



IDAHO NATIONAL GUARD  
**HUMAN RESOURCE  
OFFICE**

**EMPLOYEE INFORMATION  
LETTER**

**Volume 1, FY11**

**21 October 10**

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As another edition of the Employee Information Letter is published, we reflect on the last quarter- a quarter that was full of Soldiers transitioning from the Technician Force to the Title 10 Force to deploy to a combat theater of operations. As they begin their mission, we wish them God Bless and Godspeed, knowing that they will perform their duties with the utmost professionalism and Soldier care. We are all proud of these warriors and the lasting impact they will have- not only in Iraq, but also here at home- in securing our great nation.



# HRO Staff Directory

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*Human Resource Officer – Lt Col Kevin Dawkins*  
272-4206

*Deputy Human Resource Officer – LTC Henrik Fast*  
272-3809

*Employee Relations Specialist –CPT Jim Medwick*  
272-4224 (DEPLOYED) CALL X4210

Workers' Compensation Program  
Employees Benefit/Entitlements  
Performance Mgmt & Awards Program  
Adverse Action/Disciplinary Actions  
Employees Assistance Program  
Federal Technician Retirements

*Labor Relations Officer-2Lt Jennifer Davis*  
272-3749

Labor Relations

*Air AGR Manager –SMSgt Mary McKenna*  
272-4228 Air AGR issues

*Staffing Specialist – MSgt Leann Reid* 272-4220  
Recruiting, Announcing and Staffing Vacancies  
Compatibility and Eligibility  
Federal Pay Setting/Pay Scales  
State Merit Placement Plan  
Restoration/Re-employment rights  
E-Verify Program

*Human Resource Specialist – MSgt Jeff Guzi*  
272-4225

Retirements

*Classification Specialist-TSgt Yvonne Hopper*  
Full-Time SPMD Position Management  
Position Classification Guidance  
Desk Audits 272-4221  
Federal Technician Position Descriptions  
Wage Development - Coordinator for Boise  
Environmental Differential Pay/Hazardous Pay

*Equal Employment Opportunity – Mrs Gayle Hinrichs*  
272-4210

Equal Employment Manager  
Affirmative Action Program Manager  
Special Emphasis Program Coordinator  
Alternative Dispute Resolution Coordinator  
Sexual Assault Response Coordinator

*State Personnel Manager – Mrs Paula Edmiston*  
Maintain Merit Program 272-4236

State Position Manager  
State EEO Officer  
Personnel Regulations Maintenance

*State Pers Asst. –Mrs. Davell Turner* 272-4237

Employee Benefits Administration  
Performance Appraisals  
Salary Administration  
Job Announcements  
State Workers Compensation Claims

*Customer Service:*

*Pers. Asst. –SSG Jeff Renon* 272-4218

Workers Compensation

Servicing last names beginning with : R-Z

*Pers. Asst. – MSgt Jeff Guzi* 272-4225

Military Buy back

Servicing last names beginning with : L-Q

*Pers. Asst. – Mrs. Pat Barth* 272-4223

Mass Transit

Servicing last names beginning with : A-E

*Pers. Asst - SRA Melissa Loepp* 272-3780

Awards Program

Servicing last names beginning with : F-K

Employee Benefits

In-Processing

*Personnel System Manager –Mr Tracy Mortenson*  
272-4229

HRO LAN/IMO Group Administrator  
CIV-MOD Database Manager & ADPE  
Monitor

*Personnel System Assistant- Mr Roger Gleason*  
272-4257

*Employee Development Specialist – SFC Becky Burkhart* (DEPLOYED CALL 4226) 272-4226

Technician Training Applications  
Technician Travel Orders  
Supervisory Training Coordinator  
Individual Development Plans  
Defense Travel System

*Army AGR Manager—MSG Arlin DeGroot*  
272-4215

Army AGR Issues  
ADSW Tours  
AGR Medical

*Army AGR Assist- SGT Jackie White* 272-4217  
*PFC Stephanie Tuckett* 272-4214

Customer Service (AGR-ADSW/ADOS)

# Employee Relations

The following items are required when submitting an award packet to HRO:

NGB 32

[www.ngbpd.c.mil/forms/Adobe/NGB32.pdf](http://www.ngbpd.c.mil/forms/Adobe/NGB32.pdf)

Descriptive Narrative  
Current Performance Appraisal

See Important Dates in this issue for dates of FY2010 Awards Boards.

