

HRO Insights

Special points of interest:

- State Employee Information
- Federal Employee Appraisal Program

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Volume 2, Issue 2

01 January 2025

Key Dates

- **Upcoming Training**
USA Staffing Training
 January 16, 2025 0930 Start time, Location TBD
 Sign up Link: <https://forms.osi.apps.mil/r/ARw2BxfScK>
- **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>
- **Federal Performance Appraisal Training (Completing Appraisals)**
 January 28, 2025, 0930 Start time, RTI Computer Lab
 Sign up Link: <https://forms.osi.apps.mil/r/Jwj2KQH2U9>
- If you are looking for specific training from HRO, use this link. If you cannot find what you are looking for, leave your information, and the HRDS will work with you to develop the training you need. We can bring these trainings to you or set up in a location of your choosing that would accomplish the goals of the training. <https://forms.osi.apps.mil/r/bnghbxCGKx>
- **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.**

JANUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

FEBRUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

MARCH 2025

MON	TUE	WED	THU	FRI	SAT	SUN
					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						

HRO Retirement Briefing

HRO is working on possibly bringing a representative from ABC-C (Retirements) to conduct a briefing. Their travel was put on hold because of the CR. Once that gets lifted, we will update and create a briefing event and start advertising it for all to attend. The briefing will be informational for everyone, from those just starting out their careers to those coming close to retirement.

For those who have not seen the new technician travel policy, HRO no longer requires the special conveyance memorandum. It was brought to our attention that there are few places we travel to where a rental isn't going to be the most cost-effective method of getting around in the TDY location. We ask that you carpool with others traveling with you as much as possible.

If you have attended training, please remember to turn in your training completion certificate when you return from your TDY. All your training should be uploaded to your civilian record. To do so, email a copy of your completion certificate to the HRDS, and the HRDS will upload it into the system.

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

Army AGR News

Army AGR Branch has some new faces. We would like to thank SGM Bettis and SFC Simmons for their hard work and contributions to all AGRs of the IDARNG. ISG Sisk has taken over and the Enlisted AGR Manager and SFC Moore will be taking over as the AGR Staffing NCO early January. Please update your contact lists and reach out to them regarding AGR actions.

All leave tracking, management and requests have officially transition to IPPS-A PAID.

As we enter 2nd quarter, ensure that DA 5960 recertifications are being completed. These are required to be completed every fiscal year. In addition, a DA Form 5960 must be completed for all life changing events or permanent duty station changes. The DA Form 5960 must be signed by a commander or authorized commissioned officer, signature delegation to enlisted or warrant officers is no longer authorized on this document.

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.

- 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

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

Air AGR News

AGR Job announcements can be found at the following link: inghro.idaho.gov/jobs.htm.

- All AGR announcements have attachments that may be viewed in the Adobe application. Attachments are not viewable when opened in browser format.
- Click on the announcement number hyperlink and download. Once downloaded, open in the Adobe Acrobat application.
- Common attachments: Application Package Build Assistance document, NGB Form 34-1, current DAFECD or AFOCD requirements for the applicable AFSC and if concurrent with federal technician announcement, the Position Description is also attached.

Nationwide announcements may be found at the following link: [State-Unit Vacancies](#)

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

Punctuality in Federal Personnel Action Requests

During CY 2024, HRO has seen an increase in delayed personnel requests and requests submitted without supporting documentation. This led to numerous payroll and benefit issues, that have caused hardship, through employees not receiving paychecks, monetary debts or benefit coverage for the affected technicians.

Standard Form 52s should be submitted, with all proper documentation, prior to the requested effective date of the action. This lead time allows HRO to prepare and respond to issues that may arise. Absent US (AUS) and Return to Duty (RTD) SF52s are the most common delinquent personnel action requests.

AUS SF52s: If HRO does not receive the AUS SF52 request, we do not know the employee is going absent and therefore we do not out-process the technician. It is during out-processing that the employee makes specific elections regarding their benefits (i.e. suspend FEHB off or leave on). The law limits our ability to suspend specific benefits after a certain period. There is a 60-day time limit from the effective day of their personnel action to process changes in their benefits and premiums. If the request arrives too late, the employee will accrue a debt. The debt will automatically be recouped each paycheck, until the debt is satisfied.

