

HRO Insights

Volume 1, Issue 3

01 April 2024

Special points of interest:

- New Performance Plan Mandatory Comments
- Upcoming training with registration links

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Key Dates

- Upcoming Training

National Guard Federal Employee Management Course (Supervisor Training)

April 3rd & 4th 0800-1600, Bldg. 922 RTI Classroom & MS Teams. POC David Emry, Sign up link: <https://buytickets.at/idng/1081062>

Federal Performance Appraisal Training (Creating a Plan)

June 26th 0900-1100, Bldg. 922 RTI Computer Lab & MS Teams. POC Brad Ledbetter, Sign up Link: <https://buytickets.at/idng/1191816>

National Guard Federal Employee Management Course (Supervisor Training)

September 4th & 5th 0880-1600, Location TDB will be on MS Teams as well. POC David Emry, Sign up link: <https://buytickets.at/idng/1190093>

- As a reminder for supervisor's who have a technician anywhere in their hierarchy chain, must attend supervisor training within one year of becoming a supervisor. Then all Supervisor's must attend every three years after their first attendance to remain compliant with the NGB CNGBI 1400.25 Vol. 400. If you have a question about if you need to attend or when was the last time you attended the training reach out to the HRD (208) 272-4226.

April 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

SUN	MON	TUE	WED	THU	FRI	SAT
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

Army AGR News

Prior to moving any households goods, a PCS order must be published authorizing the move. Please work with your assigned SI office to complete the DA 4187 to request PCS orders. Once published, those order will be sent to the Soldier with instructions for how to complete the PCS.

As mentioned in the 2nd Quarter Newsletter, ensure that every AGR completes a DA Form 5960, BAH Certification for FY24. This is an annual requirement for AGRs and must be completed every FY. In addition, a DA Form 5960 must be completed for all life changing events or permeant duty station changes. These must be signed by a commander or commander's authorized representative (signature authority memo required).

If a Soldier is missing a DD 214 for any period of active duty over 90 days please have them submit a DD 214 request form to the HRO drop box: ng.id.idarng.mbx.hro-agr@army.mil

AGR Job announcements can be found at the following link: inghro.idaho.gov/jobs.htm
POCs: AGR Branch Chief CW2 Jordan Harmon 208-272-4211; Enlisted AGR Manager 1SG Gayle Bettis 208-272-4215; AGR Staffing NCO SFC Bridget Wintrode 208-272-4214; AGR Transitions NCO SGT Torres 208-272-4217.-272-4215; AGR Staffing NCO SFC Bridget Wintrode 208-272-4214; AGR Transitions NCO SGT Torres 208-272-4217.

Worker's Compensation—Reporting Injuries

The image shows a portion of the OSHA-301 Accident Report form. It includes sections for 'OSHA COMPLETE BY AGENCY EMPLOYEE' and 'OSHA COMPLETE BY EMPLOYEE'. The form contains various checkboxes and fields for reporting an injury, such as 'Was the injury or illness reported to the employer?', 'Was the injury or illness reported to OSHA?', and 'Was the injury or illness reported to the state or local health department?'. It also includes a section for 'OSHA COMPLETE BY EMPLOYEE' with checkboxes for 'I am a federal employee', 'I am a state or local government employee', and 'I am a private sector employee'.

Importance in reporting injuries!

Remember: If you are injured in a technician status, your military benefits **will not help**. The Veteran's Administration does not recognize your technician duty as military service. Whether you plan on submitting a claim for compensation or not, it is important to report injuries on an OSHA-301. An OSHA-301 is a simple form that is designed to allow a claimant to report an injury and is required in all Worker's Compensation cases. If their injury develops further complications in the future, this form works like an LOD would, in a military status. If you injure yourself at work and you do not feel that medical intervention is necessary at the time, then by documenting the injury, you may be able to pursue compensation later if needed.

The requirements for a "recordable injury" include any injury that results in loss of consciousness, days away from work restricted or light duty work or a transfer to another job due to complications from the injury.