If you have questions regarding the Federal Incentive Awards Program, please contact SrA Melissa Loepp at (208) 272-3780.

## BENEFICIARIES

### UPDATE BENEFICIARIES

**While no one wants to think of their own death, keeping your designation of beneficiaries up-to-date is a critical -- but often overlooked -- part of financial planning to avoid costly surprises down the road.**

Two important types of designations of beneficiary of concern for federal employees and retirees are:

1. Designations for life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI), and
2. Designations for any lump sum benefit payable upon your death from your CSRS/FERS annuity.

#### **If You Do Not Have Designation of Beneficiary on File**

If you do not have a designation of beneficiary on file, OPM will pay the first person(s) listed below who is alive on the date the payment becomes due:

- Your widow or widower,

- Your child or children (descendants of a deceased child may qualify),
- Your parents in equal shares or all to the surviving parent,
- The administrator or executor of your estate, or
- If none of the above, your next of kin as determined under the laws of the state in which you live.

If you are satisfied with the payment order shown above, there is no need for you to have a Designation of Beneficiary.

#### **Keep Your Designation of Beneficiary up to Date**

Remember that unless you change or cancel your designation, the person named-such as a former spouse-will receive the lump sum benefit.

You also need to keep your designated beneficiaries' addresses current. Failure to do so may mean that your beneficiary cannot be located and therefore benefits will not be paid to that person. The preferred way is to file a new Designation of Beneficiary form when a beneficiary's address changes. A new address cannot be added directly to the Designation of Beneficiary form itself, since any cross outs, erasures, or alterations in your form may make it invalid. If you have any further questions or concerns please contact your HRO representative for additional assistance.

## COMP TIME USE DURING ABSENT-US

1. Reference HR Policy Letter, 10-04, Ordered to Active Duty - ABSENT-US, dated 17 September 2010. The HRO is providing interim guidance on the usage of regular compensatory time while in Absent-Uniform Services (ABSENT-US).

2. The NGB-HRO coordinated with Office of Personnel Management (OPM) and Department of Defense (DOD) on an exemption to policy for Title 32 NG Technicians from the 5 CFR, Section 353.208, Use of Paid Leave During

Uniform Service. This provision in the CFR prohibits the use of regular time-off (CT) while in an ABSENT-US.

3. As a means to protect our technician employees from experiencing any negative impacts from the CFR provisions, technicians may use the following guidance until OPM and DoD along with NGB, publish definitive guidance:

a. Should a technician receive orders for military services, they are permitted to use up any accrued regular compensatory time (CT) prior to the effective date of the SF 50, Personnel Action, for the ABSENT-US personnel action.

b. If the technician chooses to use (CT), the effective date of the SF 52/50 for ABSENT-US is delayed beyond the orders directed start date to allow processing of the member's (CT) time card code in the Time and Attendance system. The (CT) is consecutively and exclusively utilized without the intermixing of other paid leave during this delay period. Once the technician's (CT) is exhausted, the SF 52/50 for ABSENT-US is processed and the technician remains in ABSENT-US status throughout the duration of the orders.

c. If the technician chooses to not use their (CT) leave, the ABSENT-US effective date is the same date of the military order. The (CT) leave is held without forfeit should the technician's ABSENT-US exceeds the 26th pay period in which they (CT) was earned.

d. If a technician will forfeit compensatory leave due to this policy, please contact Mrs. Gayle Hinrichs at (208) 272-4210 with the members name, orders, compensatory time off earned and any other pertinent information.

e. It is the responsibility of the supervisor to submit a completed SF 52, Personnel Action, indicating the technician's intentions to use regular (CT) leave. Please indicate on the back of the SF 52 in the remarks area how many hours were used and when the leave started and stopped. The SF 52/50 effective date will be the day after all (CT) was taken. Please insure that a military order is attached to the SF 52, Personnel Action, when submitted to HRO.

