

Special points of interest:

- State Employee Information
- Federal Employee Appraisal Program

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HRO Insights

Volume 2, Issue 3

01 April 2025

Key Dates

- Upcoming Training

NG Federal Employee Management Course (Supervisors Training)

June 11th & 12th, 2025, 0800-1600 Location: TBD

Sign up Link: <https://forms.osi.apps.mil/r/QLwrhijVZN>

Federal Performance Appraisal Training (Creating a Plan)

June 5th, 2025, 0930 Start time, Location: TBD

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.

APRIL 2025

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	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	1	2	3

MAY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	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

JUNE 2025

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	1	2	3	4	5

HRO Training Information

A couple of changes are happening within the DTS area, Ms. Klocke is stepping away from her position. I am still waiting for an announcement of who will try to fill her very large shoes.

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

Army AGR News

Prior to moving any households goods, a PCS order must be published authorizing the move. Please work with your assigned SI office to complete the DA 4187 to request PCS orders. Once published, those order will be sent to the Soldier with instructions for how to complete the PCS.

All personnel moves should be being identified a least 180 days prior to the effective date. Identifying moves and potential vacancies early will decrease the amount of time it takes to conduct interviews and on-board potential backfills and handle PCS requirements. Please ensure you are communicating personnel moves with AGR Branch in a timely manner.

Continue to 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 permean 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 long authorized on this document. Do not submit BAH certification in IPPS-A at this time.

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. 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.

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

Air AGR News

OFF DUTY EMPLOYMENT

Off-Duty Employment. Commanders and the HRO must ensure any off-duty employment (*both part-time and full-time*) of AGR Airmen is in compliance with the provisions of DoDD 5500.7. 2.6.1.

Commanders and Air AGR Managers must maintain a copy of written approval for all AGR Airmen on AF Form 3902, Application and Approval for Off-Duty Employment.

Mission needs must be the guiding force behind approval of outside employment. Due to possible conflicts of interest, AGR Airmen must not be employed as state civilian employees (temporary or permanent).

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

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

Appraisal Cycle News

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March 31st was the last day of the 2025 rating cycle which means appraisals should be close to being done or complete to meet the April 30th deadline. Employees, Rating Officials and Higher Level Reviewers should be reviewing their performance to help provide input on appraisal assessments. RO's and HLR's please make sure appraisals are accurate and assessed correctly **before** HLR approval or communicated to employee by RO. If the HLR has approved the appraisal or the RO has "checked off" that they have communicated to the employee already, then the appraisal cannot be edited or changed without having to submit a ticket into NGB. Save yourself some time and headache following this best practice.

April 1st is the first day of the 2026 rating cycle which means now is the best time to create your performance plans. After reviewing your 2025 appraisal assessment, you then can discuss your 2026 performance plan expectations. Now that we have completed our first full rating cycle with the mandatory performance requirements, RO's can easily copy from an existing plan for 2026 performance plans. RO hierarchy is updated and current, so now is the best time to create those 2026 performance plans.

If you have any questions or need assistance, please contact the Performance Management/Incentive Awards Program Manager, Mr. Brad Ledbetter.

POC Is Performance Management Manager at (208) 272-4212;
brad.k.ledbetter.civ@army.mil.

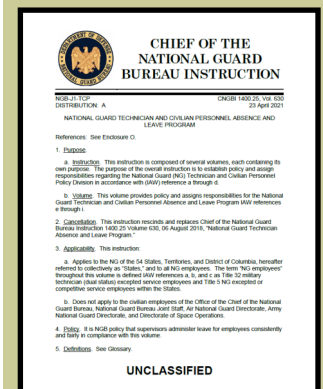
Federal Employee Sick Leave

It seems silly to be talking about sick leave anymore, the weather is changing and getting warmer and soon we will spend more time outside of the house than in. However, with nicer weather on the way and kids getting out of school soon, the temptation to use sick leave and play hooky can be strong. After all, you have 'earned it' and should be able to use it how you want. However, like most things in the Federal Service there are rules against that.

CNGBI I400.25 vol 430 addresses Federal Technician Sick Leave. In short, sick leave can be used for Medical Appointments, Dental Appointments and Vision Appointments as well as an illness for the requesting employee. Supervisors can request prior notification for things like Vision and Dental appointments and medical documentation may be requested for absences of three days or more. And speaking of children, you can use sick time to take them to the same appointments. In addition, Sick Leave can be used for Bereavement, Care of a Family Member with a Serious Health Condition, sick leave for adoption purposes and disabled veteran leave. All of these are listed on the Leave Request for Leave Sick "LS" in ATAAPS.

So why should I hold on to so much sick leave? Well, if you plan on getting a FERS retirement of even a CSRS Retirement, this leave will be credited toward the retirement annuity computation. For FERS, 100% of sick leave will be credited towards the employee's annuity computation. In addition, if you leave Federal Service and return, the employee is entitled to the recredit of sick leave, regardless of the length of this break in service. HRO has heard that DFAS does do annual audits and if they see irregularities like every Monday or Friday off, they could do a recoupment for inappropriate use of sick leave.

POC for sick leave questions are the HRO Benefits Specialists; Last name A-M at (208) 272-4560 and N-Z at (208) 272-3338 or HRO Retirement Specialist at (208) 272-4225.



Types of Retirements

Retiring from Federal service with a lifetime annuity is one of the many perks that comes with employment in the government. Early planning and communication allow for a smoother and faster transition from active employee to retired. The quicker you can sit on a beach sipping your favorite beverage or relaxing in your hot tub the better! An earlier newsletter talked about retirement timelines and the importance of planning ahead. In this article, I will discuss various retirement types and how to qualify so that you will have the tools necessary to start thinking about retirement and be able to plan to create less headaches when your retirement date approaches.

