

**Special points of interest:**

- State Employee Information
- HRO Policy Updates
- Conducting Interviews

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# HRO Insights

Volume 2, Issue 4

01 July 2025

## Key Dates

- Upcoming Training

### NG Federal Employee Management Course (Supervisors Training)

October 15<sup>th</sup> & 16<sup>th</sup>, 2025, 0800-1600 Location: TBD

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

### NG Federal Appraisal Training (Progress Review)

October 22nd, 2025, 0930, Location: MS TEAMS

Link: <https://forms.osi.apps.mil/r/jwj2KQH2U9>

### Probationary Employee Training

July 9th, 2025 1000-1030 Location: TBD

Link: [join the meeting now](#)

FOR: ALL TITLE 32 AND TITLE 5 TECHNICIAN SUPERVISORS  
SUBJECT: Discussion/Training regarding Executive Order 14284, 24 April 2025, Strengthening Probationary Periods in the Federal Service. Executive Order 14284 now mandates a formalized evaluation process of each probationary employee and a certification by HRO if the employee may continue with Federal Service. Employees will no longer automatically convert from CONDITIONAL to PERMANENT! A PROBATIONARY EMPLOYEE MUST BE EVALUATED AND CERTIFIED PRIOR TO THE END OF THEIR PROBATIONARY PERIOD TO AVOID AUTOMATIC TERMINATION. This training will walk supervisors through the mandatory steps required for Probationary employees nearing their 1-year anniversary (conversion date).

## JULY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
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	1	2

## AUGUST 2025

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	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
31	1	2	3	4	5	6

## SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
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	4

## HRO Training Information

Reminder that for all technician travel the Title 32/5 exemption memo is required and must be signed by the HRO. Please submit the form to the HRO 52 inbox and generally it will be returned within 24 hours. The form is required to be attached to your authorization for approval of travel. If you have any questions or need a copy of the form, reach out to the human resources development specialist.

We are coming up on that time of year for the request for the next fiscal year training budget requests. Please get with your supervisors if you have specific training that you need or your shop could use so that they can add it to the request for funding. The budget for the upcoming year is looking grim, however we still need to submit the request and see what we can get funded by priority.

- **Are there things you want to see that we haven't added? Let us know how we are doing! Click [COMMENT S CARD LINK](#) to provide feedback.**

## Army AGR News

The Idaho Army National Guard AGR Office is proud to announce CW4 Kohlbecker as the new AGR Branch Manager. CW4 Kohlbecker brings years of personnel management experience and a mission-focused mindset to the AGR team. He is committed to supporting Soldiers and leaders alike with transparency, timely communication, and effective personnel solutions.

Deployed AGRs will be returning to their full-time roles, those currently serving under One-Time Occasional Tour (OTOT) orders will begin transitioning out of those temporary positions. Soldiers affected by this shift are highly encouraged to explore full-time opportunities within the AGR program.

The AGR office remains dedicated to helping Soldiers pursue long-term career opportunities. Please ensure any current or upcoming AGR vacancies are widely communicated to maximize awareness for those seeking continued service in a full-time capacity.

If you have questions, need assistance, or want to talk through your options, don't hesitate to reach out. The AGR team is here to support the IDARNG community during this busy transition period.

For questions or more information, contact the Idaho Army National Guard AGR Office directly.

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

AGR Branch Chief CW4 Ryan Kohlbecker 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

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## Air AGR News

### ANGI36-101 21 APRIL 2022

8.3. Separation at Expiration of Tour.

8.3.1. Airmen will be separated from AGR status at the expiration of their current tour if:

8.3.1.1. They do not request a subsequent tour

AGR Airmen are responsible for tracking their order end dates and if approved for continuation, assist in ensuring there is no delays in subsequent tours. That is, timely re-enlistments/ extensions and coordination with unit leadership.

It is recommended that supervisors and command support staff also track AGR order end dates to support Airmen. AGR end dates are not always in line with ETS (i.e. initial probationary tours, etc.). The Air AGR Manager may send out quarterly reports on AGR order end dates to command support staff for reference and planning purposes.

