

## Idaho National Guard Human Resources Office

Through strategic partnerships and collaboration, the Idaho Human Resources Office recruits, develops, and retains a high-performing and diverse workforce based on merit, performance, and potential to maintain the combat, domestic emergency/disaster response, and overall readiness of the Idaho Military Division.

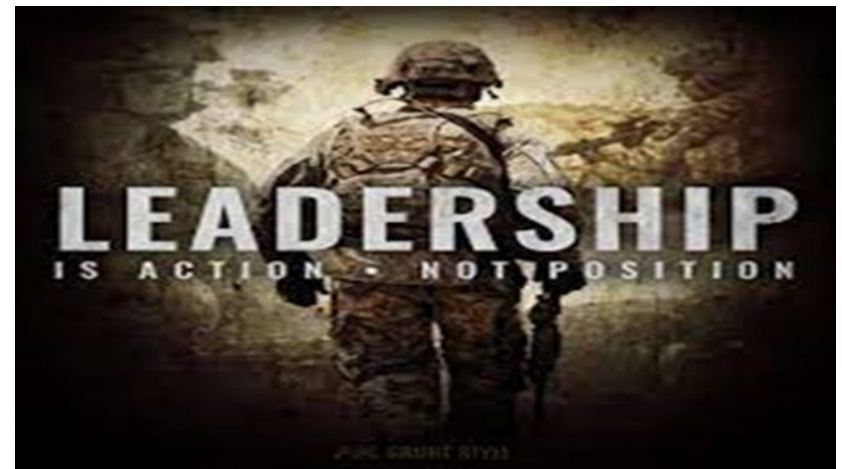


## National Guard Federal Employee Management Course

### Contact Us

4794 Gen. Manning Ave.  
Building 442  
Boise, ID 83705

Phone: (208) 272-4226  
Email: david.e.emry.civ@army.mil  
Web: <https://inghro.idaho.gov/>



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What are the 3 Employee Rights?

Expectations, Training-to meet expectations, & Feedback

## Notes:




# Training & Career Development



All travel requests require an SF-182 before starting their DTS Authorization. Any travel requiring a rental car needs a Special Conveyance Memo.

Send all certificates of completed training to be input into the personnel records of the attendee.

Anyone hired into a training grade position are required to have an Individual Development Plan (IDP) NGB form 650 within 30 days of their start date with the organization.

A training calendar and all forms are located on the HRO website under the HRD section.

Any training requests please reach out to me, and we will work on developing a plan for the training need.

Human Resources Development Specialist

David Emry

(208) 272-4226

[david.e.emry.civ@army.mil](mailto:david.e.emry.civ@army.mil)

### NOTES:


# Equal Employment Opportunity



State Equal Employment Manager

Mr. Albert Gomez

Army, Air, & State

(208) 272-4224

[albert.j.gomez2.civ@army.mil](mailto:albert.j.gomez2.civ@army.mil)

### Supervisor Responsibilities:

Ensure member speaks with an EEO Counselor and/or SEEM. Ensure anonymity is maintained if the member asks for it. Cooperate with the Counselor as they work to gather information on the complaint. If the complaint cannot be resolved satisfactorily then the complainant has the right to file a formal complaint.

Technician has 45 days to file a complaint.

EEO Counselor and/or SEEM have 30 days to conduct an inquiry into the complaint.

### EEO Counselors:

Eric Patton

Email: [eric.d.patton.mil@army.mil](mailto:eric.d.patton.mil@army.mil)

Scott Johnson

Email: [scott.l.johnson.mil@army.mil](mailto:scott.l.johnson.mil@army.mil)

### Notes:


# SHARP/SARC

## Employee/NG Complaints go to the SEEM

IDNG 24 Hour Hot line – (208) 447-6166

WING 24 Hour Hot line – (208) 954-3369

**IDNG LEAD SARC** - (208) 272-8304

Julie Whirlow: julie.l.whirlow.civ@army.mil

**IDARNG SARC** – (208) 272-4306

Sean Egbert: sean.t.egbert.mil@army.mil

**WING SARC** - (208) 422-6373

Ms. Amanda Nowak: amanda.nowak@us.af.mil

**JFHQ VA** - (208) 272-8400

Carl Hendricks: carl.p.hendricks.mil@army.mil

All contacts above can and will help, but will be referred to the State

NOTES: SEEM


# Whistle Blower Training

How supervisors are supposed to respond to complaints alleging a violation of whistleblower protections.