The deadline for an OSHA-301 is seven (7) calendar days, following the initial injury. Any reporting and maintenance of injury claims will be uploaded through the Department of Labor's eCOMP portal. It is suggested that all supervisors become familiar with eCOMP, as they will be the first reviewer on any claims submitted by an employee.

For guidance and questions, reach out to Colton Pasto, ICPA at (208) 272-4560 or Colton.L.Pasto.Civ@army.mil

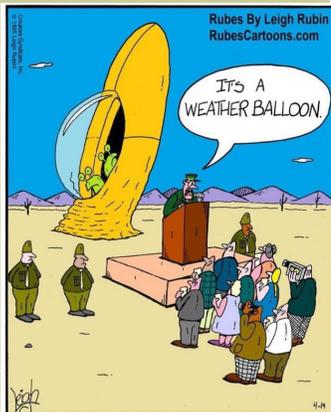
New Technician Counseling Form

Beginning 01 April 2024, HRO is introducing a new Federal Employee Counseling Form. Combining the best of the DAF 174 and DA Form 4856 into a familiar, easy to complete form. The form is the supervisors opportunity to provide guidance and clarification on expectations, performance and behavior. It provides employees with an opportunity to ask questions, enter a dialog with their supervisors and ensure clear concise expectations are captured and agreed upon. Most importantly it will separate the use of these military forms and strips the military language from the document, providing feedback on Technician only issues and is non-disciplinary in nature.

The image shows a 'Record of Individual Counseling for Federal Technicians' form. It is divided into several sections: 'PART I: ADMINISTRATIVE DATA' (Name, Title, Date of Counseling, Organization), 'PART II: BACKGROUND INFORMATION' (Purpose of Counseling, Nature of Situation), 'PART III: SUMMARY OF COUNSELING' (Summary of Counseling, Date, Time, Location), 'PART IV: PLAN OF ACTION' (Description of Plan of Action, Date of Review), 'PART V: INDIVIDUAL RESPONSE' (Signature of Individual Counselor, Date, Signature of Counselor, Date), and 'PART VI: COUNSELOR SIGNATURE' (Signature of Counselor, Date).

In coordination with AFGE Local #3006, this document will be added to a future revision of the Collective Bargaining Agreement (CBA) between the Idaho Military Division and the Union as a form of record/

Air AGR News



Naturally, there was a bit of skepticism among the media regarding the official Air Force explanation.

AGR Airmen tasked to deploy will not receive a separate T10 deployment order. AGR orders will be modified to include the Title 10 deployment data. AGR tour dates will remain the same and the deployment data will be listed with the AGR position info on the order.

AGR orders will not be modified for deployment without a completed/ signed ANG 1299 submitted to the IPR. IPR and Air AGR Manager will coordinate final deployment data for order modification.

AGR members activated under Title 10 and deployed for 31 days or more may be backfilled. Backfills may only be on AGR Occasional Deployment Backfill tours within the T10 dates of the employer they are to backfill. AGR Occasional Deployment Backfill orders will not be actioned until the member is medically cleared, and the NGB 34-1, vMPF RIP, report of individual fitness and orders request are received at HRO.

AGR authorizations, which are not backfilled, regardless of the amount of time, are not "bankable" for future use.

Air AGR Manager: MSgt Cora L. Gempler (208) 422-3344/ cora.gempler@us.af.mil

Family Medical Leave Act and Paid Parental Leave

On February 13, 2024 the Office of Personnel Management (OPM) issued a memorandum which changed Family Medical Leave Act (FMLA) and Paid Parental Leave (PPL) eligibility requirements. The memorandum was issued in response to Section 1114 of the 2024 NDAA, enacted on December 22, 2023, and amended the previous rule regarding new technician employee eligibility for FMLA leave to include certain military service.