IDANG AGR Orders Requests must be correct and submitted 2 weeks prior to the start date to allow any applicable vetting to be coordinated and system data flow for pay and entitlements.

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

## Within Grade Increase Denial Steps

Every now and then we get a question in HRO that reminds us that if one person is asking, there are probably several others wondering the same thing. This time, the question was regarding how wage grade increases (WGI) are earned/denied?

What is a WGI?

Within-grade increases (WGIs) or step increases are performance based, periodic increases in an employee's rate of basic pay from one step of the grade of his or her position to the next higher step of that grade. Each General Schedule (GS) has 10 steps, and each Federal Wage System (WG) has 5. An employee will automatically receive a WGI if the employee has completed the required waiting period for advancement to the next higher step, the employee must not have received an "equivalent increase" in pay during the waiting period, and their performance is at an acceptable level. Acceptable level is defined as having an approved performance plan for a minimum of 90 days, with a rating of "Fully Successful" (3 or higher) on your annual appraisal.

What happens if I do not have an approved performance plan?

Your WGI may be delayed! Remember, to be eligible for a WGI, you must have been on an approved plan for a minimum of 90 days.

What happens if I get a "I" on my appraisal?

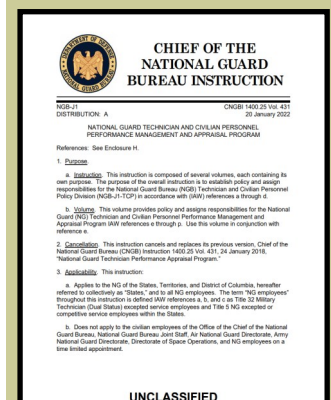
If an employee fails to perform to standard, they should be counseled regularly and if necessary, put on a Performance Improvement Plan. An overall "I" or unacceptable performance on an appraisal will trigger a Performance Improvement Plan (PIP).

An employee whose performance is less than fully acceptable (rating of I) by regulation (CNGBI 1400.25, Vol. 431), must be denied a within-grade increase. Employees will be notified, in writing, at least 15 calendar days in advance of the effective date of the expected WGI of the denial.

What do I do if my employee's performance is not at an acceptable level?

First, don't wait until right before your employee's WGI is due to provide feedback! Supervisors are notified months beforehand that their employees are due to receive their step increase. If you have not already done so by the time you receive this notification, please contact the HRO Labor Relations Specialist at (208)-272-3809 or the HRO Awards/Appraisal Specialist at (208)272-4212 for guidance/assistance. The ultimate goal is to get employees operating at a fully successful level, not to deny or delay WGIs.

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.



# Conducting Interviews

IDNG mission accomplishment is substantially affected by who gets hired. We must select people who possess the characteristics required for the job. The employment interview is an effective way of determining who has these attributes and therefore, who is right for a job.

Interviewing candidates requires a structured, consistent, and fair approach that aligns with federal merit principles and supports mission readiness. Effective interviewing practices help identify candidates with the right combination of technical qualifications, military compatibility, and cultural fit to succeed in dual-status roles.

Interviewers should include both subject matter experts and individuals familiar with HR policy to ensure a balanced evaluation. The use of rating sheets with clear scoring criteria is strongly recommended to reduce bias and document hiring decisions. Each panel member should independently rate responses before a collective discussion to reach consensus.

## Interview Process:

a. The current Labor Management (Union) Agreement requires that all qualified bargaining unit technician applicants be interviewed. The bargaining unit technician applicants for your vacancy are identified on the certificate under the note section.

b. For all Title 32 positions, you must inform each applicant you interview that he/she must be (or become) militarily compatible with the technician position to be assigned to that position; and that they must remain compatible to retain employment. If you select a candidate who does not meet compatibility requirements at the time of application/selection, you are responsible to coordinate the action necessary to affect compatibility. HRO will not process the technician action until compatibility criteria are met, or appropriately waived.

c. For all Title 5 positions, if the certificate includes applicants that have Veterans' Preference, you must consider them prior to selecting a non-veteran preference applicant. Applicants who have Veterans' Preference are identified by (TP,CP,CPS) in the note section of USA Staffing.

d. Prior to final selection, you may make inquiries about each of the applicant's previous employers. The inquiries may be done orally or in writing. All written inquiries and responses must be documented in USA Staffing.

