



Welcome to  
Joint Supervisor's Development Course  
(JSDC)

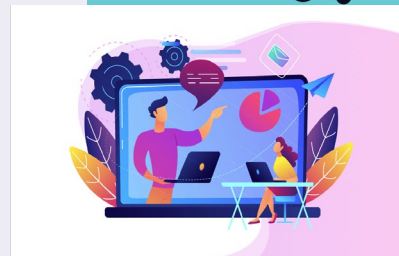
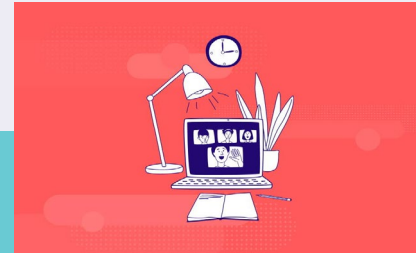
7-8 November 2023  
Virtual MS Teams

# Virtual Courtesies



## Ground Rules:

- Allow microphones and cameras to remain disabled
- Breaks
- Questions (raise hand / chatroom)
- Virtual “parking lot”
- Attendance (check-in, check-out)
- Feedback
- Course resources
- Course certificates



# Agenda



- Lessons for Day One

- MyBiz+ and MyWorkplace
- HR Development (HRD)
- Labor Relations
- Classification & Position Mgmt
- Intergenerational Communication
- Ethics
- Leave Administration
- Recruitment & Placement
- Pay Administration

- Lesson For Day Two

- Diversity, Equity & Inclusion
- Worker's Compensation
- SAPR
- Performance Management
- Incentives
- EEO/EO

# On to the Course!





## MyBiz+, MyWorkplace, and eOPF

May 2023

# Agenda



- MyBiz+
  - Item Location
  - Employee Capabilities
  - Employee Responsibilities
- MyWorkplace
  - Item Location
  - Supervisor Capabilities
  - Supervisor Responsibilities
- eOPF

# MyBiz+ Introduction



- URL
  - <https://compo.dcpds.cpms.osd.mil/>
- MyBiz+ is the customer facing end of DCPDS (Defense Civilian Personnel Data System)
  - Houses data on T5 and T32 personnel
  - Does contain AGR records, however they are only created when an AGR is a supervisor of T5 or T32 personnel
- If access issues occur, contact Travis Nickles at [travis.m.nickles.civ@army.mil](mailto:travis.m.nickles.civ@army.mil)



You have no unread notifications.

Welcome, NICHOLAS J. HAMMONS

The information is current as of 31-Aug-2021

Last Login: 31-Aug-2021 10:20:14 AM

Home 🏠 \$ 🗑️ 📄

### Key Services

- Manage Key Services
- MyPerformance
- Update Contact Information
- Request Employment Verification
- Civilian Career Report
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor
- Civilian Career Brief
- Update MyTeam

### Other DCPDS Tools

- DCPDS Navigator Homepage
- Add HR Region Associations
- DCPAS CMIS Account
- MyBiz+ for HR Professionals REG15

### Detail Pages

- Personal
- Pay, Leave and Benefits
- Professional Development
- Position
- Performance
- Reports

### Professional Development

**Education:**  
Management Information Systems, General (521201)  
Bachelor's degree - (2021)

**Training:**  
NG TECHNICIAN PERSONNEL MANAGEMENT COURSE (23-Feb-2021 - 24-Feb-2021)

**Certification/Licenses:**  
Security+ Certification (Historical)  
COMPTI SECURITY + (23-Sep-2015 - 23-Sep-2018)

### Leave

Annual Leave Balance:	163.70
Sick Leave Balance:	538.45
Annual Leave Forfeit Balance (Use or Lose):	0

### Insurance

Health Insurance:	Blue Cross Blue Shield Service Benefit Plan (11)
Life Insurance:	Basic only

### Retirement

TSP ROTH 401K:	5%	18-Aug-2019
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Manage My Views



# MyBiz+ Detail Pages



## Detail Pages



The above menus provide employees with access to various parts of their records. Located on the bottom of your MyBiz+ page after login.

Take the time to familiarize yourself with your own record to assist your employees.

# Detail Pages cont.



## Detail Pages









- Key Services
  - Shortcuts to various areas of MyBiz+
- Personal
  - Update Contact Information
  - View SF50's
- Professional Development
  - Update Personal Certifications, Degrees, etc.
    - Requires HR to validate after you Self-Certify
- Performance
  - Access to appraisals

# Key Services



**Key Services**

Manage Key Services 


- MyPerformance 
- Update Contact Information 
- Request Employment Verification 
- Civilian Career Report
- Update Professional Development 
- SF50 Personnel Actions 
- Update MySupervisor
- Civilian Career Brief
- Update MyTeam

- MyPerformance
  - Takes you to your own appraisals
- Update Contact Information
  - Update work email
  - Will effect employee access to eOPF
- Request Employment Verification
  - Used to supply lenders with employment verification
  - \*Only available to T32 and T5 personnel\*
- Update Professional Development
  - See slide 8
- SF50 Personnel Actions
  - Shows all SF50's that have processed on your record

# Key Services cont.



**Key Services**

[Manage Key Services](#) 

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[MyPerformance](#)

---

[Update Contact Information](#)

---

[Request Employment Verification](#)

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[Civilian Career Report](#)

---

[Update Professional Development](#)

---

[SF50 Personnel Actions](#)

---

~~[Update MySupervisor](#)~~

---

[Civilian Career Brief](#)

---

~~[Update MyTeam](#)~~

Some services are not used or are handled differently:

- Update MySupervisor
  - Handled with Hierarchy Change Request Form
- Update MyTeam
  - Handled same as MySupervisor

# Employee Responsibilities



Employees are responsible for updating their contact information, but more importantly, their work email. It can be accessed a few ways including selecting 'Personal' in the Detail views to navigate to 'Contact Information' and 'Update Contact Information' through Key Services.

Home / Personal

Expand an additional section on page

- Personal Information
- Contact Information

Work Email Address	Actions
nicholas.j.hammons.civ@mail.mil	<input type="button" value="Edit"/>

**Key Services**

Manage Key Services

- MyPerformance
- Update Contact Information
- Request Employment Verification
- Civilian Career Report
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor
- Civilian Career Brief
- Update MyTeam

The work email address is used for employee access to eOPF and overall communication, i.e., FEHB Open Season information.

# MyBiz+ for Supervisors



MyBiz+

Other DCPDS Applications -

[Update MySupervisor](#)

[Update MyTeam](#)

[Civilian Expeditionary Workforce \(CEW\)](#)

[Hiring Manager's Toolkit](#)

[MyTeam Update Trusted Agent](#)

[Civilian Career Brief](#)

## \$ Leave

Annual Leave Balance:

Sick Leave Balance:

Annual Leave Forfeit Balance (Use or Lose):

## Detail Pages



- MyTeam is a function that allows a supervisor to see their personnel, including information such as SF50's.
- If you are a higher level reviewer (HLR) and your subordinates have additional subordinates, you will see those personnel as well.



## Employee Details

Recruit/Fill Actions

Suspenses/Pending Actions

Personal Export to Excel

View	Name	Position Type	Hire Date	Appointment Type	Type of Employment	Email Address
	Tonya Camarata	APPR	27-Jan-2003	Excepted - Career	Full Time Employee In Pay Status	tonya.camarata.mil@mail.mil

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

- After selecting MyTeam, you will see your hierarchy of personnel. To expand the view on someone, select the left-hand arrow.
- If your Team is not accurate, a Hierarchy Change Request needs to be completed.

# MyTeam cont.



MyBiz+ For Managers and Supervisors

[Exit Employee View](#)

[Help](#)

[Logout](#)

- ▶ [Personal Data History](#)
- ▶ [Contact Information](#)
- ▶ [Appointment Information](#)
- ▶ [Retained Grade Details](#)
- ▶ [Language Information](#)
- ▶ [Veteran Information](#)
- ▶ [Service Computation Date Information](#)
- ▶ [National Guard Information](#)

▼ [SF50 Personnel Actions](#)

The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Actions processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Personnel Actions processed on or after 23 March 2008 are available for viewing.

Effective Date	First Personnel Action	Second Personnel Action	Action
27-Sep-2020	[REDACTED]		<a href="#">View/Print SF50</a>
27-Jul-2020			<a href="#">View/Print SF50</a>
05-Jan-2020			<a href="#">View/Print SF50</a>
13-Jun-2019			<a href="#">View/Print SF50</a>
17-Feb-2019			<a href="#">View/Print SF50</a>

Promotion Not To Exceed (13-Feb-2021)

1 2 3 4 5 6 7 8 9

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

- Once you have selected someone to view, you can see all of their employment information including their SF50's. This can allow you to see when awards, promotions, change to lower grades, etc. have been processed for your employees.



# Hierarchy Changes



- If personnel are not showing up on your Team and they should be, complete a Hierarchy Change Request.
  - Instructions on how to request hierarchy changes can be found in HRO Policy #21-007.

# Hierarchy Changes cont.



- As noted in HRO Policy 21-007, an additional method exists to obtain the data needed for the hierarchy change request.
  - Navigate to <https://ngoh-g1apps/HRO/HROA/>
    - Must be done via the Army network, provided you have an Army network account
  - Members on an Air network can obtain the same information from the Document Library on GKN.

# Hierarchy Changes cont.



- If you are an AGR member who supervises technicians or T5 employees, you must also provide a copy of your AGR orders and AGR/Hierarchy forms to the respective Classifier in HRO via the below process
  - Air members need to provide their orders to their Wing HRO Remote
    - Remote will forward orders and additional information to Classifier
  - Army Members need to provide their orders to the Army Classifier, Susan Honaker
- AGR Build form and Hierarchy change form can be located at:  
[Human Resources - Ohio National Guard > Technicians > Staffing & Classification](#)

# MyBiz+ for Supervisors



**MyBiz+** Other DCPDS Applications - ★ Favorites - C

Home

**Key Services** Manage Key Services

- MyPerformance
- Manager Functions
  - Performance Management and Appraisal
  - Apply Action(s) to Multiple Employees
  - Manage MyPerformance Trusted Agent Authorization
  - View/Print Performance Management Reports**
  - View Previous Requests
  - CIV Fill Request Status
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor

**Other DCPDS Tools**

- DCPDS Navigator Homepage
- Add HR Region Associations
- MyBiz+ for HR Professionals REG15

**Last Personnel Action**

Type of Action:	Promotion Not To Exceed (19-Dec-2020)
Effective Date:	30-Aug-2020

**\$ Insurance**

- Health Insurance:
- Life Insurance:

**\$ Pay**

- Gross Pay:
- Net Pay:
- Pay Period End Date:

- As a supervisor, you will see additional functionalities in the Key Services. One of those items is 'View/Print Performance Management Reports'
- The following slides provide you with a breakdown for producing reports to see how up to date your subordinates are in their plans and appraisals.

# Supervisor Responsibilities




- As a supervisor, you are responsible for maintaining your team, including providing HR with the proper rating chain.
- You are armed with many tools at your disposal to assist your subordinates in answering questions that they may have about their record.
  - Although this does not pertain to every situation, many questions can be answered by understanding your capabilities within MyBiz+
- Your hierarchy drives the access to DPMAP (appraisal system). If the hierarchy is not set properly, employees can still initiate plans with you as the rater. Prevent this by ensuring your hierarchy is correct before creating plans.

# eOPF Introduction



- URL
  - <https://eopf.opm.gov/nationalguard/>
- eOPF is the document repository for T5 and T32 personnel
- If the work email is not updated in MyBiz+, the user will not be able to access eOPF.

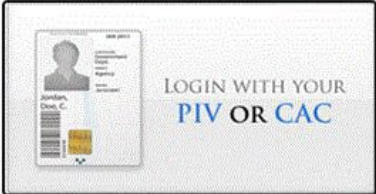


 Office of Personnel Management  
**eOPF**

*a New Day for Federal Service*

**PIV or CAC Card**

Please make sure your card is plugged into the reader.



**NATGUARD :: eOPF v5.1**  
Enter your eOPF ID and Password to log in.

eOPF ID:

PASSWORD:

[SUBMIT](#) [CLEAR](#)

[Request a New Password](#)  
[Request Your eOPF ID](#)

[Login Help](#) | [Login FAQs](#) | [Contact eOPF Helpdesk](#) eOPF Server - 05408

This is an official United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigation. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

- First time users need to Register their CAC (using their PIV certificate) by selecting the PIV or CAC option.
- If access issues occur, contact Travis Nickles at [Travis.m.nickles.civ@mail.mil](mailto:Travis.m.nickles.civ@mail.mil)

# eOPF User Record



My eOPF   My eOPF Search   My eOPF Print Folder   My eOPF Print Status

My eOPF: HAMMONS, NICHOLAS J

View without watermark

Show All Docs

Cancel

Latest Eff. Date	PO ID	Org Code	Activity Code	Open	Clip Folder	Emergency Data	Show All Docs
08/02/2020	3370	URARW01PAA171B	0				

62 document(s) returned.

Form Number	Effective Date	Form Description	Type	NOA Code 1	Side	Create Date	View	Add to Clip	Instr Page
<a href="#">SF 50</a>	08/02/2020	NOTIFICATION OF PERSONNEL ACTION	IRREG PERF PAY	892	Permanent	08/18/2020			
<a href="#">SF 52</a>	08/02/2020	REQUEST FOR PERSONNEL ACTION	IRREG PERF PAY	892	SF 52	08/18/2020			
<a href="#">SF 50</a>	01/05/2020	NOTIFICATION OF PERSONNEL ACTION	GEN ADJ	894	Permanent	01/09/2020			
<a href="#">SF 52</a>	01/05/2020	REQUEST FOR PERSONNEL ACTION	GEN ADJ	894	SF 52	01/09/2020			
<a href="#">TSP 1</a>	08/18/2019	THRIFT SAVING PLAN ELECTION	BENEFITS		Permanent	08/19/2019			
<a href="#">SF 50</a>	06/09/2019	NOTIFICATION OF PERSONNEL ACTION	IRREG PERF PAY	892	Permanent	08/10/2019			
<a href="#">SF 52</a>	06/09/2019	REQUEST FOR PERSONNEL ACTION	IRREG PERF PAY	892	SF 52	08/10/2019			
<a href="#">SF 50</a>	04/28/2019	NOTIFICATION OF PERSONNEL ACTION	REG WRI	893	Permanent	04/29/2019			

- An eOPF user can see their SF50's and other personnel files that have been uploaded, including onboarding information, Health Benefits election forms, etc. While this method may be slightly harder to navigate and understand, it allows a user to see documents that MyBiz+ does not hold.
- To view an individual file, click the hyperlink in the Form Number field.



# eOPF Folder Printing



My eOPF   My eOPF Search   **My eOPF Print Folder**   My eOPF Print Status

My eOPF - Print Folder :



Click the Print Single Sided or Print Double Sided button to submit a print request. The processed request will be available in the My eOPF Print Status page. A PDF file will be created with the applicable documents which can be opened in Acrobat reader and then printed.

Name: HAMMONS, NICHOLAS J

Total Document Count: 62

Select Folder Side(s):  Select All

- |                                      |                                      |   |                                     |                                   |
|--------------------------------------|--------------------------------------|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Permanent   | <input type="checkbox"/> Recruitment | <input type="checkbox"/> Military       | <input type="checkbox"/> PCS Travel | <input type="checkbox"/> Overseas |
| <input type="checkbox"/> Performance | <input type="checkbox"/> I 9         | <input type="checkbox"/> SF 52          | <input type="checkbox"/> Payroll    | <input type="checkbox"/> Security |
| <input type="checkbox"/> Benefits    | <input type="checkbox"/> Temporary   | <input type="checkbox"/> Correspondence | <input type="checkbox"/> Training   |                                   |

Print Single Sided

Print Double Sided

- The most beneficial portion of eOPF is the ability for a user to make a copy of their entire record.
- After selecting 'My eOPF Print Folder', a user should choose 'Select All', then either Single or Double sided for printing.