4. POC for further information is Mrs. Gayle Hinrichs, Employee Benefits Specialist, at (208) 272-4210.

### **HOW TO READ YOUR LEAVE AND EARNINGS STATEMENT**

[http://www.dfas.mil/militarypay/newinformation/Reserve\\_Guard\\_LES\\_Guide.pdf](http://www.dfas.mil/militarypay/newinformation/Reserve_Guard_LES_Guide.pdf)

**FEDERAL BENEFITS OPEN SEASON STARTS MONDAY, NOVEMBER 8 and ENDS MONDAY, DECEMBER 13!!!**

### **OPEN SEASON IS HERE AGAIN**

The 2010 Federal Benefits Open Season begins on Monday, November 8, 2011, and ends on Monday, December 13, 2011. During the open season, you may change your enrollment, enroll, or cancel your enrollment in the Federal Employees Health Benefits (FEHB) Program and the Federal Employees Dental and Vision Insurance Program (FEDVIP), and you can enroll in a Flexible Spending Account (FSA). Open season is an excellent opportunity to review the information for your current benefits to see if there will be any changes for 2011, such as an increase in bi-weekly premiums, or differences in coverage.

It is also a good idea to verify that your health care providers will continue to participate in your plan(s) for 2011. Information on FEHB, FEDVIP, and FSA is available at the Office of Personnel Management (OPM) website at <http://www.opm.gov/insure/>.

## Federal Employees Health Benefits (FEHB)

The Idaho National Guard will be hosting its annual Health Benefits Fair on 4 November from 1300 – 1700 in Bldg 441, HRO Classroom.

Even if you are not going to change your current enrollment during this open season, it is a good idea to check out the premiums for 2011 and also determine if there are going to be any changes in your benefits or coverage for next year. If your plan is leaving the FEHB Program, or reducing its service area and terminating enrollment codes, and you don't change health plans during open season, you will **NOT** have health benefits for 2011.

Now, for 2011, OPM have eliminated enrollee cost sharing for preventive care services, added incentives for tobacco cessation, and, in accordance with the Affordable Care Act, added coverage for dependents up to age 26. Even with these new benefits, premiums will rise less this year than they did last year.

The 2011 premiums and benefits guides can be found at the Office of Personnel Management (OPM) website at <http://www.opm.gov/insure/>.

As long as your existing FEHB plan is still a valid plan for your area next year, you do not need to make any changes. Your current coverage will automatically continue for 2011.

If you enroll in FEHB or change your enrollment during open season, your change will be effective January 2, 2011.

If you cancel your FEHB enrollment during open season, the cancellation will be effective at midnight on January 1, 2011. Be advised that if you are within

5 years of retirement, cancelling your FEHB may affect your eligibility to continue FEHB into retirement.

## How Do I Make an FEHB Open Season Change?

There are 2 ways for you to make an FEHB open season change. The most popular way is by utilizing the Employee Benefits Information System (EBIS). You may access EBIS through the ABC-C website, <https://www.abc.army.mil>, which is available 24 hours a day, 7 days a week. Once you are in EBIS, you will click on the "Transactions" button to make your FEHB open season change.



### MY BIZ/MY WORKPLACE INFORMATION

*IT IS TIME* for All Technicians and all technician supervisors to sign on to MyBiz/My Workplace at <https://compo.dcpds.cpms.osd.mil>. Technicians and AGR personnel who supervise Technicians who sign on to "My Biz" or "My Workplace" will verify that their **work** email address is accurate.

In the future months, this will be the only access to receive copies of SF50 Notification of personnel actions, pay and benefit information. Everyone needs to become very familiar with this website. There are two types of applications: My Biz and My Workplace.

*My Biz* allows employees on-line access to view information from their official personnel records including appointment, position, personal, salary, benefits, awards and bonuses, performance and personnel actions. In addition, employees can update their work telephone number, email address, handicap codes, ethnicity and race identification, foreign

language proficiency and emergency contact information.

**My Workplace** brings key information about personnel together in one place for supervisors. My Workplace keeps supervisors informed about their employees' personnel actions. This tool is used to generate and maintain performance plans. Only managers and supervisors will have My Workplace view capability.

### **How to Log On:**

Once the registration process is complete, HR/My Biz/My Workplace users will access their HR/My Biz/My Workplace applications via the DCPDS Portal. If you cannot complete your registration due to errors, contact the HRO Help Desk (see Contact List).

1. Begin at the DCPDS Portal page:  
<https://compo.dcpds.cpms.osd.mil>.

**Note:** Ensure that your Common Access Card (CAC) is inserted into your CAC reader.

2. Select the CAC Registration button in the CAC Access region.

3. Select your non-email certificate at the *Choose a Digital Certificate* screen.

4. Select the **OK** button.

**Note:** Always select the non-email certificate.

5. Enter your PIN (if requested) and select the **OK** button. The *DCPDS CAC Registration* screen displays with your CAC Username.