## Tips for the Interview:

- a. Interview questions must be the same for all applicants. **Be consistent.**
- b. No grade inversion on your interviewing panel (meet or exceed the highest grade of all applicants). The panel should represent the gender and race of all applicants.
- c. Tailor questions relevant to the job.
- d. Avoid questions that violate Equal Employment Opportunity laws.
- e. Ask open-ended questions (try to avoid yes or no answers).
- f. All interviews can be conducted face-to-face or via telephone.
- g. If an individual declines an interview, please document it as part of your interview packet and include any written correspondence if they provide it to you.
- h. Conduct interviews as negotiated in the Collective Bargaining Agreement or as defined in the State Merit Promotion Plan.

Additionally, it is vital to assess both technical and interpersonal skills. Technicians must effectively balance their civilian and military duties, so questions should address adaptability, teamwork and understanding of those responsibilities. Applicants should also be evaluated for long-term retention potential and alignment with the Idaho National Guard's values and mission.

Finally, interviews should be conducted in a professional and respectful manner that reflects the integrity of the IDNG. Clear communication, timely feedback, and proper documentation are essential for transparency and audit readiness. By following these best practices, the IDNG can ensure that technician hiring is fair, efficient, and focused on building a strong, mission-ready workforce.

## HRO Policies—New and Revoked

HRO has been conducting a review of all its existing policies as well as implementing new ones. Some such as HR Policy 002, Federal Civilian Personnel Awards are updates to existing policies and some such as HR Policy 024, Technicians and Active Duty Orders are new. Please take some time to review the new policies and let HRO know what questions you have by submitting an email to: [ng.id.idarng.mbx.idarng-sf52@army.mil](mailto:ng.id.idarng.mbx.idarng-sf52@army.mil)

The following policies have been introduced since March 2025:

Policy #	Effective Date	Title
HR 002	27-Mar-25	Federal Civilian Personnel Awards
HR 006	19-May-25	HR Policy Letter 006; IMD Situational Telework Program
HR 008	27-Mar-25	HR Policy Letter 008; Federal Employee Military Leave
HR 013	27-Mar-25	HR Policy Letter 013; Federal Employees Retirement System (FERS) Sick Leave
HR 024	27-Mar-25	HR Policy Letter 024; Technicians and Active Duty Orders
HR 026	19-Mar-25	HR Policy 026; Policy Regarding Employment of Relatives (Nepotism)
HR 028	02 Jun 25	HR Policy Letter 028; Strengthening Probationary Periods
IDNG 575.I	31-Mar-25	IDNG 575.I Recruitment, Retention and Relocation Incentive Policy (3R)

In addition to policies being added, HRO has conducted a review of all the policies on the HRO website (<https://inghro.idaho.gov/hr/policies/policies.htm>). As a result of this review, the following policies have been determined to be out of date or are encapsulated in other policies or references and should be revoked.

Revoked Policies	Title
HR Policy 09-003	Transition between Non-Permanent Technician Employment and
HR Policy 09-004	Transition between Non-Permanent Technician Employment and Military Schools/Mobilization
HR Policy 10-002	Voluntary Loss of Military Membership
HR Policy 10-003	Approval Requests for Compensatory Time during Furlough
HR Policy 11-005	Federal Technician Absence for Military Duty Policy Change
HR Policy 12-002	Benefit Elections
HR Policy 12-005	Use of Time-Off Awards during ABSENT-US
HR Policy 13-003	Approval Requests for Compensatory Time during Furlough
HR Policy 14-001	Loss of Military Membership
HR Policy 20-001	Processing Personnel Actions
	Temp Technician Info Paper for 1 Year or More
	Butterbaugh Claims
	Checked Baggage Policy
	TSP H.R. 1256 Act - TSP Changes
	Weingarten and Representation Rights

## United Concordia Dental Coverage Concerns

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As many of you know, your Federal Benefits include competitive comprehensive coverage for Dental coverage through the Government & Retirement Benefits (GRB) platform. Of the various dental carriers available, United Concordia has begun falling to the wayside, regarding availability of Dental providers within the Treasure Valley. Many local Dentists no longer accept United Concordia as insurance coverage due to the difficulty maintaining their practice under United Concordia's policies.