# Points of Contact



## MyBiz+ & eOPF Access Issues:

**Travis Nickles - Human Resources Information Systems**

614-336-7016

[Travis.m.nickles.civ@army.mil](mailto:Travis.m.nickles.civ@army.mil)



# Points of Contact



## Hierarchy Changes:

### **Army-Susan Honaker**

[susan.m.honaker2.civ@army.mil](mailto:susan.m.honaker2.civ@army.mil)

### **Air-**

#### **121<sup>st</sup>- Shane Gaines**

[shane.gaines@us.af.mil](mailto:shane.gaines@us.af.mil)

#### **178<sup>th</sup>- Crystal Maldonado & Jennifer Sexten**

[crystal.maldonado.3@us.af.mil](mailto:crystal.maldonado.3@us.af.mil)---[jennifer.sexten@us.af.mil](mailto:jennifer.sexten@us.af.mil)

#### **179<sup>th</sup>- Natasha Grau & Darbee Haring**

[natasha.grau@us.af.mil](mailto:natasha.grau@us.af.mil)---[darbee.haring@us.af.mil](mailto:darbee.haring@us.af.mil)

#### **180<sup>th</sup>-Sherri Davis**

[sherri.davis.1@us.af.mil](mailto:sherri.davis.1@us.af.mil)



## Human Resources Development (HRD)

# Objectives



- Better Customer Service
- Employees meeting Job Requirements
- Retention - Trained Employee's Stay Longer
- Greater Productivity
- Improved Performance & Professional Development

# HRD Responsibilities



- Assist with designing and developing trainings and policies.
- Facilitate, conduct, and evaluate HRO sponsored training.
- Assist supervisors with career development and planning.
- Provide assistance researching and registering employees for training.
- Validate and update employee training records in DCPDS.
- Provides budget management for Army technician payroll, travel, and training.

# Supervisor Responsibilities



- Responsible for completing all mandatory training
- Identify/assess employee's training needs
- Understand the available types of training for each employee using information from position descriptions (PDs)
- Assist employee(s) to develop Individual Development Plan(s) - (IDP)
- Understand how to properly request training and travel
- Ensure training attendance
- Evaluate training effectiveness

# Employee Responsibilities



- Responsible for applying and successfully completing authorized training, based on individual and organizational development plans
- Responsible for self-development
- Responsible for maintaining required standards and conditional training described in PDs
- Responsible for completing all mandatory trainings





# Training Priority Levels

## Priority 1 – MANDATORY

- Must be accomplished or it will have an adverse impact on the mission, or...
- Required by statute, presidential directive, CFR, DoD, NGB or state law.

### Examples:

- ✓ New Employee Orientation (All)
  - ✓ JSDC (Supervisors)
- ✓ Acquisition / Contracting Training IAW DoD 5000.52 (USPFO)
- ✓ Computer Security (G6)
- ✓ Required PEC Courses

## Priority 2 – NEED TO HAVE

- Promotes more efficient and timely accomplishment of mission requirements
- Should be specific and based on an approved training plan (IDP).
- Will require additional time/resource if not achieved

### Examples:

- ✓ Microsoft Office Training (MS Excel, MS Word, etc.)
- ✓ JSDC - as a non-supervisor
- ✓ Various PEC Courses

## Priority 3 – NICE TO HAVE

- All other training
- Career-enhancing skills
- Management development (non-statutory)
- Career broadening
- Provides standardized knowledge across a career field

### Examples:

- ✓ Time Management Training
- ✓ Speaker's Training

# Employment Statuses and Training Opportunities



- Permanent
  - Will have full opportunities for Priority 1 training
  - Priority 2 & 3 will be considered on a case-by-case basis as approved by HRD, with budgetary constraints being a major deciding factor
- Indefinite
  - Will have Priority 1 training needs in their training and development plan for consideration
  - Priority 2 & 3 will be considered on a case-by-case basis as approved by HRD, with budgetary constraints being a major deciding factor
- Temporary
  - May receive Priority 1 training on a case-by-case basis as approved by the HRO

# Conditional Employment Training



- Includes Certification Programs
  - Financial Management, Acquisition, Contracting, Auditors, Information Technology, etc
    - Determined by occ series and usually found on the PD
- Requires a Condition of Employment Letter
- Completion status is tracked by HRD, NGB, and possibly USPFO
- Upon successful certification completion, certifications needs sent to HRD
- Certifications are recorded in DCPDS


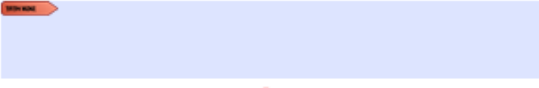
# Individual Development Plans (IDPs)



- An IDP is required for all developmental (target-graded) positions. (I.E. hire as a GS7 w/ potential to promote in-place to GS9)
- For all other positions, IDPs are optional and at the discretion of the technician's supervisor.
- IDPs will help supervisors identify training needs prior to promoting to the next target grade

# Individual Development Plan (IDP) NGB 650

## Example of Target Grade IDP

1. NAME Jack Rabbit		2. SSN XXX-XX-6732		3. POSITION TITLE Family Program Specialist		4. PAY PLAN, SERIES, AND GRADE GS-0301-11	
5. INITIAL/UPDATE Initial 20-Dec-2009			6. PERIOD COVERED 20 Dec 2009 thru 19 Dec 2010			7. LAST UPDATED	
<b>8. DEVELOPMENT OBJECTIVES</b>							
8a. SHORT TERM OBJECTIVES (4-12 MONTHS) Target Grade Promotion to GS 12				8b. LONG TERM OBJECTIVES (1 YEAR +)			
<b>9. FORMAL TRAINING OBJECTIVES</b>							
9a. COURSE ID	9b. COURSE TITLE	9c. PROVIDER (PRINT NAME)		9d. DATE SCHEDULED OR PROPOSED	9e. DATE COMPLETED		
	Managing Off-Site Employees	Rockhurst University		27-Jan-2010	27-Jan-2010		
NGRMFL-101	NGB Fiscal Law Course	PEC		11-Feb-2010	11-Feb-2010		
	Family Program Director/Coordinator Orientation	NGB		19-Apr-2010	23 April 2010		
CLC 106 (DL)	Contracting Officer's Representative with a Mission Focus	DAU		12 apr 2010	12 Apr 2010		
CLC 013 (DL)	Performance-Based Services Acquisition	DAU		22 Apr 2010	22 Apr 2010		
<b>10. FORMAL EDUCATION</b>							
10a. DEGREE	10b. NAME OF PROGRAM	10c. PROVIDER (PRINT NAME)		10d. DATE SCHEDULED OR PROPOSED	10e. DATE COMPLETED		
<b>11. ON THE JOB TRAINING (OJT)</b>							
11a. SELF OR GUIDED	11b. NAME OF SYSTEM OR TRAINING ITEM	11c. PROVIDER (PRINT NAME)		11d. DATE SCHEDULED OR PROPOSED	11e. DATE COMPLETED		
Self	1 Year Experience as a Family Program Specialist	DCS		20-Dec-2009	19 Dec 2010		
Guided	1 Year Experience as a Family Program Specialist	LTC Barbara Queen		20-Dec-2009	19 Dec 2010		
Self							
Self							
Supervisor's Printed Name: Barbara Queen		Signature: 		Date:			
Employee's Printed Name: Jack Rabbit		Signature: 		Date:			
HRO Coordinator/ HRDS Printed Name: Jeffrey Samler		Signature: SAMLER.JEFFREY ALLEN.1175567190		Date: 01 Dec 2010		<small>Digitally signed by SAMLER.JEFFREY ALLEN.1175567190; DN: cn=US, ou=U.S. Government, ou=DoD, ou=HQ, ou=USA, cn=SAMPLER.JEFFREY ALLEN.1175567190; Date: 2010.04.27 09:38:16 -0500</small>	

# Performance Improvement Plans (PIPs)



- Mandatory for employees with an Unacceptable rating
- Recommends improvement for employee performance
- Normally based on a 90-day improvement period
- Outlines a training plan to bring the employee to Fully Acceptable
- Training programs that were considered Priority 2 are elevated to Priority 1
- *The Labor Relations Specialist can provide additional information or assistance if/when needed*

# Mandatory Training Requirements



## Supervisors:

- JSDC Basic Course – Must be completed within one year of appointment to a supervisory position.
- JSDC Refresher Course – Required every three years upon completion of the basic course.
- If Applicable, Telework Training
  - Supervisor Telework Training
  - Workforce-Member (Employee) Training

## Employees:

- If Applicable, Telework Training
  - Workforce-Member (Employee) Training



# Recommended Training Requirements

## Supervisors:

- FERS Career Planning Seminar – Employees with less than 20 years of service.
- FERS Pre-Retirement Seminar – Employees with more than 20 years of service or anticipating disability retirement.
- DoD Performance Management and Appraisal Training (DPMAP)
- NO FEAR Training Supervisors and Non-Supervisors
- USERRA Training
- OWCP Supervisor Training

## Employees:

- NO FEAR Training Non-Supervisors
- DoD Performance Management and Appraisal Training (DPMAP)
- FERS Career Planning Seminar – Employees with less than 20 years of service.
- FERS Pre-Retirement Seminar – Employees with more than 20 years of service or anticipating disability retirement.



# Needs Assessment



- The annual Needs Assessment is used to forecast organizational and individual training and development requirements.
- Conducted annually to establish training plans and future budget projections.
- Submissions are due to HRD by 30 April identifying training requirements for the following FY.
  - HRD will send notifications and guidance
- Required to be completed and in place prior to the start of the new FY

# Needs Assessment



- Required Items:
  - Course Title / Description
  - Number of Technicians
  - Length of Training
  - Total Tuition Cost Estimate
  - Total Travel Cost Estimate
  - Total Additional Cost Estimate (Examples: Instructor Fees, Course Material, etc.)
  - Level of Priority
  - Training Justification (Include Impact if not Funded)





# Army Training Request Type Breakdown



•All Army training request must be submitted via helpdesk ticket through the Web Help Desk (WHD) system

<https://ngoh-webhelpdesk.ng.ds.army.mil:4443/helpdesk/WebObjects/Helpdesk.woa/wo/48.9.1.1.0>

Training Category:	Sub Category:	Description:	Request Type:	Attached Documents:
ATRRS	None	Training courses that can be found utilizing the ATRRS course catalog	HRO>HRO-TN-ED>Training>ATRRS	SF182
FERS	None	Requests for FERS Career Planning or FERS Pre-Retirement	HRO>HRO-TN-ED>Training>FERS	SF182
TCPMC	None	Requests for TCPMC Basic and TCPMC Refresher courses	HRO>HRO-TN-ED>Training>TPMC	SF182
Conferences and Workshops	None	Conference and workshop requests without fees that require and SF182	HRO>HRO-TN-ED>Training> Conferences/Workshops	SF182
GPC	HRO Funded	Selected when HRO is funding the cost associated with the training course requested	HRO>HRO-TD-EN>Training>GPC>HRO Funded	<ul style="list-style-type: none"> <li>● SF182</li> <li>● Course Information</li> <li>● Cost Estimate</li> </ul>
GPC	Other Directorate Funded	Selected when another directorate is funding the cost associated with the training course but HROs training GPC is used	HRO>HRO-TD-EN>Training>GPC>Other Directorate Funded	<ul style="list-style-type: none"> <li>● SF182</li> <li>● Course Information</li> <li>● Cost Estimate</li> <li>● PR Request Form OR</li> <li>● L4 PR Number</li> </ul>

# Air Training Requests



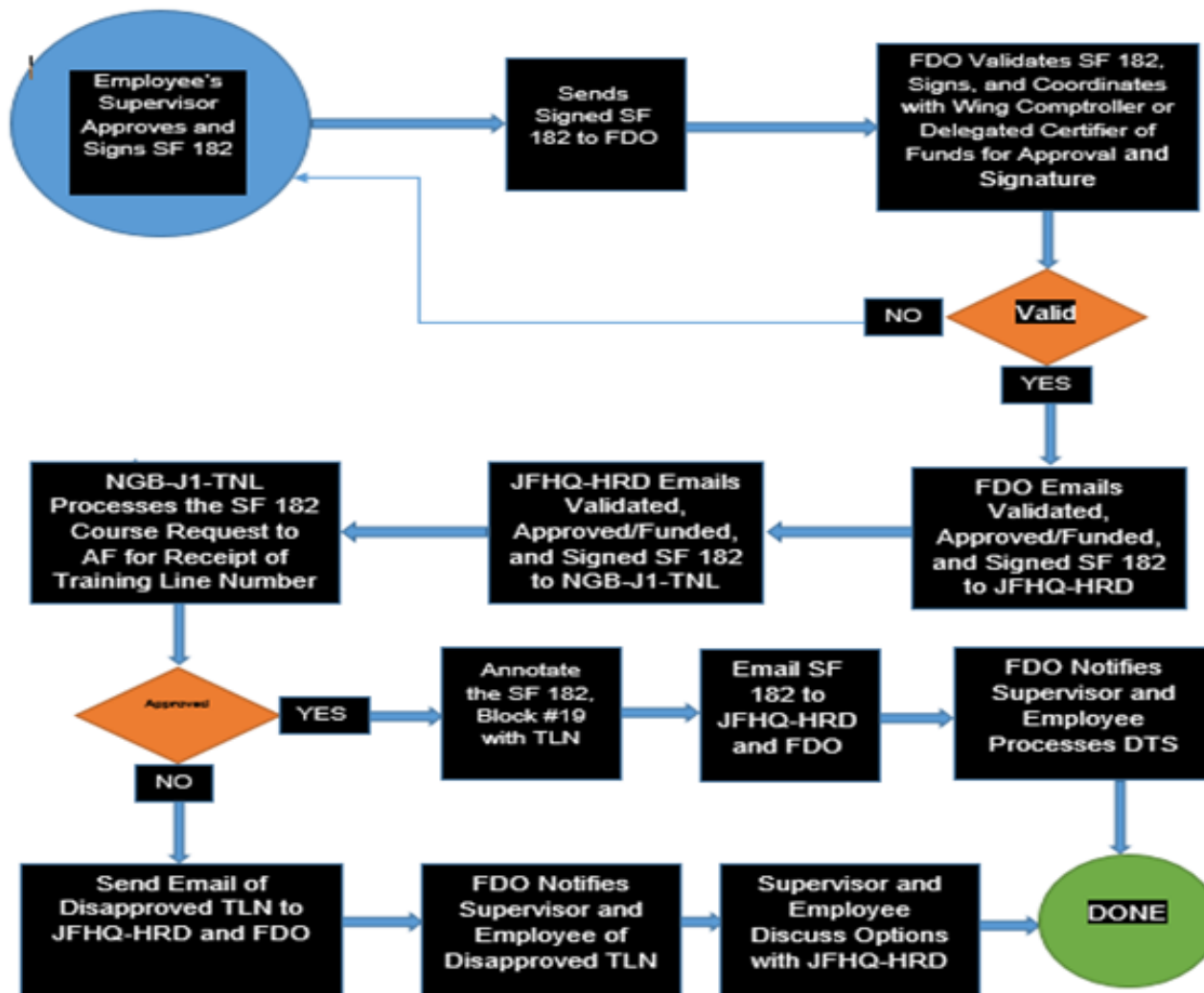
- All training requests for Air Employees must be submitted to HRD via email on an SF 182 (Authorization, Agreement and Certification of Training)
  - Types of Air Training Requests:
    - JSDC
    - FERS
    - T5 Schools
- An annual Needs Assessment will be requested for Air T5 Schools to identify known training needs

# Air T5 School Request Process



- Any Air Force Funded Course for T5 Civilians must be requested via Training Line Number (TLN) following the TLN Request Process in the next slide.
- PAS Code is required on the SF-182
- Signed by Supervisor, Force Development Office (FDO), and Comptroller or Delegated Funds Certifier
- The Continued Service Agreement (CSA) is required
- Send completed SF-182 and CSA to JFHQ- HRD for review and routing to NGB
- It is imperative to plan training in advance to allow for the request process to flow properly, NGB can only request out of cycle requests currently (45 days out)
- Seats are solely military until NGB requests to convert seats to civilian

# Air T5 School Request Process





# SF182: Do I need one?



- SF182 is used to request, approve, & certify completion of:
  - Training courses, conferences, seminars, symposia, & academic courses
  - All training paid for using a Training Government Purchase Card
    - NO EXCEPTIONS
    - All trainees required to complete, regardless of component/employment status. No group SF182's allowed

# Determining if a Conference is a Training Activity



Meetings and conferences provide opportunities to learn information relevant to improving the conduct and/or management of agency programs. Agencies may sponsor an employee's attendance at a conference as a developmental assignment when:

- The purpose of the conference is educational or instructional;
- More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience;
- The content of the conference is useful to improving individual and/or organizational performance; and
- The development benefits will be derived through the employee's attendance.