As the retirement specialist, I field many calls from employees asking about what retirement they qualify for. What type of retirement you qualify for is based on two major pieces of information, age and years of service. Once age and service requirements are met, there are four categories of FERS retirement that you could fall into, immediate, early, deferred, or disability. Each of these categories have their own age and service requirements to qualify.

An immediate retirement is one that starts within 30 days of your separation from federal service. The age and service requirements for immediate retirement are 1) 62 years old with 5 years of federal/civilian service, 2) 60 years old with 20 years of service, 3) MRA and 30 years of service. MRA is your minimum retirement age and is based on the year you were born. Example: If you were born in 1970 and beyond, then your MRA is 57, and 4) MRA and 10 years of service but less than 30. This retirement comes with a PERMANENT 5% reduction to your annuity for every year under 62, unless you are 60 with 20 or more years of service.

When we discuss early retirement, we are talking about VERA, which I am sure many of you have heard about in recent weeks. VERA requirements are as follows: 1) age 50 and 20 years of service, and 2) any age with 25 years of service. Important thing to remember about VERA is that the **AGENCY** has to offer this retirement to qualified personnel. If the agency does not offer an early retirement option, then you cannot retire in this program.

Another option to retire is through the deferred retirement program. Deferred retirement means that you separate from federal service **BEFORE** you meet the age and service requirements for an immediate retirement. Eligibility for deferred retirements is 5 years of creditable civilian service.

The final retirement option is a disability retirement. This retirement will require a medical diagnosis that states that you can no longer perform your duties in your current position because of your medical condition. If you are a Title 32 technician, then you must be getting discharged from the military due to your medical condition and your agency cannot make the appropriate accommodations for you to include reassignment. You can qualify for a disability retirement at any age and with 18 months of creditable civilian service.

I listed the categories of retirement with age and service requirements. Within these categories there are other retirements such as discontinued service retirement and MRT. These are specific retirements that require a letter of non-retention from the agency. The age and service requirements are the same as a VERA retirement mentioned above. If you feel that you are going to receive a letter of non-retention, please contact me so we can go over the details and get the paperwork started.

POC is Human Resource Retirement Specialist, (208) 272-4225, mi-chael.w.whittier.iv@army.mil

State Employee Information

Timesheet Changes in LUMA: If an employee updates their timesheet after their manager has already approved it, the timesheet will now become unauthorized and require manager re-approval.

- Employees – notify your manager if you are making late changes to your timesheet (after Monday). You will see the checkmarks if your time was already authorized, and your manager will need to approve again with the changes.
- Managers – please wait to approve timesheets until your employees have made last minute changes to their timesheets. Tuesday PM is recommended for approval.

PERSI Contribution Changes Coming in April: On April 1st, 2025, PERSI Public Safety (Rule of 80) Rates will decrease:

- Public Safety (Rule of 80) Employee Rate will decrease from 10.83% to 10.36%.
- Public Safety (Rule of 80) Employer Rate will decrease from 14.65% to 13.98%.

Families First Act – Paid Parental Leave Reminder: Typically, the time code used for approved Paid Parental Leave is “FMP”, which can be found on page 5 of the time code selection drop down menu in LUMA. Please do not use the “PAR” time code, which appears on the first page of the time code menu, unless you have consulted with Mary Ann.

Preparing for the Change in Employee Compensation (CEC): Employees and supervisors are reminded that in order to receive any potential CEC pay increases awarded in the coming state fiscal year beginning July 1st, the following requirements must be met. Completion will be monitored by the HRO-State Personnel Branch:

- All State of Idaho employees are required to complete 2025 Respectful Workplace Training and 2025 Cyber Security Training by **March 31st**. If you have not completed this training, please do as soon as possible. This requirement is fulfilled in 4 video segments, which have been assigned in Luma.
- Employees must have a performance appraisal of “Achieves Performance Standards” or higher that was completed within the past 12 months and was not used for the prior CEC. Please watch for instructions and due dates for appraisals for your assigned employees.

More information regarding the FY2026 CEC will be forthcoming, please watch your email for updates.

Supervisor Changes: Please contact HRO-State Personnel Branch as soon as information is available regarding all supervisor changes to ensure continuity of supervisor support in Luma, especially when those changes include federal supervisors. Personnel actions affecting federal supervisors are not automatically reported to HRO-State Personnel Branch, and result in delays in Luma access and personnel action, timesheet, and payroll approvals when changes are processed retro-actively.

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.

Please contact the HRO-State Personnel Branch at 208-801-4279 with any questions.

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.i.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	STARBOARD	272-3339	anthony.p.starboard.civ@army.mil	AIR STAFFING
K-LYNN	WALKER	272-3350	klynn.i.walker.mil@army.mil	AIR/ARMY 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

Greetings IMD,

There have been many changes at the national level that are impacting our full-time employees. With change comes uncertainty, increased stress, and the potential for burnout among staff. The Human Resources Office (HRO) is working diligently to address these changes in our current environment. We are in daily contact with the National Guard Bureau to understand the directives we receive and to provide you with the best possible clarity.

We recognize that it may sometimes feel like we aren't communicating enough with you, but guidance has shifted rapidly in recent months—sometimes within hours or days. We are practicing tactical patience until we have a clearer understanding of the situation before communicating with you.

This approach aims to prevent sending multiple emails and creating chaotic messaging. The HRO is committed to supporting our full-time workforce. If you need clarification, we encourage you to reach out to your leadership so they can relay your concerns to us. This will help us provide better clarity on the issues you may be facing.