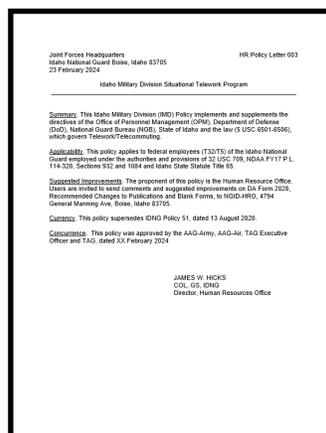
This amendment means that a newly appointed Federal technician may meet the 12-month service requirement for FMLA and PPL leave eligibility purposes through any combination of qualifying Federal civilian service combined with qualifying military “active service.” Previously, only certain types of Federal civilian service were qualifying for this purpose. Military service was not qualifying. Additionally, the definition of “active service” OPM is using for this amendment is found in 10 U.S.C. 101(d)(3), which defines that term as “service on active duty or full-time National Guard duty.”

This amendment cannot be applied retroactive to December 22, 2023, but is effective for Federal technicians moving forward from that date. The Human Resources Office will determine eligibility for use of FMLA on a case-by-case basis, upon receiving an FMLA leave request and review of the employee’s service records to determine if the 12-month service requirement is met. Contact your HRO benefits specialist Colton Pasto (**last names A-M**) at 272-4560 or email colton.l.pasto.civ@army.mil, and Eric Foster (**last names N-Z**) at 272-3338 or email er-ic.b.foster.mil@army.mil for more information. <https://www.govexec.com/pay-benefits/2024/02/opm-makes-it-easier-ex-military-feds-access-paid-parental-medical-leave/394191/>

Feedback from the Field– State Employee Information

As requested by the Field, we will be adding a State Employee information section in the near future. Look for new information next newsletter.

In the meantime, there have been a lot of questions regarding the new telework policy for the IMD. This policy will be a comprehensive update to include both Federal and State employees. The Idaho State Legislature is voting on their final amendments to this policy and HRO will incorporate the final approved language into one holistic IMD policy. For those supervisors who have both State and Federal employees, it will provide complete guidance in one document. HRO will distribute to the organization as quickly as possible.



Use the following link to send us any suggestions
COMMENTS
CARD LINK

Employee and Supervisor Hierarchy

It’s now April, which means we have completed our performance plans and appraisals for this past year. April also marks the start of our 2025 rating cycle which means we should start creating our performance plans for the upcoming year.

The most important step to get started is to make sure your hierarchy in MyBiz+ is accurate. Is your rating official and higher level reviewer correct? If you are a supervisor, is every member of your team under you so you can create a performance plan? Have you acquired new people? Have some people changed positions? You want to verify your hierarchy weekly/monthly so you have the ability to “track” or “update” your performance plans. If your hierarchy needs updated or changed, you must submit an SF52 Supervisor Hierarchy Change to HRO inbox ng.id.idarng.mbx.idarng-sf52@army.mil

Note: If your hierarchy isn’t accurate, performance plans haven’t been created. In order for our employees to be successful, they need to be aware of what their performance elements are (what they will be held accountable for).

If you have any questions or need assistance, please contact the Performance Management/Incentive Awards Program Manager. Mr. Brad Ledbetter (208) 272-4212 brad.k.ledbetter.civ@army.mil

Technician Retirement/Military Buybacks

TECHNICIAN RETIREMENTS

It's never too early to start planning for retirement. Understanding your retirement income is crucial for financial planning. It helps you maintain your desired lifestyle, cover healthcare costs, and ensures you have sufficient funds to enjoy a comfortable retirement.

If you are a Federal Technician eligible for retirement within the next five years, being separated from the National Guard due to a medical condition, or are being non-retained from the National Guard, it's time to make an appointment with HRO discuss your eligibility, annuity estimate, service history, potential retirement benefits, and retirement timeframe.

Obtaining an estimate within five years of your estimated retirement is crucial for making informed decisions about when to retire. Knowing your annuity amount during this timeframe allows you to assess your financial readiness and plan for a smooth transition. Additionally, it gives you the opportunity to review whether you've bought back all eligible time, maximizing your annuity. Taking these steps within the five-year window provides a comprehensive overview, helping you determine the optimal timeframe to retire and ensuring a more secure and comfortable post-career life. Estimates can be completed starting 5 years before retirement eligibility and once annually until your retirement.

Contact Michael Whittier, our retirement program manager, at 272-4225 or email michael.w.whittier.civ@army.mil to schedule an appointment. At your appointment we will discuss your eligibility, annuity estimate, service history, potential retirement benefits, and retirement timeframe.

