

EMPLOYEE INFORMATION LETTER

The Affordable Care Act and it's Affect on Federal Technicians

You can stay with your FEHB coverage, and all FEHB coverage plans exceed the “minimum essential coverage” required by the law. While the ACA has sparked some level of anxiety generally among insured Americans, the ground rules for FEHB coverage remain largely unaffected for eligible federal employees, retirees and dependents.



With all the talk about Obama Care, many people don't know what they have to do to comply with the

law's requirement that almost everyone have insurance beginning in 2014. For those that are unin-

sured, the key to satisfying that requirement could be the new online health insurance marketplaces, which opened October 1st for shopping and whose policies will go into effect January 1st 2014.

Please contact the 1LT Jerad Johnson at the HRO for more information, or visit the two marketplace websites:

www.healthcare.gov

www.yourhealthidaho.org

Make Sure to Check the PAA Block

Remember, most Technician Performance Appraisals are in line with the calendar year, starting January 1st and ending December 31st. This means annual appraisals will be due soon.

All appraisals ending December 31st are due no later than January 30th, or 30 days from the end of the appraisal period. Just login to MyBiz to get started.

It can be as easy as 1, 2, 3:

1. **Create** – Rater drafts, Reviewer approves and Employee acknowledges.

2. **Interim Review** – Employee completes self assessment, Rater creates an interim review and Reviewer approves.

3. **Annual Appraisal** – Employee completes self assessment, Rater creates an interim review and Reviewer approves.

If you're a new supervisor of technicians and don't see a MyWorkplace link on the DCPDS Portal page, HRO will ensure you're coded correctly in the system. This new responsibility takes a couple of days to



PERFORMANCE APPRAISALS ARE DUE SOON

appear once you become a supervisor so your patience is appreciated.

Look for more PAA training opportunities coming soon. For assistance with the supervisor hierarchy please contact 1SG Becky Burkhart for assistance.

Rule Change for Completing Service Credit Deposits

In the past, retiring technicians were allowed to make service credit deposits for periods of creditable military service after their date of separation and up to the date their retirements were finalized. The Office of Personnel Management (OPM) has changed their policy so all deposits must

now be paid in full prior to the date of your separation or retirement.

You should allow at least 120 days of processing time for your service credit deposits to be completed. This timeframe is dependent on the volume of requests that Defense Finance and Accounting

Service (DFAS) has and could actually be longer.

If you're anticipating retirement or separation within the next six months, and you want to receive civilian retirement credit for your military service, you should initiate the process immediately.



INSIDE THIS ISSUE:

<i>Air AGR Tour Changes</i>	2
<i>Forfeiture of Leave</i>	2
<i>Application Form Change</i>	2
<i>Army AGR Bonuses</i>	3
<i>2103 Health Fair</i>	3
<i>Employment Verification</i>	3
<i>FEHB and Dependents</i>	4

Changes in Initial Air AGR Tours

To improve the opportunity for supervisors and commanders to evaluate new Air AGRs, the Assistant Adjutant General, Idaho Air National Guard has approved a change in policy beginning on October 1st, 2013. All Initial AGR tours will be a minimum of 3 years vice the previous 1 year. The reasoning behind this change is to ensure the following:

1. So new AGR members have ample opportunity to complete any technical training or upgrade training during their evaluation phase.



THE AIR AGR PROGRAM IS LENGTHENING NEW TOURS

2. Supervisors and commanders are afforded ample time to evaluate new members prior to placing them into the AGR Career program.
3. To provide an appropriate notification period for new AGR

members who are not allowed to enter the AGR Career program.

A few exceptions exist to this policy. For example, if you're currently in or are eligible for the Aircrew Retention Program (ARP) you'll have your initial AGR tour meet the appropriate retainability requirements to qualify for the ARP.

This change will improve the Air AGR program and make the commander's Force Management Plan stronger and more flexible. Please don't hesitate to contact the Air AGR Manager if you have any questions.

"FAILURE TO
INCLUDE ALL
REQUIRED
DOCUMENTS IN
YOUR APPLICATION
MAY RESULT IN NOT
BEING CONSIDERED
FOR THE
POSITION."

