

# HRO Insights

Volume I, Issue 4

01 July 2024

## Special points of interest:

- State Employee Health Plan Changes
- Upcoming training with registration links

## Inside this issue:

- Labor Relations 2
- Performance Management/  
Incentive Awards 2
- Air AGR News 2
- Budget and Training 3
- State Employee Information—  
**NEW** 3
- Updated HRO Policies 4
- Planning for Retirement 5
- COL Hicks 6

## Key Dates

- Upcoming Training  
**National Guard Federal Employee Management Course (Supervisor Training)**  
September 4<sup>th</sup> & 5<sup>th</sup> 0800-1600, Location RTI Classroom Building 922 and on MS Teams as well POC is David Emry  
Sign up link: <https://forms.osi.apps.mil/r/PZHdk7Y6yk>
- **Federal Performance Appraisal Training (What should be in the plan?)**  
Date, Location and Time TBD. POC Brad Ledbetter,  
Sign up Link: <https://forms.osi.apps.mil/r/FxgbKKzzJD>
- **USA Staffing and Hiring Process Training**  
July 18<sup>th</sup> 0930-1200, Location TDB will be on MS Teams as well. POC Allen Green, Sign up link: <https://forms.osi.apps.mil/r/ARw2BxfScK>
- The **Federal Performance Appraisal Training** will provide help in understanding what should be in your performance plan. Mr. Ledbetter is putting a training for anyone that would like to understand the system a little better and how to navigate and manage their performance plan a little better. Please sign up if interested so we can gauge the venue needed for this training.
- **Staffing Training** is for anyone who is part of the hiring processing from requesting the position to interviewing and reviewing the applicants. Has the new system USA Staffing become a little unfamiliar HRO is here to help.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## Army AGR News

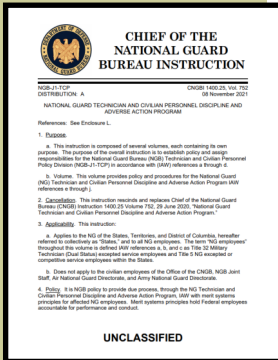
As we enter 4<sup>th</sup> quarter, identify travel requirements for the remainder of the fiscal year. All travel requests with travel dates through 30 September must be submitted through HRO AGR Travel NLT 6 September 2024.

All leave tracking, management and requests have officially transition to IPPS-A PAID. Reach out if you have any questions or issues with the use of IPPS-A PAID and we will work through them together.

As mentioned in the 2<sup>nd</sup> and 3<sup>rd</sup> quarter newsletters, ensure that every AGR completes a DA Form 5960, BAH Certification for FY24. There are still over 100 AGRs who have not completed this requirement yet for FY24. A list will be published for AOs and SIs soon. 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](mailto:ng.id.idarng.mbx.hro-agr@army.mil)

AGR Job announcements can be found at the following link: [inghro.idaho.gov/jobs.htm](https://inghro.idaho.gov/jobs.htm)  
POCs: AGR Branch Chief CW2 Jordan Harmon 208-272-4211; Enlisted AGR Manager 1SG Gayle Bettis 208-272-4215; AGR Staffing NCO SFC Bridget Wintrose 208-272-4214; AGR Transitions NCO SPC Wade 208-272-4217.



## Labor Relations - I'm from the Government and here to help

What does the TV show Pawn Stars and Labor Relations have in common? You never know what is going to come through the front door! I never know what situations supervisors and managers are facing until we start to talk about them. And considering the variety of situations that they face on a daily basis; I would like to offer more help and be more proactive. I am working on some tailored training for an Army Directorate but would like to open this up to all Directorates/Commands for Army and Air. I would love to put on tailored training for your supervisors and managers and give them a better understanding of the labor laws and regulations that Federal Employees work under, what forms are needed, and more importantly how I can help.

Ideally, I would like to train as many supervisors and managers that I can at one time and in one location, and if that means going to a location that is better for you then I will. Overall, I just want to give the supervisors and managers the tools to be successful and know what to do in situations as they arise and also make them feel confident that there is someone that they can reach out to for advice and help.

What I am most concerned about from my foxhole, is equity throughout the organization, or as designated in the federal regulations: like for like. What this means is similar results for employees who have similar situations e.g. a safety violation for an Air Employee gets the same resolution as a safety violation for an Army employee. And balancing each situation and each employee at the same time. An imbalance in results opens the organization to external lawsuits and possible reinstatement with pay and seniority for a terminated employee. For any labor relations questions contact: Labor Relations Specialist: Mr.

