

HRO Insights

Volume 1, Issue 2

01 January 2024

Special points of interest:

- Performance Appraisals Due at the end of March
- Upcoming training with registration links
- Let HRO help you be more successful by answering all your questions and providing guidance!

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Key Dates

- Upcoming Training:
Federal Performance Appraisal Training (Completing the Appraisal)
February 1st 0930-1100, Location TBD, POC Brad Ledbetter
Sign up Link: <https://buytickets.at/idng/1081054>

National Guard Federal Employee Management Course (Supervisor Training)
April 3rd & 4th 0800-1600, Location TBD, POC David Emry
Sign up link: <https://buytickets.at/idng/1081062>
- Reminder: All ARMY TDYs whether it is for training, a conference, or a mission a completed and SIGNED SF-182 is REQUIRED prior to the start of your DTS Authorization. SF-182s need to be signed by your first line supervisor, and whoever is approved to authorize travel for your unit. Travel vouchers will not be approved without a completed SF-182 attached in the expense documents section.
- If there is training that HRO can help you with I.E. filling out an SF 52, IDP, or SF 182 just to name a few. Reach out to the HRD and we will build something to meet your needs. We can come to you, conduct it online, or find a training site that will work for your training needs.

| January 2024 | | | | | | |
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| 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 | 31 | | | |

| February 2024 | | | | | | |
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| March 2024 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|
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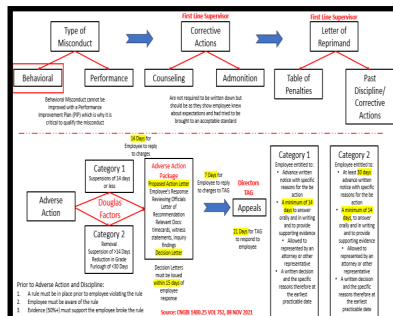
Army AGR News

- Ensure that every AGR completes a DA Form 5960, BAH Certification for FY24. As a reminder 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 permanent duty station changes. There is also a new requirement that these must be signed by a commander or commander's authorized representative (signature authority memo required).
- AGR Branch has a new Transitions NCO. SGT Michael Torres was selected to replace SGT Gehrls. Please ensure that you are including him on all traffic with AGR Branch. His primary focus will be on ADOS approvals, DD 214s, and UCFR actions.
- 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 ISG Gayle Bettis 208-272-4215; AGR Staffing NCO SFC Bridget Wintrode 208-272-4214; AGR Transitions NCO SGT Torres 208-272-4217.

Labor Relations Information

Disciplinary Flowchart:

HRO is in the process of working on some tools to help managers and supervisors set expectations and understand timelines for disciplinary and adverse actions. One of these tools is the disciplinary flowchart with the behavioral disciplinary path shown on the left.



The goal is to provide a flowchart of time, documents

and procedures for disciplinary and adverse actions. This is already being presented during the Supervisors Training so we can start spreading the word.

Code of Conduct: Technicians - keep a lookout for the updated Code of Conduct. HRO has updated the Code of Conduct to mirror the prohibited activities listed by the Office of Personnel Management (OPM). All technicians will need to sign an updated Code of Conduct; instructions will be sent out via email. All signed

Code of Conducts will be placed in members' electronic file. It is a requirement for federal technicians to review the Code of Conduct on an annual basis. HRO recommends supervisors review the Code of Conduct with their employees while conducting their annual appraisal.

Labor Relations Specialist: Mr. Matt Godfrey (208) 272-3809/
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Benefits—Buybacks

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

A NEW YEAR- A Renewed dedication! Our office has heard you, and we are rolling out an improved process to complete Military Service Deposits (Buybacks). Moving into 2024, the HRO Benefits team is now dedicating every second Wednesday of the month to this process. Starting now, technicians will be able to call their HR representative to sign up for an assigned time to sit down with a Benefits Specialist

to complete all the necessary paperwork for their buyback.

Here is what is required: Call your HR representative to schedule your appointment. Please don't wait, our HR Specialists require adequate time to build and prepare your account prior to your appointment date/time (up to 10 days). Once you have your assigned time, it is the member's responsibility to print and bring a

member 4 copy of their DD214 or the set of Orders from the period they are wanting to buy back to their appointment. An HR Specialist will combine the DD214 and Orders with the necessary account information and provide the estimate, election form and application for completing the military service deposit. Call your Benefits Specialist and sign up today!

Air AGR News

Airmen must clear medical prior to starting an AGR tour and prior to separating an AGR tour. Individuals selected for AGR tours must meet the PHA requirements outlined in DAFMAN 48-123 and AFI 48-170 and be current in all Individual Medical Readiness (IMR) requirements in accordance with AFI 10-250. PHA and dental must be conducted not more than 12 months prior to entry on an AGR tour and an HIV test must be completed not

more than 6 months prior to the start date of the AGR tour. An AGR Airman must complete a SHPE prior to being separated from AGR status if the AGR tour was greater than 180 days. If the AGR tour was less than 180 days, members must complete a DD Form 2697 in lieu of a SHPE prior to their separation from AGR status.