RTD SF52s: If HRO does not receive the RTD SF52 with an accurate RTD date, HRO cannot update the employee's payroll status. This means they employee will not be able to submit a timecard or receive a technician paycheck.

These requests require military orders. If HRO does not receive orders with the requests, we are unable to process them. Help HRO help you, submit orders with your requests.

POC Is SHRS at (208) 272-3341; cindy.r.palmer.civ@army.mil.

New DoDI Policy on Sexual Assault Prevention of and Response

DoD Civilians may now file Restricted and/or Unrestricted Reports of sexual assault per Department of Defense Instruction (DoDI) 6895.02, Volume I, Enclosure 4. DoD Civilian employees are authorized to file the sexual assaults with their own employing organization SAPR program. This authorization does not confer any additional entitlements beyond that which is listed in the DoDI.

Procedures for Components with SAPR Programs:

- DoD civilian employees who report experiencing adult sexual assault shall be offered assistance of a SARC and a SAPR VA to assist with filing a Restricted or Unrestricted report, immediate crisis intervention, and referrals to available resources.
- DoD civilian employees may be provided victim assistance through their employing organization's SAPR Program if available, or through other available resources, including advocacy, support, and referrals available through workplace violence prevention and response programs
- DoD civilian employees (who are not adult dependents of Service members or in the Reserve Component) who elect to file a report of sexual assault through the SAPR Program will use DD Form 2910-8, "Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault" to file a report of adult sexual assault. The DD Form 2910-8 will be retained for 50 years for sexual assault reports involving a Service member.
- If the sexual assault victim is a DoD civilian employee who is also an adult military dependent or a member of the Reserve Component (Reservist or National Guard) eligible for SAPR services, the victim will ONLY use the DD 2910 to file a report and will NOT file a DD Form 2910-8, because their status as a military dependent or Reserve Component member may make them eligible for additional services. A victim would never file both forms.

See attached flyers for information or any further questions or inquiries should be made to POC: Julie Whirlow, (208) 272-8304, Julie.I.whirlow.civ@army.mil.

DoD Civilian Personnel Eligibility to File Restricted/Unrestricted Report

SEXUAL ASSAULT PREVENTION & RESPONSE
Confidential support for those experiencing sexual harassment, sexual assault, or domestic violence.

In the event of a critical emergency, call 911

Idaho National Guard 24/7 Sexual Assault Response Line: 208-447-6166

DoD Safe Helpline: 1-877-995-5247

CRITICAL RESPONSE STEPS

1. Ensure the survivor's and your own safety.
2. Get medical aid if needed for any injuries.
3. Contact the SARC or Victim Advocate.
4. Protect the Survivor's options and privacy.

SEXUAL ASSAULT REPORTING OPTIONS

Unrestricted	Restricted
• Medical, advocacy, legal, and counseling services are available.	• Medical, advocacy, legal, and counseling services are available.
• Chain of Command with a legitimate need to know and local law enforcement are notified.	• No criminal investigation.
• Eligible for an expedited transfer, military and/or civilian protective orders.	• Confidential LEO determination.
• Confidential LEO determination.	• Survivor may choose to change to unrestricted at any time.
• Cannot be changed to a restricted report.	• Available to any survivor who has not directly reported to law enforcement.

Federal Employee Union Questions

The Union that supports all non-management and confidential employees on Gowen Field is the American Federation of Government Employees (AFGE) Local 3006. The Collective Bargaining Agreement (CBA) is the union agreement with the TAG guaranteeing certain rights and protections for IMD employees. The CBA can be found on HRO's website using the following link: inghro.idaho.gov/hr/regspubs/regspubs.htm and is listed as [ID-CBA](#). Managers and Supervisors should familiarize themselves with the CBA to ensure that they understand it.