Matt Godfrey (208) 272-3809/ [matthew.j.godfrey3.civ@army.mil](mailto:matthew.j.godfrey3.civ@army.mil)

## Performance Management/Incentive Awards

Congratulations! Because of you the 2024 Performance Management and Incentive Awards Programs were a huge success. Improved training, better education, more support, and enhanced updated reporting contributed to record breaking participation results for the 2024 rating cycle. Can you believe we are already 3 months into the 2025 rating cycle? Have you reviewed and acknowledged your 2025 performance plan? If you are a supervisor, have you created your 2025 performance plans for all of your current employees? Remember there are required mandatory performance elements for all employees (Element 1-Safety, EO and EEO) and supervisors (Element 1-Safety, EO and EEO, Element 2-Workforce Management, Element 3-Supervisory Requirements, Performance Management and Employee Development) performance plans for 2025. Do you need help creating your performance plans? Reminder 26JUN24 0900-1100, Bldg 922 RTI Computer Lab & MS Teams we will be holding the Federal Performance Appraisal Training (Creating a Plan). Also coming soon will be monthly updated performance plan status reports.

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](mailto:brad.k.ledbetter.civ@army.mil)

## Air AGR News

The Air AGR Manager has created/implemented new IDANG AGR forms to assist process improvement efforts. These forms have been published on the HRO website and have been sent out to unit Command Support Staff.

Updated forms include:

- Local Area Realignment (LAR) Request (replaces the use of the MCR for LARs)
- IDANG AGR Orders Request (replaces using the obsolete ANG 336 for AGRs)
- IDANG Voluntary AGR Curtailment Request (replaces member "in-turn" memorandum)

Process improvements are on-going within the Air AGR Program. If you have feedback or questions regarding an AGR process, please reach out to the Air AGR Manager.

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



## Budget and Training

DTS Changes: That a Constructed Travel Worksheet (CTW) is now required any time you decide to take your personally owned vehicle (POV) instead of the preferred mode of government transportation no matter the mileage. Released April 1<sup>st</sup>, 2024, see the Defense Travel Management Office (DTMO) Website: <https://www.travel.dod.mil/>

The end of the fiscal year is fast approaching as a reminder this means that funds will be shut off for both the government training purchase card and the defense travel system by **13 September 2024**. This means that all purchases and travel needs planned and executed before the above date **NOTHING** will be approved after this date. POC Is HRD at (208) 272-4226; [da-vid.e.emry.civ@army.mil](mailto:da-vid.e.emry.civ@army.mil).



## State Employee Health Plan Change and Holiday Coding

### Attn: State of Idaho Health Plan Participants

Beginning July 1, 2024, the State of Idaho Health Plan will be serviced by Regence BlueShield of Idaho for medical, vision, and pharmacy benefits. Dental Benefits will remain with Blue Cross of Idaho. Employees will receive separate insurance cards from each plan carrier.

The Office of Group Insurance (OGI) understands that you might have questions about this transition, so they have put together a side-by-side comparison for each plan as well as the value-added programs to easily identify what changes and enhancements you can expect for the coming year. <https://ogi.idaho.gov/fy25-benefit-information/>

Regence BlueShield customer service is available to answer any questions you may have. Please provide the State of Idaho group number—10060598—with your inquiry. Call 1-800-854-5585 or email [stateofidaho@regence.com](mailto:stateofidaho@regence.com) for assistance.

Look for more information about your benefits as a State of Idaho employee at OGI's website: <https://ogi.idaho.gov/>

### State Employees: HOL Holiday Timesheet Code Guidance

Independence Day is Thursday 4 July, below are reminders about holiday timesheet entries:

- Benefitted employees should enter HOL only on Thursday 4 July.
- Enter HOL hours for the number of hours normally worked on a Thursday.
- Deployed service members (over 60 days) enter a max of 8 hours, and code a 5-day-a-week schedule.
- Employees who work on the holiday should use the following guidance, based on their FLSA code:
  - ◇ FLSA A, I, P (exempt) should code **HOS** on the holiday worked. CPT time is earned 1:1 hour.
  - ◇ FLSA C (covered) should code **HOA** on the holiday worked. CPT is earned 1:1.5 hours.
  - ◇ Add CPT or VAC as needed to code a full 40-hour workweek of paid time.

