process electronic benefit elections
- Requires use of Common Access Card (CAC) authentication
- Allows you to print pending benefits transactions
- Employee Benefits Automated Tracking System (EBATS) allows employees to see summary of current benefits and any open or closed benefits actions received at ABC-C

GRB Platform



ABC-C Portal

Quick Links ▾

Login ▾



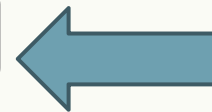
Resources



EBATS ⁱ



GRB ⁱ



ICE

About Us

Contact Us

2020 Federal Benefits Open Season Begins in ⁱ

Health * Dental/Vision * Flexible Spending Accounts

33
Days

15
Hours

27
Minutes

50
Seconds

You have successfully signed into the GRB Platform.

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

Your current browser: Internet Explorer 11

Security Notice

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

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

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

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

Launch

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

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Click Launch



The screenshot shows a web browser window titled "GRB Platform : 1.2.112.27 - DEPARTMENT OF THE ARMY: Default - Internet Explorer". The page content includes a "MENU" icon and a "TOTAL COMPENSATION STATEMENT" link. A video player titled "New User Video" is the central focus, displaying the "GRB Platform" logo. A "Closed Caption" overlay is positioned on the left side of the video player, containing the following text:

Welcome to the Government Retirement and Benefits Platform. The GRB Platform is an enterprise system that provides federal employees with access to information regarding government wide benefit programs such as health insurance, life insurance, the thrift savings plan, retirement, and more. You can review the coverage for each benefit you are enrolled in as well as other benefits you may want to take advantage of in the future. Additionally, the GRB Platform contains a variety of resources and tools such as benefit program documentation, fact sheets, informational videos, electronic forms, calculators, and links to external websites. The GRB Platform uses information from your agency's personnel and payroll system, and depending on how your agency has configured the system, you may also be able to enroll or change your enrollment for certain benefits as well as apply for retirement online. This video is designed to highlight some of the key features contained within the system and how to access them. After logging into the GRB Platform you initially arrive at the Landing Page. Here you see a number of tiles, with each tile representing a specific federal benefit program. To access information about a program, simply click the tile and it will expand to fill the window. In this case, we have selected the Health Insurance tile. Displayed across the top is the name of the benefit program, and below there is a brief description with information such as program features, who is eligible, when you can enroll, and who administers the program. Below

At the bottom of the video player, there is a "Close" button and a checkbox labeled "Do not show this each time. (New User Video accessible from Menu)". A "Logout" link is also visible in the bottom right corner of the video player area.

Watch New User Video or select Close

Army Benefits Center - Civilian




Health Insurance



Life Insurance




Thrift Savings Plan




Retirement



Dental & Vision Insurance




Long Term Care



Flexible Spending Accounts



Social Security



Workers Compensation Benefits

Military Out-Processing

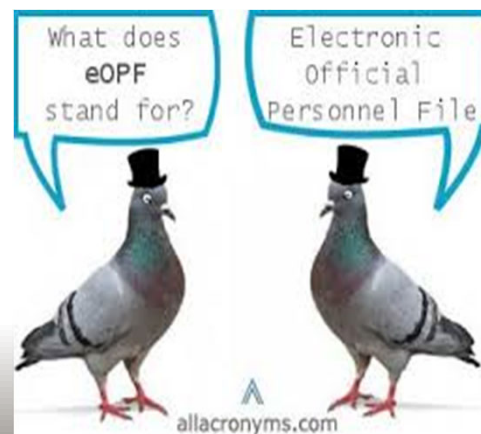
- Absent-US
 - Separation-US
- Upon notification that an employee will be entering Active Duty, whether for a deployment, AGR tour, military school, or other Active Duty assignments the following procedures will need to be followed:
1. Supervisor/Employee will notify HRO that he/she has an employee(s) pending Active Duty Service.
 2. Employee will need to schedule an appointment with his/her HRO representative to cover employees rights and benefit entitlements ******(Out-Processing checklist will be completed at this time if orders are 30+ days)******
 3. Employees will need to bring a copy of his/hers orders to out-processing appointment

When an employee does not out-process this could cause disruption in health insurance, pay, leave, TSP, etc...So ensure you OUT-PROCESS!!!

Electronic-OPF (e-OPF):

- The e-OPF is an electronic version of your Federal Employee record (similar to iPERMS/vMPF)
- Provides email notification to the employee when a document is added to the e-OPF
- The e-OPF records are regularly backed up, and provides disaster recovery to assure continuity of operations in any situation
- e-OPF Log on Instructions can be found at the following link under Benefits/ Services

<https://inghro.idaho.gov/hr/SupervisorsToolbox/supervisorstoolbox.htm>



Workers Compensation (OWCP) :



INJURED AT WORK: If you are injured at work, you must contact your **supervisor immediately**. Your supervisor will secure the forms required to document your injury and submit your claim via ECOMP and in turn is forwarded to the Injury Compensation Program Administrator (ICPA) at HRO.