Some managers have reached out to HRO and asked what some Do's and Don'ts are for when to contact the Union. Here is a quick snapshot of when to contact the Union:

- Change in Worker Hours Department wide
- Change in Working Conditions
- Removing a public telephone, ice machine, microwave or vending machine from the common areas
- When an employee requests to file a grievance with the Union
- When an Employee invokes their Weingarten Rights during an investigation
- Reductions in Force (RIF)
- National Classification Position Review or Wage Survey (HRO does this)

So, what things can management do without Union approval:

- Revoking an employee's PT privileges
- A single employee change in working hours (coordinate with HRO)
- Short-term, temporary changes in working hours e.g. Overtime (when approved)
- Leave approval
- Counseling an employee (general) or prior to issuing a Letter of Reprimand (LOR)

The HRO LRS is the designated employee responsible for coordinating with the Union. Please refer any managerial or supervisor questions to him and he will contact the Union and get an answer. General Union membership questions can be addressed with the Local President: Mr. Johannes Ladman, (208) 369-1998, johannesladman@gmail.com. POC is HRO LRS at (208) 272-3809, matthew.j.godfrey3.civ@army.mil

**Link to the
Idaho CBA:
[https://
inghro.idaho.gov/
v/hr/regspubs/
tech/Idaho-
Collective%
20Bargaining%
20Agreement%
20\(CBA\)%
20191031.pdf](https://inghro.idaho.gov/hr/regspubs/tech/Idaho-Collective%20Bargaining%20Agreement%20(CBA)%20191031.pdf)**

Federal Employee Appraisal Program

Happy New Year! Even though we are just starting the new year, we all should be preparing to wrap up the 2025 rating cycle. Have you been outstanding, fully successful, or unacceptable with all your performance plan elements? If you are a rating official, are your performance plans completed and progress reviews done since appraisals are just around the corner?

If you are a “Rating Official” here are some helpful reminders to be prepared for this years’ 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: **01APR24**, Appraisal Period End Date: **31MAR25**, and Appraisal Effective Date: **01JUN25**
- Performance plans must have FY25 Mandatory Comments for Employees
Element 1 – Safety, EO and EEO
- Performance plans must have FY25 Mandatory Comments for Federal Technician Supervisors
Element 2 – Workforce Management
Element 3 – Supervisory Requirements, Performance Management and Employee Development
- Must have at least 1 “Interim Review” with employee during the appraisal cycle
- **Don’t procrastinate as incomplete or late appraisals will possibly be ineligible for awards**

Do you need help with appraisals? Appraisal training is scheduled 28JAN25 at 0930 in the RTI Computer Lab, Building 922. Sign up with the QR code. 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

Federal Employee Appraisal Programs (Completing Appraisal)



State Employee Information

New State Personnel Branch Phone Number, 208-801-4279: In an effort to provide better HR support, the State Personnel Branch now has a main telephone line with automated options to ensure employees reach the right person to address their needs.

New State HR Manager: In November HRO bid farewell to Paula Edmiston, the HR Manager, as she retired after giving IMD over 30 years of exemplary human resources support. She will be missed for sure! Replacing her as the HR Manager is Don Giesbrecht, who joins the state personnel branch after retiring from the Idaho Army National Guard as the GI Sergeant Major. Don will assume duties in classification and manpower in addition to the role of HR Manager.

New Employee Relations Manager: The SPB welcomed Karen Thiel as the new Employee Relations Manager in December 2024. Karen came to IMD from the Idaho Department of Administration and brings with her an incredible amount of HR experience that will prove very valuable to supervisors and employees in her new role.

State Employees: W-2s and 1095s will be available by January 31, 2025, see this link for instructions: https://idahosco.servicenowservices.com/sp?id=kb_article&table=kb_knowledge&sysparm_article=KB0013680&searchTerm=W-2

Update Your Contact Information in your Luma profile and ensure that your work/personal email, phone numbers, and home address is correct in Luma. When updating, remember to designate your preferred contact methods, such as your work email and phone. For example, this newsletter was sent to your primary email in Luma and may need to be updated from your personal to work email.