MILITARY BUYBACKS

When it comes to your retirement, military buybacks are a key piece to maximizing both your service time and annuity. Completing a buyback can be a time-consuming process which is why HRO has scheduled buybacks events to take place on the second Wednesday of every month to help facilitate the buyback paperwork and answer questions regarding the buyback process. Sign up for the event through your Benefits representatives, Colton Pasto (**last names A-M**) at 272-4560 or email colton.l.pasto.civ@army.mil, and Eric Foster (**last names N-Z**) at 272-3338 or email eric.b.foster.mil@army.mil. A prudent recommendation is to complete military buybacks after each return to duty, even if retirement as a technician remains uncertain. By doing so incrementally, you not only preserve the option to retire as a technician, but also create flexibility. In the event you don't retire as a technician, you have the option to request a refund of your contributions. This approach minimizes the financial burden, avoiding the need to potentially buy back a substantial sum right before retirement. It aligns with a strategic and adaptable financial planning approach, ensuring that you make informed decisions about your retirement benefits without unnecessary financial strain.

In preparation for your appointment with HRO, please bring any applicable DD214'S and copies of the orders for the service period you want to buyback. Our benefit representatives will walk you through the process, answer any questions, and submit the paperwork for processing. Can't make the buyback event? Call your HR rep to schedule a more convenient time to discuss your buyback. **DON'T wait until it is too late.** Waiting until it's too late, post-separation, means losing the opportunity to include eligible military service in your federal service calculation. Failing to process these buybacks before separation can result in a reduced annuity, as the additional years of military service won't contribute to your retirement benefits.

Employee and Supervisor Mandatory Comments

On March 1, 2024, HRO issued new guidance on Federal Employee Performance plans. Starting this month on April 1, Federal Employees will have Element #1 on their performance plan to be Safety, EO and EEO. Use the exact language from the Memorandum as HRO will be checking performance plans to ensure compliance. As a reminder, these elements will be graded as either 1 (unsuccessful) or 5 (outstanding) performance. Any employee graded as a 1 will be required to have a Performance Improvement Plan in place and will not be eligible for a performance incentive for that FY. Any Employee receiving a 1 Performance Element #1 would be demonstrating a complete disregard for safety and would be liable under gross negligence or violating a prohibited discriminatory practice as outlined by the Equal Employment Opportunity Commission.

Finally clarification on the 'Safety' element of Performance Element #1. For all employees, Safety in Performance Element #1 refers to General Workplace safety as defined by OSHA. Some examples would be inappropriate use of GSAs, daisy chained surge protectors, space heaters that are not UL

**Mark your
calendars for
the every
second
Wednesday of
each month is
Buyback Day!
Call for
appointments!**

Employee and Supervisor Mandatory Comments (cont.)

Rated with a Tip Over auto shut-off feature and insuring power cords are not laid across doorways as a slip, trip or fall hazard. Employees who deal with 'Industrial Safety' type of concerns, such as handling High Explosives, working on or operating heavy machinery, welders, etc. would have specific safety requirements as it ties to their critical job duties specified in additional Performance Elements starting with Element #2.

Frequently Asked Questions (FAQ)

Question: Why do we have to have mandatory performance elements on my performance plan?

Answer: 5 CFR 430, 5 USC, CNGBI 1400.25 Vol 431 and the Equal Employment Opportunity Commission require certain mandatory comments which are encapsulated in Element #1 for all employees and Elements #2 and #3 for all managers and supervisors. As a Federal Entity, we are required to follow all general workplace safety guidelines as outlined by the Occupational Safety and Health Administration (OSHA).

Question: Why are there two task and two standards under the one element for the Supervisors?

Answer: Supervisors will have the same performance elements as all employees and then will have two additional mandatory performance elements as outlined in the March 1st Memorandum. For clarification, for performance element #3, if you are a NEW supervisor, you must attend training within 1 year of appointment. If you are a supervisor who has attended supervisor training, you must be in compliance with the supervisor training every three years. See the first page of this newsletter for upcoming supervisor training dates. In addition to the training requirements, supervisors need to complete all annual appraisals in a timely manner. In an effort to reduce the number of Mandatory Performance Elements for Supervisors, the every three year requirement for training and the completion of Annual Performance Plans made the most sense to keep together.