6. Enter the following in the CAC Registration region of the screen.

- a. Social Security Number (SSN)/Local National (LN) Employee ID. (Use hyphens if applicable)
- b. Confirm your SSN/Local National (LN) Employee ID. (Use hyphens if applicable)

7. Select the **Register** button. After selecting the **Register** button, the *Validating Your HR/My Biz/My Workplace Database Information* screen displays.

8. Enter your HR/My Biz/My Workplace Username. "This is your Social Security Number (SSN) again" (Use hyphens if applicable)

9. Confirm your HR/My Biz/My Workplace Username. "This is your Social Security Number (SSN) again" (Use hyphens if applicable)

10. Select the **Submit** button.

11. Select the **continue** button.

- • If your username is validated on only one database, you will automatically access your HR/My Biz/My Workplace application. Select **MyBiz or My Workplace** to continue.
- • Click **My Information Link** and then click accept. (**This is to view your personal information**)
- • Click **Update My Information** and then click accept. (**This is to update certain personnel information**)

**Note:** It is important that you go to the **Update My Information** link and update your work e-mail with your actual military e-mail. This is how you and your supervisor will coordinate the appraisal process. Also, reports will be sent to you through this process.

Employee's questions regarding their personal information in My Biz/My Workplace should be directed to the servicing section:

• **Position information (current/historical)**  
Classification @ext 272-4221/DSN 422-4221

• **Salary information**  
Staffing @ ext 272-4220/DSN 422-4220

• **Appraisal and Awards information**  
ERS @ ext 272-4210/DSN 422-4210

• **Personnel or Benefits**  
ERS @ ext 272-4224/DSN 422-4224

• **Appointment information**  
Staffing @ ext 272-4220/DSN 422-4220

• **Login Problems**  
PSM @ ext 272-4229/DSN 422-4229

There are over 58 million dogs in the U.S!



★ Dogs and cats consume over \$11 billion worth of pet food a year!



Employees who are covered by FERS and CSRS are eligible to participate in the TSP.

Effective the first full pay period in August 2010, employees who are appointed or reappointed to a covered position will become subject to the automatic enrollment provisions of Public Law 111-31, the Thrift Savings Plan Enhancement Act of 2009.

Those employees who are on the agency's rolls prior to implementation of automatic enrollment will retain their TSP eligibility status and will not become automatically enrolled in the TSP if they do not have a TSP election on file with the agency.

Automatic enrollment applies to all FERS or CSRS employees (including reemployed annuitants with applicable coverage under FERS or CSRS) who are newly hired or rehired during or after the first full pay period in August 2010. Unless these employees make their own TSP contribution elections, the agency must enroll them in the TSP at a contribution rate of 3% of their basic pay each pay period. The contributions will be invested in the Government Securities Investment (G) Fund until the employee makes a contribution allocation with the TSP. The agencies must also ensure that FERS employees receive the appropriate Agency Automatic (1%) and Agency Matching Contributions.



The new healthcare reform legislation produces important changes to your Health Care Flexible Spending Account (FSA).

Eligible Over-the-Counter Medicines and Drugs Will Require a Prescription to be Reimbursed - Effective January 1, 2011

Beginning January 1, 2011, currently eligible over-the-counter (OTC) products that are medicines or drugs (e.g., acne treatments, allergy and cold medicines, antacids, etc.) will not be eligible for reimbursement from your Health Care FSA - unless - you have a prescription for that item written by your physician. The only exception is insulin - you will not need a prescription from January 1, 2011 forward. Other currently eligible OTC items that are not medicines or drugs, such as bandages and nasal strips, will not require a prescription.

Here are a few Q&As:

1. How will 2010 Grace Period incurred (January 1, 2011 through March 15, 2011) OTC expenses be handled?

It won't matter that you are using your 2010 funds - any eligible OTC medicine or drug purchased from January 1, 2011 forward will not be reimbursed unless you can provide us with a prescription written by your physician.

2. Will I be required to submit additional documentation with my claim form?

Yes. If you currently use a portion of your FSA funds for eligible OTC that are medicines or drugs, you will need to provide us with valid prescriptions for those items on January 1, 2011 and beyond.

3. I'm not sure how much I will need to elect for the 2011 Benefit Period. What should I do?

During the Federal Benefits Open Season for the upcoming 2011 Benefit Period, you should carefully estimate the amount you elect to contribute to your Health Care FSA.