Forfeiture of Use or Lose Federal Technician Annual Leave

You can only carry a maximum amount of 240 hours of accrued annual leave to the next leave year. Which means you must "use" your excess annual leave by the end of a leave year otherwise you'll "lose" or forfeit it. For 2013 the leave year began January 12th and will end January 11th, 2014.

An agency may consider restoring forfeited annual leave if the reason is under one of the following conditions:

- Exigency of public business or mission demand, which must be of such importance as to preclude the use of scheduled annual leave.
- Sickness, injury or other medical condition for which sick leave is appropriate.
- Administrative error through no fault of the technician.

Regulatory rules require "use or lose" annual leave to be scheduled in writing before the start of

the third biweekly pay period prior to the end of the leave year. Military duty is not considered a condition of exigency due to annual leave could be used.

Please contact Gayle Hinrichs at the HRO if you have concerns about forfeiture of accrued annual leave as the window to schedule "use or lose" leave before the end of the leave year is rapidly approaching.

Federal Technician Job Application Process

The Optional Form (OF) 612 will be phased out of the Federal Technician application process by early next year. Resumes will then be the only acceptable documentation detailing your personal information, work history, education, etc.

The Human Resources Office will be conducting resume writing classes in the near future to help you perfect your resume

writing skills. Information on the dates and times for this training will be forthcoming.



RESUME WRITING CLASSES COMING

Review the information from last quarter's Employee Information Letter for what to submit with your application package to ensure thorough consideration for the job you're applying for. Failure to include all required documents in your application may result in not being considered for the position.

Please contact TSgt Yvonne Howard for more information.



Army AGR Eligibility for the Career Status Bonus (CSB)

If you entered Army AGR service after July 31, 1986 you're given a choice of two retirement plans when you reach your 15th year of service:

- High-3 Year Average
- Career Status Bonus (CSB)/REDUX

CSB/REDUX electees are eligible to receive a \$30,000 bonus but will also have their retired pay calculated at a reduced rate. To receive this bonus, you must agree to complete a twenty-year active duty career with length-of-service retired pay under the

1986 Military Retirement Reform Act or REDUX. Continuation beyond twenty years is possible, however, your commitment with the CSB is only to the 20-year point.

The entire \$30,000 bonus, or first installment payment (if you elect the multi-year option), is paid shortly after you commit to the 20-years-of-service obligation, but will result in a reduced retired pay. While Career Status Bonus may seem like an incentive now, it's important you be aware of the effects it will have on your pay in retirement.

The REDUX multiplier calculation and annual cost of living adjustments differ from the High-3 option. REDUX does have a catch-up increase at age 62 that brings your retired pay back to the same amount paid under the High-3 System and is the only military retirement system with this important readjustment feature.

For questions concerning CSB/REDUX eligibility requirements, please call the Army AGR section. Army Retirement calculators are available at:

<http://militarypay.defense.gov>

The 2013 Federal Technician Health Fair

Please plan on attending this year's Federal Technician Health Fair at the Gowen Park Pavilion on November 1st. Local companies in addition to Federal Health Benefit Program (FEHB) Plan Participant representatives are going to provide informational briefings, health screenings, and ideas for healthy eating options. There will also be a game of "BINGO" this year to give you an opportunity to win a variety of door prizes.

The Federal Benefits Open Season begins on Monday, Novem-

ber 11th, 2013 and ends on Monday, December 09th, 2013. If you are already enrolled in FEHB or FEDVIP, your enrollment will continue, but your



THE 2013 FEDERAL BENEFITS OPEN SEASON IS ALMOST HERE

coverage and premiums may change. If you already have a Flexible Spending Account, you must reenroll because it will not automatically continue for 2014.