# SF182 Completion Requirements (Other than Air T5 TLN Requests)



## Section A – Trainee Information:

- 1. Applicant's Name
- 2. Social Security Number (For ATRRS Request Only)
- 5. Home Telephone (Or Cell Phone)
- 6. Position Level
- 7. Organization Mailing Address
- 8. Office Telephone
- 9. Work Email Address
- 10. Position Title
- 11. Special Accommodations (If Applicable)
- 12. Type of Appointment
- 13. Education Level
- 14. Pay Plan
- 15. Series
- 16. Grade
- 17. Step

# SF182 Completion Requirements Cont. (Other than Air T5 TLN Requests)



## Section B – Training Course Data:

- 1a. Name and Mailing Address of Training Vendor
- 1b. Location of Training Site (If different than 1a.)
- 1c. Vendor Telephone Number
- 1d. Vendor Email Address
- 1e. Vendor Website
- 1f. Vendor Point-of-Contact (POC)
- 2a. Course Title
- 2b. Course Number Code (If Applicable)
- 3. Training Start Date
- 4. Training End Date
- 5. Training Duty Hours
- 6. Training Non-Duty Hours (If Applicable)
- 7. Training Purpose Type
- 8. Training Type Code
- 9. Training Sub Type Codes
- 10. Training Delivery Type Code
- 11. Training Designation Type Code
- 12. Training Credit (If Applicable)
- 13. Training Credit Type Code
- 14. Training Accreditation Indicator
- 17. Training Source Type Code
- 18. Individual or Group Training
- 19. Student/Membership ID (If Applicable)
- 20. Skill Learning Objective

# SF182 Completion Requirements (Other than Air T5 TLN Requests)



## Section C – Cost and Billing Information:

- 1a – 1c. Needs to contain any tuition and course material costs
- 2a – 2c. Input travel cost estimate associated with the training
- 4. MIPR or PR Number – If training is NOT HRO funded

## Section D – Approvals:

- At a minimum, section 1a – 1e needs completed by the employee's first-line supervisor.

## Section E – Approvals/Concurrence:

- If NOT funded by HRO, the requesting directorate may have their budget analyst or authorized delegate complete and sign Section 1a – 1e. If funded by HRO, the HRD team will complete and sign this section.
- NG Employees may request their Authorization in DTS after receiving an approved SF182.

# Technician/T5 Travel



- DTS is the required system for requesting travel authorization.
- Authorizations must be submitted at a minimum 10 calendar days prior to the start of the trip
- Upon trip completion, vouchers must be completed within 5 calendar days
- All travel documents requiring HRO approval for Army employees must be submitted through the helpdesk prior to DTS authorization approval
- DTS LOA:
  - Army Tech/T5 SMMO – 24 SMMO TECH
  - Army Tech/T5 AVN – 24 AVN TECH TRV
  - Army Tech/T5 Others – 24 TECH T5 TRVL
  - Air – Refer to Wing Comptroller or Designee



# Technician/T5 Travel

- Required Attachments - Authorization:
  - HRD Approved SF182 (if associated with training)
  - MOI/LOI
  - CTW (if POV mileage is 400+ miles one way)
  - In and Around Mileage Approval Memo (if applicable)
  - Rental Car Request Form (if applicable)

\*\*GSA's should be utilized if available over POV travel.\*\*
- Required Attachments - Voucher:
  - Lodging Receipt
  - Airfare Receipt
  - All Other Receipts for Expenses over \$75
  - In and Around Mileage Log (if applicable)

# Mentorship Programs



- Mentorship is a relationship where a more experienced/senior individual guides a junior employee's professional and personal development.
- The OHARNG does not have a formal mentorship program at this time, however units/directorates are encouraged to implement their own informal mentorship programs to promote employee development.
- Types of Mentors:
  - Career Guide: Promotes development through career guidance and visibility
  - Information Source: Provides information about formal and informal expectations
  - Friend: Interacts with the protégé socially and provides information about people
  - Intellectual Guide: Promotes an equal relationship, collaborates on research projects and provides constructive feedback and criticism



# Other Types of Mentoring



- Group- One mentor is teamed with several proteges who meet as a group. Mentor encourages protégé's to ask questions and share individual experiences and facilitates discussion.
- Peer- usually between individuals of same grade/job series. Colleagues support one another in professional development & growth. Builds a sense of community
- Reverse- junior individual mentors senior individual. Creates and maintains attitude of openness and dissolves barriers of status, power, and position
- Situational- the right help at the right time. Short term relationship to address an immediate situation. Can transition to a long-term connection
- Team- one protégé or group works with more than one mentor either separately or together to reach specific goals

# Benefits of Mentorship



## For the Mentor:

- Renews enthusiasm for their role
- Creates an understanding of barriers faced at lower levels
- Enhances skills in coaching, counseling, listening, and modeling
- Develops and practices a more personal style of leadership
- Demonstrates expertise, shares knowledge, increases generational awareness

## For the Protégé:

- Smoother transition into workforce
- Furthers his/her professional development
- Complements formal training/development activities to create a deeper understanding of the role
- Gains career development opportunities
- Gets assistance with new ideas
- Explores strengths/potential
- Increases network & agency exposure

# Benefits of Mentorship



For the organization:

- Smoother onboarding process
- Skills enhancement
- Professional Identity
- Career Development
- Leadership/Management Development
- Educational Support
- Organizational Development and Culture change
- Better Customer Service
- Staff Retention
- Recruitment
- Knowledge Management/ Transfer of Knowledge

# How to Implement Mentoring in your Workplace



- Conduct a Needs Assessment- in what areas could your employees benefit from a mentorship program? What types of mentors would work best for your team?
  - Part of onboarding process- assign new employees to a mentor to help new employees settle into the organization
  - Skills Enhancement- assign highly experienced staff to pass expertise off to others (especially before retirement)
- Develop your Mentorship “Roadmap”
  - What skills, goals, training, etc. do you want your Mentorship program to focus on?
  - Roadmap should be measurable and attainable. What are your desired outcomes, intended duration of relationship, and how will you match your Mentors & Protégés
  - Ensure Mentor & protégé are clear on their roles & expectations
  - Utilize IDP’s to assist in guiding mentorships
- Periodically Evaluate Mentorship
  - Were goals met?
  - What obstacles were faced that prevented goals from being accomplished?
  - What changes could be made to reach goals?
  - Mentors & Protégés can both submit feedback to supervisor

# Resources



- Chief National Guard Bureau Joint Instruction 1400.25, Vol. 400 Human Resources Development (05 September 2018)
- Code of Federal Regulations (5 CFR 410)
- FY 24 NG Employee Travel and Training Policy
- JTR (Joint Travel Regulation)
- FM 3700 (Financial Management)
- OPM



# Point of Contact Information



**Mrs. Alisha Bowen – HRD Supervisor**

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**Mrs. Rebecca Lumbatis - HRD Specialist**

614-336-7055 [rebecca.j.lumbatis.civ@army.mil](mailto:rebecca.j.lumbatis.civ@army.mil)

**Mrs. Aurielle Brown- Management Analyst**

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**HRD Email Distro: [ng.oh.oharng.list.j1-hro-training@army.mil](mailto:ng.oh.oharng.list.j1-hro-training@army.mil)**



## Questions?





# ***Labor Relations Management***



# Contact Information



## **Mrs. Cheryl L. Clark**

Labor Relations Specialist

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DSN: 346-7051

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## **LTC Daryl Scott**

Deputy HRO

614-336-7121

[daryl.g.scott.mil@army.mil](mailto:daryl.g.scott.mil@army.mil)

Link to HRO Website: <https://hr.ong.ohio.gov>

# Course Overview



- Roles of the Labor Relations Specialist
- Bargaining Unit
- Union/Collective Bargaining Agreement
- Conduct Management
- How to Succeed as a Supervisor
- Summary

# Roles of Labor Relations Specialist



- Management of the Labor Contract (Collective Bargaining Agreement)
- Provide Guidance and Advice to Supervisors on Labor Relations topics
- Provide Guidance to employees on Labor topics and Grievance information
- Liaison between ONG and NGB

# Bargaining Unit



- American Federal of Government Employees (AFGE) Local 3970 – *the Union organization who represents ONG Bargaining Unit Employees*
- Union role
- Bargaining Unit
- Positions in the Bargaining Unit
- T32 Military Technicians and T5 NG Employees
- How to verify if you supervise bargaining unit employees?

# Bargaining Unit – Where to find the Bargaining Unit Code



EMPLOYEE DATA						
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%		24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use	26. Veterans Pref for RIF YES <input type="checkbox"/> NO <input type="checkbox"/>	
27. FEGLI		28. Annuitant Indicator		29. Pay Rate Determinant		
30. Retirement Plan		31. Service Comp. Date (Leave)	32. Work Schedule		33. Part-Time Hours Per Biweekly Pay Period	
POSITION DATA						
34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career		35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code		37. Bargaining Unit Status	
38. Duty Station Code		CITY, COUNTY, STATE (I.E. PHOENIX/MARICOPA/ARIZONA)				
40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status	51. Supervisory Status

**Bargaining Status Codes:** Block #37 on SF-52 and SF-50

NG5081 – Air Bargaining Unit positions

NG5082 – Army Bargaining Unit positions

7777 – Temporary employees and Indefinite employees

8888 – Non-Bargaining Unit positions

# Union/Collective Bargaining Agreement



- Collective Bargaining Agreement (CBA) effective 16 August 2022 – for 5 years
- Agreement between the Ohio National Guard and AFGE Local 3970
- Promote effectiveness and efficiency in the accomplishment of the ONG mission
- Promote well-being of bargaining unit T32 Technicians and T5 NG Employees
- Thirty-three (33) Articles negotiated

# Union/Collective Bargaining Agreement - Articles



Article #	Title
1	Preamble
2	Contract Duration and Termination
3	Effect of Laws, Regulations, and Other Provisions
4	Technician and Employee Rights
5	Union Rights
6	Management Rights
7	Mid Term Bargaining
8	State Labor Council
9	Payroll Allotments for Withholding of Dues
10	Use of Facilities
11	Corrective and Disciplinary Actions
12	Adverse Actions
13	Grievance Procedures
14	Arbitration
15	Hours of Work – Work Schedules
16	Overtime, Holiday Work, and Compensatory Time
17	Leave

# Union/Collective Bargaining Agreement – Articles - Continued



Article #	Title
18	Official Time
19	Time Cards and Time Accounting
20	Hiring and Promotion – Merit System Principles
21	Details, Temporary Promotions, Reassignments, and Voluntary Changes
22	Equal Employment Opportunity
23	Contracting Out
24	Reduction in Force
25	Performance Management Program
26	Seniority
27	Employee Assistance Program
28	Workplace Health and Safety
29	Personal Protective Equipment (PPE)
30	Traffic Safety
31	Workplace Tobacco Use – Smoking/Vaping
32	Lockers/Changing Facilities
33	Break Areas



# Conduct Management - References



Link: <https://hr.ong.ohio.gov/Technicians/Regulations-Policies>

- CNGBI 1400.25, Vol. 752 dated 8 November 2021, National Guard Technician and Civilian Personnel Discipline and Adverse Action Program – (*Applicable to Non-Bargaining Unit Employees*)
- ONG Joint Supplemental Instruction 1400.25, Vol. 752 dated 15 March 2022, ONG Technician and Civilian Personnel Discipline and Adverse Action Program – (*Applicable to Bargaining Unit Employees*)
- Collective Bargaining Agreement effective 16 August 2022 (*Applicable to Bargaining Unit Employees*)
- ONG Labor Relations Office Conduct Management Standard Operating Procedures dated 8 June 2022 (*Applicable for both Non-Bargaining Unit and Bargaining Unit Employees*)



## Your role as supervisor and Conduct Management

- Maintain atmosphere conducive to good employee-management relations
- Practice and maintain discipline to reduce the need for formal discipline
- Ensure employees understand their duties, work practices, safety, and security requirements
- Ensure actions taken are justified by facts and consistent with policy, precedent, and CBA (if applicable)
- Promptly report derogatory information about an individual with National Security eligibility

# Conduct Management – Role continued



Your role as supervisor and Conduct Management Cont.

The following additional roles were negotiated and included in the ONGJI 1400.25, Vol. 752:

- Agency endorses the use of like penalties for like offenses and progressive discipline
- Balance a variety of circumstances when determining the appropriate penalty to propose
- Disciplinary actions will not be taken for arbitrary and capricious reasons – only for such cause that will promote the efficiency of the service

# Conduct Management – Types of Actions



- Corrective Actions
  - Counseling
  - Admonition
  
- Disciplinary Action
  - Letter of Reprimand

# Conduct Management – Types of Actions Continued



## Adverse Actions

### ➤ Category 1

- Suspension of 14 days or less

### ➤ Category 2

- Removal
- Suspension for more than 14 days
- Reduction in Grade
- Reduction in Pay

# Conduct Management – What to do if a conduct issue occurs



## Helpful tips prior to a conduct issue:

- Be familiar with the references mentioned earlier
- Review the Table of Penalties in the applicable CNGBI 1400.25 Vol 752, Enclosure K or ONGJI 1400.25, Vol 752, Enclosure J
- Review the ONG Labor Relations Office SOP

## If a conduct issue occurs

- Take action, if appropriate, to stop the misconduct
- Document the situation
- Contact the LRS as soon as possible

# How to Succeed as a Supervisor



- Understand and actively execute your roles as a supervisor
- Set the standard
- Communication is critical to avoid misunderstanding
- Recommendations based on observed trends

# How to Succeed as a Supervisor Continued



Provide your expectations, in a memorandum format, to the technician(s)/employee(s) you supervise and have them sign showing receipt. For example:

- Work Schedule
- Lunch hours
- Leave request procedures (Sick & Annual)
- Physical Fitness
- Military Duty
- Telework
- Appropriate attire
- Understand policies and procedures
- Employee input into workplace improvements
- Communication (Open door policy?)

**Suggest providing a copy of relevant HRO Policies as enclosures to the Memorandum. Ensure MFR doesn't conflict with the CBA for BUEs.**



# How to Succeed as a Supervisor Continued



## Unit/Wing Letterhead

*[Insert office Symbol if applicable]*

*[Insert date]*

### MEMORANDUM FOR RECORD

SUBJECT: Expectations of *(insert work area, i.e., Resources Personnel)*

1. In order to ensure an environment of Professionalism and Accountability, I would like to let you know some of my expectations. There is no difference between reporting to work in person or when teleworking. Be on time; punctuality is a must. You are expected to be fully prepared to begin working at your start time. You're being paid to perform your job during normal duty hours. Personal matters are to be handled on personal time.
2. Duty hours: You are expected to report or log in on time for your duty day. If you are running late, you must contact your first line supervisor before the start of your shift. Excessive tardiness may result in administrative action and/or a change to your work schedule. If you are late, you need to input leave for this time period.
3. Lunch hours: Depending on your duty day, your lunch is 30 minutes unless otherwise indicated on your timecard. If you need to take lunch outside of this timeframe, you will need to notify me. I must have accountability of you. If you have a team building lunch planned, you need to let me know that you are taking an extended lunch.
4. Physical fitness: Physical fitness is highly encouraged. You are authorized physical

**\*Contact HRO Labor Relations for a starter memorandum of expectations. You can modify it to meet your specific expectations.**

# How to Succeed as a Supervisor Continued



Regulations and Policies link:

<https://hr.ong.ohio.gov/Technicians/Regulations-Policies>

HRO Policy #	Title
21-009	ONG Duty-hours and Work Schedule Policy for Federal Workforce Members
21-015	Intermixing of Technician Duty and Military Status
21-018	ONG Telework Policy
21-020	Overtime and Compensatory Time Management
21-024	ONG Administrative Grievance Plan for T32 Technicians and T5 NG Employees
22-004	Dress and Appearance Policy
Memo	Physical Fitness Program
Memo	Weingarten Rights
	Collective Bargaining Agreement

# How to Succeed as a Supervisor Continued



Fulfill your requirement to evaluate performance.

(Performance Management will be briefed in another Module)

- Develop a Performance Plan
- Complete at least one (1) Progress Review
- Complete the Rating (Appraisal)

# Summary



- Roles of the Labor Relations Specialist
- Bargaining Unit
- Union/Collective Bargaining Agreement
- Conduct Management
- How to Succeed as a Supervisor



# What can I clarify?



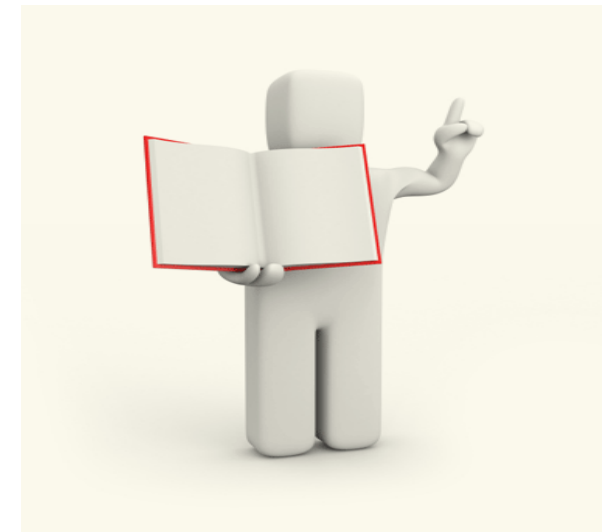


# **Human Resources Classification & Position Management**



## *Human Resources – Resources Branch*

- Regulations and Guidance
- Information for Supervisors
- Points of Contact





## *Human Resources – Resources Branch*

- CNGBI 1400.25 Vol. 511
- The Ohio Merit Placement Plan
- OPM Classification Standards
- NGB Classifiers Handbook
- Position Description Releases (PDRs)





# What is Classification?

“The process of determining the appropriate pay plan, series, and grade of a position based on its designated duties and responsibilities, and consistent with prevailing laws, standards, and guides.”