Primary Steps for Employee:

1. Notify supervisor and ask if you need a CA-16 form
2. Get medical treatment – request medical documents be signed or counter-signed by a medical doctor (MD or PhD)
3. File claim on ECOMP
4. Upload initial medical documents on ECOMP
5. Notify supervisor if you have temporary work restrictions
6. Notify supervisor if you have lost military earnings during COMP period

**Idaho National Guard – ICPA Mike Whittier 208-272-4560 or
Ashlee- 422-3349**

Employee Assistance Program (EAP)

- Confidential Counseling on Personal Issues
 - Legal Information, Resources and Consultation
 - Financial Information, Resources and Tools
 - Information, Referrals and Resources for Work-Life Needs
 - Online Information, Tools and Services
-
- **6 free visits per year**
 - **You will need to get a pre-authorization number to use provider services**

Call: **888.290.4327**

TDD: 800.697 .0353

Online: **guidanceresources.com**

Your company Web ID: **GOVEAP**

EEO/Sexual Harassment

Any unlawful employment practice that occurs when an employer fails or refuses to hire or otherwise discriminates against any individual with respect to compensation, terms, conditions, or privileges of employment because of **race, color, religion, gender, reprisal, national origin, age, physical or mental disability and genetic information (GINA Law).**

NO FEAR ACT: The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act) became effective on October 1, 2003 (CIVILIAN EMPLOYEES)

DISCRIMINATION IS AGAINST THE LAW!

What types of discrimination are against the law?
Employers are prohibited from discriminating on the basis of race, color, religion, sex, or national origin. It is also illegal to discriminate on the basis of age, physical or mental disability, and genetic information.

How can I file a discrimination complaint?
1. Contact the EEOC or the relevant state or local agency.
2. File a charge of discrimination with the EEOC or the relevant state or local agency.
3. The agency will investigate the charge and attempt to resolve the dispute.
4. If the agency cannot resolve the dispute, you may file a lawsuit in court.

What should I do if I experience discrimination?
1. Document the incident.
2. Report the incident to your supervisor or the EEOC.
3. Consider filing a lawsuit.

What should I do if I witness discrimination?
1. Report the incident to your supervisor or the EEOC.
2. Consider filing a lawsuit.

How can I get a copy of the Equal Opportunity Act?
1. Contact the EEOC.
2. Visit the EEOC website.

KNOW YOUR RIGHTS!

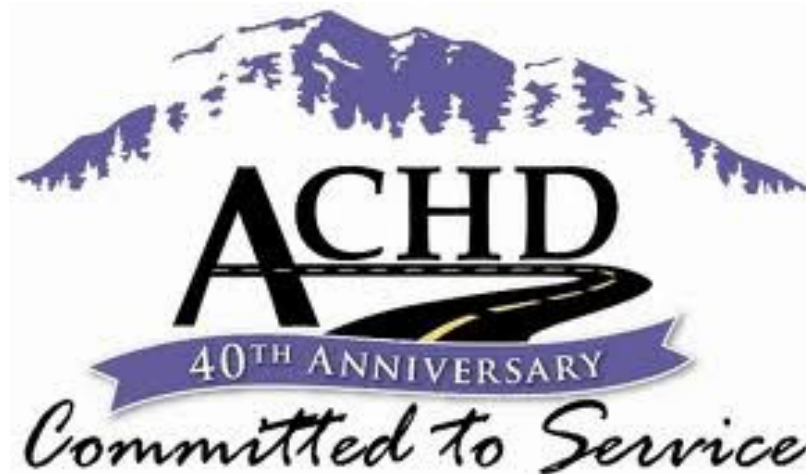
Physical Fitness Program IMD-2

- Authorizes not more than one hour of official time per day and five days a week per supervisor
- Not required – Voluntary for all Employees to participate in
- Personnel/Participants must complete a Statement of Understanding and Liability (IDNG Form 4R, Attachment 1) prior to starting this program
- Title 5 will need a release form from Doctor before they can PT
- **Authorized Activities:**
 - *Aerobic– includes running, walking, swimming, bicycling, treadmills, stair climbers, and organized aerobics
 - *Strength/Toning – Includes fitness machines, calisthenics, and weight-lifting.
- **Unauthorized Activities:** Include activities involving unrestricted team competition or physical contact among participants. Ex. Basketball

The IMD-2 Regulation can be found on the HRO website

MASS TRANSIT: ACHD COMMUTERIDE

- This program is available for all Federal Employees
- Please contact your POC for more information



POC for the Army and Air Employees
Zenella Sablan 272-4225

Bonuses & Incentives

- Acceptance of any Title 32 technician position over 179 days will cause termination of entitlement and eligibility for all bonuses and incentives.
- This does not affect Montgomery GI Bill eligibility or GI Kicker.
- Does not apply to Title 5 employees

***Check with your incentives manager to see how this affects the incentive you may have received.**

Incentives Manger: Laura Matye- 272-3835

laura.k.matye.mil@mail.mil

How To Get Your Student Loans Forgiven

Public Service Loan Forgiveness (PSLF)

What is PSLF, Exactly?

It's a federal program that forgives the remaining balance on all your direct loans if you meet all of the requirements.

Where can I find additional information about the PSLF Program?

For detailed information – including how to monitor your progress toward qualifying for PSLF – read the PSLF Questions and Answers document at:

<https://studentaid.ed.gov/publicservice>

For updates or additional information on federal student aid, visit

<https://studentaid.ed.gov>

Your Rights as a Federal Employee

- Review Prohibited Personnel Practices (PPP) Handout
- What you can do if you believe a PPP has been committed
 - File a written complaint with the U.S. Office of Special Counsel at <https://osc.gov/>

If you have additional questions please feel free to contact your HRO Representative



SHRS Employee Relations – John Vanhorn 272-3809

Mike Whittier (OWCP) A – M 272-4560

**Zenella Sablan N - Z 272-4225
(Performance Management/Incentive Awards)**

Eric Foster (Retirememements/Buybacks)

John VanHorn (Retirements) 272-3809

**David Emry 272- 4226
(Employee Development/Training and Travel/IDPs/PIPs)**



**HRO Website:
<http://inghro.idaho.gov>**