Leave Balances in Workforce Management (WFM): Starting with the 12/20/2024 pay date, the “Balance Accruals” section will no longer appear on employee pay stubs. Leave balances managed in the WFM application instead of the payroll system. Employees can access their leave balances directly in WFM, where they are always up to date and ensures employees have current and accurate leave information.

Automated Aging-Off for Dependents Turning 26: The Luma system will now automatically create an aging-off life event for employees with child dependents turning 26. The employee will receive an email notification prompting them to review and complete the life event to adjust their coverage.

Military Leave Reset: As a reminder to our state employees who are also military members, Military Leave Time Hours (MLT or MLF) will reset in Luma in January 2025. Prior to Luma, the reset on Military Leave Hours occurred in mid-December.



Free tax services made for the MilLife.

When it's time to tackle your taxes, turn to **MilTax** for free e-filing software and personalized consultant support.

Made for the Military

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

Your Taxes on Your Time

Prep and e-file anytime, from anywhere, at your pace. Save your progress and come back when you have time. If you have questions along the way, we're on call to help.

Expert Help at Hand

Call Military OneSource anytime, 24/7 to schedule an appointment. Our tax consultants are experts in military taxes, so they know what you need to file and how to save you money.

No Hidden Fees Plus Calculations You Can Count On

MilTax is 100% free from the Defense Department. There are no fees for any service member at any point in the filing process. Plus, software calculations are backed by the provider's 100% accuracy and maximum refund guarantee.

Eligible service members and families can access MilTax anytime.
Go to MilitaryOneSource.mil and search "MilTax" to begin.



U.S. Department of Defense

MilTax is a benefit provided by the Defense Department exclusively for eligible service members and family members through Military OneSource.

**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

HRO/DEPUTY HRO				
JAMES	HICKS	272-3333/208-866-7877	james.w.hicks1@army.mil	
TERESA	BUSMANN	422-3334	teresa.busmann@us.af.mil	
HR INFORMATION SYSTEMS/HRD DEPARTMENT				
CHRIS	YOUNG	272-3342	christopher.l.young34.civ@army.mil	DEPT. SUPERVISOR
JEFF	RENON	272-4213	jeffrey.t.renon.civ@army.mil	
DAVID	EMRY	272-4226	david.e.emry.civ@army.mil	
EMPLOYEE/LABOR RELATIONS				
MATTHEW	GODFREY	272-3809	matthew.l.godfrey3.civ@army.mil	Labor Relations
MANPOWER/BENEFITS DEPARTMENT				
CINDY	PALMER	272-3341	cindy.r.palmer2.civ@army.mil	DEPT. SUPERVISOR
YVONNE	HOWARD	272-3343	yvonne.m.howard7.civ@army.mil	CLASSIFICATION
BENJAMIN	O'NEAL	272-3344	benjamin.w.oneal.civ@army.mil	ARMY STAFFING
ANTHONY	STARBARD	272-3339	anthony.p.starbard.civ@army.mil	AIR STAFFING
MIKE	WHITTIER	272-4225	michael.w.whittier.civ@army.mil	Retirements
BRAD	LEDBETTER	272-4212	brad.k.ledbetter.civ@army.mil	Awards/Appraisals
COLTON	PASTO	272-4560	colton.l.pasto.civ@army.mil	Servicing last names: A-M
ERIC	FOSTER	272-3338	eric.b.foster.mil@army.mil	Servicing last names: N-Z
STATE PERSONNEL BRANCH				
MAIN OFFICE 208-801-4279				
DON	GIESBRECHT	801-4270	dgiesbrecht@imd.idaho.gov	
MARY ANN	MCCOOL	801-4271	mmccool@imd.idaho.gov	
GINA	HAMANN	801-4275	ghamann@imd.idaho.gov	
TAMARA	REAMES	801-4272	treames@imd.idaho.gov	
MONICA	GILDERSLEEVE	801-4276	mgildersleeve@imd.idaho.gov	
KAREN	THIEL	801-4273	kthiel@imd.idaho.gov	
STATE	FAX	422-3348		
AGR BRANCHES				
JORDAN	HARMON	272-4211	jordan.d.harmon.mil@army.mil	
NICHOLE	SISK	272-4215	nichole.r.sisk.mil@army.mil	
JURIANA	MOORE	272-4214	juriana.g.moore.mil@army.mil	
BRIA	WADE	272-4217	bria.d.wade.mil@army.mil	
CORA	GEMPLER	422-3344	cora.gempler@us.af.mil	