# Classification Responsibilities

- Determining the appropriate Position Descriptions (PD's) to use that NGB has authorized.
- Executing PD releases when new PD's are developed by NGB.
- Assist with developing new PD's when NGB needs assistance.



# Classification Responsibilities

- Desk Audits (Position Review)
- HRO approves all personnel actions involving position changes: Reassignments, Temporary Promotions, Details, etc. and these actions all are routed through the Classifiers.



# Supervisor's Roles & Responsibilities

- Supervisors should ensure that they are reviewing their employees' PDs on a regular basis for compliance.
- When a vacancy is sent to HRO to be filled, the PD should also be checked to ensure that it is the best fit for the position.
- PDs should be used as the basis of the employee's Performance Appraisals.

# THESE THINGS DO NOT COUNT IN CLASSIFYING YOUR POSITION



What factors are used when classifying a position?

- Knowledge Required
- Supervisory Controls
- Guidelines
- Complexity
- Scope and Effect
- Contacts
- Physical Demands
- Work Environment

PERSONAL APPEARANCE



UNUSUAL DILIGENCE OR OVERTIME

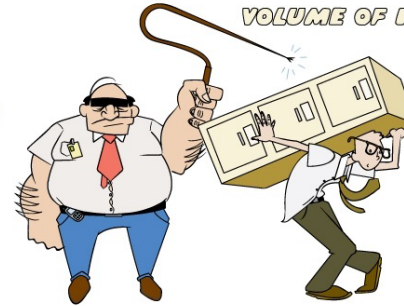


FINANCIAL NEED

RELATIVE EFFICIENCY



VOLUME OF WORK



LENGTH OF SERVICE



SCARCITY OF NEW EMPLOYEES



UNUSUAL QUALIFICATIONS


PERSONALITY





# Where Do I Find PDs?


- FASCLASS  
(Just google it):  
[https://acpol2.army.mil/fasclasses/inbox/text\\_menu.asp](https://acpol2.army.mil/fasclasses/inbox/text_menu.asp)







FASCLASS    NAF    Workforce Planning Tool    CPOL







30 January 2018    Restricted Access

## Search by Position Data


To search for a position description, fill in all applicable fields then click the Search button.  
Click the  icon, to bring up a list of valid values.


CCPO ID:    PD#:  


Position Title:  

Pay Plan:    Series:    Grade:   


[General Schedule Classification Standards](#)    [Federal Wage System Classification Standards](#)  
[Qualification Standards](#)    [Qualification Standards](#)





Region:  

Servicing CPAC:  

Position Duties: 

Exact Match     Wild Card  
AND  
  Exact Match     Wild Card  
AND  
  Exact Match     Wild Card  
AND  
  Exact Match     Wild Card  
AND  
  Exact Match     Wild Card

Position Evaluation:  

Sorted By:       



# Position Management

- NGB determines the organizational structure and which PD's can be used to fill positions.
- The HRO ensures that the organizational structure meets the guidance from NGB while meeting the intent of leadership.
  - Position Management
  - Classification
  - **Supervisors are critical SMEs and change drivers and may work with functional managers to drive org structure and PD changes.**



# OHNG Organizational Structure/ Position Management

**TAG/ ATAG's/ CoS/ Air  
Wing Commanders  
SES Equivalent,  
GS-15/14/13's WS-15/14**

Top Level  
Managers

Mid Level Managers  
& Senior Level Employees

GS-12/11/09  
WG-12/11/10  
WL Positions

Entry Level Positions





# Hierarchy Maintenance

- Hierarchy drives MyBiz and MyBiz+
- HRO Policy #21-007, Organizational Structure Policy
- HRO distributes reports, Directorates, MSCs, Wings, GSUs annotate and return
- Data:
  - Technician name & position sequence #, & unit of assignment,
  - Rating Official & position sequence #,
  - Higher Level Reviewer & position sequence #



# Reorganizations

- Reorganization actions include, but are not limited to, situations where a work center increases or decreases in numbers of personnel authorizations, realigns employees or work functions, changes the location of the work center, changes position descriptions, or changes the manner in which employees report to senior levels of management within the organization.



# PDR Implementation

- The Office of Personnel Management (OPM) delegated position description classification authority to the National Guard Bureau (NGB). The HRO does not have the authority to write, amend, or publish position descriptions. The HRO has the authority to determine which approved position description to use to fill a position. The NGB releases PDRs to the states' HROs to implement within their organizational structures.



# AGR Record Maintenance

- The HRO will only maintain AGR records for AGR members who supervise federal employees in DCPDS.
- In Policy Letter #21-007, instruction and forms are provided to request AGR record additions, changes, and removal.



## *Human Resources – Classification*

### Points of Contact

**CMSgt Tonya Camarata- Technician Branch Supervisor**

614-336-7077 [tonya.camarata.mil@army.mil](mailto:tonya.camarata.mil@army.mil)

**Ms. Beverly Sherwin – Air Classification Specialist**

614-336-7131 [beverly.c.sherwin.civ@army.mil](mailto:beverly.c.sherwin.civ@army.mil)

**Mrs. Susan Honaker – Army Classification Specialist**

614-336-7370 [susan.m.honaker2.civ@army.mil](mailto:susan.m.honaker2.civ@army.mil)



## *Human Resources – Resources Branch*

Where to find information:

<http://hr.ong.ohio.gov/HR.aspx>

<http://www.ngbpdc.ngb.army.mil/>





# What can I clarify?





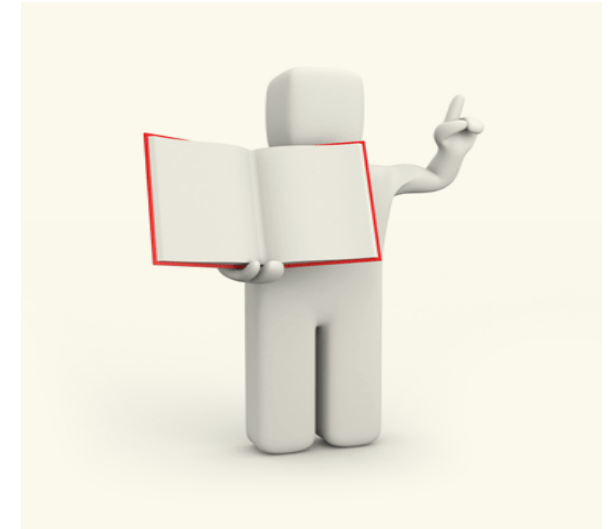
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“The process of determining the appropriate pay plan, series, and grade of a position based on its designated duties and responsibilities, and consistent with prevailing laws, standards, and guides.”



# Classification Responsibilities

- Determining the appropriate Position Descriptions (PD's) to use that NGB has authorized.
- Executing PD releases when new PD's are developed by NGB.
- Assist with developing new PD's when NGB needs assistance.
- Establish Statement of Differences for Developmental positions.



# Classification Responsibilities

- Approving Light Duty assignments under OWCP
- Approving PD Addendum for EO Collateral duties
- Desk Audits (Position Review)
- Classification appeals
- HRO approves all personnel actions involving position changes: Reassignments, Temporary Promotions, Details, etc. and these actions all are routed through the Classifiers.



# Supervisor's Roles & Responsibilities

- Supervisors should ensure that they are reviewing their employees' PDs on a regular basis for compliance.
- When a vacancy is sent to HRO to be filled, the PD should also be checked to ensure that it is the best fit for the position.
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PERSONAL APPEARANCE



UNUSUAL DILIGENCE OR OVERTIME



FINANCIAL NEED

RELATIVE EFFICIENCY



VOLUME OF WORK



LENGTH OF SERVICE



SCARCITY OF NEW EMPLOYEES



UNUSUAL QUALIFICATIONS




PERSONALITY





# Where Do I Find PDs?


- FASCLASS  
(Just google it):  
[https://acpol2.army.mil/fasclasses/inbox/text\\_menu.asp](https://acpol2.army.mil/fasclasses/inbox/text_menu.asp)







FASCLASS   NAF   Workforce Planning Tool   CPOL







30 January 2018   Restricted Access

## Search by Position Data



To search for a position description, fill in all applicable fields then click the Search button.  
Click the  icon, to bring up a list of valid values.



CCPO ID:    PD#:  


Position Title:  

Pay Plan:    Series:    Grade:   


[General Schedule Classification Standards](#)   [Federal Wage System Classification Standards](#)  
[Qualification Standards](#)   [Qualification Standards](#)





Region:   

Servicing CPAC:   

Position Duties: 

Exact Match    Wild Card  
AND  
  Exact Match    Wild Card  
AND  
  Exact Match    Wild Card  
AND  
  Exact Match    Wild Card  
AND  
  Exact Match    Wild Card

Position Evaluation:  

Sorted By:       





# Position Management

- NGB determines the organizational structure and which PD's can be used to fill positions.
- The HRO ensures that the organizational structure meets the guidance from NGB while meeting the intent of leadership.
  - Position Management
  - Classification
  - **Supervisors are critical SMEs and change drivers and may work with functional managers to drive org structure and PD changes.**



# OHNG Organizational Structure/ Position Management

**TAG/ ATAG's/ CoS/ Air  
Wing Commanders  
SES Equivalent,  
GS-15/14/13's WS-15/14**

Top Level  
Managers

Mid Level Managers  
& Senior Level Employees

GS-12/11/09  
WG-12/11/10  
WL Positions

Entry Level Positions



# POSITION MANAGEMENT

- Structure of the organization & Lines of progression
- Orderly, efficient & economical accomplishment of work while meeting mission requirements
  - Balance economy & productivity with challenges & rewards
  - Imbalance can be a source of turnover, increased training cost
- HRO advises and assists with the issues:
  - Authority & Responsibility; Span of Control; Supervision v Production; Relations between Duties; Impact on Manpower Requirements; Positions v Personalities



# Hierarchy Maintenance

- Hierarchy drives MyBiz and MyBiz+
- HRO Policy #21-007, Organizational Structure Policy
- HRO distributes reports, Directorates, MSCs, Wings, GSUs annotate and return
- Data:
  - Technician name & position sequence #, & unit of assignment,
  - Rating Official & position sequence #,
  - Higher Level Reviewer & position sequence #



# Reorganizations

- Reorganization actions include, but are not limited to, situations where a work center increases or decreases in numbers of personnel authorizations, realigns employees or work functions, changes the location of the work center, changes position descriptions, or changes the manner in which employees report to senior levels of management within the organization.



# PDR Implementation

- The Office of Personnel Management (OPM) delegated position description classification authority to the National Guard Bureau (NGB). The HRO does not have the authority to write, amend, or publish position descriptions. The HRO has the authority to determine which approved position description to use to fill a position. The NGB releases PDRs to the states' HROs to implement within their organizational structures.



# AGR Record Maintenance

- The HRO will only maintain AGR records for AGR members who supervise federal employees in DCPDS.
- In Policy Letter #21-007, instruction and forms are provided to request AGR record additions, changes, and removal.



## *Human Resources – Classification*

### Points of Contact

**CMSgt Tonya Camarata- Technician Branch Supervisor**

614-336-7077 [tonya.camarata.mil@mail.mil](mailto:tonya.camarata.mil@mail.mil)

**Ms. Beverly Sherwin – Air Classification Specialist**

614-336-7131 [beverly.c.sherwin.civ@mail.mil](mailto:beverly.c.sherwin.civ@mail.mil)

**Mrs. Susan Honaker – Army Classification Specialist**

614-336-7370 [susan.m.honaker2.civ@mail.mil](mailto:susan.m.honaker2.civ@mail.mil)





# *Human Resources – Resources Branch*

## Where to find information:

<http://hr.ong.ohio.gov/HR.aspx>

<http://www.ngbpdc.ngb.army.mil/>





# What can I clarify?



# Intergenerational Communication

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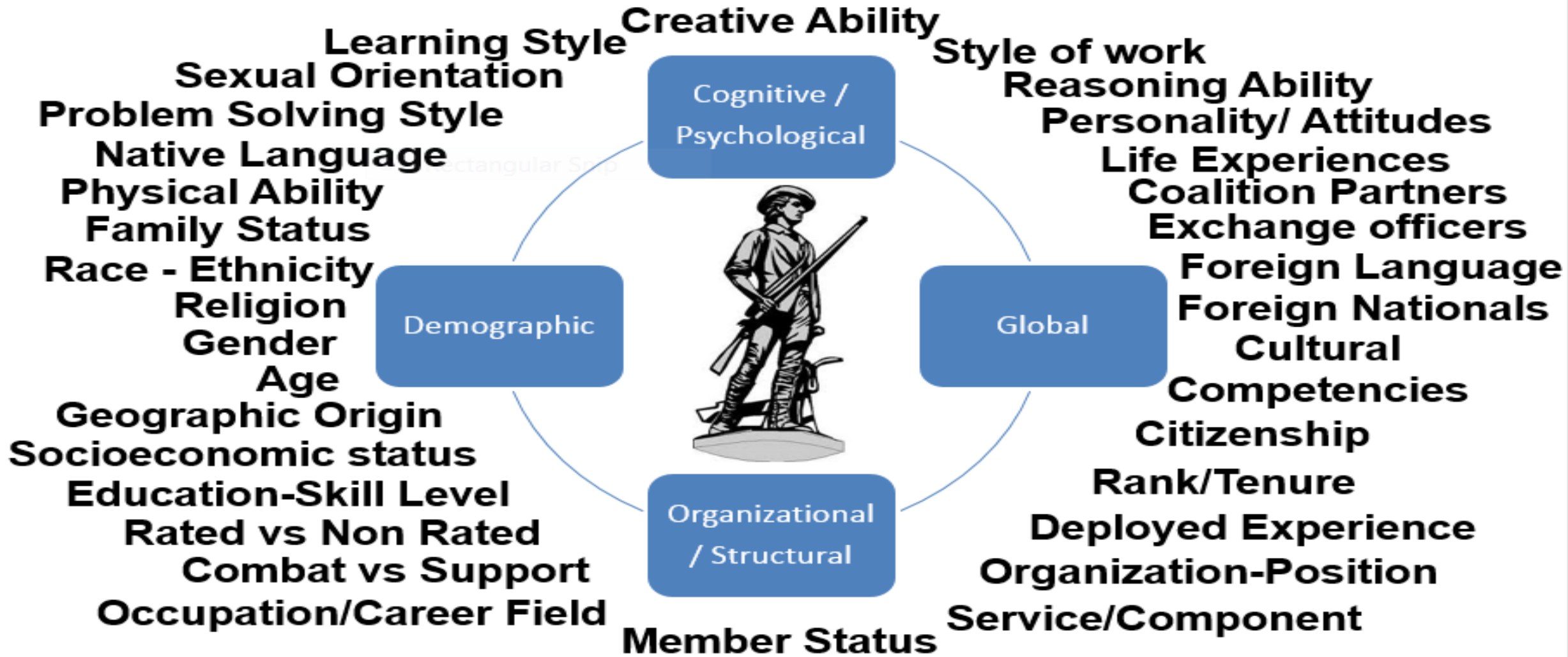
REBECCA LUMBATIS