Supervisors may not take, fail to take, or threaten to take, or fail to take a personnel action for: Protected whistleblowing, protected activity.

Categories: Violation of law, rule, or regulation, Gross mismanagement, gross waste of fund, abuse of authority, substantial & specific danger to public health or safety, censorship or research or analysis.

Respond & Forster an environment where employees feel comfortable alleging retaliation or disclosing wrongdoing.

Disclosure & Case Review: (800) 872-9855 – [info@osc.gov](mailto:info@osc.gov) Hatch Act Unit (800) 85-hatch – [hatchact@osc.gov](mailto:hatchact@osc.gov)

Website: [osc.gov\[complaintforms/e-file\]](http://osc.gov/complaintforms/e-file)

Speaker Requests & Certification Program: (202) 804-7163 [certification@osc.gov](mailto:certification@osc.gov)

Notes:


# Ethics/Fact Finding/Inquiries/Investigations

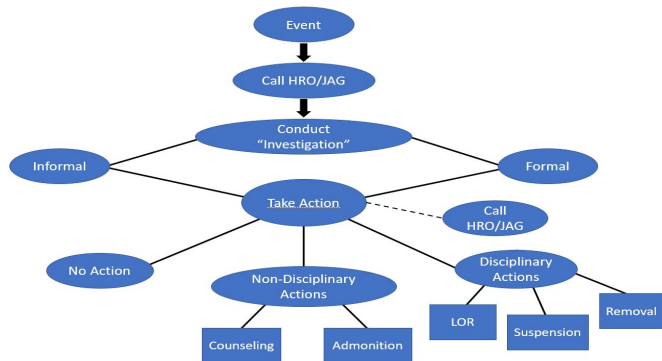
LTC Stephen A. Stokes, Staff Judge Advocate, IDNG  
(208) 272-5199; (208) 272-5474; (208) 999-2148

What is Government Ethics? Government ethics constitutes the application of ethical rules to government. It is part of practical legal theory that governs the operation of government and its relationship with the people that it governs.

## Gifts

Is the item a gift? Is the item from a prohibited source? Does it fall within an exception? If the gift is legal, would using an exception undermine Government Integrity?

Can you "S.A.A.V.I.T." Was the gift **Solicited**, are there **Appearance** concerns, Does the gift provide the employee/subordinate with disproportionate **Access**, Does the gift have high market **Value**, Does the **Timing** of the gift create the appearance that the employee/subordinate is seeking to **Influence** an official action?



Notes:


# Classification & Position Management

The State HRO/Classification Specialist serves as a consultant on all position management and classification issues. The Classification Specialist is responsible for establishing and maintaining correct pay, title, occupational series, and grade for all positions.

The Classification Specialist assists organizations in assigning duties and responsibilities which provide a basis for efficient and economical accomplishment of the work and mission ensuring proper allocation of authorized requirements and manpower resources.

Idaho Human Resources Office Classifier: Ms. Yvonne Howard

Ms. Yvonne Howard

(208) 272-3343

[yvonne.howard.2@us.af.mil](mailto:yvonne.howard.2@us.af.mil)

NOTES:


# Recruitment, Staffing, & Pay

Manpower Supervisor: Cindy Whitehead 272-3341

Mike Whittier 272-3350; Allen Green 272-3344;

Benjamin O'Neal 272-3339

**Common Personnel Actions:** Vacancy Announcement, Recruit Fill, Reassignment, Temporary Appointment NTE (Not to Exceed), Extend Temporary Appointment NTE, Detail NTE, Temporary Promotion NTE, Change to Lower Grade

**Tenures** – Temporary Group 0, Permanent Group 1, Conditional (Trial Period of on year) Group 2, Indefinite Group 3 (3-4 year appointment has same benefits as tenure group 1)

Requesting a Job to hiring an employee typically takes 3 months

**Items to consider:** Change to Lower Grade, Highest Previous Rate, Tenure Change, Superior Qualifications, Recruitment, Relocation, & Retention Incentives, 180-day waiver, High Leave Accrual, General Schedule Promotions