Air AGR Manager:
MSgt Cora L. Gempler
(208) 422-3344/
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Manager and Supervisor News—Performance Plans

It's getting close to time (March 31st) when we should be wrapping up those performance plans that everyone has been working so diligently on. Have you reviewed your performance plan? How are you doing with each critical element on your performance plan? Has your supervisor gone over your progress with you? If you had to categorize your work performance, where would you put yourself?

If you are a "Rating Official" here are some helpful reminders to be prepared for this year's performance appraisals

- Check your hierarchy in MyBiz+ and if it's not showing correctly submit an SF52 Supervisor Hierarchy Change to HRO inbox ng.id.idarng.mbx.idarng-sf52@army.mil
- When creating a performance plan make sure dates are correct: Appraisal Period Start Date: **01APR23**, Appraisal Period End Date: **31MAR24**, and Appraisal Effective Date: **01JUN24**.
- Must have at least 1 "Interim Review" with employee during the appraisal cycle.
- **Don't procrastinate as incom-**

plete or late appraisals will be ineligible for possible awards.

Reminder: Completing Performance Appraisal Training will be held February 1st 2024. Reserve your seat <https://buytickets.at/idng/1081054/share/6c9e33f7802170a5093f07dd7941a405>

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

For the Federal Definitions of Outstanding, Acceptable and Unacceptable Performance see 5 CFR Part 430.402 and 5 CFR Part 432.103

Feedback from the Field!

HRO's newsletter is for all fulltime employees of the Idaho Military Division. We appreciate feedback on what you need from us. Also, feel free to share any "lessons learned" as COL McRoberts did last month.

The last newsletter resulted in this response from COL McRoberts regarding T32 members going on long-term orders which was then added

to HRO's USERRA checklist:
Recommend HRO encourage T-32 Dual Status Technicians to obtain proof of Tri-Care coverage when they return to HRO to reinstate FEHB coverage after they have suspended coverage because of long term Orders/Mil LWOP. Background: I am a T-32 Dual Status Tech attempting to retire and take my FEHB into retirement. I had FEHB coverage the previous 5-years, except for a 1-year break (on ADOS Orders)

when I suspended FEHB in favor of Tri-Care. ABC is now wanting a letter from Tri-Care stating I actually had Tri-Care coverage for that period...nearly 3-years ago. I have requested the letter from Tri-Care/DMDC, but it has been nearly 3-weeks....T-32 Dual Status Techs should be encouraged to obtain (and retain) proof of Tri-Care coverage when they are on Orders using Tri-Care.

Please send us your suggestions using the link to the right.

Use the following link to send us any suggestions
[COMMENTS CARD LINK](#)

Retirement Planning—TSP Contribution

Saving for retirement may seem like a distant priority for many individuals, especially those just entering the workforce. However, contributing to your Thrift Savings Plan (TSP) as early as possible can be a game-changer, offering a multitude of benefits that extend well into the future. One of the primary advantages of investing in TSP is the diverse range of investment options it offers, including traditional and Roth options, which allow individuals to

choose based on their current tax situation and future expectations. According to a **FedSmith** article, if, through a **combination** of your monthly contribution and your agency matching you contribute \$500/month, adjusted for inflation over time, you can accumulate \$149k over 20 years (based on an average 5% rate of return). The elective deferral limit for 2024 is \$23,000. For participants 50 or older or turning 50 in the calendar year,

the catch-up limit for 2024 is \$7,500 (this amount is in addition to the \$23,000 deferral limit). **Don't wait** – seize the opportunity to secure your financial future by contributing to your TSP as early as possible. Please contact your HR representative for information on how to begin or change your TSP contributions.

TIP- a good time to start or increase your contributions and limit the impact to your bank account is when you receive step increases and when the annual pay tables are released (September for Wage Grade (WG) employees and January for General Schedule (GS) employees).

IDAHO NATIONAL GUARD

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Phone: 208-422-3000
Email:

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

[inghro.idaho.gov/
default.htm](http://inghro.idaho.gov/default.htm)

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.

**Idaho Military Division
Human Resource Office**

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

Happy New Year, Idaho Military Division!
tunity to highlight your accomplishments.

I hope everyone had a great holiday season and is ready for the new year. Supervisors of federal technicians should have completed mid-year reviews with their employees. The focus should be shifting to the annual performance appraisal.

The performance appraisal is an interactive document with the employee and the supervisor. The employee has an option to provide input on their performance. I highly encourage the employee to do this part of the appraisal process.

Our organization has great supervisors, but sometimes we miss important accomplishments by our employees. The "employee input" is your oppor-

