

EMPLOYEE INFORMATION LETTER

01-OCTOBER-2014

VOLUME 7 ISSUE 1

Unused Sick Leave Now Increases Your FERS Annuity in Retirement

Traditionally, those retiring under the Federal Employees Retirement System (FERS) generally could not have their unused sick leave time credited as time served in their retirement benefit calculations.

For new annuities that begin in calendar year 2014 and forward, unused sick leave will now be fully creditable as time served in the benefits calculation.



You may find that delaying retirement to take advantage of this new rule could increase your annual

benefit by several hundred or even several thousand dollars, depending on the amount of unused leave to

your credit and the other component of the calculation, your High-3 averaged salary.

Note that for this purpose, unused sick leave counts as a full month of credit and days beyond a full month, when added to actual service days beyond a full month, are dropped.

Be aware, many factors go into picking a retirement date, and all must be considered together.

State Employees Earn Money for Practicing Good Health

We all know that when we feel good we're happier, more productive people. But sometimes it's nice to earn a little something extra while we're practicing better health.

If you're a State employee who's currently enrolled in one of the State's medical plans, you may be eligible to earn a \$250 monetary incentive. Just accumulate 85 to 100 points by completing the 4 components of thriveidaho!

The mission of thriveidaho! is to promote a healthy

Idaho workforce by engaging and empowering employees to take responsibility for their health. The program achieves this by fostering a healthy workplace and providing opportunities to identify and reduce health risks.

Participants are encouraged to make healthy choices and enhance their quality of life. Thriveidaho! rewards you for completing activities that promote better health. If you complete all 4 components, you'll be eligible for the \$250 cash.



For more information, contact Michael Davidson (see back page) or visit the thriveidaho! website. Remember: "It feels good to feel good."

www.thrive.idaho.gov



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MyWorkplace and the Performance Appraisal Application

If you're a new supervisor of Technicians and don't see a MyWorkplace link on the DCPDS Portal page, please contact HRO as soon as possible.

You may not be coded correctly as a supervisor in the personnel system. This new responsibility takes a

couple of days to appear once the supervisory codes are updated in DCPDS, so your prompt notification is appreciated if there's a problem

Once you have access, ensure you can see all of the Technicians you supervise within MyWorkplace.

If you don't see those you need, or see other Technicians not assigned to you, please contact SFC Jeff Renon (see back page) and he will help by sorting out the Supervisor Hierarchy in DCPDS with you.

<https://compo.dcpds.cpms.osd.mil>

Applying For a Federal Technician Position

The process for applying for a Federal Technician position has changed, and will continue to undergo changes, as the entire National Guard transitions to USAJobs.gov completely.

Effective 30-Jun-14, the Optional Form (OF) 612 was phased out by HRO when applying for any Technician position. A signed resume is now the only accepted document detailing your personal information, work history, education, etc.

There's an excellent resume builder application on USAJobs



MAKE SURE YOU INCLUDE THE JOB ANNOUNCEMENT NUMBER ON YOUR RESUME

that can be used as a template and would and would create a document that the HRO Manpower section is already familiar with. When substituting education for experience, please sub-

mit a copy of your college transcripts; a copy of your diploma WILL NOT suffice as a transcript!

Ensure that you include copies of all your Separation From Active Duty Form DD 214—Service 2 or Member 4 copies. Finally, make sure you annotate the job announcement number (e.g. 14-119) on your resume.

Please contact TSgt Yvonne Howard (see back page) for more information or if you have questions about the application process.

“EFFECTIVE 30-JUN-14, THE OPTIONAL FORM (OF) 612 WAS PHASED OUT BY HRO WHEN APPLYING FOR ANY TECHNICIAN POSITION.”

Eligibility for Continuing FEHB & FEGLI Into Retirement

Federal retirees retain their eligibility for Federal Employees Health Benefits (FEHB) coverage at the same cost as current Technicians.

In order to carry your FEHB coverage into retirement, you must be entitled to retire on an immediate annuity and must have been continuously enrolled (or covered as a dependent) in any FEHB plan for the 5 years of service immediately before the date your annuity starts.

Or, for the full period of service since your first opportunity to enroll, if less than 5 years.

The 5 year requirement for FEHB can include time you are covered under the Uniformed Services Health Benefits Program (TRICARE) as long as you were covered under an FEHB enrollment at the time of your retirement.

You're also eligible to continue Federal Employees Group Life Insurance (FEGLI) into retire-

ment if you meet all of the same requirements as FEHB, but you must have the entire 5 years enrollment in the FEGLI program. You may not have converted to an individual policy either.

You must meet the same requirements for Basic and each type of Optional insurance in order to continue it into retirement. Also, breaks in service are not counted as interruptions in FEGLI coverage.

Rethink Your Commute With ACHD Commuteride

When you ride a Commuteride van from ACHD, it becomes a welcome change of pace from an already stressful schedule we endure. It also leaves a lot more change in your pocket and gives you a change in routine at the same time.

