

HRO Insights

Special points of interest:

- FSA FEDS Update
- Performance Management/Incentive Awards

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Volume 2, Issue 1

01 October 2024

Key Dates

- **Upcoming Training**
Federal Performance Appraisal Training (Progress Reviews)
 October 23rd, 2024, 0930-1100 RTI computer lab bldg. 922
 Sign up link: <https://forms.osi.apps.mil/r/YFyTWc2QKY>
- **NG Federal Employee Management Course (Supervisors Training)**
 January 22nd & 23rd, 2025, 0800-1600 RTI Classroom
 Sign up Link: <https://forms.osi.apps.mil/r/QLwrhjjVZN>
- **USA Staffing and Hiring Process Training**
 To be Announced
- **ABC-C Hosted Technician Retirement Briefing**
 February/March 2025, More information to follow
- **Are there things you want to see that we haven't added? Let us know how we are doing! Click [COMMENTS CARD LINK](#) to provide feedback.**

OCTOBER 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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				

NOVEMBER 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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					

DECEMBER 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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				

Army AGR News

- The AGR travel budget has not been released for FY25. Once AGR branch receives this travel budget we will push that information to the MSCs with any restrictions.
- All leave tracking, management and requests have officially transition to IPPS-A PAID.
- October is a great time to review personal leave balances. Reminder that AGRs can only carry over 60 days of ordinary leave (90 days with special leave Accrual). If you have more than 60 days of leave, create a plan to be at the 60 day mark by 30 September 2025 in order to not lose leave.
- AGRs may request retirement up to 24 months prior. If you are considering retirement and you are inside of this 24 month window please reach out to ISG Sisk (enlisted) or CW2 Harmon (officers) to discuss the process and requirements.
- 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.
- New AGR Branch POCs (effective 1 October): AGR Branch Chief CW2 Jordan Harmon 208-272-4211; Enlisted AGR Manager ISG Nichole Sisk 208-272-4215; AGR Staffing NCO SFC Juriana Moore 208-272-4214; AGR Transitions NCO SPC Wade 208-272-4217.

HRO Resume Building suggestions

For all IDNG Technician vacancies, the importance of a clear and concise resume is essential for moving forward in the application process. HRO reviews the submitted resumes and only forwards candidates to the hiring officials that meet the minimum qualifications outlined in the vacancy announcement. Here are some tips to ensure your resume gets you to the next step in the application process:

Adjust your resume accordingly to the job you are applying for. Tailor your relevant work experience to highlight required experience on the announcement.

Make sure your personal information is current to include Certifications, Education, Rank, MOS/AFSC, and contact phone number. Include personal and military email (if applicable).

List job experience chronologically using month and year format (Jan 2024- Aug 2024 Surface Maintenance Mechanic). *Please remember, HRO must validate that you meet the minimum experience requirements. Please do not abbreviate or use acronyms. If we aren't familiar with the abbreviations and can't determine that you meet the requirements, your resume will not be forwarded to the hiring manager.

If the position requires specific certifications or educational requirements, please do not forget to submit your supporting documentation. Once the job announcement closes, you will not be able to add anything to your application.

We suggest using an online resource for building an effective Federal resume. Many are free of charge, like USA Jobs. We also recommend having your supervisor or peers review your resume prior to submitting your application. Don't miss out on a great job opportunity because of a technicality!

If you have any questions or need assistance, please contact the Army Staffing Specialist, Mr. Ben O'Neal, Benjamin.w.oneal.civ@army.mil or the Air Staffing Specialist anthony.p.starbard.civ@army.mil.

The Hatch Act and Political Activities

As we once again find ourselves in an election year preparing to exercise the right to vote that many of us have fought to protect, it is time to reacquaint ourselves with the Hatch Act. The Hatch Act generally applies to employees working in the executive branch of the federal government. The purpose of the Act is to maintain a federal workforce that is free from partisan political influence or coercion.

In short, IDNG employees may not be a candidate for nomination or election to public office in a partisan election, may not use their official authority or influence to interfere with or affect the result of an election and may not engage in political activity i.e., activity directed at the success or failure of a political party, candidate for partisan political office, or partisan political group — while the employee is on duty, in any federal room or building, while wearing a uniform or official insignia, or using any federally owned or leased vehicle. There are more restrictions than this and the local JAG office can provide more information concerning prohibited activity. So, reach out if you have additional questions because you don't want to violate the act. An employee who violates the Hatch Act is subject to a range of disciplinary actions, including removal from federal service, reduction in grade,

Air AGR News

Permanent AGRs leaving for an NGB funded Formal School, member will be in a Title 10 status. Re-minder that TLNs for Formal School only include Course Start Date/ Course Graduation Date. Please ensure ANG Form 1299s dates also include placing the member in a Title 10 status for dates of travel and with consideration to course reporting instructions. Temp AGR orders will be modified so that the T10 Formal School order may be cut separately.