**Title 5** – Veterans Preference will be considered for Title 5 vacancies, non-veteran placements require a “pass-over,” all Title 5 appointments are subject to the priority placement program

**Federal Pay Systems** – General Schedule (GS) administrative/clerical/technical

**Federal Wage Systems** (WG, WS, & WL) trades and crafts-related fields

**Areas of Considerations:** National Guard Members, Onboard Technicians, Nationwide, Inter-Office.

Notes:


# Disciplinary Actions/Conduct Management/Labor Relations

Inform the employee of the rule: Training, Oral communication, General notification to a work group, Specific directive to employee, & Common Knowledge

Prove the employee broke the rule: Personal observation, Witness statements, Pictures, Logs, Video, Security system, Admission/confession, Formal investigation

Steps: 1 Determine Status, 2 Determine Performance or Misconduct, 3 Decide the Penalty

Questions? Call HRO and we will help navigate your situation.

**The Bargaining Unit (BU):** The American Federation of Government Employees (SFGE) represents both Air & Army Idaho Employees

AFGE Local 3006 is Idaho’s Union and Chapter.

Positions excluded from the BU: Management Official or Supervisor, Confidential Employee, Employee engaged in personnel work other than solely clerical, Administering provisions for this chapter, Professional Employees, National Security Positions, Investigative or audit personnel

Read the Collective Bargaining Agreement & Call John Van Horn if you have questions (208) 272-3809

Notes:


# Conduct Versus Performance/ Performance Improvement Plan (PIP)

Misconduct CNGBI 1400.25 vol 752 – Rules of Behavior & Progressive discipline: Examples are in CNGBI 1400.25 v 752 Enclosure I

Performance CNGBI 1400.25 vol 431 – Critical Elements 7 Performance Improvement Plan/Performance Demonstration Period (PIP/PDP): was the expectation written in the performance plan? If the expectation is not one of their critical elements its not a performance problem. If it is a critical element, it **MAY BE** a performance problem.

## Performance Improvement Plans

DoDI 1400.25, Vol 431 Enclosure C, Performance Improvement Plan

A plan of action for the employee to demonstrate their ability to perform their job at an acceptable level. They provide specific expectations of performance and identify how the employee will demonstrate that performance over period. How are you as the supervisor is going to support the employee.

Set clear expectations of performance requirements and outline what “fully successful” is. If performance declines below “fully successful” in one or more of the performance elements at any time during the rating period, the supervisor will work with HRO to determine appropriate action. The supervisor must provide enough time appropriate for the employee to demonstrate they can perform to “fully successful.”

Process for PIP: Contact HRO, with HRO develop PIP with clear expectations, clear time for your employee, meet with your employee regularly to discuss performance and give feedback, complete the PIP written decision.

Notes:


# New Employee Orientation & 1<sup>st</sup> Week

Before Orientation your employee and you will receive an email stating the date your employee and time of their orientation. There are links in that email that have the required documents that need to be printed out signed and brought to orientation. **(If these documents are not brought to orientation it could result in your employee not being able to start work).**

It is the supervisor’s responsibility to ensure your employee attends their orientation. If the employee is unable to attend orientation, contact HRO immediately to reschedule.

Payroll documents must be submitted by the employee to their respective finance office either in person or by email. **(Failure to do so could result in the employee having pay issues.)**

After Orientation: Complete supervisors’ checklist with your employee. Ensure that finance has received all payroll documents. Make sure you employee has access to ATAAPS before the end of the pay period.