HRO

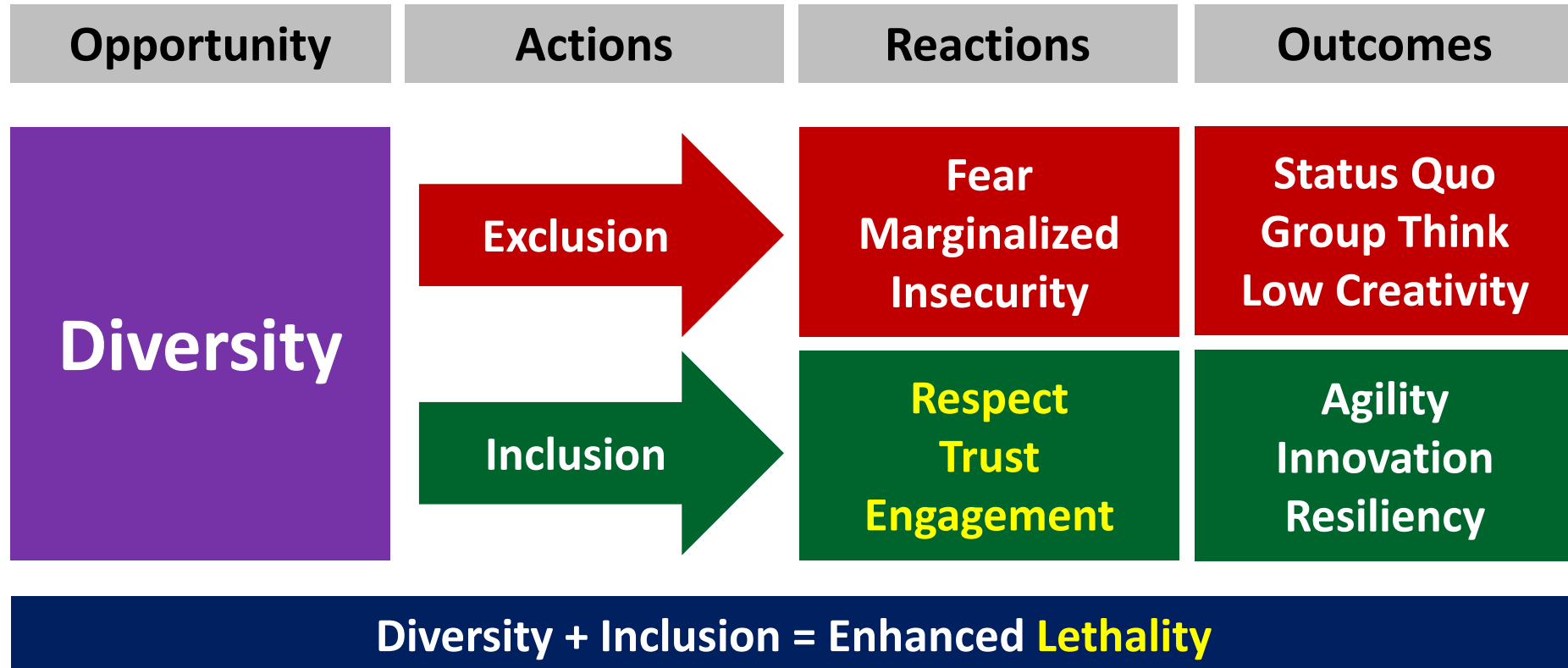
HUMAN RESOURCE DEVELOPMENT SPECIALIST



# EXPANDED DIVERSITY MODEL



# Operationalizing Diversity



# Objectives

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***Recognizing:*** The importance of developing and maintaining inclusive relationships for all generations

***Identifying:*** Potential obstacles that impacts the mission and productivity

***Discussing:*** What does each generation think of each other?

***Considering:*** Perceptions of Generations and challenges that each face

# “Generations” Defined

---

A group of individuals born and living **about** the same time...

A group of individuals regarded as having common cultural or social characteristics and attitudes...

A group of people who share a place in time and history, with events, images, and experiences in common – **usually** about 20 years in length.

What is the non-textbook definition?

# Who Defines Them... and Why?

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Generations are named by the media, history, scholars, researchers and individuals












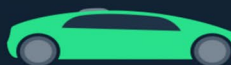




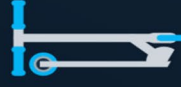



















Start and end dates inconsistent

Each generation defines a new way of confronting the challenges associated with each life stage

Speaking in generalities. There is more variation within groups than between groups



Characteristics	Maturists (pre-1945)	Baby Boomers (1945-1960)	Generation X (1961-1980)	Generation Y (1981-1995)	Generation Z (Born after 1995)
Formative experiences	Second World War Rationing Fixed-gender roles Rock n' Roll Nuclear families Defined gender roles (particularly for women)	Cold War Post-War Boom "Swinging Sixties" Apollo Moon landings Youth culture Woodstock Family-oriented Rise of the teenager	End of Cold War Fall of Berlin Wall Reagan / Gorbachev Thatcherism Live Aid Introduction of first PC Early mobile technology Latch-key kids; rising levels of divorce	9/11 terrorist attacks PlayStation Social media Invasion of Iraq Reality TV Google Earth Glastonbury	Economic downturn Global warming Global focus Mobile devices Energy crisis Arab Spring Produce own media Cloud computing Wiki-leaks
Percent of Global Population	5%	15%	20%	27%	32%
Aspiration	Home ownership	Job security	Work-life balance	Freedom and flexibility	Security and stability
Attitude toward technology	Largely disengaged	Early information technology (IT) adaptors	Digital Immigrants	Digital Natives	"Technoholics"- entirely dependent on IT; limited grasp of alternatives
Attitude toward career	Jobs are for life	Organizational: careers are defined by employers	Early "portfolio" careers - loyal to profession, not necessarily to employer	Digital entrepreneurs - work "with" organizations not "for"	Career multitaskers - will move seamlessly between organizations and "pop-up" businesses
Communication media	Formal letter	Telephone	E-mail and text message	Text or social media	Hand-held (or integrated into clothing) communication devices
Communication preference	Face-to-face	Face-to-face ideally, but telephone or email if required	Text messaging or email	Online and mobile (text messaging)	Facetime
Technology Milestone	Car	TV	PC	Smartphone	AR/VR

CATEGORY	BUILDERS	BABY BOOMERS	GENERATION X	GENERATION Y	GENERATION Z	GENERATION α
<b>Name origin</b>	The generation that built the economy, infrastructure and society after the Depression and WW2.	The post-war baby boom that created an economic boom.	Ironically named after Douglas Coupland's anti-label moniker - "just call us X". Note: spans 15 years.	The letter that followed X, also known as Millennials.	Following from Y, the end of an era and the end of a millennium.	Coined by McCrindle to define the start of a whole new era. Follows scientific naming (Greek alphabet).
<b>Slang terms</b>	 <p>We prefer proper English if you please</p> <p>Born: &lt; 1946 Age: 75+</p>	 <p>Be cool Peace Groovy Way out</p> <p>Born: 1946-1964 Age: 56-74</p>	 <p>Dude Ace Rad As if Wicked</p> <p>Born: 1965-1979 Age: 41-55</p>	 <p>Bling Funky Doh Foshizz Whassup?</p> <p>Born: 1980-1994 Age: 26-40</p>	 <p>lit fam bae slay yass queen</p> <p>Born: 1995-2009 Age: 11-25</p>	 <p>extra flex yeet insta GOAT</p> <p>Born: 2010-2024 Age: under 11</p>
<b>Social markers</b>	World War II 1939-1945	Moon landing 1969	Stock market crash 1987	September 11 2001	GFC 2008	Trump / Brexit 2016
<b>Iconic cars</b>	 Model T Ford Final, 1927	 Ford Mustang 1964	 Holden Commodore 1978	 Toyota Prius 1997	 Tesla Model S 2012	 Autonomous vehicles 2020s
<b>Iconic toys</b>	 Roller skates	 Frisbee	 Rubix cube	 BMX bike	 Folding scooter	 Fidget spinner
<b>Music devices</b>	 Record player LP, 1948	 Audio cassette 1962	 Walkman 1979	 iPod 2001	 Spotify 2008	 Smart speakers Now
<b>Leadership styles</b>	 Controlling	 Directing	 Coordinating	 Guiding	 Empowering	 Inspiring
<b>Screen content</b>	 Cinema	 TV	 VCR	 Internet	 Device	 Streaming

# Digital Immigrants, Digital Natives, “Technophiles”

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Digital Immigrant-a person born or brought up before the widespread use of digital technology.

Digital Native-a person born or brought up during the age of digital technology and therefore familiar with computers and the Internet from an early age.

“Technophile”-a person who is enthusiastic about new technology. Also associated with dependence on technology and possessing limited alternate strategies in its absence.

Point of View on Leadership	Boomers (Born before 1960's)	Gen X (Born between 1960-1980)	Gen Y, Millennials (Born between 1980-2000)
What is the worst a leader can do?	Kill their legacy	Fire them	Not develop their talents
How do you listen to a leader?	Auditory	Visual	Kinesthetic
What is your perception of a good leader?	Honorable Monarchy	Command and control	Democratic
Do you trust your leaders and your colleagues?	Provided a job for 30+ years-yes	No-they will fire me	No-I trust my friends
What are your hero paradigms?	WWII and Vietnam, JFK	Fictional Characters from Movies	None, prefer rebels
What is your reward for leadership at work?	Work hard get a pension	Work hard get fired	Work to play
What is your approach at work?	One unit, one team	Get the job done well, don't make waves	I change based on the required results
How is your leader tied to your engagement level?	My level of engagement is with the leader	I am engaged with the job, the leader changes	I am engaged with the people at work, not the leader, they change
How do you know your leader values you?	Corner office	Money	Free time to work on fun things
Who was your mentor?	Middle manager in my early career	Didn't have one	My parents, my teacher
How do you articulate your anger to your leader?	Logical arguments, sometimes yell, take it home	I tend not to; I know I will be fired. Take it home, yell, workout	I quit
Is it vision, morals or ethics that compels you to follow a leader?	Mission	Vision	Morals & Ethics
What drives your faith in your team?	Results	Results	Conversations

Baby Boomers (1946-1964)-73 million in US population  
Bill Gates, Oprah Winfrey, Barack Obama, Ellen DeGeneres

---

**Values:**

Optimistic

Competitive

Workaholic

Team -oriented

**Communication Style:**

Face To Face

Phone Calls

Emails

Letters

Whatever is most efficient

# Gen X (1964-1980)-65.2 million in US population

(Expected to outnumber Baby Boomers by 2028)

Notables-Elon Musk, Eminem, Jeff Bezos, Venus Williams

---

## **Values:**

Workaholic

Competitive

Balancing family and work

Desire for respect

Success is visible (material)

Personal development

## **Communication Style:**

Phone Calls

Emails

Face To Face

Whatever is best for recipient

Gen Y (AKA Millennials 1981-1994)-72.1 million  
(Largest adult population in the US)

Mark Zuckerberg, Taylor Swift, Aaron Rodgers

---

**Values:**

Competitive

Civic-minded

Open-minded on diversity

Achievement-oriented

Flexible Work Schedules

**Communication Style:**

Social Media (PM/DM)

Texts

Email

# Generation Z (1997-2010)-67 million in the US population

Notables-Greta Thunberg, Simone Biles , Malala Yousfzai

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## Values:

Diverse

Global

Entrepreneurial

Progressive

Wide variety of unrelated skills and knowledge

## Communication Style:

Texts

Social media



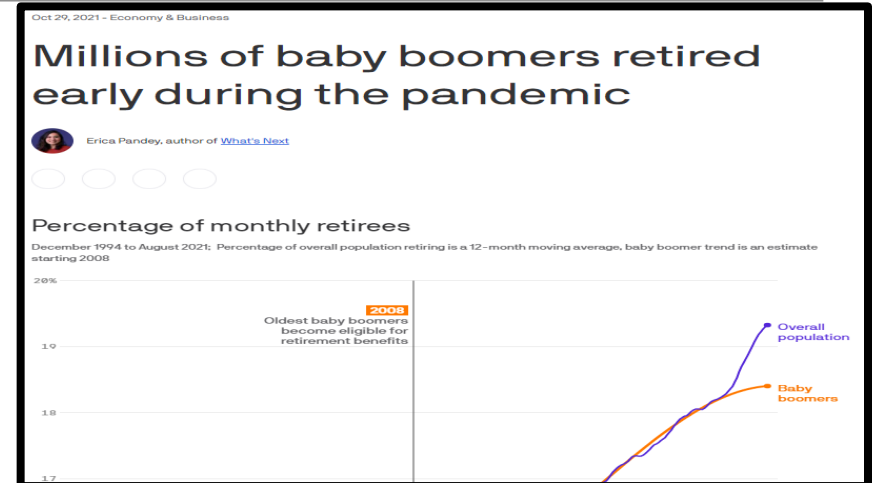
# Post COVID Workforce Trends

## US Employment:

Boomers retiring (roughly 3 million)

63% of Millennials,  
77% of Gen Z seeking  
more flexible employment (WFM)

Massive hit to US labor pool  
(varies by industry)



# Post COVID Workforce Trends

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“Another sneaky factor driving some Gen Z and millennials to leave their jobs is ageism.”

“I hear from younger workers all the time that they don’t feel that they’re respected in the workplace, because people are applying stereotypes to them, dismissing their ideas, or they’re not being mentored...”

“If you don’t feel respected at your job, you’re going to explore other options.”

**-CNBC, 3 Sep 21**

# Why Generations Clash

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World events

Career paths are changing

Different guiding values

Views of institutions are changing

# The Job Interview

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# Why Generations Really Clash

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Preconceived Ideas

Stereotyping

Inflexibility

Failing to take the perspective of other

Accepting that we are more alike than we different



# Tips for Working with Every Generation

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Recognize that generational differences can impact multiple domains

Acknowledge that individuals need to be treated with respect

Be curious and open-minded to ideas

Find common ground with each other

Challenge assumptions and raise awareness

# Gen Alpha (2011-2025)

---

## Facts:

Birthrate has steadily fallen for the past decade (Internationally)

More culturally diverse than any previous generation

## Predictions:

Artificial Intelligence is their reality

Social media will be the primary form of communication

Personalized learning

## WHAT SHAPED THEM

Millennial parents (Generation Y)

Born 1980-1994 — aged 27-41

# GENERATION ALPHA

BORN 2010 - 2024

## THEIR FUTURE

Older siblings to Generation Beta

Born 2025-2039

## ABOUT GENERATION ALPHA

### LABELS

The Alphas

Generation glass

Upagers

Multi-modals

Global Gen

### WEEKLY BIRTHS

# 2,740,000

Generation Alphas born globally each week

### TOP COUNTRIES OF BIRTH



1  
India



2  
China



3  
Nigeria

### TOP BABY NAMES

Oliver	1	Charlotte
Noah	2	Amelia
William	3	Olivia

## CHARACTERISTICS



Global



Digital



Social



Mobile



Visual

## WORKFORCE OF 2030



X 23%



Y 32%



Z 34%



α 11%

## INCOMING TECHNOLOGY



iPad



Instagram



Siri



GoPro HERO3



3D printers



Google glass



Apple watch



Tesla Powerwall



Fortnite



Smart speakers



AirPods



5G



Biometrics



Autonomous vehicles



Quantum computing



Aerial ridesharing

## TIMELINE

2010

2011

2012

2013

2014

2015

2016

2017

2018

2019

2020

2021

2022

2023

2024

## OUTGOING TECHNOLOGY



Myspace



Street directory



Pager



MP3 player



Blackberry



Fax machine



Landline phone



CD/DVD



GPS unit



Car key - ignition



Textbooks



Desktop computer



Credit cards



Wallet



Analogue watch



# Summary

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Generations in current civilian and military workforce

Generational differences in communication, work style, expectations

Potential challenges working across generations

Best practices for improved communication and teamwork

---

Questions? Concerns?  
Comments?