With the recent limited availability of dental providers in Idaho, along with concerns about procedure reimbursement rates, we want to ensure that you are aware of your options to switch carriers, if desired.

As a reminder, if any employee currently utilizes United Concordia and wants to make a change, there are options available.

Open Season: Beginning November 10<sup>th</sup>, 2025, through December 8<sup>th</sup>, 2025. You can submit an election for change in the GRB Platform. As a reminder, this election won't take effect until January 11<sup>th</sup>, 2026.

Qualifying Life Events (QLE): Any time you have a major change to your family; you are given a 60-day window to make changes to your coverage options.

- a. Marriage/Divorce
- b. Placement of a child (birth, adoption, step, foster)
- c. Your last child turns 26 years old and is not currently considered unable of self-support due to disability.

**For questions, regarding your options for Dental coverage, reach out to your HRO Benefits & Compensation Representative.**

## State Employee Information

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**FY2026 Change in Employee Compensation (CEC):** The FY2026 CEC for IMD resulted in a 3% salary increase for all NGA grades effective June 8, 2025. Additionally, employees that earned a within-grade-step-increase in FY2025 received the step increase effective June 8, 2025. Employees will see an increase in their paycheck beginning July 3, 2025. Please review your paystub closely for the first few pay periods in FY2026 and report any discrepancies to your supervisor and SPB as soon as possible.

**Emergency Contact Information in LUMA:** Please take a minute to review and update your emergency contact information in Luma. This information can be updated in the employee profile. Please contact us if you run into any issues.

**On July 1, 2025, the Idaho Military Division will welcome the Bureau of Emergency Medical Services.** The mission of Bureau of Emergency Medical Services (EMS) is to reduce disease, injury and death through prevention, awareness, and quality. The Bureau is organized into four mission-focused branches – Emergency Care Systems (ECS), Time Sensitive Emergency (TSE), State EMS Communications (StateComm) and Planning & Resources (P&R):

- The ECS Branch provides regulatory oversight, system development, quality assurance and quality improvement activities for the Emergency Medical Services (EMS) system in Idaho.
- The TSE Branch supports the statewide system focused on the prevention of deaths due to trauma, strokes, and heart attacks with the goal of getting the right patient to the right facility at the right time.
- StateComm is the statewide 24/7 emergency dispatch, communications, and coordination center. StateComm is the 911 service for the 911 system.
- The P&R Branch focuses on internal and external system strategy development, quality improvement, information systems and grants.

**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.

**Coordinate Military Leave with SPB:** As a reminder to dual-status employees, any military leave over 60 days needs coordinated through SPB to avoid issues with benefits and insurance coverage. Please notify SPB as soon as possible when a military absence of 60 days or more is expected.

**FY2025 Employee Engagement Survey:** You can contribute to making the Idaho Military Division the best place to work by participating in the 2025 Employee Engagement Survey. All permanent state employees received an email on June 24 from Division of Human Resources, subject line “2025 State of Idaho’s Governor’s Executive Office Agencies Employee Engagement Survey Invite”, with a link to complete the survey. It only takes a few minutes to complete, and the survey is completely anonymous. Please complete the survey before July 18, 2025.

