

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
- Federal Employees Group Life Insurance (FEGLI)
- Thrift Savings Plan (TSP)
- Government & Retirement Benefits (GRB) Platform
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Long Term Care Insurance Program (FLTCIP)
- Flexible Spending Accounts (FSA)

Agenda

- Federal Employees Retirement System (FERS)
- Military Out-Processing
- Military Buy Back Post 1956
- MyBiz+/Updating Professional Development
- Electronic Official Personnel Folders (e-OPF)
- Occupational Injury (OWCP)
- Employee Assistance Program (EAP)
- EEO/Sexual Harassment Policy
- Physical Fitness Program IMD-2
- Mass Transit
- Public Service Loan Forgiveness
- Beneficiary Forms
- 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:

As a Federal Employee, you are eligible for authorized absences from work without loss of pay 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): Military leave is authorized for permanent and indefinite employees. Eligible employees are authorized 120 hours of Military Leave each fiscal year for the purpose of active duty, active duty for training, and may be used for a RUTA, SUTA, or BUTA.

*Balance of Military Leave cannot exceed 240 hours.

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>

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 to sign

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

MILITARY MEMBERSHIP / UNIFORM

MILITARY MEMBERSHIP (Title 32 Dual Status):

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

Federal Health Benefits: FEHB

- 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: 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' Group Life Insurance (FEGLI) Eligibility

- You must be in a position subject to retirement deductions (FERS, FERS-RAE, FERS-FRAE)
- Your work schedule can be part time or full time
- You will be automatically enrolled in **Basic coverage unless you waive it through GRB Platform**



FEGLI Enrollment

- You may waive or decrease your coverage at any time
- Changes are made through the website using the GRB Platform
- You must have Basic coverage in order to elect Optional coverage
- If previously waived coverage and you experience a Qualifying Life Event (QLE) – **only Marriage, Divorce, Birth/Adoption & Death of spouse**- afterwards you are able to pick back up coverage to include Basic and any additional options. Must be within **31** days before to **60** days after QLE.
- You can also enroll during Open Season...not regular...2004 & 2016. With Open Season you have to wait **1 year** for coverage to be effective.
- Notify your HRO Representative immediately if your FEGLI coverage is not correct on your LES

FEGLI Time Frame

- You have 60 days from your 1st eligibility date or entrance on duty date to elect Optional coverage.
- If you elect Optional coverage it will be effective the same day (you must be in pay and duty status).
- If you fail to elect Optional coverage during the 60 day window, you will only be allowed to elect additional coverage if you have a qualifying life event or during open season (September 2016)

Basic Life Insurance

- Equal to annual basic pay rounded to the next higher \$1000 plus an additional \$2,000

Example:

$$\$51,400 = \$52,000 + \$2,000 = \text{Amount of Basic } \underline{\$54,000}$$



The **Extra Benefit for Basic Life Insurance** - is provided to employees under age 45 at no additional cost. This extra benefit doubles the amount of Basic life insurance payable if you are age 35 or younger. Beginning on your 36th birthday, the Extra Benefit decreases 10% each year until at age 45 there is no Extra Benefit.

Optional Life Insurance



- Option A: \$10,000
- Option B: Provides an amount 1-5 multiples of your annual basic pay rounded to the next higher \$1,000

Basic Pay: \$51,400 – Multiple 1: \$52,000

2: \$104,000

3: \$156,000

4: \$208,000

5: \$260,000

- Option C: Provides coverage for your spouse and eligible children equal to 1-5 multiples; \$5,000 per multiple for your spouse and \$2,500 per multiple for your eligible children

FEGLI Calculator

With this online calculator you can rapidly and conveniently:

- Determine the face value of various combinations of FEGLI coverage.
- Calculate the premiums for the various combinations of coverage, and see how choosing different Options can change the amount of life insurance and the premiums.
- See how the life insurance carried into retirement will change over time

Example 1: Employees makes 45,000 a year, under 35 years old, they elect Basic Coverage, Option A, Option B (5 multiples), Option C (5 Multiples) = Total coverage of \$329,000.00 plus \$25,000 spousal coverage and \$12,500 children coverage For a Bi-Weekly Withholding of \$12.95.