Once Open Season is over, you cannot change your annual election amount unless you experience a Qualifying Life Event (QLE).

4. How will the January 1 effective date impact my OTC spending?

The below chart provides a summary with examples.

### Example:

On or before 12/31/2010:

Eligible OTC expenses for medicines and drugs do not require a prescription.

Sally buys a one-month supply of Claritin on 12/21/2010.

Her expense will be reimbursed as long as she submits her claim on or before April 30, 2011.

On or after 01/01/2011:

OTC expenses for medicines and drugs CANNOT be reimbursed unless they are accompanied by a prescription (except for insulin).

**It does not matter if you are using your 2010 or 2011 Health Care account - OTC incurred expenses for medicines and drugs will not be reimbursed without a prescription.**

Sally buys Claritin on 01/03/2011 but does not have a prescription for it. She will not be reimbursed for this expense.

Sally buys Claritin on 01/03/2011 and has a prescription for it. FSAFEDS will reimburse the expense.

**If you have questions, call us toll-free, at 1-877-FSAFEDS (372-3337),  
TTY: 1-800-952-0450, Monday through Friday,  
9:00 a.m. until 9:00 p.m. Eastern  
Time, or via email at FSAFEDS@shps.com.**

## Current FSA enrollees must re-enroll to participate in the 2011 Benefit Period.

### Health Care FSA

- Co-payments, co-insurances and deductibles
- Acupuncture
- Body scans
- Hand sanitizer
- Hearing aids
- Mental health counseling
- Orthodontia
- Physical therapy
- Prescription drugs
- Sunscreen
- Vision and dental care

### Dependent Care FSA

- Care for children under the age of 13 including:
  - Child care at a day care center, day camp, sports camp or by a private sitter
  - Before and after-school care
  - Late pick-up fees
- Adult day care
- Expenses for a housekeeper whose duties include caring for an eligible dependent
- Placement fee and stipend for hiring an au pair

### With FSAFEDS (the Federal Flexible Spending Account Program)

**you PAY LESS IN TAXES  
which means you  
SAVE MONEY!**

It's like this—if you make \$1,000 per pay date, you pay taxes on \$1,000 per pay date. But if you



enroll in **FSAFEDS** and put, say \$20 per pay date in your FSA account, you pay taxes on only \$980 per pay date. So, you save money, because less money is withheld for taxes.

**Who wouldn't want to save money?! It's like getting an instant raise.**

**FSAFEDS** works very easily. First you enroll. Money is withheld from your pay and put in your account. Starting with your effective date, you pay out-of-pocket for eligible expenses. You submit a claim and receive reimbursement from your account.

## IMPORTANT DATES

Incentive Awards Board Dates for FY 2011:

17 November 2010 (Cancelled)  
16 February 2011  
18 May 2011  
17 August 2011

FEHB, FEDVIP, FSA Open Season:  
8 Nov – 13 Dec

SUPERVISORS TRAINING  
TENTATIVE DATES ARE 29 NOV THRU 02  
DEC 2010

## STAFFING & CLASSIFICATION

MSgt Leann Reid, 272-4220  
[Leann.reid@idbois.ang.af.mil](mailto:Leann.reid@idbois.ang.af.mil)

TSgt Yvonne Hopper, 272-4221  
[Yvonne.hopper@idbois.ang.af.mil](mailto:Yvonne.hopper@idbois.ang.af.mil)

## USERRA



USERRA The Law.mht

## AIR AGR

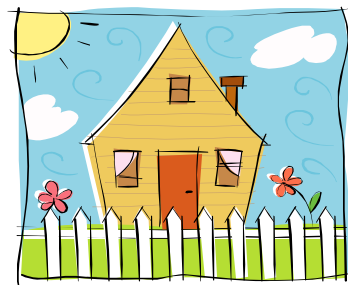
Please give me a call if you have any questions or concerns. I'm here to help and can be reached at

[Mary.mckenna@ang.af.mil](mailto:Mary.mckenna@ang.af.mil)

## Army AGR

Please give me a call if you have any questions or concerns. I'm here to help and can be reached at

[Arlin.Degroot@id.ngb.army.mil](mailto:Arlin.Degroot@id.ngb.army.mil)



**REMEMBER TO LET US KNOW IF YOUR ADDRESS, MARITAL STATUS OR FAMILY STATUS CHANGES!!!!!!**

## Defense Travel System (DTS)

DTS Helpdesk is available at 272-2600, 272-2601, 272-2602 or 272-2603

HRO is the approving authority for technician travel. POC is SSG Renon @ 272-4226 or [jeffrey.renon@ang.af.mil](mailto:jeffrey.renon@ang.af.mil)

DTS Travelers Tip:

Travelers should not enter a line of accounting for technician travel unless it is a cross organizational line of accounting that has been directed for input.