Notes:


# Benefits

FEHB – Federal Employee Health Benefits  
<https://portal.chra.army.mil/abc/>

FEDVIP – Federal Employee Supplemental Dental/Vision  
[www.benefeds.com](http://www.benefeds.com)

FEGLI – Federal Employee Group Life Insurance  
<https://portal.chra.army.mil/abc/>

TSP – Thrift Savings Program [www.tsp.gov](http://www.tsp.gov)

FSA – Flexible Spending Account [www.fsafeds.com](http://www.fsafeds.com)

EAP – Employee Assistance Program (888) 290-4327  
<https://www.guidanceresources.com>

Ada County Highway District (ACHD) Commute ride Mass Transit Technician Program Manager: Anthony Starbard (208) 272-4228

Commmuter Ride Carpool & Vanpool Services (208) 345-POOL  
[www.Commuteride.com](http://www.Commuteride.com)

Notes:


# Army ATAAPS

## Automated Time Attendance and Production System

Contacts:

Bill Rhoades – (208) 272-4565 - [billy.r.rhoades.civ@army.mil](mailto:billy.r.rhoades.civ@army.mil)

James Schumacher - (208) 272-4292- [james.a.schumacher.mil@army.mil](mailto:james.a.schumacher.mil@army.mil)

Certifiers

- Responsible for ensuring that the time entered in ATAAPS is valid and represents actual worked time.
- Sign-off on valid timecards so that time and attendance can go to payroll.
- Verify leave and/or premium requests.

Common Errors:

- Time cards not being concurred & certified
- Employees inaccurately built in ATAAPS or Incorrect personnel actions
- Invalid entries on employees timecard

ATAAPS coding guide located in the Supervisors Toolbox on the HRO Website.

Notes:




# Air ATAAPS

## Automated Time Attendance and Production System

### Certifiers

- Responsible for ensuring that the time entered in ATAAPS is valid and represents actual worked time.
- Sign-off on valid timecards so that time and attendance can go to payroll.
- Verifying Leave and/or Premium requests.

### Common Errors:

- Timecards not being concurred & certified by the "Zero Pass" (Earlier is always better)
- Members inaccurately built in ATAAPS or personnel actions incorrect
- Invalid entries on members timecards ie. Coding, utilizing KA or KG, hours worked not matching work schedule.

(208) 422-6147 (Wing Schedule)

ATAAPS Coding guide located in the Supervisors Toolbox on the HRO Website.

<https://usaf.dps.mil/teams/SAFFMCSP/Portal/SitePages/Home.aspx>

### Notes:


# Workers' Compensation

Michael Torres (208) 272-3338, michael.torres.112.civ@army.mil

### What Should you do if Injured at Work?

Report injury to a Supervisor, Obtain Medical Care, File Written Notice, Obtain Receipt of Notice, Submit claim for COP/Leave and/or Compensation for Wage Loss.

### Supervisor Responsibilities:

Complete & submit forms to HRO (CA-1, OSHA 301, CA-2, & CA-7), Monitor Continuation of Pay, track injured employee's medical status & availability of work, Offer light duty (if applicable), Provide CA-17 for employee to take to their medical provider

The process starts with filling out the OSHA 301 on the ECOMP website: <https://www.ecomp.dol.gov/#/>

### Notes:


# USERRA

## Uniformed Services Employment and Reemployment Rights Act

Federal law intended to provide employment protection for employees who serve in the Uniformed Services. Maximum re-employment rights: provide 5 cumulative years with the same employer for non-exempt military service. Employee is not required to resign position due to serving their military duty.

Supervisor Responsibilities:

Absent-US sent to HRO with a copy of orders – ensure employee out processes with their HR Rep to complete a USERRA checklist. Verify with HRO if Performance Appraisal actions are required for absent employee. Submit a Return to Duty with the Absent US.

**Failure to submit the Return to Duty can cause pay and benefits issues**

Restoration Period: < 31 days – 1<sup>st</sup> full regular workday, >30 <181 days – within 14 days, > than 180 days within 90 days

Notes:


# MyBiz & SF 50

## MyBiz is a tool for employees and supervisors

- ✓ Employees can see important information regarding pay and leave balances as well as retrieve employment verification information.
- ✓ Supervisors can view their team and access important information such as employee information and SF 50s.
- ✓ Ensure that your email address is correct, or you will miss important MyBiz communication information!

MyBiz for Managers and Supervisors and How to Access MyBiz Guides are available in the Supervisors Toolbox:

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

Notes:


# Air Incentive Awards

Purpose: Motivate employees, Increase efficiency, productivity, & creativity, Recognize/reward superior performance & special contributions

Types of Awards: Time-off, On-the-Spot, Superior Performance Awards

Time-off: Up to 40 hours paid time-off per award Maximum 80 hour per leave year. 1-20 hour awards may be approved by directorate/commander. 21-40 hour awards get routed to ATAG for final review/approval. Can be given anytime throughout the year. Must have a appraisal plan in place for 90 days.