**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](mailto: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 work-force 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	<a href="mailto:james.w.hicks1@army.mil">james.w.hicks1@army.mil</a>	
TERESA	BUSMANN	422-3334	<a href="mailto:teresa.busmann@us.af.mil">teresa.busmann@us.af.mil</a>	
HR INFORMATION SYSTEMS/HRD DEPARTMENT				
CHRIS	YOUNG	272-3342	<a href="mailto:christopher.l.young34.civ@army.mil">christopher.l.young34.civ@army.mil</a>	DEPT. SUPERVISOR
JEFF	RENON	272-4213	<a href="mailto:jeffrey.t.renon.civ@army.mil">jeffrey.t.renon.civ@army.mil</a>	
DAVID	EMRY	272-4226	<a href="mailto:david.e.emry.civ@army.mil">david.e.emry.civ@army.mil</a>	
EMPLOYEE/LABOR RELATIONS				
MATTHEW	GODFREY	272-3809	<a href="mailto:matthew.j.godfrey3.civ@army.mil">matthew.j.godfrey3.civ@army.mil</a>	Labor Relations
MANPOWER/BENEFITS DEPARTMENT				
CINDY	PALMER	272-3341	<a href="mailto:cindy.r.palmer2.civ@army.mil">cindy.r.palmer2.civ@army.mil</a>	DEPT. SUPERVISOR
YVONNE	HOWARD	272-3343	<a href="mailto:yvonne.m.howard7.civ@army.mil">yvonne.m.howard7.civ@army.mil</a>	CLASSIFICATION
SIMONNE	BOICE	272-3350	<a href="mailto:simonne.a.boice.mil@army.mil">simonne.a.boice.mil@army.mil</a>	STAFFING
BENJAMIN	O'NEAL	272-3344	<a href="mailto:benjamin.w.oneal.civ@army.mil">benjamin.w.oneal.civ@army.mil</a>	STAFFING
K-LYNN	WALKER	272-3339	<a href="mailto:klynn.j.walker.mil@army.mil">klynn.j.walker.mil@army.mil</a>	STAFFING
MIKE	WHITTIER	272-4225	<a href="mailto:michael.w.whittier.civ@army.mil">michael.w.whittier.civ@army.mil</a>	Retirements
BRAD	LED BETTER	272-4212	<a href="mailto:brad.k.ledbetter.civ@army.mil">brad.k.ledbetter.civ@army.mil</a>	Awards/Appraisals
COLTON	PASTO	272-4560	<a href="mailto:colton.l.pasto.civ@army.mil">colton.l.pasto.civ@army.mil</a>	Servicing last names: A-M
STATE PERSONNEL BRANCH				
MAIN OFFICE 208-801-4279				
DON	GIESBRECHT	801-4270	<a href="mailto:dgiesbrecht@imd.idaho.gov">dgiesbrecht@imd.idaho.gov</a>	HR Manager
MARY ANN	MCCOOL	801-4271	<a href="mailto:mmccool@imd.idaho.gov">mmccool@imd.idaho.gov</a>	Benefits/Retirement
GINA	HAMANN	801-4275	<a href="mailto:ghamann@imd.idaho.gov">ghamann@imd.idaho.gov</a>	Timesheets/Payroll
TAMARA	REAMES	801-4272	<a href="mailto:treames@imd.idaho.gov">treames@imd.idaho.gov</a>	Luma/HRIS
MONICA	GILDERSLEEVE	801-4276	<a href="mailto:mgildersleeve@imd.idaho.gov">mgildersleeve@imd.idaho.gov</a>	Staffing
KAREN	THIEL	801-4273	<a href="mailto:kthiel@imd.idaho.gov">kthiel@imd.idaho.gov</a>	Employee Relations
STATE	FAX	422-3348		
AGR BRANCHES				
RYAN	KOHLBECKER	272-4211	<a href="mailto:ryan.m.kohlbecker.mil@army.mil">ryan.m.kohlbecker.mil@army.mil</a>	
NICHOLE	SISK	272-4215	<a href="mailto:nichole.r.sisk.mil@army.mil">nichole.r.sisk.mil@army.mil</a>	
JURIANA	MOORE	272-4214	<a href="mailto:juriana.g.moore.mil@army.mil">juriana.g.moore.mil@army.mil</a>	
BRIA	WADE	272-4217	<a href="mailto:bria.d.wade.mil@army.mil">bria.d.wade.mil@army.mil</a>	
CORA	GEMPLER	422-3344	<a href="mailto:cora.gempler@us.af.mil">cora.gempler@us.af.mil</a>	

### COL Hicks Corner