ANGI36-101 21 APRIL 2022—ANG AGR PROGRAM

7.8.2.1. The ANG Form 1299. This form must be completed by the unit, certified by the AGR member's commander, and provided to the FSS for the member's record to be updated in MilPDS and for assistance accomplishing the necessary DD Form 214.

7.8.2.2. The ANG Form 1299 must be completed for every period of Title 10 duty regardless of duration. A sample of ANG Form 1299, Certificate of Statement of Service can be found in Attachment 15. The ANG Form 1299 is a source document which will be entered into the member's record in the Automated Records Management System (ARMS). Please note this form is applicable to Officers and Enlisted Airmen.

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

Budget and Training

We roll into the new fiscal year with yet another question on what our budget is going to look like. Please remember that the only thing that is approved on our budget is our priority one travel that was filled out by leadership. Then as we move through the year and the budget becomes clearer, we allow priority two travel as it is deemed necessary.

If you have ATRRS request for your federal employees, please submit them to the HRD as soon as possible. This will allow for the best opportunity to get a seat in the training that you are looking to have them attend. If you could have alternate dates submit those as well, I can enter them all while I am in the system.

We are still having issues with people who are traveling and purchasing their own tickets and/or not using SATO for travel issues. You may not be reimbursed for your travel costs incurred or only reimbursed for the cost of what it would have cost had you used SATO if you do not use the government systems that are put in place for you. Do not purchase tickets at the ticket counter call SATO **1-888-818-1975** if you have run into issues on your TDY and do all your booking through them. This is generally the only way to ensure that you will get reimbursed for your travel costs. There is an update to the special conveyance policy as well please go the to HRO website and review it.

POC Is HRD at (208) 272-4226; david.e.emry.civ@army.mil.

State Employee PPL for Foster Families & Timesheets News

Paid Parental Leave Expansion for Foster Families

In 2020, Governor Brad Little signed the [Families First Act](#), establishing an eight-week paid parental leave benefit for State of Idaho employees upon the birth or adoption of a child. [Governor Little recently announced](#) that the State of Idaho will expand the Paid Parental Leave policy to include foster families for all executive branch entities.

Effective October 1, 2024, eligible State of Idaho executive branch employees will be entitled to up to eight weeks of paid parental leave following the placement of a child into their home for foster care or kinship care. For question about Paid Parental Leave eligibility or other employee benefits, please contact Mary Ann McCool at (208) 801-4271 mmccool@imd.idaho.gov.

State Employees: Holiday Timesheet Reminders

- Upcoming Holidays for State Employees are:
 - Monday, Oct. 14 – Columbus Day
 - Monday, Nov. 11 – Veteran’s Day
 - Thursday, Nov. 28 – Thanksgiving
 - Wednesday, Dec. 25 – Christmas
 - Benefitted employees should enter HOL only on the holiday.
- Enter HOL hours for the number of hours normally worked on that day.
- Deployed service members (over 60 days) enter a max of 8 hours, and code a 5-day-a-week schedule.
- In addition to coding HOL hours, employees who work on the holiday should use the following guidance to code hours worked, based on their FLSA code:

FLSA A, I, P (exempt) should code HOS on the holiday worked. CPT time is earned 1:1 hour
 FLSA C (covered) should code HOA on the holiday worked. CPT is earned 1:1.5 hours
 Add CPT or VAC as needed to code a full 40-hour workweek of paid time

We are here to support you and your employees! For timesheet/payroll questions, contact Gina Hamann at 208-801-4275 ghamann@imd.idaho.gov or Tamara Reames at 208-801-4272 treames@imd.idaho.gov

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

FSA FEDS Update

Beginning August 1, 2024, OPM re-opened enrollment in FSAFEDS for new employees or for existing employees enrolling due to a Qualifying Life Event. FSAFEDS also re-enabled the functionality that allows existing enrollees to make changes to enrollments due to a Qualifying Life Event. To provide enhanced security to FSAFEDS accounts, all users will soon be required to verify their identity through Login.gov. The identity verification process will involve users submitting their state-issued identification online. Enhanced identity verification is one of several steps we've taken to combat fraud in the FSAFEDS program. Identity verification will be applied to accounts in a phased approach.