**We are here to support you** and your employees! Timesheet/payroll questions, Gina Hamann at 208-801-4275 [ghamann@imd.idaho.gov](mailto:ghamann@imd.idaho.gov) or Tamara Reames at 208-801-4272 [treames@imd.idaho.gov](mailto:treames@imd.idaho.gov)

Use the following link to send us any suggestions  
**COMMENTS**  
**CARD LINK**

## Updated HRO Policies

HRO has been reviewing and updating all the old policies that used to be on the HRO website. Many of them are currently being reviewed, updated and are being uploaded to the HRO website. Some are being removed and gotten rid of as no longer pertinent as well. As we work through this process, please reach out to us if you have questions or see a policy that is missing.

Some of the newest policies we have added are:

Policy Number	Date	Title
HR 002	22 FEB 24	Federal Civilian Personnel Awards
HR 003	6 DEC 23	Idaho Army National Guard Officer Hiring Policy (AGR)
HR 005	1 APR 24	Use of new Counseling Form for Federal Employees

Some of the new policies that will be uploaded to the website:

Policy Number	Date	Title
HR 004	8 APR 24	Expiration of USERRA Rights
HR 009	10 MAY 24	Presidential Excused Absence for Federal Employees Returning from Active Duty
HR 010	12 APR 24	Submission of SF-182 Authorization, Agreement and Certification of Training for Employee Training and Travel
HR 012	22 May 24	Employment Verification Tool
HR 014	12 APR 24	Federal Employee Work Schedule
HR 015	12 APR 24	Mass Transportation Fringe Benefit Program (CommuteRide)
HR 016	10 MAY 24	Military Deposit Policy
HR 018	3 JUN 24	Supervisory and Managerial Employee Probation Period
HR 019	9 JUN 24	National Guard Professional Education Center (PEC) IDARNG
HR 020	13 JUN 24	IMD Reasonable Accommodation Program

There are several others that being staffed/in the process of being updated at the moment. In the future, HRO will be reviewing the policies yearly for content, applicability and to ensure that they adhere to all current Federal, Military and State policies.

For any policy questions contact: Labor Relations Specialist: Mr. Matt Godfrey (208) 272-3809/  
[matthew.j.godfrey3.civ@army.mil](mailto:matthew.j.godfrey3.civ@army.mil)

## Planning for Retirement—Never too early

A famous retirement quote states: “Retirement is more fun than work, and you never have to make excuses.” Retirement is a time for celebrating a “job well done”. It allows you to enjoy life to the fullest with no worries about work or tedious routines. The HRO office is committed to ensuring that technician retirements are a smooth process with minimal stress and anxiety so that you can begin to enjoy all the years of hard work and sacrifice. Completing a “healthy” retirement packet takes coordination and follow through from the member and the HRO office. The best way to ensure a healthy retirement packet is to follow these specific timelines as close as possible:

**5 years prior to retirement eligibility:** Contact ABC-C for a retirement estimate. 1-877-276-9287. You can request 1 estimate per year. Once you receive estimate, contact Michael Whittier at 272-4225 at HRO to discuss retirement eligibility. Start to verify buyback status and complete any outstanding buybacks you may have.

**Check the HRO website for copies of these policies or reach out to the listed POC to get a copy**

## Planning for Retirement—Never too early (cont.)

**12-18 months prior to retirement:** Finish any buybacks and contact HRO to start retirement application. The following are the basic documents for every type of retirement:

Documents for the employee to gather
DD214's (when issued)- (only Service 2 or Member 4 copies accepted). DD214'S must have character of service (has to be honorable) and dates of lost time on the document.
Orders: These should have dates and what title they are (10 or 32). 250R'S are NOT accepted.
A Statement of Service must accompany orders if no DD214 is issued. The retirement specialist will request this if needed.
Paid in full letters: These come from DFAS after a buyback is completed. Shows the periods that have been bought back.
Specific retirements will require additional documents that will be discussed at your retirement brief.

**3-6 months:** Complete application. Ensure all orders, DD214'S, paid in full letters, and other documentation needed for retirement are uploaded to EOPF and put in retirement packet. HRO mails packet to ABC-C

**30-60 days prior to retirement:** Retirement application assigned to specialist at ABC and work on packet begins.

**2-7 days prior to retirement :** ABC processes retirement and provides final retirement counseling.

**1-30 days after retirement:** DFAS receives application from ABC-C. DFAS determines final payment/lump sum leave payout and pays out 2-4 weeks after retirement. DFAS establishes Individual Retirement Record and sends application to OPM. DFAS forwards separation code to TSP. Withdrawals from TSP cannot be made until 30 days after separation. Once OPM receives packet, they will mail a notification that contains the Civil Service Annuitant (CSA) number.

**6-8 weeks after retirement:** Receive first interim payment (75%-85% of estimated annuity). OPM sends password for OPM online services [www.serviceline.opm.gov](http://www.serviceline.opm.gov).

**4-6 months after retirement:** Final OPM adjudication and final annuity begins. FERS annuity supplement begins if eligible.

Retirement can seem overwhelming at first, but with proper planning and follow up, it can be a smooth and less intimidating process. The key to success is **COMMUNICATION!!**

Please communicate early and often with your benefits reps or with the Retirement Specialist, Michael Whittier [Michael.w.whittier.civ@army.mil](mailto:Michael.w.whittier.civ@army.mil), 208-272-4225;, so that we can help identify potential roadblocks early enough to prevent processing delays.

**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 and diverse 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	<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 SECTION			
CHRIS	YOUNG	272-3342	<a href="mailto:christopher.l.young34.civ@army.mil">christopher.l.young34.civ@army.mil</a>
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>
<b>Labor Relations</b>			
MANPOWER/BENEFITS SECTION			
CINDY	WHITEHEAD	272-3341	<a href="mailto:cindy.whitehead3.civ@army.mil">cindy.whitehead3.civ@army.mil</a>
YVONNE	HOWARD	272-3343	<a href="mailto:yvonne.m.howard7.civ@army.mil">yvonne.m.howard7.civ@army.mil</a>
ALLEN	GREEN	272-3350	<a href="mailto:andrew.a.green14.civ@army.mil">andrew.a.green14.civ@army.mil</a>
BENJAMIN	O'NEAL	272-3344	<a href="mailto:benjamin.w.oneal.civ@army.mil">benjamin.w.oneal.civ@army.mil</a>
ANTHONY	STARBARD	272-3339	<a href="mailto:anthony.p.starbard.civ@army.mil">anthony.p.starbard.civ@army.mil</a>
MIKE	WHITTIER	272-4225	<a href="mailto:michael.w.whittier.civ@army.mil">michael.w.whittier.civ@army.mil</a>
BRAD	LEDBETTER	272-4212	<a href="mailto:brad.k.ledbetter.civ@army.mil">brad.k.ledbetter.civ@army.mil</a>
COLTON	PASTO	272-4560	<a href="mailto:colton.i.pasto.civ@army.mil">colton.i.pasto.civ@army.mil</a>
ERIC	FOSTER	272-3338	<a href="mailto:eric.b.foster.mil@army.mil">eric.b.foster.mil@army.mil</a>
STATE PERSONNEL BRANCH			
PAULA	EDMISTON	801-4270	<a href="mailto:pedmiston@imd.idaho.gov">pedmiston@imd.idaho.gov</a>
GLORIA	DUNCAN	801-4273	<a href="mailto:gduncan@imd.idaho.gov">gduncan@imd.idaho.gov</a>
MARY ANN	MCCOOL	801-4271	<a href="mailto:mmccool@imd.idaho.gov">mmccool@imd.idaho.gov</a>
GINA	HAMANN	801-4275	<a href="mailto:ghamann@imd.idaho.gov">ghamann@imd.idaho.gov</a>
TAMARA	REAMES	801-4272	<a href="mailto:treames@imd.idaho.gov">treames@imd.idaho.gov</a>
MONICA	GILDERSLEEVE	801-4276	<a href="mailto:mgildersleeve@imd.idaho.gov">mgildersleeve@imd.idaho.gov</a>
STATE	FAX	422-3348	
AGR BRANCHES			
JORDAN	HARMON	272-4211	<a href="mailto:jordan.d.harmon.mil@army.mil">jordan.d.harmon.mil@army.mil</a>
GAYLE	BETTIS	272-4215	<a href="mailto:gayle.j.bettis.mil@army.mil">gayle.j.bettis.mil@army.mil</a>
BRIDGET	WINTRODE	272-4214	<a href="mailto:bridget.k.wintrode.mil@army.mil">bridget.k.wintrode.mil@army.mil</a>
MIKE	TORRES	272-4217	<a href="mailto:michael.torres112.mil@army.mil">michael.torres112.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**

Very few organizations have a robust support network that the Idaho Military Division has to support their employees and help them outside their job environment. We have many resources to ensure the success of our employees. However, this network of resources is only helpful if the employees know about the existence of these resources. I implore the supervisors to become familiar with the resources that the J9 and the HRO offices can use to help their subordinates and create a culture within their shops where employees can ask for assistance. If we can help them before a problem becomes a crisis, it will be better for your shops and the employees. To help with the effort, HRO will continue to showcase these resources in our newsletters.