COL Hicks Corner

Happy New Year! As with the seasons things change in time. If you don't know Ms. Paula Edmiston our State HRO has retired. I want to take a moment and recognize her twenty years of service to the HRO from AUG 2004 to NOV 2024. Paula was an incredible asset and will be greatly missed. At the same time, I would like to welcome the new State HRO, Mr. Don Giesbrecht. Don is coming on board with 20 years of HR experience with his last position as the Sergeant Major of the IDARNG Personnel Division (GI). We are very excited with his addition to the team. Welcome aboard Don!

With the new year we are gearing up for appraisals for our federal employees and well as getting our taxes in order. Both are important and both are required. However, you are not without resources. Mr. Brad Leadbetter, our Lead HR SPC for Benefits, can help you with your appraisals and is ready to answer any questions you have. We also have a Personal Financial Counselor Ms. Jennifer Woods, through the J9 Family Programs that can help you prepare financial for the new year. She can help you with Money Management, Budgeting, Retirement planning, TSP, Consumer Debt, and taxes. Her number is 208-272-8332.



SEXUAL ASSAULT PREVENTION & RESPONSE

Confidential support for those experiencing sexual harassment, sexual assault, or domestic violence.



In the event of a critical emergency, call 911

**Idaho National Guard 24/7
Sexual Assault Response Line:
208-447-6166**

**DoD Safe Helpline:
1-877-995-5247
www.safehelpline.org**

CRITICAL RESPONSE **STEPS**

1. Ensure the survivor's and your own safety.
2. Get medical aid if needed for any injuries.
3. Contact the SARC or Victim Advocate.
4. Protect the Survivor's options and privacy.

Sexual Assault Response Coordinator

Army SARC
Haily Barley
208-272-8400
haily.r.barley.mil@army.mil

Air SARC
Amanda Nowak
208-422-6373
amanda.nowak@us.af.mil

State Lead SARC
Julie Whirlow
208-272-8304
julie.l.whirlow.civ@army.mil

Victim Advocate

Nichole Kiesel
208-272-8300
nichole.kiesel2.civ@army.mil

Chaplain Support

208-272-4311

SEXUAL ASSAULT REPORTING OPTIONS

Available to service members, adult dependents, and Title 5 civilians

Unrestricted

- Medical, advocacy, legal, and counseling services are available.
- Chain of Command with a legitimate need to know and local law enforcement are notified.
- Eligible for an expedited transfer, military and/or civilian protective orders.
- Confidential LOD determination.
- Cannot be changed to a restricted report.

Restricted

- Medical, advocacy, legal, and counseling services are available.
- No criminal investigation.
- Confidential LOD determination.
- Survivor may choose to change to unrestricted at any time.
- Available to any survivor who has not directly reported to law enforcement.

•Updated: November 2024



NGB-SAPR DIVISION NEW POLICY DIVULGENCE BULLETIN ON DoD INSTRUCTION 6895.02 VOL. 1

DoD Civilians Personnel Eligibility to File Restricted/Unrestricted Report.

Purpose: The issuance of DoD Directive (DoDI) 6495.02, Vol. 1, establishes and implements policy, establishes procedures, provides guidelines and model programs, delegates authority, and assigns responsibilities regarding the prevention of and response to adult victims of sexual assault within the DoD.