You can compare options at: www.PlanSmartChoice.com

2013 FEDERAL TECHNICIAN HEALTH FAIR:

- ◆ November 1st, 2013
- ◆ 0900-1200
- ◆ Building 310 (Gowen Park Pavilion)

MyBiz Self Service Employment Verification

Here are the nine easy steps to send your Employment Verification to a lender or any other party who needs it:

1. Log into the DCPDS Portal: <https://compo.dcpds.cpms.osd.mil>
2. Select My Biz and then Employment Verification
3. Select your details to share Employment Information and/or Salary Information
4. Enter recipient's e-mail information in the To field
5. Verify your e-mail address is included in the My E-Mail field to receive the password
6. Select Continue to preview the information
7. Select Acknowledge and Submit to send your information
8. Confirm your submission
9. Provide password to recipient to view your information

"WHILE THE CAREER STATUS BONUS MAY SEEM LIKE AN INCENTIVE NOW, IT'S IMPORTANT YOU BE AWARE OF THE EFFECTS IT WILL HAVE ON YOUR PAY IN RETIREMENT."





**Mailing Address for
Job Applications:**

Idaho National Guard HRO
4794 General Manning Avenue -
Building 442
Boise, ID 83705-8112

Federal Faxes (208) 422-3339
State Faxes (208) 422-3348

**VISIT THE IDAHO
HRO HOMEPAGE:**

<http://inghro.state.id.us/>

FOR INFORMATION ABOUT

- EMPLOYEE RELATIONS

EMPLOYEE BENEFITS
RETIREMENTS
WORKERS' COMPENSATION
INCENTIVE AWARDS

- CLASSIFICATION / STAFFING

POSITION MANAGEMENT
DESK AUDITS
WAGE DEVELOPMENT
VACANCY ANNOUNCEMENTS
FEDERAL PAY SETTING

- EMPLOYEE DEVELOPMENT

ARMY TECHNICIAN TRAINING
ARMY TECHNICIAN TRAVEL
INDIVIDUAL DEVELOPMENT PLANS
PERFORMANCE MANAGEMENT

- STATE PERSONNEL

EMPLOYEE BENEFITS
EEO OFFICER
VACANCY ANNOUNCEMENTS
SALARY ADMINISTRATION
PERFORMANCE APPRAISALS

- ARMY / AIR AGR BRANCHES

AGR TOURS
ADOS/TEMPORARY AGR
AGR MEDICAL
ARMY AGR TRAVEL
VACANCY ANNOUNCEMENTS
AGR RETIREMENTS



**Idaho National
Guard**

When are my children covered by my FEHB under the Affordable Care Act?

Is my child covered until his 26th birthday? - Yes

Is my married child covered until her 26th birthday? - Yes

Is my child who lost coverage because he turned 22 covered until his 26th birthday? - Yes

My daughter doesn't live with me. Is she covered until her 26th birthday? - Yes

My son currently isn't financially dependent on me? Is he covered until his 26th birthday? - Yes

My daughter isn't a dependent on my tax return. Can she be covered until her 26th birthday? - Yes

Is the wife of my married son covered until her 26th birthday? - No

Please contact 1LT Jerad Johnson at the HRO (see below) for additional information.

Idaho National Guard Human Resources Office Contacts

Human Resources Officer – Col Kevin Dawkins 422-3333

Deputy Human Resources Officer – LTC Judy Knoelk 272-3809

Supervisory Human Resources Specialist - Gayle Hinrichs (Civ) 422-4210

Staffing Specialist – Capt Jennifer Davis 422-3334

Classification Specialist – TSgt Yvonne Hopper 422-3342

Employee Development Specialist – 1SG Becky Burkhart 272-4226

Employee Relations Specialist (and Last Name H-O) – 1LT Jerad Johnson 272-4224

Federal Technician Services Section

Last Name A-G – SSgt Melissa Loepp 422-3338

Staffing Assistant – MSgt Jeff Guzi 422-3337

Last Name P-Z – SSG Jeff Renon 422-3339

Personnel System Manager – Tracy Mortenson (Civ) 422-3335

Personnel System Assistant – Roger Gleason (Civ) 422-3336

State Personnel Manager – Paula Edmiston (Civ) 422-3345

State Personnel Assistants

Wendy Ackley (Civ) 422-3346

Torsen Wilkins (Civ) 422-3347

Air AGR Manager – SMSgt Rod Elson 422-3344

Army AGR Manager – MSG John Van Horn 272-4215

Army AGR Assistant – SSG Jackie White 272-4214