Special Conveyance Policy:

Special Conveyance, also known as rental car, technicians must now submit a request to HRO prior to entering travel orders into the Defense Travel System (DTS). Use the format found on this HRO web link <http://inghro.idaho.gov/Policies/Policies.htm> or contact SSG Renon for the memorandum format. Personnel who do not submit the request for approval/disapproval prior to the DTS request take the chance of having the rental car denied and removed from the DTS request.

## Technician Career Development

Training/Education:

National Guard Professional Education Center, PEC, a great source training, PEC offers many courses. Take a look. Provided are the direct link to PEC’s web page <http://www.pec.ngb.army.mil/>

Once you have a course reservation you can submit your DTS request.

Future Training:

Future training events can be found at [http://inghro.state.id.us/Employee\\_Development/Future\\_Training.htm](http://inghro.state.id.us/Employee_Development/Future_Training.htm)

**A REMINDER TO ALL TECHNICIANS WHO HAVE TAKEN CLASSES, PEC OR OTHERWISE, I NEED A COPY OF YOUR FINAL CERTIFICATE SO THAT I CAN UPDATE THE SYSTEM.**

[Jeffrey.renon@us.army.mil](mailto:Jeffrey.renon@us.army.mil)

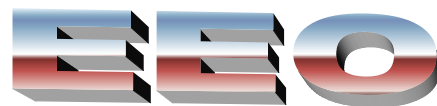
## BAGGAGE FEES

Effective 1 March 2010, all members of the Idaho National Guard traveling in a military or

Federal Technician status are required to display their military identification and a printed copy of their travel orders to the airline representative during check-in. Currently, most commercial airline carriers will not charge an initial baggage fee to government employees traveling in an official status, however-in the event that the airline will not waive the initial baggage fee, **a receipt will be required for reimbursement.**

The process to ensure that you are not charged a baggage fee is easy. Simply enter “zero” when annotating the amount of luggage you are traveling with when checking in at an automatic kiosk. If there is not a kiosk, inform the representative you should not be charged a baggage fee when checking in. For those members traveling for an extended period of time to complete military or Federal Technician training, excess baggage may be authorized; **fees for authorized excess baggage will also require a receipt for reimbursement.**

This policy is being implemented due to the increasing costs of baggage handling fees and budget constraints. In looking at the total travel requirements of the Force and the baggage handling fees that are unnecessarily paid, the potential cost saving are enormous. A copy of the official memorandum can be found on the HRO homepage. The POC for questions regarding this policy is the USPFPO at 422-4541.



An EEO Counselor is available to speak with any Federal employee who believes that he/she has been discriminated against or sexually harassed. The Counselor is trained to help you in addressing your issue or concern related to equal opportunity.

Any EEO Counselor may assist either Army or Air Technicians with their EEO concerns. The following EEO Counselors are located on Gowen Field. You may speak with them directly if you have a question or concern, or you may contact the State Equal Employment Manager, Mrs Gayle Hinrichs, at 272-4210.

Certified EEO Counselors:

[http://inghro.idaho.gov/EEO/EEO\\_Counselors.htm](http://inghro.idaho.gov/EEO/EEO_Counselors.htm)

- 
- [124th Fighter Wing and State Sexual Assault Response Coordinator's \(SARC\)](#)

124th Fighter Wing Sexual Assault Response Coordinator (SARC): Lt. Col. Beverly Bracewell

If you have been sexually assaulted, please call the SARC at (208) 422-8400. Additionally, DOD has set up a 24-hour hotline at 1-800-342-9647 for geographically separated military personnel as well. Military members who access the DOD hotline will be referred to the nearest Sexual Assault Response Coordinator's office for assistance. You may also e-mail the SARC. (email below)

State Sexual Assault Response Coordinator (SARC): 1st Lt Coleen Walker



If you have been sexually assaulted, please call the State SARC at 422-8400. You may also contact the 24 hour hotline at 208-447-6166. You may also e-mail the State SARC at [coleen.walker@ang.af.mil](mailto:coleen.walker@ang.af.mil).