On-the-Spot: Lump sum cash award up to \$250 will be approved at the Group Commander Level.

Superior Performance Award: Appraisal based awards, NGB 32 submissions are reviewed by an Awards Boards (Board members are Director of Staff, Comptroller, Air Officer, & a Senior Non-Commissioned Officer. Appraisals need to be completed by 31 March & HRO sets a deadline for NGB 32 submission and that information will be sent out via email to Group Commanders.

Lump-Sum Cash Awards: Can range \$1,000 - \$3,500, funds will be paid out of Civilian/Technician pay funds. Treated as taxable income. Paid as early as possible after receiving final approval.

Quality Step Increase: General Schedule employees only. Must have an overall rating of 5 on appraisal.

NGB 32 must filled out and guidance can be found on the HRO Homepage. Award period performance period must be entered. Sign the form on block 9 and section chief or unit cc sign on block 10. Write-up needs to justify the award. Route the NGB 32 to HRO Program Manager.

Notes:


# Leave

Supervisors ensure you are completing a Leave Expectations Memo with your employees.

**Annual Leave** – 1-3 years = 4 hours per pay period; 3-15 years = 6 hours per pay period; 15 + years = 8 hours per pay period; Service Computation Date determines your leave accrual; Max carry over is 240 hours.

**Leave With Out Pay (LWOP)** – not an entitlement except in a few cases, must be requested by employee & approved by supervisor, anything over 15 consecutive days requires AAG approval.

**KG** – is military leave code, must submit a SF 52 for the first full day of KG. Military leave will not show on LES until at least 1 hour is used.

**Sick Leave** – full-time 4 hour per pay period part-time 1 hour per every 20 hours worked per pay period; Covers: Medical, Dental, Optical exams/treatments, personal incapacitation, family care sick and/or bereavement, birth/adoption, Unlimited carryover balance.

**Paid Parental Leave** – 12 weeks of PAID parental leave; must meet the 12 months of service under FMLA; for births or placements on/after 1 Oct 2020; Must be used within 12 months of the date of the birth or placement; Employees must apply 30 days prior to expected Date or birth or placement for FMLA and complete the Agreement to Complete 12-week Work Obligation; the coding for ATAAPS will be given once the PPL has been approved and memo has been signed.

**Telework** - must have a completed fully successful appraisal, telework training completed, packet must be routed through HRO LRS and signed by Army Chief of Staff or Air Director of Staff.

Notes:


# Performance Management

When do you build a plan?

New appointments, Promotions, Re-assignments, Details, New Supervisor

Plan/Appraisal Cycle

1 Apr. YYYY to 31 Mar. YYYY with a minimum performance period is 90 days to receive a rating of record.

Ensure that your Hierarchy is correct! "Who are you linked to?"

Appraisals require a minimum of two critical elements and a maximum of ten critical elements.

To have a valid appraisal the rated member must have at least one completed progress review.

If a rated member receives a "1" in on any critical element their overall rate will be a "1" on their final appraisal.

Before rating any member, a "1" you must contact the Labor Relations Specialist (John Van Horn).

Notes:


# Army Incentive Awards

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On-the-Spot: Lump sum cash award up to \$250 will be approved at the Director level. Monetary awards are paid from Civilian/Technician Pay Funds. Taxable income and paid as early as possible after receiving final approval.

NGB 32 must filled out and guidance can be found on the HRO Homepage. Award period performance period must be entered. Sign the form on block 9 and supervisor sign on block 10. Write-up needs to justify the award. Route the NGB 32 to HRO Program Manager.

Superior Performance Award: Award options will be based on the Summary Rating (Average Raw Score) of the Appraisal. Supervisor who has not completed their employees appraisals will not be eligible for performance awards. Employees must be under an approved plan for 90 days during the appraisal cycle to receive a rating of record. Temporary Employees are not eligible.

Superior Performance Award: Cash, Time-off, or Quality Step Increase (GS only)

Notes:
