

HRO Insights

Volume 3, Issue 3

01 April 2026

Special points of interest:

- Federal Job Application Tips
- End of Rating Cycle

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Key Dates

- Upcoming Training

Performance Management (Creating a Plan)

June 3rd, 2026, 0930-1100 Location: TBD

Sign up Link: <https://forms.osi.apps.mil/r/jw2KQH2U9>

NG Supervisor Training

July 29th and 30th, 2026, 0800-1600, Location: TBD

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

HRO Local Training Requests

Training courses are available or use this form (see link) to submit a specific training request

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

APRIL 2026

SUN	MON	TUE	WED	THU	FRI	SAT
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	1	2

MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
26	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	1	2	3	4	5	6

JUNE 2026

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 all technician travel requires a technician travel memo to be filled out and signed. To get the document signed by the HRO please send it to the [HRO SF52 Inbox](#). It will be signed within 48 hours if approved. If for some reason it is not approved travel HRO will reach out to give a reason. Travel will not be approved if you don't not have this document included in your authorization.

Tips for Applicants: How to Secure an Interview for a Federal Position

Are you interested in applying for a federal position but unsure how to make it to the interview stage? Navigating the application process can be challenging, but with the right approach, you can increase your chances of success. Below are some tips and best practices to help you stand out and move forward in the hiring process:

1. Carefully Read the Job Announcement

Take the time to thoroughly review the entire job announcement. Understanding the duties and responsibilities listed will give you a clear picture of what the position entails. While the job title may sound familiar, the details in the announcement will help you determine if your skills and experience align with the role.

2. Pay Attention to Key Sections

Focus on the following sections of the job announcement:

- "This job is open to": Ensure you meet the eligibility criteria for the position.
- "Requirements" and "Qualifications": Verify that you meet the necessary qualifications and area of consideration. These factors are critical in determining your eligibility.

3. Answer Application Questions Carefully

The application may include questions about your experience, rank, and membership. Be sure to answer these questions accurately, as they can impact your eligibility for the position. Missing or incorrect responses may result in your application being screened out.

4. Review and Edit Your Resume

Your resume is a key component of your application. Follow these best practices:

- Keep it concise: Limit your resume to two pages and focus on highlighting experiences that match the requirements in the job announcement.
 - Include contact information: Provide a professional, non-military email address (preferably the same one used for your USA Jobs account) and a contact number.
- Use clear language: Avoid acronyms and jargon that may not be familiar to everyone. Use plain language to clearly outline your career journey and qualifications.

5. Include Relevant Information Based on the Position Type

- For Dual-Status Title 32 (Uniform) Positions: Include your Rank/Grade, MOS/AFSC, and any applicable certificates of training that are relevant to the position.
- For Civilian Title 5 Positions: If applicable, include Veteran Preference documentation, such as a DD-214, SF-15, or VA Letter of Disability.

6. Submit All Required Documents

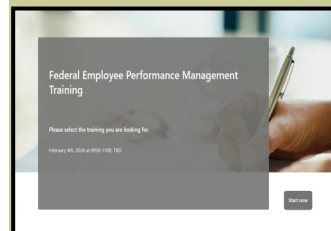
Ensure that you include all required documents (e.g., education, training certificates) at the time of your application. You cannot add documents after the application closes, and missing documentation may result in your removal from consideration. HRO staff must evaluate applications "as is," so double-check that your submission is complete.

7. Ask Questions if You're Unsure

If you have any questions about the application process, don't hesitate to reach out to the POC listed on the vacancy announcement.

By following these tips, you can improve your chances of securing an interview and advancing in the hiring process. Remember, preparation and attention to detail are key to standing out as a strong candidate. Good luck!

Apply for IDNG federal technician jobs: <https://www.usajobs.gov/>



End of Rating Cycle

01APR25-31MAR26 rating cycle is over. Everyone should be wrapping up and finishing their appraisals to meet the 30APR26 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 employees by RO. If the HLR has approved the appraisal or the RO skips that step to make the appraisal "Complete", then the appraisal is locked and cannot be edited or changed without having to submit a ticket to NGB. It is highly recommended that RO's review with both employee and HLR before saving, acknowledging, or completing the appraisals in MyBiz. .

As of 10MAR26 DoW/OPM/NGB provided guidance on the transitioning the Defense Performance Management and Appraisal Program Appraisal Cycle to align with the fiscal year. This news is not a surprise to any of us as we have been patiently waiting for the official guidance for the past few months. What does all of this mean? We will have a shortened rating cycle period from 01APR26-30SEP26. Employees will need a performance plan for this short rating cycle as well as an expected appraisal with rating of record.

DPMAP Appraisal Cycle Requirements

To successfully transition to the Fiscal Year (FY) appraisal cycle, all employees covered by the DPMAP must:

- Complete the standard DPMAP appraisal cycle beginning April 1, 2025 through March 31, 2026 with a rating of record effective date of June 1, 2026.
- * Only one documented progress review is required for the current 2025/2026 DPMAP appraisal cycle.
- Complete a shortened 6-month appraisal cycle beginning April 1, 2026 through September 30, 2026, with a rating of record effective date of December 1, 2026.
- * Performance Plans for the shortened appraisal cycle starting April 1, 2026 must contain performance standards that distinguish between each performance level and continue to contain the mandatory supervisory critical element, "Holding Employees Accountable."
- * For the shortened appraisal period, the performance standard should be described at all three levels; 1, 3, and 5. That means we no longer only describe at the fully successful level. Additionally, any critical element copied from last years performance appraisal must have the standard updated. DCPAS Is aware of the 10,000 character limitation and are working to increase this due to the new requirement. In the interim, RO's are asked to use concise language.
- * Starting with the shortened cycle commencing April 1, 2026, progress reviews will be completed quarterly. Due to its shortened timeframe, there will only be one documented progress review.
- * Starting with the shortened cycle commencing April 1, 2026, appraisals that have performance elements rated a "5" or "Outstanding" ratings must be approved by the Higher Level Reviewer.
- * Dow Components will prepare operational guidance to ensure employee performance plans and ratings address the shortened timeframe of this 6-month appraisal cycle.

Copying from an existing plan when creating a performance plan for your employees will be a "best practice" we suggest utilizing to help you accomplish completion of the upcoming rating cycles. Another best practice to follow is when you review your appraisal you should also review your performance plan for the next rating cycle at the same time.

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

Frequently Asked for Links

Idaho National Guard Human Resources Website: <https://inghro.idaho.gov/default.htm>

- Policies
- Regulations/Publications
- Supervisors' Toolbox
- Employees' Toolbox
- HRO Contacts

IDNG federal technician vacancies: <https://www.usajobs.gov/>

- Apply for Federal Technicians Title 32 & Title 5 positions

Access/download your personnel records from electronic Official Personnel Folder (eOPF) at: <https://opf.opm.gov/login/>

- SF50's
- DD214's
- Other Personnel documents

To check/change your benefits, access GRB: <https://platform.chra.army.mil/>

- Health Insurance
- Life Insurance
- Flexible Spending Accounts
- Retirement
- Social Security
- Thrift Savings Plan (TSP)

To check/change Federal Dental and Vision Insurance (FEDVIP): www.benefeds.gov

BENEFEDS.gov, your dental and vision enrollment office, and Long Term Care (LTCFEDS) Insurance now offers log in services using LOGIN.GOV. If you already have an account, the first time you log in using login.gov you will need to link your account. To log in you need to know your User ID and have access to the email address on file for your enrollment. BENEFEDS and LTCFEDS offers a forgot user ID option when logging in.

- If you do not have an account with BENEFEDS or LTCFEDS, they will use the email associated with your LOGIN.GOV to create your account.
- You can log in from any computer with an internet connection but remember you must be able to access the email address on file within your BENEFEDS and LTCFEDS profiles to complete the initial set-up.

Link to BENEFEDS: <https://www.benefeds.gov/login>

Link to LTCFEDS: <https://www.ltcfeds.gov/login>

New Sign-In Service for BENEFEDS & LTCFEDS

BENEFEDS issued the announcement below regarding sign-in service changes to enhance online account security. For additional information about this new process, visit BENEFEDS.gov/changes and LTCFEDS.gov/changes.



Greetings:

Login.gov is the new sign-in service for BENEFEDS.gov and LTCFEDS.gov

The U.S. Office of Personnel Management (OPM) partnered with Login.gov to enhance online account security for BENEFEDS.gov and LTCFEDS.gov users. Login.gov replaced the authentication process and credentials site visitors previously used to access their BENEFEDS and FLTCIP online accounts.

What is Login.gov?

Login.gov is a secure sign-in service that offers private online access to government programs, including federal benefits. With a Login.gov account, users can sign in to participating government websites with the same email address and password.

Questions?

Contact: dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil



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.



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

**IDAHO NATIONAL
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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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Special points of
interest:

- TRICARE Update

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HRO Insights

AGR Force—Army & Air

Volume 3, Issue 3

01 April 2026

Army AGR News

As we navigate a period of significant transformation within our state's Army National Guard, I want to address the ongoing restructure of our brigade from an Armored Brigade Combat Team (ABCT) to a Mobile Brigade Combat Team (MBCT). This is a major undertaking, and I want to assure you that the Active Guard Reserve (AGR) Branch is here to support you every step of the way.

This transition, guided by a new Modified Table of Organization and Equipment (MTOE), will bring about changes for many of us. We understand that change, especially of this magnitude, can be unsettling. Please know that we are proactively reviewing all system constraints to anticipate and mitigate any potential issues concerning your personnel benefits and entitlements. Our goal is to make this transition as seamless as possible for you and your families.

We are also keenly aware that many of you are in the midst of Permanent Change of Station (PCS) requests. The restationing plan will see our AGR personnel moving to new locations across the state. AGR Branch is your dedicated resource for all PCS-related matters. We are committed to providing you with the information and assistance you need to navigate this process successfully.

This is a significant and trying time, but it is also an opportunity for growth and modernization. The new MTOE for the brigade will enhance our capabilities and ensure we remain a ready and lethal force. Your role as AGR personnel is critical to this success, and we are here to ensure you have the support you need to thrive. We will continue to provide updates as they become available. In the meantime, please do not hesitate to reach out to the AGR Branch with any questions or concerns. We are here to serve you.

AGR Branch Chief CW4 Ryan Kohlbecker 208-272-4211; Enlisted AGR Manager 1SG Nichole Sisk 208-272-4215; AGR Staffing NCO SFC Juriana Moore 208-272-4214

Air AGR News

Mastering the Switch: Work-Life Balance for the AGR Member

AGR members face unique challenges in balancing work and personal life. The program offers flexibility and the opportunity to be closer to home, but it also requires a commitment to military service. Here are some tips for mastering the switch:

Prioritize Self-Care: Take time for yourself and engage in activities that promote mental and physical well-being.

Set Boundaries: Establish clear boundaries between personal and military responsibilities to avoid burnout.

Seek Support: Don't hesitate to reach out to family, friends, or support groups for help.

Stay Informed: Keep up with the latest information on the AGR program and its benefits to make the most of your time.

Embrace Flexibility: Understand that flexibility is a key aspect of the AGR program, allowing you to manage your time effectively. By following these guidelines, AGR members can better manage their work-life balance and enjoy the benefits of the program while maintaining a healthy personal life.

Take advantage of your free & confidential support benefits:
IDANG Director of Psychological Health: 208.422.5313
Military ONE SOURCE: <https://www.militaryonesource.mil/confidential-counseling/>

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

Important Update for Tricare

Tricare Auto-Payments and Provider In-Network Validation

Starting January 1, 2025, Tricare transitioned its West Region contractor to TriWest. As a result, anyone with auto-payments set up for Tricare Prime or Tricare Select must update their payment information with the new contractor.

How Do I Set Up Payments with TriWest?

You have three options for setting up payments. Act now!

- **Option 1:** Log in to the [Self-Service, Secure Beneficiary Portal](#). You'll need your primary email address on file with DEERS to sign up as a new user. Sign up for monthly, quarterly, or annual payments.
- **Option 2:** Call TriWest Customer Service at 888-TRIWEST (874-9378).
- **Option 3:** [Download the Automatic Monthly TRICARE Payment Set Up Request form](#). Complete the form and mail it to the address on page 2. The form is for recurring monthly payments.

1) Email Address on File with DEERS

Use the personal email address you have on file with the Defense Enrollment Eligibility Reporting System (DEERS) to log into Tricare. This ensures your personal and health information is secure while allowing you the convenience of online access to your health information and self-service tools.

If you do not have an email on file in DEERS, you'll need to make that update prior to logging in.

[Verify or Update DEERS](#)

[Sign in to TRICARE West](#)

2) Validate Your Provider's Network Status:

If you're receiving ongoing care, confirm with your provider that they are recognized as "in-network" under the new system. This new Tricare West, process requires action from both the patient and the provider.

3) RCTAA Program Resources for Support:

If you have questions about any of your DoD/Military benefits, you can connect with the Reserve Component Transition Assistance Advisors/RCTAA Program. Fill out the digital intake form here: <https://lnkd.in/g6dF7GXt>

[West Region | TRICARE](#)

[Deadline Extended for Tricare Beneficiaries in West Region to Update Payment Info. Keep Health Coverage | Military.com](#)



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[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.



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HRO Contacts

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JURIANA	MOORE	272-4214	juriana.g.moore.mil@army.mil	AGR Staffing NCO
AGR BRANCH - AIR				
CORA	GEMPLER	422-3344	cora.gempler@us.af.mil	Air AGR Manager

Inside this issue:

- Key Dates
- Payroll & Holiday Calendar
- 457 Deferred Comp Webinar
- Free Credit & Identity Monitoring
- A Time For Courage
- Wellness and Work-Life Balance Resources
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- Reminders
- Dad Jokes

HRO Insights

State Personnel Branch (SPB)

Key Dates

April 15, 2026 Tax Day
Mid-April thru Mid-May Benefits Open Enrollment Period
May 25, 2026 Memorial Day Holiday

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	094						1	122		1	2	3	4	5	157
095	6	7	8	9	\$ 10	101	123	4	5	6	7	\$ 8	129	158	8	9	10	11	12	164
102	13	14	15	16	17	108	130	11	12	13	14	15	136	165	15	16	17	\$ 18	19	171
109	20	21	22	23	\$ 24	115	137	18	19	20	21	\$ 22	143	172	22	23	24	25	26	178
116	27	28	29	30		144 151	Memorial Day	25	26	27	28	29	150	179	29	30				

[Click to view/print 2026 calendar with pay dates and holidays.](#)

Learn About Your Retirement Savings Options

State of Idaho 457b Deferred Compensation Plan Educational Webinar

Participating in a deferred compensation plan could help you supplement your future pension benefits with additional retirement savings. Join an upcoming 45-minute virtual meeting presented by local Nationwide retirement specialists, where they will discuss the benefits of the State of Idaho 457b Deferred Compensation Plan and answer any questions you may have. Sessions are held the second Tuesday of every month at 10:00 am (MST); click [here](#) to learn more and register.

What happened to the frog
that parked illegally?
It got toad.

Did you hear about the wig
thief who escaped from prison?
Police are combing the
area to find him.

Why did the Energizer Bunny
go to jail? He was charged
with battery.

What did one eye say to the
other? "Between us, some-
thing smells."

Did you hear about the
cheese factory that exploded
in France? Apparently, da
brie is everywhere.

How much does it cost to
swim with sharks? An arm
and a leg.

What's the best way to save
your dad jokes? In a dadda-
base.

You're Welcome!
- Anonymous

Protect Your Identity with Free Credit & Identity Monitoring

Enrollment Code: CHSI712025

Your health and financial security matter, including safeguarding your personal information. Regence has partnered with IdentityForce to offer State of Idaho employees free identity and credit monitoring, fraud alerts, dark web monitoring, up to \$1 million in expense reimbursement insurance, and more to help protect against identity theft and unauthorized activity. To see all the features available to you and learn how to enroll, [Click here](#).

A Time for Courage

(adapted from "[Now Is the Time for Courage](#)," by Ranjay Gulati)

Courage is not about being fearless; it's about acting in service of a purpose, even when fear is present. And it's a skill that can be developed. Here's how.

Reframe fear. Courage starts with the stories you tell yourself. Look for patterns in the chaos and draw strength from personal belief systems to reduce fear and move forward.

Build confidence deliberately. Competence builds courage. Study best practices until they become instinctive and focus on what you can control.

Take action. You don't need to know the whole path—just the next step. Evaluate the situation, test a small hypothesis, learn from it, and adjust. That momentum will build clarity and conviction.

Rely on others. Lean on allies for emotional support, resources, and honest feedback. Constructive input from others strengthens your decision-making and reinforces your sense of purpose.

Stay calm. Regulate fear with rest, rituals, and reframing. When emotions spike, stay grounded so you can act from a place of self-confidence.

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Not sure who to contact?

HRO General

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*“The best way to predict
your future is to create it.”
- Abraham Lincoln*

Wellness and Work-Life Balance

In an era where the boundaries between work and personal life are often blurred, maintaining mental and physical health is crucial. Benefit eligible state employees and their dependents have 24/7 access to behavioral health professionals. The benefit also covers six (6) counseling sessions per person, per incident. Services are available in person, over the phone or through video chat.

To get started:

- Call 1-800-922-2687, or
- Go to guidanceresources.com, or
- Download the GuidanceNowSM app
- Select Register and then enter Web ID: SOIEAP
- Follow instructions to create username and password

Use of EAP benefits is strictly confidential

Coming Soon...

Updates are coming to the Performance Management process. HRO-SPB has been reviewing the process and will be implementing some changes with the goal of putting ownership back in the hands of Supervisors, with an update to “Performance Standards”, among other things. Much more information to come, as well as training opportunities.

THANK YOU FOR ALL THAT YOU DO!

Reminders

Supervisor Changes: Please contact HRO-State Personnel Branch as soon as information is available regarding any supervisor changes to ensure a seamless transition and continuity of supervisor support in Luma.

Military Leave: Please work with HRO prior to and when returning from Military Leave to ensure all of the steps are taken to ensure benefits, PERSI retirement, and other administrative processes are completed in a timely manner.