Remember FEGLI depends on your age (5 year brackets) moving into Another age bracket moves you to paying premiums for the new bracket



Thrift Savings Plan (TSP)

- Tax deferred retirement savings/investment plan
- Provides the opportunity to increase your retirement income
- You must be in a position subject to retirement deductions (FERS, FERS-RAE, FERS-FRAE)
- TSP offers a Traditional TSP (tax deferred) or a Roth TSP (Not tax deferred) for participants

TSP Enrollment:



- You may start, stop or change your contribution amount at any time through the GRB Platform
- Automatically enrolled in TSP at 5%
- Contribution Limit for 2022 is \$20,500



- TSP offers two approaches to investing your money: L Funds and Individual Funds
- L Funds are “Lifecycle Funds” that are invested according to a mix of stocks, bonds and Government securities
- L Funds are based on your “time horizon”
- Individual Funds are the G, F, C, S and I funds

TSP Fund Allocation

- The default investment for newly enrolled participants is in an age appropriate Lifecycle (L) Fund. IAW Public Law 113-255, The Smart Savings Act.
- You may re-allocate your TSP funds or transfer funds twice a month. You may make unlimited transfers to the G fund. There is no Open Season.
- To manage your TSP funds you will need to access the TSP website at <http://www.tsp.gov> using your TSP account number or customized user ID and web password.

** TSP will mail you your account number and PIN approximately 7-10 days after they receive the first contribution to your account.

TSP Matching

- As a FERS participant, you will receive agency matching contributions on the first 5% that you contribute per pay period
- The first 3% is matched dollar for dollar
- The next 2% is matched 50 cents for every dollar



Thrift Savings Plan

- You may review the TSP booklet on the TSP website at <http://www.tsp.gov>
- Call TSP at 1-877-968-3778 for additional information



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 ▾



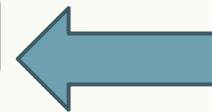
Resources



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 header includes "GRB Platform" and "TOTAL COMPENSATION STATEMENT". A "New User Video" player is the central focus, displaying the "GRB Platform" logo. A "Closed Caption" overlay is visible 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 checkbox labeled "Do not show this each time. (New User Video accessible from Menu)" and a "Close" button. A "Logout" link is also visible in the bottom right corner of the 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

Federal Employees Dental and Vision Insurance Program FEDVIP

- Federal Employees Dental and Vision Insurance Program (FEDVIP) is available to eligible employees and their family members
- Stand alone Dental and Vision Insurance--You do not have to enroll in FEHB to have dental and/or vision insurance
- Competitive premiums
- Pre-tax payroll deduction
- Can enroll in dental, vision, or both
- You may apply within 60 days of your entrance on duty date or during the Open Season (coincides with FEHB Open Season)
- Can have FEDVIP in addition to MetLife/Tricare Dental or other vision/dental plans

FEDVIP

Can choose a plan that benefits you or you and your family:

*Self Only

*Self & One

*Self & Family

Vision Benefits

Diagnostic Services
Preventative Services
Eyewear
 Glasses
 Contacts

Dental Benefits

Diagnostic
Preventative
Emergency Care
Restorative
Oral/Maxillofacial Surgery
Endodontic
Periodontics
Prosthodontics
Orthodontics

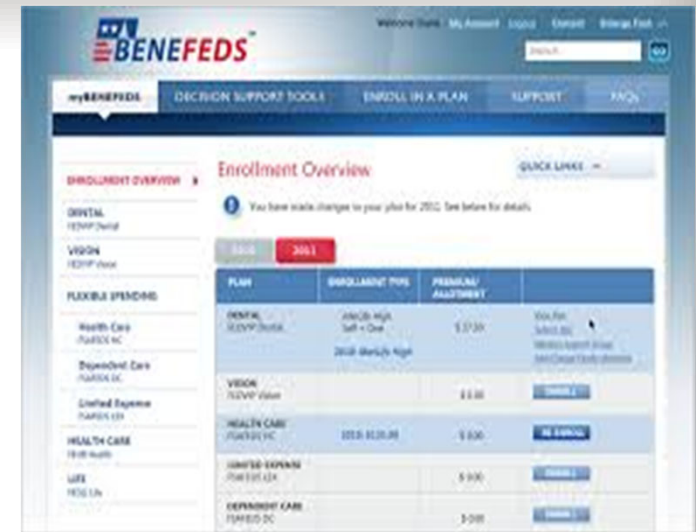
FEDVIP

<http://www.benefeds.com>

Mon-Fri 9 a.m. – 7 p.m. ET
Closed Weekends and Holidays

Telephone: 1-877-888-FEDS (1-877-888-3337)