Share the ride and get back some valuable “me time” from your drive time. You can read, relax, talk with your fellow riders, text

(safely!), finish your college homework, or even catch up on some sleep if you'd like.



There are even federal transit benefits available to pay for the monthly rider fees. Your first month is completely free.

If you're interested in the ACHD Commuteride program please contact TSgt Melissa Loepp (see back page) for Army Guard employees and MSgt David Dick (422-5575 or e-mail david.dick@ang.af.mil) for all Air Guard employees.



Army and Air AGR Dental Care Program Benefits

Get your teeth fixed! Proper dental maintenance and care is very important to the Army. As such, it should be important to you as well.

The Army has a program to provide dental care for its AGRs called the Active Duty Dental Program (ADDP). TRICARE has partnered with United Concordia for private sector dental care, claims processing, and customer service for the ADDP.

United Concordia will coordinate an appointment for routine dental care (e.g., examinations, cleanings, fillings) and for spe-

cialty dental care (e.g., crowns, bridges, dentures, periodontal treatment).

You may personally schedule care for routine dental services by first obtaining an Appointment Control Number (ACN). Either call United Concordia or complete an appointment request form online at the ADDP website.

You are required to use a United Concordia network dentist in order to receive ADDP covered dental care but you may request to use a non-network dentist if none are available in your area.

If you use a non-network dentist without prior approval, you will be responsible for payment.

Have your dentist complete and sign DD Form 2813, Active Duty/Reserve Forces Dental Examination for a MEDPROS update. Please remember that obtaining annual dental examinations are advantageous to your overall well being and are also an annual requirement for remaining in the AGR program.

www.addp-ucci.com

United Concordia:

1-866-984-2337

“...OBTAINING ANNUAL DENTAL EXAMINATIONS ARE ADVANTAGEOUS TO YOUR OVERALL WELL BEING AND ARE ALSO AN ANNUAL REQUIREMENT FOR REMAINING IN THE AGR PROGRAM.”

The 2014 Federal Technician Health Fair and Benefits Open Season

Please plan on attending this year's Federal Technician Health Fair at the Gowen Park Pavilion on November 7th. 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. Stop by for a free massage, spinal screen, and bone density check as well.

The Federal Benefits Open Season begins on Monday, November 10th, 2014 and ends on Monday, December 08th, 2014. If you are already enrolled in FEHB or FEDVIP, your enrollment will continue, but your 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

2014 FEDERAL TECHNICIAN HEALTH FAIR:

- ◆ November 7th, 2014
- ◆ 0900-1200
- ◆ Building 310 (Gowen Park Pavilion)



THE 2014 FEDERAL BENEFITS OPEN SEASON IS ALMOST HERE

Air AGR Orders Tracking

All Air AGR orders are now created using the Air Force Reserve Order Writing System (AROWS). IDANG members are able to track the online status of any pending orders and print their completed orders.

To login to the AROWS system, go to their URL and provide the



Air Force Reserve Order Writing System (AROWS-R)

following information when prompted:

1. Username - Your SSN
2. Password - Your Date of Birth

If you have any challenges logging onto the system, please contact CMSgt Rod Elson (see back page).

<https://arows.sscno.nmci.navy.mil/arows/>





**Mailing Address for
Job Applications:**

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

Federal Faxes (208) 422-3332
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**

Q: What support can I receive if I file a federal workers' comp claim?

A: The Office of Workers' Compensation Program (OWCP) often assigns Telephonic Nurses to provide limited intervention in traumatic injury claims. Assignment can occur as soon as 7 days after work stops. The assigned nurse will make a three point telephone contact with the employing agency, the claimant, and the claimant's treating physician. They obtain a brief history of the injury, current work status, and treating physician contact information from the claimant. When calling the physician, they get a verbal history of treatment and prognosis. They call the employer to inquire about the claimant's work status and opportunities for light duty. These nurses can also make a recommendation when they feel that assignment of a Field Nurse for more in-depth intervention is warranted.

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) 422-4224

Classification Specialist – Capt Jennifer Davis 422-3334

Staffing Specialist – TSgt Yvonne Hopper 422-3342

Employee Development Specialist – SFC Jeff Renon 422-3339

Employee Relations Specialist (and Last Name T-Z) – Albert Gomez (Civ) 422-4224

Federal Technician Services Section

Last Name A-G – SFC Jeff Renon 422-3339

Last Name H-M – TSgt Melissa Loepf 422-3338

Last Name N-S – SMSgt Jeff Guzi 422-3337

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

Michael Davidson (Civ) 422-3346

SrA Dannie Collingsworth 422-3347

Air AGR Manager – CMSgt Rod Elson 422-3344

Army AGR Manager – MSG John Van Horn 272-4215

Army AGR Assistant – SSG Jackie White 272-4214