- Beginning August 1, 2024, OPM will require identify verification for all new FSAFEDS accounts. This includes enrollment for the first time for new employees and enrollment using a Qualifying Life Event. If individuals were eligible to register for a new FSAFEDS account but were unable to do so since online enrollments were disabled, they will now be eligible to create an account. New users will be required to complete identity verification through Login.gov.
- Beginning October 2024, employees who already have FSAFEDS accounts that were created on or after January 1, 2023 will be required to complete identity verification through Login.gov in order to access accounts moving forward.
- All remaining employees whose accounts were created before January 1, 2023 will be required to complete identity verification beginning in January 2025. Employees who encounter challenges with the IDV or Login.gov processes should contact Login.gov Customer Service for assistance. They can be reached at (844) 875-6446 and operate 24 hours a day, seven days a week.

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

Check the [Login.gov](https://login.gov) to insure you have access so you can verify your FSA FEDS account

Manager & Supervisor—Tables and Flowcharts

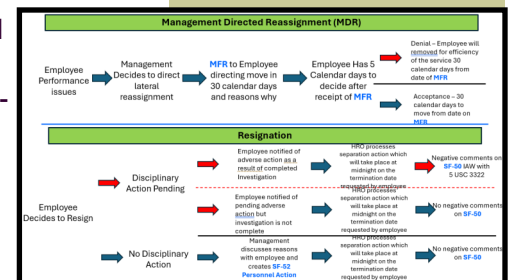
In an effort to continue to help Supervisors and Managers be successful, the HRO LRS has created Tables and Flowcharts for Disciplinary and Non-Disciplinary Actions. It has most of the common issues and administrative actions that HRO has seen over the past year. These tables and flowcharts are in a Microsoft PowerPoint format and can be found at the following link: inghro.idaho.gov/hr/SupervisorsToolbox/supervisortoolbox.htm

The table has the Type of Action listed, the References (both Federal and NGB), the amount of time required to take the action (Lead Time) the documents necessary for the action and excerpts of the rules from the regulations. This should allow supervisors and managers and opportunity see a course of action might take to include the time frame it would take. For example, a Management Directed Reassignment (MDR) needs to be signed within five calendar days of being issued. If the employee refuses, after day 6, this will be notice of termination as a 30 calendar day letter.

The flowcharts are a graphical representation of the tables and are there as a quick reference.

As always, provide any questions for feedback to the HRO LRS, Mr. Matt Godfrey, matthew.j.godfrey3.civ@army.mil, or (208) 272-3809.

Types of Actions – Non-Disciplinary	Federal Refs	NGB Refs	Lead Time	Documents	Rules
Management Directed Reassignment	5 CFR 532.603(a), 532.603(b), 532.603(c)	5 CFR 532.603(a), 532.603(b), 532.603(c)	5 Business Days	Performance Report, Reassignment Request	Management Directed Reassignment (MDR) is a non-disciplinary action that allows a manager to move an employee to another position if the employee's current position is no longer needed or if the employee's skills are better suited to another position. MDR is not a promotion and does not result in a change of pay grade. The employee must be notified in writing of the MDR and given the opportunity to be heard. If the employee agrees to the MDR, the action is effective on the date of the MDR. If the employee does not agree, the MDR is considered a notice of termination and the employee has 30 calendar days to respond. If the employee does not respond, the MDR is considered a notice of termination and the employee has 30 calendar days to respond.
Resignation*	5 CFR 532.603	5 CFR 532.603	30 Calendar Days	Resignation Letter, MFR	Resignation is a voluntary action taken by an employee to leave the service. The employee must be notified in writing of the resignation and given the opportunity to be heard. If the employee agrees to the resignation, the action is effective on the date of the resignation. If the employee does not agree, the resignation is considered a notice of termination and the employee has 30 calendar days to respond.
Abandonment of Position	5 CFR 532.603	5 CFR 532.603	30 Calendar Days	Performance Report, Abandonment of Position Letter	Abandonment of position is a non-disciplinary action that occurs when an employee fails to report to work for a specified period of time. The employee must be notified in writing of the abandonment and given the opportunity to be heard. If the employee does not respond, the abandonment is considered a notice of termination and the employee has 30 calendar days to respond.