TTY: 1-877-889-5680



- When enrolling organization is going to either be Department of the Army or Department of the Air Force

Federal Long Term Care Insurance Program (FLTCIP)

- Long term care insurance provides funds if you can no longer perform everyday tasks for yourself
- Care can be provided in a variety of settings: your home, a nursing home, hospice care or other assisted living facilities
- Qualified relatives: Current spouses, Parents, Parents In law, Stepparents, Adult children (age 18 or older), Domestic partners
- You may apply anytime

This is a program we facilitate but do not manage

Federal Long Term Care Insurance Program (FLTCIP)

Want to talk with a Certified Long Term Care Insurance
Consultant?

Tel: 1-800-LTC-FEDS (1-800-582-3337)

TTY: 1-800-843-3557

Mon - Fri 8 a.m. - 8 p.m. EST

Sat 9 a.m. - 5 p.m. EST

Closed Sun and Federal holidays

<http://www.ltcfeds.com>

Offered by: John Hancock

Flexible Spending Account (FSA)

- 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 annual 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

Federal Employee Retirement System

- If you are a new employee in a covered position, you will be placed in the Federal Employees Retirement System (FERS)



- FERS – Contribute 0.8%
- FERS-RAE – Contribute 3.1%
- FERS-FRAE – Contribute 4.4%

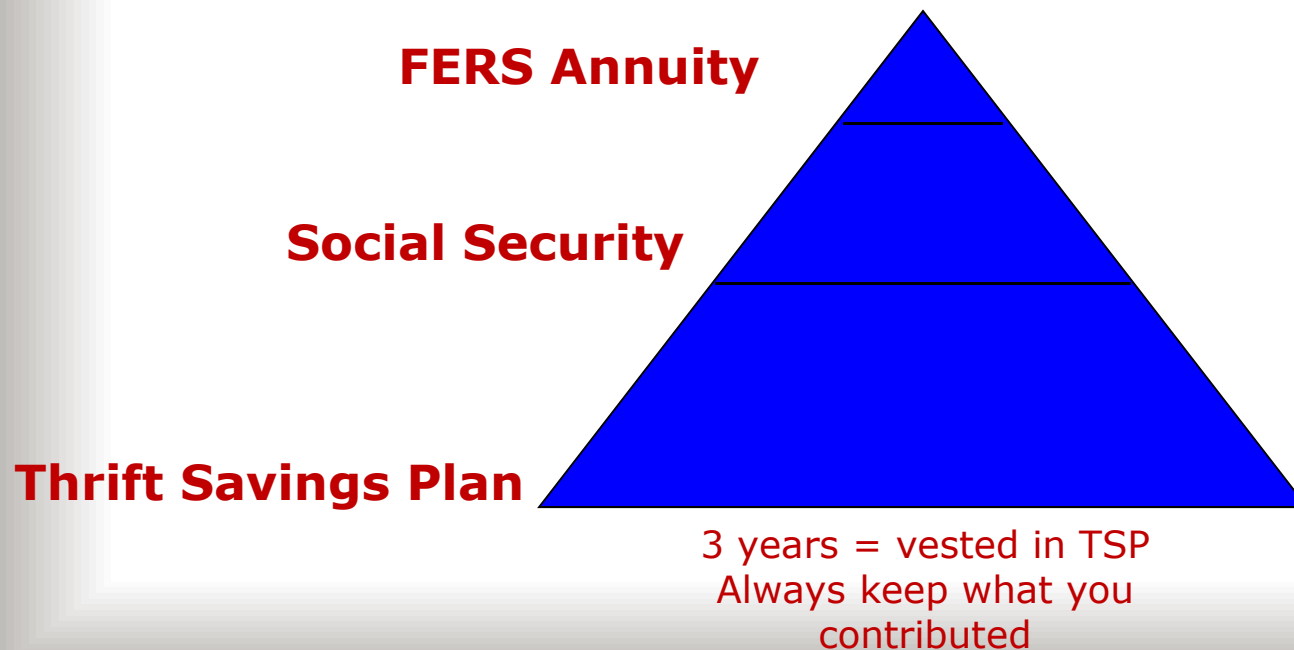
5 years = vested in FERS

FERS Retirement

*FERS is a 3-tiered retirement system

*FERS annuity is the smallest component

*TSP WILL make up the largest portion of your total retirement



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. Employee 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!!!