Question: If I attended supervisory training, will I have to attend next year to get a 5?

Answer: If you have attended supervisor training within 3 years of your evaluation, you will have met the training requirement portion of the Element#3. If not, no worries, HRO conducts supervisor training several times a year and can get you to a 5! See page 1 for dates or contact Mr. Dave Emry to find out the dates of upcoming training: David.e.emry.civ@army.mil, or by phone at 208-272-4226. To get a 5 in this area, a supervisor must also ensure Performance Plans are in place for all employees, a minimum of one progress review is completed and an annual appraisal is completed.

Question: If Element #1 addresses safety and my supervisor adds additional safety requirements under my job elements is there a conflict?

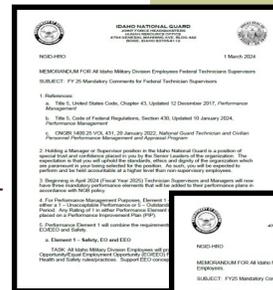
Answer: Not at all! As mentioned above, Performance Element #1 is for general workplace safety. All employees are expected to maintain a safe, clean workspace to be healthy and avoid getting injured on the job. That being said, there are multiple occupations in the IMD that would involve additional safety precautions that follow along with more stringent Industrial Safety protocols. Shoveling the entranceway to Building 440 and spreading ice melt is general safety, being in a fabrication facility or working on and/or operating heavy machinery is Industrial Safety. Supervisors should discuss with their employees any stringent safety protocols that apply and tie them to their Critical Performance Element in their FY25 Performance plan.

Question: What happens if I don't have these mandatory elements on my performance plan?

Answer: These are requirements that are outlined by Federal Regulations and Law. The Idaho Military Division (IMD) cannot disregard the law. Any performance plan that does NOT have these elements as part of the plan will be considered INVALID and will not be accepted by HRO. The plans will be sent back to the Supervisors and Employees to fix the plan. HRO will be scrubbing the performance plans to ensure compliance with Federal Regulations.

Question: Why do I have to rate Element #1 either a 1 or a 5? What are some examples of a rating of 1 for Element 1?

Answer: An employee has either unacceptable performance or outstanding performance in these areas. If an employee is safe, is not liable for an accident and has not violated EO or EEO policies then they are fully compliant and will receive a 5 in this element. If an employee is found negligent and was the cause of an accident, or conducted discriminatory hiring practices, then they would be rated a 1 and should be informed that they will be placed on a Performance Improvement Plan (PIP). Since there is no way to gauge a 3 in these areas as you are fully compliant or fully non-compliant, therefore the rating will be a 1 or 5.





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Made for the Military

Tax prep and e-filing software from MilTax is built to address scenarios, like deployments, combat pay, multiple moves and more to help you account for the credits and benefits you've earned.

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Go to MilitaryOneSource.mil and search "MilTax" to begin.



U.S. Department of Defense

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GUARD**

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Boise, ID 83705-8112

Phone: 208-422-3000
Email:

ng.id.idarng.mbx.idarng-sf52@army.mil



**Got things you want
to see that we haven't
added? Let us know
how we are doing!
Click [COMMENTS
CARD LINK](#) to pro-
vide feedback.**

HRO Mission Statement

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.

HRO Contacts

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COL Hicks Corner

Welcome to 3rd Quarter!

We have a lot of activity within the ranks due to the upcoming deployments for portions of the 124th Wing and I-183rd AVN BN. If you are preparing for deployment, please visit us to ensure you and your Families are ready for the transition to Title 10 status. My team is here to help you with the process and wants to ensure you can maximize your benefits.

Tax season is upon us. Have you completed your taxes? If not, please take advantage of the MilTax Free Tax benefit. My Family and I did it for the first time this year and saved \$300 from paying someone to do my taxes. It was straightforward and easy to navigate. If you need help, they have online help to assist you