EMPLOYMENT VERIFICATION PROCESS

***When you apply for an apartment lease, car loan, mortgage, or other type of credit, your lender must be provided with salary and employment information. To avoid delay in credit processing, employees serviced by the National Guard Bureau (NGB) may use The Work***

***Number, which is administered by the TALX Corporation. No one can access your salary information without your permission. Here is the information you will need to access this program and receive an authorization code for your lenders use:***

Dial 1-800-367-2884

The system will prompt you to enter your NGB Company Code. This code is 10365 (All NGB Employees)

The system will then ask you for your Social Security Number (SSAN).

The system will then ask for your Personal Identification Number (PIN). Your PIN is the month and day of your birthday. (Example: Your birthday is July 19, your PIN will be 0719.)

The system will then voice an authorization code to you. Be sure to record this number. **(An authorization code is only active for one verification)**

Your lender or verifier will then need the following information for verification of employment and salary information:

The NGB Company Code

Your SSAN

The Authorization code that The Work Number has given you.

**\*\*\*\*UNDER NO CIRCUMSTANCES WILL YOU GIVE THE LENDER OR VERIFIER YOUR PIN\*\*\*\***

The lender or verifier will then need to call this number: 1-800-367-5690.

**\*\*\*\*\*If this number does not work, go onto the web site and establish a PIN. The whole process can also be done on the website if you prefer that.**

[www.TheWorkNumber.com](http://www.TheWorkNumber.com)



### **Labor Relations:**

All questions regarding the Union can be referred to one of the following:

SSG Tyler Bramble (Union President)  
(208) 272-4001  
TSgt Gary White (124 Air Union Steward)  
(208) 422-5407  
SFC Kurt Judy (FMS 6 Union Steward)  
(208) 272-7194  
SGT Adrian Solders (AASF Union Steward)  
(208) 272-4022

### **Conduct Management:**

TPR 752 (Discipline and Adverse Action) and TPR 752-1 (Adverse Action Appeals and the National Guard Hearing Examiner Program), dated 27 Aug 10, have been signed and published at the NGB Publications website at

<http://www.ngbpdc.ngb.army.mil/pubs/TPR/tprpage.htm>

These TPRs supersede TPR 752, dated 23 Feb 87, and separate disciplinary actions and adverse actions from adverse action appeals and the National Guard hearing examiner program.

Supervisors, please be sure to print a copy and replace the old TPR 752 with the updated version in your Supervisors Handbook.

Please contact 2d Lt Jennifer Davis at 272-3749 with any questions in reference to Labor Relations and/or Conduct Management

### **Performance Management**

Please be aware the all of the following situations require that a Technician be given new Performance Standards within 30 days of said action:

- New Appointment
- Indefinite Appointment
- Change to Lower Grade
- Change in Duties and Responsibilities
- Promotion
- Temporary Promotion
- Reassignment to New Position
- Detail
- Change in Supervisor

Please contact 2d Lt Jennifer Davis at 272-3749 should there be any questions in reference to Performance Management.



The New Labor Management contract was approved and it is now posted to the HRO website. Here is the link:

[http://inghro.state.id.us/Labor\\_Relations/Labor-Management-Agreement-2010.pdf](http://inghro.state.id.us/Labor_Relations/Labor-Management-Agreement-2010.pdf)

Supervisors make sure to print out a copy and replace the previous contract in your supervisors' handbook.



It takes about 63,000 trees to make the newsprint for the average Sunday edition of The New York Times.

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**Please note the changes in HRO while the Brigade is deployed:**

**Mrs. Gayle Hinrichs vice: CPT James Medwick as Employee Relations Specialist**

**X4210**

**SSG Jeff Renon vice: SFC Becky Burkhart as HR Development Specialist**

**X4218**

**SRA Melissa Loepp vice: SSG Jeff Renon as OWCP Specialist**

**X3780**

**SGT Jackie White vice: SSG Chris Young as ARMY AGR Assistant**

**X4217**

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A vote is like a rifle: its usefulness depends upon the character of the user.



BE SURE TO VOTE ON NOV 2<sup>ND</sup>.

HAPPY HOLIDAYS FROM ALL OF US AT HRO