Military Buyback

Military buybacks pay into the retirement system for creditable military service.



FERS Post-56 Military Service

FERS Military Service on/after

01-01-57

Must Pay to Receive Credit for Retirement Eligibility and Annuity Computation

Amount of Deposit:

% of basic pay earned + interest.

Interest may vary by date service was performed.

The first 2 years are interest free, at the end of the 3rd year, if not paid in full, interest is charged retroactively.

How Do I Make a Military Deposit?

- Contact your HRO representative. Copies of all of your DD 214s will be required. A request for Estimated Earnings will be submitted. It takes approx. 45 days to receive it.
- Estimated Earnings will be uploaded into GRB and it will calculate the deposit amount. We will prepare documents for you to sign.
- Once all documents are completed they will be submitted to DFAS to establish the Military Service Deposit Account. Takes approx. 30-45 days.
- You will be able to choose whether you would like to pay through payroll deductions requiring a minimum of \$25.00 per pay period or a lump sum.
- Ensure HRO is given a copy of the “Payment in Full” notice once it is paid.



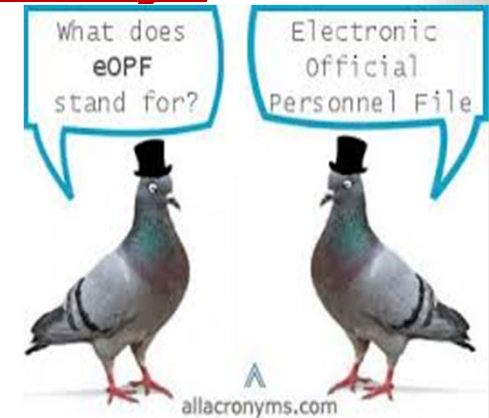
Updating Professional Development

**Ensuring you receive credit for the course that you have attended is and will remain a important aspect in your career. For documentation in MyBiz+ and your e-OPF, send all training certificates to:

David Emry: 272-4226 david.e.emry.civ@mail.mil

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 Michael Whittier 208-272-4560 or
Ashlee-208-422-3349**

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**

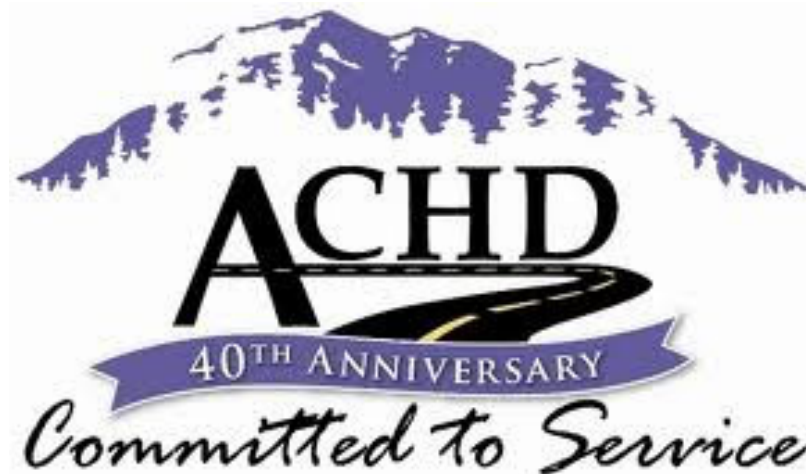
Physical Fitness Program IMD-2

- Authorizes not more than one hour of official time per day. 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 memo signed by a 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 IDNG-47 policy 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



POCs 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 the requirements.

Where can I find Additional information on 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>

Beneficiary Forms – Update at HRO

Keep your designations current. Submit a new form if the address of one of your beneficiaries change or if your intentions change.

Ex. Change in family status – marriage, divorce, birth, death



- SF 1152 - Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee
- SF 3102 - Designation of Beneficiary, Federal Employees Retirement System (FERS)
- SF 2823 - Designation of Beneficiary, Federal Employees' Group Life Insurance Program
- TSP-3 - Designation of Beneficiary, Thrift Savings Plan (TSP)

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

Michael Whittier (OWCP)

A– M 272-4270

Zenella Sablan

N -Z 272-4225

(Performance Management/Incentive

Eric Foster (Retirements/Buybacks)

John VanHorn (Retirements)

272-3809

David Emry

272-4226

(Employee Development/Training and Travel/IDPs/PIPs)



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