# Ethics

**LTC A.C. LaDriere**

*ONG Deputy State Judge Advocate*

# Definitions



- **Ethics:** a subset of morals that deals with the behavior of a given profession
- **Ethical:** conforming to accepted professional standards of conduct



# Ethical Conduct



• **Principles—public service is a public trust, requiring:**

- Loyalty of employees
- Honest effort in performing duties
- Impartiality



# Ethical Conduct



- Principles (continued)
  - Protection of Federal property
  - Disclosures of waste, fraud and abuse, etc.
  - Adherence to EEO laws
  - Satisfaction of financial obligations



# Ethical Conduct



- **Basic Concepts –employees shall:**

- Apply principles to propriety of conduct

- Avoid appearance of violation of the law governing ethics (5 CFR Part 2635)

- Seek advice of agency “Ethics Official” or your supervisor whenever in doubt



# Ethical Issues



- Gifts from:
  - Outside sources
  - Between employees
- Conflicting financial interests
- Impartiality in performing official duties

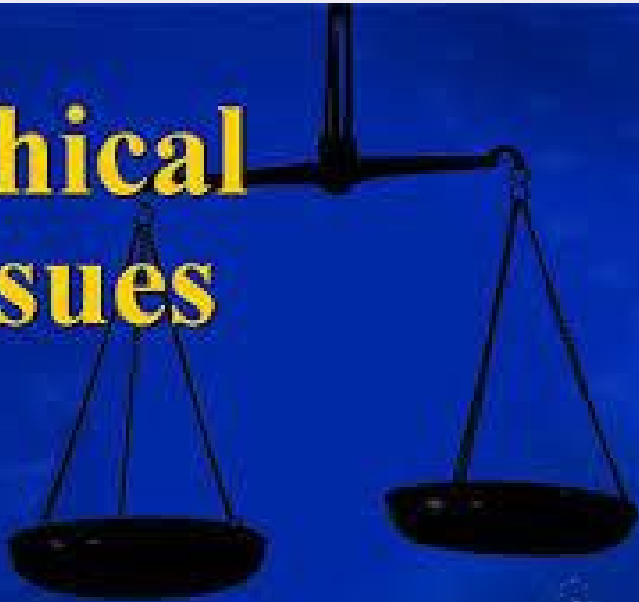




# Ethical Issues to be Considered



## Ethical Issues



- Seeking other employment
- Misuse of position
- Outside activities
- Political/social activities

# Gifts from Outside Sources



- **Basic prohibitions**

- **An employee shall not solicit or accept a gift given because of his/her official position or from a prohibited source**



# Exceptions: Gifts from Outside Sources



- **Unsolicited items less than \$20 per occasion / \$50 per CY from any one source**
- Certain awards and honorary degrees
- **Free attendance provided to an event the employee is participating in travel/entertainment for employment purposes—Widely Attended Gathering (WAG)**



# Gifts from Outside Sources



- **Limitations on use of exceptions:** an employee may not use exceptions to solicit/coerce the offering of a gift or to accept gifts
- **Disposition of gifts:** various methods –market value payment; return; donation; destruction; or in some cases, sharing



# Gifts Between Employees



- Basic prohibition—an employee may not:
  - Give to or solicit a gift from a superior
  - Accept a gift from a lower-paid employee, unless donor/recipient are not in a superior/subordinate relationship
- Definition of a gift: almost anything of monetary value

# Exceptions: Gifts Between Employees



- Items (non-cash) less than \$10 per occasion
- Office shared food
- Personal hospitality at residence
- Leave sharing under OPM guidelines
- Infrequent occasion of personal significance or upon termination of superior/subordinate relationship

# Conflicting Financial Interests



- Employees financial interests are subject to criminal conflict of interest statute (18 U.S.C. 208) or agency supplement thereto.

- Disqualifying interests affect finances of:

- Self
- Spouse
- Minor child
- General partner
- Others served



# Official Duties



- **Impartiality in performance: need specific authorization required if impartiality in question**
- **Matters covered: any involving interests of self, member of household, close personal or any business relationships**
- Disqualification applies (as under financial interests)
- Representational Prohibitions Post-Fed Employment (Permanent, 2-Year Ban, 1-Year Cooling Off)



# Seeking Other Employment



- Seeking other employment: any form of non-federal business relationship involving provision of personal services; this includes:
  - Mutually conducted employment negotiations
  - Sending an unsolicited resume or proposal
  - Employment contact by or through others



# Misuse of Position



- Involves:

- Use of public office for private gain
- Revelation of non-public information
- Unauthorized use of government property
- Performance of unofficial duties on official time

# Outside Activities



- Restrictions imposed by other laws:
  - Acceptance of office/title/compensation from a foreign government**
  - Engaging in representational activities before the U.S. government**
  - Prohibition of employees' participation in certain partisan political activities**

# Outside Activities



- **When serving as an expert witness: must not represent anyone other than the U.S. if the U.S. is a party to or has a direct interest in any court proceedings**
- **Fundraising: may engage in charitable efforts if in a personal capacity**



# Outside Activities



- Teaching, speaking and writing: an employee shall not receive compensation if related to his/her official duties
- There are exceptions for teaching courses that may be related to duties



# Nepotism



- Nepotism (5 USC 3110/ 5 CFR210/TPR 310.1)

- A public official may not appoint, promote or advocate employment of a relative within his/her agency

- *Who is a “public” official?* This category includes military or civilian personnel who have the authority to appoint, promote or recommend employment



# Hatch Act

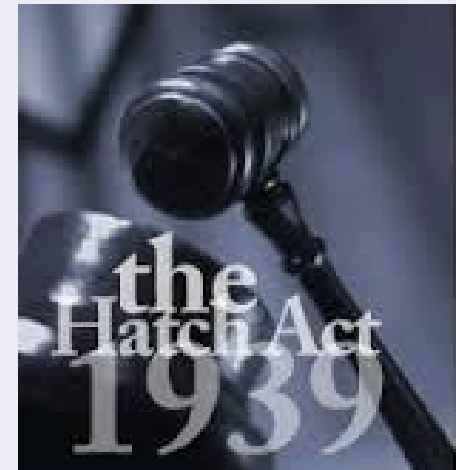


- **Hatch Act—Political Activity of National Guard Technicians**

(5 USC 7324/5 CFR 733)

–Federal employees may:

- Be candidates for public office in nonpartisan elections
- Contribute money to political organizations
- Attend political fundraising functions
- Attend/be active at political rallies/meetings
- Make campaign speeches for candidates in partisan elections
- Hold office in political clubs or parties



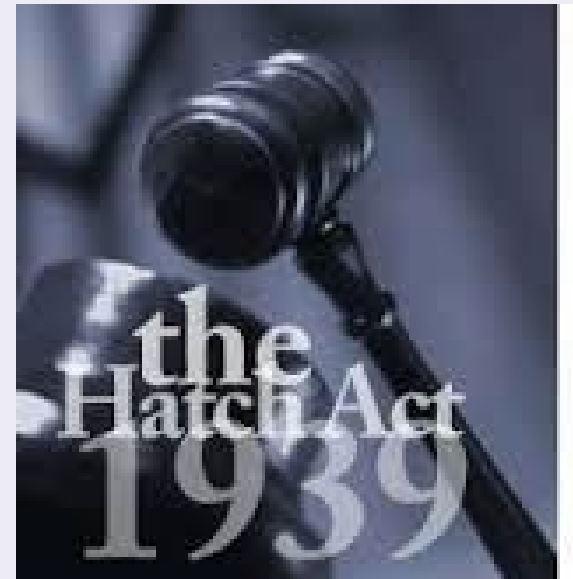
# Hatch Act



- **Hatch Act—Political Activity of National Guard Technicians (5 USC 7324/5 CFR 733)**

- **Federal employees may not:**

- Use official authority or influence to interfere with an election
- Solicit or discourage political activity of anyone with business before their agency
- Solicit or receive political contributions
- Be candidates for public office in partisan elections
- Engage in political activity while on duty







## What may I clarify?





## Human Resources Benefits

## Leave Administration

# Leave References



- CNGBI 1400.25 Vol 630
- Human Resources Office  
Public Website: <http://hr.ong.ohio.gov>



# Leave



## **Paid Leave**

- Annual (LA)
- Sick (LS)
- Military (LM)
- Comp Time/Overtime
- Presidential
- Parental (maternity/paternity/adoption)
- Parental Bereavement

## **Unpaid Leave**

- LWOP – Military (KG)
- LWOP - Personal (KA)
- Family Medical Leave Act (FMLA)

## **Other Leave**

- VLTP ( Donated Leave Program)
- Funeral Leave
- Court Leave/Other

References: CNGBI 1400.25, Vol. 630

OPM Fact Sheets: <http://www.opm.gov/oca/leave/HTML/factindx.asp>

# Annual Leave



- Accrual rate determined by tour of duty\* and leave service computation date (SCD). SCD calculation includes:
  - Title 10 military service
  - Prior federal service (temp, perm, indef)
- Leave accrual rates:
  - 0 – 3 years of federal service: 4 hrs/pay period
  - 3 – 6 years of federal service: 6hrs/pay period
  - 15+ years: 8 hrs/pay period
- Maximum Annual Carryover of 240 hours per Leave Year
- Part-time employees accrue pro-rated leave dependent on tour of duty

# Annual Leave



- Annual Leave Uses:
    - Vacations
    - Personal business or emergencies
  - Absolute right of an employee; subject to management approval
    - May be denied based on the current mission, workload needs, or seniority IAW the collective bargaining agreement (CBA)\*
  - May be taken in the pay period earned
  - Eligible for a lump sum payment for unused annual leave upon separation
- \*Employees not required to give a reason for annual leave, however, supervisors may ask for a reason when considering approval/denial of leave for mission/workload/seniority purposes

# Advanced Annual Leave



- All employees eligible to request advanced annual leave
  - Supervisor must approve the request and send request memo to HRO
  - HRO must approve request and provide approval to Supervisor and Payroll Office
- Amount of Advanced Annual Leave limited to hours the employee will accrue through the remainder of the current leave year
- If separated while indebted:
  - Amount owed is deducted from final pay or,
  - DFAS will send debt letter

# Restoration of Annual Leave



- Public Law 93-181 allows restoration of forfeited annual leave
- Lost leave can only be restored if it was previously scheduled, approved, then was cancelled due to one of the following reasons:
  - Exigencies of public business (urgent need for employee to be at work)
  - Sickness (annual changed to sick/no time to use use/lose due to sickness, unable to reschedule)
  - Administrative errors (determined by the agency\*)
- Restored leave must be used within 2 years from approval date

\*Respective ATAG is approving authority for exigency determinations\*



# Sick Leave



- Accrual rates:
  - Full-time employees: 4 hrs per bi-weekly pay period
  - Part-time employees: 1 hr for every 20 hrs in pay status
- All employees accrue sick leave and can use it immediately upon hire/accrual (temp, perm, indef)
- No limit on carryover year-to-year
- No limit on total accumulation
- Can be used as additional service credit service for retirement

# Sick Leave



- Sick Leave can be used for the following:
  - Personal Medical Needs
  - Medical dental, optical exams/treatments
  - Personal incapacitation (i.e., illness, injury, pregnancy...)
  - Health risks (i.e., communicable disease)
  - Sick Leave to Care for Family Members (SLTCFFM)
  - Adoption (court proceedings, etc.)
  - Death/funeral of family member/bereavement (limited under the SLTCF)
- Supervisor may require medical documentation for sickness/sick leave requests lasting 3 or more days

# Sick Leave



- The definition of a “Family Member” under SLTCFFM is an individual with any of the following relationships to the employee:
  - Spouse, and Parents
  - Child
  - Spouse’s Parents
  - Siblings and spouses thereof;
  - Grandparents and grandchildren;
  - Stepparents; Stepchildren
  - Foster parents; Foster children;
  - Guardianship relationships;
  - Domestic partner and parents thereof, including domestic partners of any of the aforementioned
  - Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship
- Limited to 104 hours (13 days) per leave year for care of family members

# Advanced Sick Leave



- All employees eligible to request advanced sick leave
  - Supervisor must approve the request and send request memo to HRO
  - Medical documentation required to request advanced sick leave
  - HRO must approve request and provide approval to Supervisor and Payroll Office
- Limitations:
  - 240-hours max per leave year
  - 104-hours max per leave year if advanced leave is for care of a family member
- Advanced Sick Leave can only be used in accordance with sick leave rules

# Family Medical Leave Act



- Offers Job Protection to the employee for serious health conditions
- Entitles Federal employees up to 12 work weeks of UNPAID leave during any 12 month period for medical emergencies
  - May elect to use paid leave in conjunction with FMLA, within the allowable sick leave limits (i.e. amount of sick leave to care for a family member is limited)
  - Employee must invoke the entitlement to FMLA and provide medical documentation
- Limited to the amount actually needed for the medical situation – medical providers determine the amount
- “Family Member” definition for FMLA purposes is limited to parent, spouse, child



# Family Medical Leave Act

## Eligibility:

- Permanent or Indefinite employees who have completed at least 12 months of civilian service with the Federal Government (doesn't have to be consecutive), to include temporary appointments
- FMLA requests must be approved by HRO
- Approval memo is required and needs to be supplied to payroll as supporting documentation

## Uses:

- Illness, impairment, physical, or mental conditions that result in incapacity, treatment, or continuing treatment for employee and family members

# Family Medical Leave Act



The following are NOT considered eligible reasons for FMLA:

- Routine physicals, eye, dental exams
- A condition requiring over-the-counter medications, exercise, bed-rest
- Cosmetic treatments (unless in-patient)
- Employee's absence because of use of an illegal substance (unless receiving treatment for substance abuse)
- Common cold, flu (with the exception of pandemic influenza), earaches, upset stomach, minor ulcers, headaches (other than migraines), routine dental problems (unless complications arise)

# Family Medical Leave Act- Military



**Military Family Leave Provision:** Employees who are the spouse, son, daughter, or parent of a military member may take up to 12 weeks of leave during any 12 month period to address common issues that arise when a military member is deployed, such as attending military-sponsored functions, making appropriate financial and legal arrangements, or for arranging alternative childcare.

**Military Caregiver Leave:** Employees who are the spouse, son, daughter, or parent of a military member may take up to 26 weeks of leave during a single 12 month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, who is in an outpatient status, or who is otherwise on the temporary disability retired list for a serious injury or illness incurred or aggravated in the line of duty while on active duty.

- Must provide notice of intent to take family and medical leave no less than 30 days before the leave begins, or in an emergency as soon as practicable.



# Family Medical Leave Act



- The appropriate application along with supporting medical documentation must be sent to the benefits section of HRO
- Once receive HRO will produce an approval memo which will need to be supplied to payroll office
- The employee must mark on all leave slips in ATTAPS that they are invoking their FMLA entitlement

FMLA Forms can be found on our public site under Leave and Absence:

WH-380-E: Certification for Employee's Serious Health Condition

WH-380-F: Certification for Family Member with Serious Health Condition

WH-384: Certification of Qualifying Exigency for Military Family Leave

WH-385: Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave



## Parental (Maternity/Paternity/Adoption/Placement)

- **Eligibility is dependent on FMLA eligibility/invocation**
- Purpose is for bonding with new child
- Up to 240 hrs (12-weeks excluding holidays/weekends) in a 1-year period
- Must be taken within 12-months of birth/placement/adoption
- Requires signed 12-week work agreement
- Must be taken continuously (intermittent use must be requested *and approved* by HRO)

Coding ATAAPS (LN w/supplemental code (DG – birth, DH – adoption, DI – foster care))

- **Must have HRO approval memo before coding ATAAPS**
- LN auto-disables FMLA box on leave slip so FMLA for use of paid parental leave must be annotated in remarks



## Parental Bereavement

- **Eligibility is dependent upon FMLA eligibility/invocation**
- Up to two work weeks in connection to the death of child
- Use within 12-months
- Available to permanent technicians only

## Coding ATAAPS

- Current code is LV - DFAS will announce the new code once changes have been made on their end



# Leave Without Pay (LWOP-NTE / Personal)

- Leave without pay (LWOP) is a temporary unpaid status and absence from duty:
- In most instances, granting LWOP is a matter of agency discretion and may be limited by agency internal policy
- LWOP is generally not intended for pursuing other employment:
  - Examples may include:
    - A new primary or second Job
    - Collegiate Internships
    - Overseas contract positions



# Leave Without Pay (LWOP-NTE / Personal)

Employees do have an entitlement to LWOP in certain circumstances:

- When an employee invokes FMLA
- Disabled veterans IAW Executive Order 5396 are entitled to use LWOP for necessary medical treatment of a service-connected disability
- Employees may not be in a pay status while receiving workers' compensation payments from the Department of Labor
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) entitles employees to LWOP when employment with an employer is interrupted by a period of service in the uniformed service (However, this is considered military furlough or Absent-US)



# Leave Without Pay (LWOP-NTE / Personal)

- NOTIFICATION is KEY!!!! Lack of notification to the HRO could result in negative impact on benefits
- LWOP in excess of 30 days requires a Personnel Action which must be submitted to the HRO via an SF52 (request for personnel action) This request should be submitted prior to, or within one pay period after the proposed LWOP date.
- 80 hours accumulated LWOP affect the employee's Annual and Sick Leave accrual within that pay period
- Various amounts of LWOP can potentially extend requirements or wait periods for career tenure, probationary periods and step increases
- Service Computation Date (SCD) – Leave must be recomputed when an employee returns to duty from an aggregate LWOP of more than six months in a calendar year
- LWOP status totaling up to 6 months in a calendar year remains creditable service for retirement. LWOP beyond 6 months is not creditable.
- The FMLA entitles an employee to 12 weeks of LWOP but the agency may approve LWOP not to exceed up to one year depending on circumstances



## UNPAID Leave Types

### LWOP Military (KG)

- Use if not taking paid leave while performing military duty during tech hours
  - IDT/Drill during work hours
  - Military orders
- Does *not* affect benefits like personal LWOP (KA)

### LWOP Personal (KA)

- LWOP over 30-days must be approved by HRO and SF50 must be processed
- Affects leave accrual and regular step increases
- Can affect creditable service for retirement
- Can be used in conjunction with FMLA

# Technician Election of Employment Status



## ABSENT – US

- Expects to return to technician status
- Eligible to keep ongoing benefits
- Retains USERRA job restoration rights

## Separation – US

- Doesn't expect to return to technician status
- No ongoing benefits, FEHB stops coverage 31 days after cancelled & FEGLI stops at 12 months
- Will not receive regular WRI or TSP matching
- Retains USERRA job restoration rights



# Military Leave - (15 days)



- Paid leave during AD, IDT or ADT
- 120 hours (15 days) each FY
- Pro-rated for part-time employees
- Annual Carryover 120 hrs – NTE 240 hrs yearly
- Charged in hourly increments
- No same-day dual scheduling on Title 32 orders and as technicians
- Military Leave will not pay out if you separate federal service
- Military Technicians (T32) who are performing AGR/Stat Tour service for 180 consecutive days are ineligible to use the 15-day leave. Military leave will be re-evaluated with each set of orders provided
- Temporary Techs NTE are not eligible

# Compensatory Time Earned



- Time off with pay, in lieu of overtime pay
- Earned in 15-minute increments
- Advance approval is required, using premium leave request ATTAPS. The old process was to request the time on an NGB-46-14 form
- Comp Time will not be approved when an employee has used annual leave or earned compensatory time during the same workweek. except during periods of severe workload requirements or other unavoidable circumstances
- Compensatory time should be taken before annual leave, except in those instances where forfeiture of annual leave will occur
- Comp Time should be used within 26 pay periods

# Compensatory Time For Travel



- Compensation time off for travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable
- Travel must be officially authorized and for work purposes and must be approved by an authorized agency official
- The agency has sole discretion to determine what is creditable "usual waiting time" An "extended" waiting period – for example, an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes – is not considered time in a travel status.
- ATTAPS is the authorized method and system of record for CT requests



# Pay or Forfeiture of Compensatory Time

## Earned Comp Time:

- T32 Dual Status Technicians are not entitled to receive payment for accumulated compensatory time. It will be forfeited upon separation from Federal employment or at the end of 26 pay periods.
- T5 Exempt and Non-Exempt employees (GS and FWS) that is unused will be paid out at the employee's overtime rate upon separation from Federal employment or at the end of 26 pay periods.