New Policy IAW DODI 6495.02., Volume 1 (March 28, 2013, Inc. Change 8, July 26, 2024)

1. DoD civilian employees:

- In accordance with section 1101 of the NDAA for FY 2023 (Reference (ay)), DoD civilian employees may file Restricted and/or Unrestricted Reports of sexual assault to the extent provided for in the Appendix to Enclosure 4 of DoDI 6495.02, Volume 1.
- The Appendix to Enclosure 4 of DoDI 6495.02 Vol. 1 applies to the Secretaries of the Military Departments, Chief, NGB, and DoD Components that have SAPR programs.
- The Appendix to Enclosure 4 of DoDI 6495.02 Vol. 1 implements section 1101 of the National Defense Authorization Act for Fiscal Year 2023 (Reference (ay)), authorizing a Restricted and Unrestricted Reporting option for adult sexual assault and related SAPR services for DoD civilian employees to the extent provided for in the forementioned Appendix.
 - DoD civilian employees are authorized to file a Restricted or Unrestricted Report of adult sexual assault, incident(s), with their OWN employing organization if their employing organization has a SAPR Program.
 - The authorization to file a Restricted or Unrestricted Report does not confer any additional benefits or entitlements beyond that which is contained in DoDI 6495.02 Vol. 1 Appendix to Enclosure 4, or as provided for in DoDM 1000.13, Volume 2 (Reference (bp)).
 - Organizations that do not have a SAPR Program may enter into a written support agreement with another DoD Component to enable their own civilian employees to make a Restricted or Unrestricted Report of adult sexual assault, and receive limited SAPR services from the supporting organization, subject to the availability of resources and funds.
 - Procedures for Components with SAPR Programs:

- DoD civilian employees who report experiencing adult sexual assault shall be offered the assistance of a SARC and a SAPR VA to assist with filing a Restricted or Unrestricted Report, immediate crisis intervention, and referrals to available resources.
 - DoD civilian employees may be provided victim assistance through their employing organization's SAPR Program if available, or through other available resources, including advocacy, support, and referrals available through workplace violence prevention and response programs in accordance with the guidance in DoDI 1438.06 (Reference (bj)) and in the Under Secretary of Defense for Personnel and Readiness March 11, 2021 memorandum (Reference (bk)), which authorized DoD civilian employees who have experienced adult sexual assault to obtain advocacy, support, and referrals available through workplace violence prevention and response programs.
 - DoD civilian employees (who are not adult dependents of Service members or in the Reserve Component) who elect to file a report of sexual assault through the SAPR Program will use DD Form 2910-8, "Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault" to file a report of adult sexual assault. The DD Form 2910-8 will be retained for 50 years for sexual assault reports involving a Service member.
 - If the sexual assault victim is a DoD civilian employee who is also an adult military dependent or a member of the Reserve Component (Reservist or National Guard) eligible for SAPR services, the victim will ONLY use the DD 2910 to file a report and will NOT file a DD Form 2910-8, because their status as a military dependent or Reserve Component member may make them eligible for additional services. A victim would never file both forms.
 - The DD Form 2910-8 report does not confer any additional entitlements to civilian employment for which DoD civilian employees are not otherwise entitled.
 - If a DoD civilian employee files an Unrestricted Report, law enforcement shall be notified. In addition, the victim's commander, or civilian supervisor, and the OSTC concerned will be notified of the sexual assault report.
 - Disclosure of an adult sexual assault incident to a union representative does not constitute an official report of sexual assault to the DoD SAPR program. Additionally, union representatives who are not credentialed SARCs or SAPR VA are not authorized to accept a Restricted or Unrestricted Report of sexual assault.
 - The Military Departments, NGB and DoD components that have SAPR programs, should have processes in place addressing how disclosures of sexual assaults to DoD civilian employees serving as union representatives are handled.
 - Filing an Unrestricted or Restricted Report through the SAPR program does not toll or otherwise supersede timeframes established by law or regulation pertaining to federal employment programs.
 - The receipt of a Restricted Report by a SARC or SAPR VA shall not be construed as imputing actual or constructive knowledge of an alleged incident of sexual assault to the DoD for any purpose.
- The DoD Components that have SAPR programs will permit their respective DoD civilian employees to submit Restricted and/or Unrestricted Reports to their respective SAPR programs and follow the procedures in the Appendix to Enclosure 4 of DoDI 6495.02 Vol. 1.
2. Service Components shall comply with collective bargaining obligations, covering DoD Civilian Employees, as applicable.