Performance Management/Incentive Awards

It's October which means cooler days, leaves turning color, start of the holiday season and the midway point of the 2025 rating cycle. It also means it's time for midyear progress reviews. Have you reviewed what you have accomplished or completed since the first of April 2024? Are you meeting or exceeding the expectations that have been established on your performance plan?

If you are a supervisor have you made sure all mandatory performance elements for all employees (Element 1-Safety, EO and EEO) and supervisors (Element 1-Safety, EO and EEO, Element 2-Workforce Management, Element 3-Supervisory Requirements, Performance Management and Employee Development) are on all performance plans for 2025? Remember that all employees need to have a minimum of 3 "acknowledgements" during the minimum 90 days a plan should be in place. (Plan Acknowledgement, Progress Review, Performance Appraisal) Up to date performance plan completion reports are coming soon.

Do you need help with progress reviews or appraisals? Scheduled training dates are as follows: 23OCT24 Progress Review Training and 28JAN25 Appraisal Training

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

FEHB Open Season

The 2025 FEHB open season will run from November 11th through December 9th, 2024. During the open season, eligible employees can enroll, change plans, change enrollment type, or cancel enrollment. Employees can also enroll or re-enroll in the FSAFEDS program.

Employees who want to participate in Open Season can log into <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/premiums/> to view updated premiums for the 2025 benefit year when they are published by OPM.

The effective date for new enrollments is the first day of the first pay period that begins on or after January 1st and follows the pay period in which the employee was in a pay status. For enrollment changes, the effective date is the first day of the first full pay period that begins on or after January 1st. If a member wants to cancel FEHB, the effective date is the END of the day before the first day of the first pay period that begins the next year.

Health plan brochures that outline the plan premiums, coverages, and other plan information will be available in the HRO lobby at the beginning of Open Season and will remain in the lobby for the 2025 benefit year.

Please reach out to your respective benefit representative if you have any questions regarding enrollment, cancellation, or changing your FEHB plans for the 2025 benefit year. Benefit representatives can be reached at:

Colton Pasto, servicing letters A-M, at 208-272-4560 or colton.l.pasto.civ@army.mil.
Eric Foster, servicing letters N-Z, at 208-272-3338 or eric.b.foster.mil@army.mil

Active & Fit Gym Membership—State Employees

State Employees are you taking advantage of this great benefit? Regence Blue Shield is offering its members a fitness membership for only \$28 per month (for a standard fitness membership)

There are over 12,000 gyms (such as LA Fitness, Gold's Gym, the Y (YMCA) and anytime fitness) participating in this plan and over 9,300 on-demand fitness videos! Also NO Annual Fees or long-term contracts!

Get started today by logging on to [Regence.com/Advantages](https://www.regence.com/Advantages) and take advantage of this great offer!

Regence also offers additional discounts and savings for your family through their program. Follow this link for additional information: [Advantages discounts: Health-related offers that can save time and money \(regence.com\)](https://www.regence.com/Advantages/Discounts) to find all the different discounts you can receive as a member to include up to 20% Walgreens over the counter health and wellness products. Login to see what else you are entitled to!

We are here to support you and your employees! For questions, contact Mary Ann McCool at 208-801-4271 mmccool@imd.idaho.gov

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9,300+ WORKOUT VIDEOS
Active & Fit DIRECT™

Get Started: [Regence.com/Advantages](https://www.regence.com/Advantages)

HRO Service Announcement

HRO has recently been made aware of potential issues with our mailbox: ng.id.idarng.mbx.idarng-sf52@army.mil and emails and SF-52s not being actioned.

While HRO works on determining why this is happening, HRO wants to reiterate that if any supervisor or employee sends an email to the inbox (link above) and DOES NOT receive a verification email within 24 hours of it being sent; please re-engage with HRO for follow-up via phone or direct email accounts.

Absent US Processing & Creditable Service for Retirement

It is extremely important that employees who enter a non-pay status for Absent-US for any amount of time is reflected in their personnel record as required in 5 CFR 353.106 and Guide to Processing Personnel Actions (GPPA) chapter 15. This means that unless the employee elects to use other leave, a SF52 must be submitted to HR along with a copy of orders every time a technician goes LWOP. This is a CFR requirement and not just in the GPPA. Additionally, Service Members are required to inform their employers in USERRA Statute and military policy at DoDI 1205.12.