## Comp Time for Travel:

- After 26 pay periods any unused comp time from travel will be forfeited. Applies to both T32 and T5 employees



## OTHER Leave Types

### VLTP (Leave Donation)

- Enables employees to donate Annual Leave to other federal employees in need due to medical emergencies

#### Recipients:

- Must request to be on leave donor list (HRO approves)
- Cannot use donated leave until all accrued sick/annual leave is exhausted
- Can use for self or family care

#### Donators:

- Cannot donate to immediate supervisor
- Can donate to recipients in same or other agencies – must be an approved recipient
- Cannot donate more than  $\frac{1}{2}$  of LA you'll accrue for the rest of the year
- *Annual leave* is donated – not sick leave!



## Excused/Administrative Leave

- Supervisor - authorized “59-min rule”
- TAG - authorized up to 3-days in a CY
- Job interviews *within the agency*
- Retirement appointments w/ HRO
- Honor Guard for Military Funerals
- Registration and Voting

## Administrative Leave

- Agency sponsored events (must be approved by HRO)
- Community activities (must be approved by HRO)
- Conferences and Conventions (must be approved by HRO)
- Blood/bone marrow/organ donation
- Required Medical Examinations (for work – not personal)



## Court Leave

- Used if summoned for jury duty or as a witness on behalf of the state/local govt

## Law Enforcement Leave (Only T32 Techs)

- For military duty in support of civil authorities in the protection of life & property or for contingency operations
- 176 hrs (22 days) max per CY
- Entitles employee to the greater of either mil pay or civ pay – NOT BOTH

## Civil Service Leave (Only T32 Techs)

- Can be used for T10 12301(b) or 12301(d) orders
- 44 days max per CY
- Receive tech pay ILO mil pay on tech workdays, receive mil pay on weekends
- Mil orders must be *without pay* (retirement points only)
- Must be pre-planned by date and cannot be changed once approved



## State Active Duty (SAD)

- Miltechs (T32) called to perform State Active Duty (SAD) can elect the following:
  - Annual Leave (LA)
  - LWOP Personal (KA)
  - Earned Comp Time
  - Law Enforcement Leave
- Military Leave (LM) is not authorized – true SAD orders are state orders, not military
- Requires a full day of leave from federal civ position – even if SAD functions are performed outside of work hours
- No charge for leave when SAD is performed on non-workdays or holidays



# Leave Responsibilities



## Timekeeper:

- Record leave/absences
- Prepare input for Pay Office
- Submit schedule changes
- Submit timecards to Pay office (with supporting docs)

## Supervisor:

- Approve leave
- Certify timecards, *if not* the official timekeeper
- Certify changes/corrections

# Points of Contact



**Brittany Melton - Benefits Branch Supervisor**

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# **Recruitment and Placement**

## **Merit Promotion and Placement Plan (MPP)**

# Introduction



- Mission of Recruitment and Placement
- Merit System Principles
- Prohibited Personnel Practices
- Ohio Merit Promotion and Placement Plan, 16 March 2018
  - Job Announcements
  - Application Procedures
  - Referral and Selection Procedures
  - Other Placement Actions
- Onboarding Process

# Mission



- Refer qualified applicants for interview
- Fill positions with the best qualified applicant
- Uphold the Merit Principles
- Avoid Prohibited Personnel Practices
- Follow Ohio Merit Promotion and Placement Plan

# Merit System Principles

## [5 U.S.C. 2301(b)]



- Recruit, select, and advance on merit AFTER fair and open competition
- Treat employees and applicants fairly and equally
- Provide equal Pay for work of equal value
- Maintain high standards of integrity, conduct, and concern for the public interest
- Manage employees efficiently and effectively
- Retain or separate employees on the basis of performance
- Educate/train employees when it will result in better organizational or individual performance
- Protect employees from improper political influence, arbitrary action, and personal favoritism
- Protect employees against reprisal for lawful disclosure of information in Whistleblower situations



# Prohibited Personnel Practices [5 U.S.C. 2302(b)]

Employees who have authority to take, direct others to take, recommend, or approve any personnel action **Shall Not**

- Illegally discriminate for or against any employee
- Solicit or consider improper employment recommendations
- Coerce an employee's political activity
- Obstruct a person's right to compete for employment
- Influence any person to withdraw from competition for a position
- Give unauthorized preference or improper advantage
- Appoint, employ, promote, or advance a relative
- Retaliate against a whistleblower, whether an employee or an applicant
- Retaliate against employees or applicants for filing an appeal
- Violate Any Law, Rule, or Regulation Implementing or Directly Concerning the Merit System

Principles

# Ohio Merit Promotion and Placement Plan (MPP)



- Negotiated between Management and AFIGE 3970
- Approved 01 September 2022
- All previous versions obsolete



# Chapter 2: T32 Technician Job Announcements



- Request for T32 Dual Status Technician Job Announcement
  - Standard Form (SF) 52
  - NGOH 690-52 (B = Air / C = Army) (dated 13-Dec-2022; all other editions obsolete)
  - Position Status
  - Permanent
  - Indefinite
  - Temporary Promotion (More than 120 days)
- Military Requirement
  - MOS/AFSC Compatibility
  - Grade Inversion / Rank Requirements

# Chapter 2: T32 Technician Job Announcements



## **T-32 Area of Consideration (AOC):**

- a. **Statewide** – All members of the Ohio Army or Air National Guard
- b. **Nationwide** – All Military members eligible to become members of the Ohio Army or Air National Guard
- c. **As specified** by the Selecting Official and approved by HRO
  - Requires justification to be sent through HRO for approval
  - Can be included on NGOH 690-52

# Chapter 2: T32 Technician Job Announcements



- Security Clearance for position
  - Required at time of application –or–
  - Within specified period of time
- Incentives
  - Advanced In-Hire Rate (completed after selection is made but before the individual starts)
  - Recruitment (must be on the announcement)
  - Relocation (must be on the announcement)
  - Retention

# Chapter 2: T32 Technician Job Announcements



- Posting of Job Announcement
  - 30 calendar days for Bargaining Unit positions
  - 15 calendar days for Non-Bargaining Unit positions
  - Less than 15 calendar days must have written justification and HRO approval (can be included on the NGOH 690-52)
- All will be posted on USAJobs: <http://www.usajobs.gov/>
- Certificate is valid for 90 days. Extension of original 90 days must be approved by HRO

# Chapter 3: T5 NG Employee Job Announcements



- Request for T5 National Guard Job Announcement
  - Standard Form (SF) 52
  - NGOH 690-52
  - Position Status
  - Permanent
  - Indefinite
  - Temporary Promotion (More than 120 days)
  - Temporary

# Chapter 3: T5 NG Employee Job Announcements



## **T5 Area of Consideration (AOC):**

- 1. All on-board Federal Employees/Technicians within the OHNG in Tenures 0, 1, 2, and 3
- 2. All current Federal Employees and Technicians (from any agency) in Tenures 1 and 2
- 3. Nationwide: All US Citizens (collects Veteran's Preference)
- 4. As specified by the Selecting Official and approved by HRO
  - Requires justification to be sent through HRO for approval
  - Justification included on NGOH 690-52

# Chapter 3: T5 NG Employee Job Announcements



## Tenure:

- **0** – Temporary Status
- **1** – Permanent (Has obtained Career status)
- **2** – Permanent Career-Conditional (**Must serve 2 years to obtain Career Status**)
- **3** – Indefinite (Not to exceed 4 years – has same benefits as permanent)

# Chapter 3: T5 NG Employee Job Announcements



- Security Requirement
  - Indicate on Job Announcement if security clearance is required for the position
  - Must possess **favorable** background National Agency Check (NAC) prior to starting
- Incentives
  - Advanced In-Hire Rate (completed after selection is made but before the individual starts)
  - Recruitment (must be on the announcement)
  - Relocation (must be on the announcement)
  - Retention



# Chapter 3: T5 NG Employee Job Announcements



- Posting of Job Announcement
  - 30 calendar days for Bargaining Unit positions
  - 15 calendar days for Non-Bargaining Unit positions
  - Less than 15 calendar days must have written justification and HRO approval (can be included on the NGOH 690-52)
- All will be posted on USAJobs: <http://www.usajobs.gov/>
- NGB T5 Qualification Standard
  - If NGB has not established a qualification standard for the occupation series, OPM qualification standard **WILL BE** used
- Certificate is valid for 90 days. Extension of original 90 days must be approved by HRO

# Chapter 3: T5 NG Employee Job Announcements



## Selection Requirements for Job Announcement

- T5 Area of Consideration (1) (2) and (4)
  - Selection Packet sent to Selecting Official (SO)
    - Appendix C Instructions and Checklist
    - Certificate of qualified applicants
    - Qualified applicants' submitted documents
    - Interview Matrix
- T5 Area of Consideration (3) Nationwide
  - open to the public
  - \*\* We must collect Vets preference

# Chapter 3: T5 NG Employee Job Announcements



All T5 jobs will be entered into the DOD Priority Placement Program (PPP)

- PPP match found
  - Job offer made to matched individual
  - Job Announcement will be cancelled
- PPP no qualified match found
  - Selection Packet sent to Selecting Official (SO)
    - Appendix C Instructions and Checklist
    - Certificate of Veteran Preference applicants
    - Qualified VP applicants' submitted documents

# Chapter 3: T5 NG Employee Job Announcements



## Application Procedures:

- Apply online through USAJobs.gov
- Must submit all required documentation listed in Job Announcement
- Resume **MUST** list specific dates **WITH** duties performed to receive credit
- Complete online assessment to determine if required minimum qualifications are met
- Separate application package for each Job Announcement (even if a re-announcement)
- Experience and Education credit will only be given if obtained prior to close of the Job Announcement

# Chapter 3: T5 NG Employee Job Announcements



## Applicant Evaluation Procedures:

- Must meet Area of Consideration or Veteran's Preference eligibility (must claim to receive consideration) and Specialized Experience
- Veteran's preference eligibility will be based on submitted documentation
- Only information submitted **AND** claimed in the application will be considered to determine the eligibility of the applicant
- HR Staffing Specialist evaluates applicants based on NGB/OPM Qualification Standards, AOC, and/or Veteran's Preference (if applicable)
- Sends Applicant Certificate to Selecting Official(s) noted on Form NGOH 690-52

# Drafting Job Announcements



- Staffing will send draft to review
- An account in USA staffing is necessary to review and return announcement
- 7-day review period to make changes
- Once announcement is posted to USA JOBS, changes cannot be made (cancelled and re-announced)

# T5 and T32 Issues with applications



- Resumes
  - Does not clearly address how they meet the experience
  - Does not list duties performed
  - Missing specific dates applicant performed duties
- Failure to upload required documents
- Answers to screen out questions
- T5- failure to upload veteran's preference documents

# Chapter 5: Referral and Selection Procedures



## Referral and Selection Procedures:

- Staffing will perform the qualification analysis based on the NGB/OPM qualification standards
- Will refer only qualified applicants to the Selecting Official via the Qualified Applicant certificate
- Once issued the certificate is **ONLY** valid for 90 days
  - HRO approval required to extend the 90 days
  - Be prepared and have your board ready before the job closes to avoid certificate expiration



# Chapter 5: Referral and Selection Procedures



## Procedures for Selecting Official:

- All T32 and T5 AOC (1), (2), and (4)
  - 2 or more qualified applicants
    - Must interview all qualified applicants-No exceptions
  - 1 qualified applicant
    - Can still interview
    - Recommend applicant for selection without an interview
    - Re-announce the position to a wider area of consideration

# Chapter 5: Referral and Selection Procedures



## Procedures for T5: AOC (3) Nationwide Open to the public

- Any qualified applicant with Veteran's Preference may be selected with **OR** without an interview
  - Qualified applicants with Veteran's preference are considered before non-preference eligible applicants
  - Only consider non-preference eligible applicants after conducting a pass-over (See Appendix E)
  - If pass-over is approved by OPM, all non-preference qualified applicants must be interviewed

# Chapter 5: Referral and Selection Procedures



## Interview Procedures for Selecting Official

- Follow instruction in MPP Appendix C
- Review all interview questions prior to conducting interviews
- Ensure that you have a diverse board (include 1 gender/1 minority-cannot be the same person) **\*One board member must have gone through TCPMC\***
- Odd number of board members-3, 5, 7, etc
- Rank is **NOT** a factor for Interview boards, unless a concurrent announcement (Air only)
- Do **NOT** score interview questions
- Overall ranking of applicants-ask for template if desired
- Contact References
- Selecting Official provide **detailed justification** for top 3 candidates on first page of Appendix C
- Sign, date and return certificate, Appendix C, Applicant ranking document, all interview notes, and any correspondence with applicants declining an interview through USA STAFFING

# Chapter 5: Referral and Selection Procedures



## **EEO Review Process**

- Randomly selected at the beginning of the Job Announcement Process
- EO will review to validate that there was a diverse board and the MPP was followed

## **Examples of Issues with Returned Packets**

- Board members not meeting criteria of gender diversity/minority diversity
- Inappropriate questions asked and/or scored
- Non-legible information or inappropriate comments/doodling on interview notes
- Roll-up ranking sheet not completed (numbers not tallied)
- Missing documentation i.e Ranking sheet, correspondence from applicant(s) declining interview
- Non-legible information written on checklist
- Certificate not signed
- Missing justification for top 3 candidates

# Chapter 5: Referral and Selection Procedures



## Notifications

- HR will notify Selecting Official when the selection has been approved
- Selecting Official will have 24 hours from the email time stamp to notify applicants of selection/non-selection
- At 24-hour expiration, selectee/non-selectees will receive an automated email through USA STAFFING of status
- Start date **WILL NOT** be provided until Official Job Offer is sent to selectee
- All new hires and conversions from temporary appointments **MUST** attend New Employee Orientation (NEO)

# Chapter 4: Other Placement Actions



## Types of Other Placement Actions:

- Management Directed Reassignments
- Management Directed Change to Lower Grade
- Voluntary Change to Lower Grade
- Temporary Promotions
- Details
- Temporary Appointments
  
- **These actions all must be sent up to HRO with an SF52 14 days prior to the effective date.**

# Chapter 4: Other Placement Actions



## **Management Directed Reassignments (MDR)-Same Grade and Pay**

- May include the movement of a Technician from a position with potential for noncompetitive promotion to a position without that potential
- Must be a valid reason for a MDR
  - Management needs for the employee's skills elsewhere
  - Action taken to avoid a RIF
  - Movement IAW management's right to assign work
- Union retains the right to negotiate the impact and implementation and/or appropriate arrangements of MDR (bargaining positions only)

# Chapter 4: Other Placement Actions



## Management Directed Reassignments (MDR)-Change to Lower Grade (CLG)

- Use of a management directed CLG allows flexibility to move an employee to accommodate mission requirements.
- An employee who accepts a management directed CLG may be eligible for grade and pay retention; however, grade retention is only authorized when a management directed change to lower grade is due to a reclassification action, RIF, or when the personnel action is initiated by management to further the agency's mission as determined by TAG
- Grade retention is **NOT** authorized when a management-directed change to lower grade is due to disciplinary action.