OPM has access to remedy and is requesting copies of timecards from DFAS for employees who have lower than expected FERS deductions in a year when there are no personnel actions in the personnel record to support the lower deductions. These lower deductions will lead to incorrect calculations for retirement service credit. This is called ghost time and is taught at the ABC-C seminar as highly discouraged as it causes lower than expected creditable service that is only caught AFTER they separate, and an employee has no opportunity to make a deposit as they are already separated. OPM's BAL 13-103 discontinued the practice of allowing employees to complete their military service deposit after separation. NG had one employee who was moved from a DSR to an MRA+10 retirement with a permanent reduction due to age because OPM could not verify service from 2001 where the employee was employed, but no FERS deductions were made.

It is VERY important that you stress in all information and communications to employees and supervisors of employees that any non-pay status for Absent-US requires an SF 50 in their eOPF to ensure they are given to the opportunity to make the deposit. There is no such thing as one pay period or three-day limit for Absent-US. Additionally, not processing these correctly affects their FEHB premium payments and TSP matching contributions in a way that causes the employee to lose money. Incorrect counseling to employees and supervisors has long term financial implications for employees that cannot be corrected after retirement. Please help us ensure that employees and technicians are being educated properly so that they can be taken care of when they go into an Absent status.

Please reach out to your respective benefit representative if you have any questions . Benefit representatives can be reached at:

Colton Pasto, servicing letters A-M, at 208-272-4560 or colton.l.pasto.civ@army.mil.

Eric Foster, servicing letters N-Z, at 208-272-3338 or eric.b.foster.mil@army.mil

HRO Training Request Site

Is there more in-depth HRO training that you need? HRO is rolling out a new way to request training that can provide for your workforce. It also allows you to sign up for multiple trainings and connect with trainers to develop the best possible training that suits your needs. Training can be presented in a location HRO sets up or in a location that would work best for your team. Scan the QR code and check it out. Please reach out to the HRD if you have any questions.

<https://forms.osi.apps.mil/r/bnghbxCGKx>



POC Is HRD at (208) 272-4226; david.e.emry.civ@army.mil.

HRO Service Announcement—WG Pay Table Delay

2024 Federal Wage System Annual Adjustment

As of 1 October 2024, Pay Tables M045 (Effective 8 September 2024, All ID minus Post Falls and Lewiston) and O145 (Effective 22 September 2024, Post Falls and Lewiston) do not reflect the 2024 annual adjustment in the Human Resources (HR) System. DCPAS has had system upgrade issues and has not informed HRO yet when this table will be updated. Once the HR is updated annual adjustments will process effective as listed above and will back pay. This applies to all WG/WL/WS employees. HRO has no anticipated resolution date at this time.

**IDAHO NATIONAL
GUARD**

Idaho National Guard
Joint Force Headquarters
4794 General Manning Ave,
Bldg. 442
Boise, ID 83705-8112

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 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

During the last supervisor training, I gave the opening comments to the group, and I want to share them with you because they are fundamental to the success of the IMD. The focus was on the importance of cultivating a strong organizational culture. Louis V. Gerstner, Jr., former chairman and CEO of IBM, is credited with saying, "Culture is everything." The Commander and the Supervisor are responsible for establishing the culture of our organization. Workplace culture encompasses the values, beliefs, and behaviors that shape how a company operates and interacts with the external world. Culture is often referred to as the "personality of a company."

LSA Global gives four points on how to reinforce your preferred workplace culture:

1. Consistently measure and invest in organizational health
2. Build a high-performance culture
3. Hire and rent to your preferred workplace culture
4. Ensure that the way work gets done aligns with your strategy.

According to LSA Global, "When workplace culture accounts for 40% of the difference between high and low performing companies, the right culture, whatever that may be in your unique situation, matters. They go on to say that high-performance cultures create motivation by providing positive feedback for desired behaviors, giving negative feedback for undesired behaviors, and ensuring compelling reasons for people to stay and improve.

Idaho HRO is well-equipped to assist you in cultivating this culture within your organization. We can help you find, hire, and onboard your employees and provide relevant training. Mr. David Emry has developed a new method for you to request training and recommend new training programs that you believe would benefit you and your employees. In addition, HRO can help you provide positive feedback to employees by giving you appraisal and performance plan training. We can also help you address undesired behaviors with your employees.

A good or bad culture will define your organization's success or failure. The Idaho HRO team is committed to helping you develop and sustain a high-performance and healthy culture.