# Chapter 4: Other Placement Actions



## Temporary Promotion NTE 120 days

- A temporary promotion is the appropriate method to meet a situation requiring the temporary service of a T32 employee in a **higher graded position**
- Temporary promotions are 31- 120 days (ends on the last day of the pay period)
- In cases where the absence is for 30 days or less, a detail would be appropriate
- Over 120 days must use competitive procedures

# Chapter 4: Other Placement Actions



## Temporary Promotions

- T32 employees must meet the qualification standard prior to effecting the temporary promotion
- Temporary promotions cannot be made between T5 and T32 positions and vice versa, regardless if advertised
- Employees can only be promoted once in a 12-month period without competition
- Supervisor submits SF 52, 690, and employee's resume.

# Chapter 4: Other Placement Actions



## Detail

A detail is the temporary assignment of a T32 or T5 employee to a different position for a specified period with **no change in pay**.

- Details over 120 days will be competitively bid per the Merit Placement Plan
- Details for less than 120 days will be completed without competition

# Chapter 4: Other Placement Actions



## Detail

- Less than 30 days may be executed by Supervisor and doesn't require HRO approval
- More than 30 days but not to exceed 120 will require approval by HRO
- Details cannot be made between T5 and T32 positions and vice versa
- Employees can only be detailed once in a 12 month period
- Supervisor submits SF 52 request that is filed in the employees e-OPF (No SF-50 is initiated)

Reference CBA Article #21

# Chapter 4: Other Placement Actions



## Temporary Appointments

- T32
  - Temporary appointments are used to meet administrative needs such as filling temporary workload increases or filling a required position for a temporary period due to the incumbent's absence. Competitive announcement procedures are not required for temporary appointment of Technicians.
- T5
  - Temporary appointments must be filled by the competitive process

# Chapter 4: Other Placement Actions



## Temporary Appointments

- Must meet the qualification standards established for the position.
- Must not create grade inversion (technician only)
- Are not required to satisfy MOS/AFSC or unit of assignment compatibility requirements (T32 only)
- Temporary appointments will be for a period of **no less than 90 days** and will not exceed 365 days
- Extensions beyond one year will be considered on a case-by-case basis and completed in March and September **ONLY**
- Can terminate at any time-does not require 30 day notice
- Submit an SF 52 (all), 690 (air only), along with a resume to HRO fourteen (14) calendar days prior to the beginning of the requested pay period
- Resume must include military email address of applicant.

# Chapter 4: Other Placement Actions



## Indefinite Appointment

- An indefinite appointment should be used when the appointment is expected to extend beyond one year but will have an unknown time limitation
- Competitive announcement procedures must be used
- Any position made vacant by the absence of a permanent technician due to AUS, will not be backfilled on a permanent basis unless the technician voluntarily separates (must SEP US) from the technician program or the term allowed for restoration expires
- A vacancy caused by a permanent technician going AUS, will be backfilled with an indefinite, unless an ETP is approved by HRO
- Gives technician the same benefits as a Permanent position
- May become Permanent-must be listed in the announcement for a non-competitive conversion to permanent

# New HRO policy



- HRO Policy #20-004, Conversions to Indefinite and Temporary Appointments
  - The HRO will not approve the conversion of Permanent and Indefinite employees to temporary or indefinite appointments.
  - Permanent and Indefinite employees may resign at any time, take a full pay period break in service, and then start a new Temporary or Indefinite appointment.



# Other Helpful Information



- Cannot move between T32 and T5 without competition
- T5 personnel cannot be detailed, temporarily promoted, management directed or voluntarily change to lower grade into a T32 position
- T32 personnel cannot be detailed, temporarily promoted, management directed or voluntarily change to lower grade into a T5 position
- Cannot place a temporary T32 in a T5 position
- Cannot advertise a T5 temporary to fill a T32 position
- If a T5 employee competes and is selected for a T32 Excepted Service position, they cannot move back to a T5 position without competition
  - They will retain their T5 time if selected for a T32 position

# SF 52 Request for Fill



Standard Form 52  
Rev. 7/91  
U.S. Office of Personnel Management  
FPM Supp. 296-33, Subch. 3

## REQUEST FOR PERSONNEL ACTION

### PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Action Requested <b>REQUEST FOR FILL</b>		2. Request Number	
3. For Additional Information Call (Name and Telephone Number) <b>SPC JOHN DOE</b>		4. Proposed Effective Date	
		<b>777-777-7777</b>	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>SPC JOHN DOE SIGNATURE</b> SUPERVISOR <b>5/29/2009</b>		6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) <b>LT JANE SMITH SIGNATURE</b> HR SUP. <b>5/29/2009</b>	

### PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
-------------------------------	---------------------------	------------------	-------------------

#### FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

ENTER OFFICIAL POSITION DESCRIPTION TITLE, NUMBER, SPMD NO., & FAC

#### SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title	8. Pay Plan	9. Occ. Code	10. Grade	11. Other Pay	12. Name and Location of Position's Organization
-------------------------	-------------	--------------	-----------	---------------	--

16 & 17 FOUND IN THE OFFICIAL POSITION DESCRIPTION

13. Pay Grade	14. Name and Location of Position's Organization	15. Pay Plan	16. Occ. Code	17. Grade or Level	18. Step or Rate	19. Total Salary/Award	20. Other Pay
---------------	--	--------------	---------------	--------------------	------------------	------------------------	---------------

21. Name and Location of Position's Organization	22. Name and Location of Position's Organization
--	--

#### EMPLOYEE DATA

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Pref for RIF
-------------------------	------------	----------------	---------------------------

# SF 52 Request for Fill



## PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?  
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES  NO

Military Unit, Para/Line,  
MOS/AFSC, Security  
Clearance Required, and  
Other Restrictions.

## PART E - Employee Resignation/Retirement

### Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily

and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation

# NGOH Form 690-52 (Air)



POSITION TITLE: _____	
POSITION DESCRIPTION NUMBER: _____	UNIT AND OFFICIAL ADDRESS OF POSITION: _____
PAY PLAN-OCC SERIES-GRADE: _____	_____
Is this position developmental? <input type="checkbox"/> NO <input type="checkbox"/> YES	
VACANCY DUE TO: <input type="checkbox"/> NEW POSITION <input type="checkbox"/> REASSIGNMENT	
Name & Job Announcement #: _____	EFFECTIVE DATE: _____
TYPE OF ANNOUNCEMENT: <input type="checkbox"/> SELECT ONE	
REMARKS: _____	
BARGAINING UNIT POSITION: <input type="checkbox"/> Yes <input type="checkbox"/> No <small>If Bargaining Unit (BU) Status is unknown then leave both boxes unchecked. HRO will make the final determination on the position's status.</small>	
DURATION OF ANNOUNCEMENT: <input type="checkbox"/> 30 Days (BU Standard) <input type="checkbox"/> 15 Days (Non-BU Standard) <input type="checkbox"/> Other _____ Days	
<small>Provide a brief explanation below and ensure you attach proper documentation. Bargaining Unit vacancies less than 30 days must have Union approval attached to this request or it will be returned without action. Non Bargaining Unit vacancies less than 15 days, please provide request for HRO to approve.</small>	
_____	
AREA OF CONSIDERATION: <input type="checkbox"/> SELECT ONE	
<small>The area of consideration for each JA will be requested by the Selecting Official. The type of position, availability of applicants, position qualifications, budgetary limitations, and military compatibility requirements are all considered in determining the area of consideration. Provide a brief explanation of the AOC requested. Explanations must be based on factors such as those set out in TPR 200. The HRO may adjust the area of consideration as appropriate to ensure the receipt of sufficient numbers of qualified applicants. AOC criteria must be identified at the time of request for job announcement. <input type="checkbox"/> Other (explain below)</small>	
_____	
CURRENT POSITION OR VACANCY REQUEST	
PAS: _____ PEC: _____	TEMPORARY PROMOTION OR REASSIGNMENT POSITION
FAC: _____	PAS: _____ PEC: _____
AFSC: _____	FAC: _____
CIVILIAN LINE: _____	AFSC: _____
MILITARY LINE: _____	CIVILIAN LINE: _____
FIRST LINE SUPERVISOR: _____	MILITARY LINE: _____
SECOND LINE SUPERVISOR: _____	FIRST LINE SUPERVISOR: _____
SECOND LINE SUPERVISOR: _____	SECOND LINE SUPERVISOR: _____
MINIMUM MILITARY GRADE: <input type="checkbox"/> _____	PROMOTABLE <input type="checkbox"/> MAXIMUM MILITARY GRADE: <input type="checkbox"/> _____
WORK SCHEDULE: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME	BI-WEEKLY HOURS: _____ <small>NOTE: Work hours cannot be less than 16 a week or 32 bi-weekly.</small>
SUPERVISORY STATUS: <input type="checkbox"/> SELECT ONE	SECURITY CLEARANCE/POSITION SENSITIVITY: <input type="checkbox"/> SELECT ONE
INCENTIVES: <input type="checkbox"/> SELECT ONE <small>Selecting both does not authorize approving both. Only one incentive may be authorized.</small>	TRAVEL REQUIRED: <input type="checkbox"/> SELECT ONE
<input type="checkbox"/> I do not want to advertise this position with the potential availability of incentive(s) and I understand that if I choose not to advertise the position with incentive(s), then I cannot request the use of an incentive at a later date.	
<input type="checkbox"/> I want to advertise this position with the potential availability of an incentive(s).	
<b>AGR ONLY: ADDITIONAL DOCUMENTS REQUIRED:</b> <input type="checkbox"/> RESUME <input type="checkbox"/> MILITARY BIOGRAPHY <input type="checkbox"/> AFSC REQUIRED CERTIFICATES <input type="checkbox"/> LETTERS OF RECOMMENDATION <input type="checkbox"/> EPR'S/OPR'S <input type="checkbox"/> OTHER _____	
SELECTING OFFICIAL: _____	_____

# NGOH Form 690-52 (Army)



**ARMY MERIT ANNOUNCEMENT REQUEST**  
(Attach to SF 52, Request for Personnel Action)

POSITION TITLE: \_\_\_\_\_

POSITION DESCRIPTION NUMBER: \_\_\_\_\_ UNIT AND OFFICIAL ADDRESS OF POSITION: \_\_\_\_\_

PAY PLAN-OCC SERIES-GRADE: \_\_\_\_\_

Is this position developmental? **SELECT ONE**

VACANCY DUE TO: **OTHER**

NAME: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

TYPE OF ANNOUNCEMENT: **SELECT ONE**

REMARKS: \_\_\_\_\_

BARGAINING UNIT POSITION:  Yes  No If Bargaining Unit Status is unknown then leave both boxes unchecked. HRO will make the final determination on the position's status.

DURATION OF ANNOUNCEMENT:  30 Days (BU Standard)  15 Days (Non-BU Standard)  Other  Days

Provide a brief explanation of the impact on the mission if the duration requested is less than 15 days for Non-BU and anything under 30 days for BU.

\_\_\_\_\_

AREA OF CONSIDERATION: **SELECT ONE**

The area of consideration for each JA will be requested by the Selecting Official. The type of position, availability of applicants, position qualifications, budgetary limitations, and military compatibility requirements are all considered in determining the area of consideration. Provide a brief explanation of the AOC requested. Explanations must be based on factors such as those set out in TPR 200. The HRO may adjust the area of consideration as appropriate to ensure the receipt of sufficient numbers of qualified applicants. AOC criteria must be identified at the time of request for job announcement.

Justification: **SELECT ONE**

\_\_\_\_\_

FIRST LINE SUPERVISOR: \_\_\_\_\_

SECOND LINE SUPERVISOR: \_\_\_\_\_

T32 Job Only: MINIMUM MILITARY GRADE:

T32 Job only: MAXIMUM MILITARY GRADE:

TELEWORK AUTHORIZED: **SELECT ON**

SECURITY CLEARANCE/POSITION SENSITIVITY: **SELECT ONE**

SUPERVISORY STATUS: **SELECT ON**

TRAVEL REQUIRED: **SELECT ONE**

OTHER REMARKS OR RESTRICTIONS: \_\_\_\_\_

PCS AUTHORIZED: **SELECT ON**

SELECTING OFFICIAL:  
(NAME, RANK, ADDRESS, PHONE)

Selecting Official  
Signature

DATE

# Guidance



- Always refer to the Merit Promotion and Placement Plan
- Be Proactive – Plan ahead
- Do not wait until the last minute to request an action
- Actions **WILL NOT** be backdated
- Review Job Announcement Drafts thoroughly
- Call References
- Provide detailed justification
- When in doubt....**ASK**

# Onboarding Process



- The New Hire online system allows you to complete and submit your onboarding forms through an online process.
- New Hires can review, complete, and electronically sign onboarding forms prior to coming onboard.
- All required documents and forms must be completed before receiving an Official Job Offer (OJO).

# Onboarding Process



The New Hire process will require the selectee to do the following:

1. Accept your job offer and log into the system
2. Complete your online questionnaire, review forms and tasks assigned to you in “Tasks”
3. Sign and submit all forms eligible for your electronic signature



# Onboarding Process



## GETTING STARTED

The Tentative Job Offer (TJO) will be emailed to the new hire using the registered email that is in USAJOBS.gov.

The new hire receives the New Hire system-generated emails and will follow the instructions to complete the TJO.

# Onboarding Process



## TJO (Tentative Job Offer)

- The first step in beginning the onboarding process is to accept the offer.
- Read the TJO thoroughly. We must be notified if the employee is coming to us from another federal agency
- The TJO will provide them with the grade and Step

# Onboarding Process



## Example TJO

### Tentative Job Offer

To continue the onboarding process, the Training Office National Guard needs you to complete additional actions in order to determine your suitability for the following position:

**Position Title:** HR Specialist

**Pay Plan:** GS

**Series:** 0201

**Grade:** 9

After reviewing the details of the offer you received, please indicate your acceptance of the conditions of employment by electronically providing your response to the offer below. For questions regarding your offer, select the *Request to be Contacted* option below or directly contact the Human Resources point of contact identified in your offer.

I, **Crys Ball**:

- Accept**
- Decline**
- Request to be Contacted**

To continue the process, click Continue below. You will be prompted to log in to USAJOBS using Login.gov, and then you will be able to complete onboarding tasks.

Continue

# Onboarding Process



- After accepting the job, the new hire will be required to login into their LOGIN.gov account.
- This will take you to the tasks that are required to be complete.
- Tasks include questionnaires and forms assigned by HRO.
- Responses provided on the questionnaire automatically populate forms needed for NEO

# Onboarding Process



## Example Tasks (Forms)

Task Name	Due	Completed
<input type="checkbox"/> Complete New Hire Questionnaire		
<input type="checkbox"/> Complete Form SF 1152		
<input type="checkbox"/> Complete Form SF 1199A		
<input type="checkbox"/> Complete Form SF 181		
<input type="checkbox"/> Complete Form SF 256		
<input type="checkbox"/> Complete Form SF 2823		
<input type="checkbox"/> Complete Form SF 3102		
<input type="checkbox"/> Complete Form SF 61		
<input type="checkbox"/> Complete Form TSP 3		

# Onboarding Process



- The system will notify HRO as you complete forms
- HRO will verify that the form is correct. If there are mistakes on the form, it will be returned for correction
- New hire must verify the accuracy of the forms before submitting to HR office

# Onboarding Process



## Electronically Signing and Submitting Forms

- When reviewing the form in PDF format, some forms will require electronic signature
- Forms that require a signature include a verification section and a submit button that allows you to certify and authorize an electronic signature
- Once submitted the form is sent to HRO

# Onboarding Process



- Once the new hire submits the forms a notification is sent to HRO
- HRO reviews the forms and sends the Official Job Offer (OJO)
- The OJO will set the start date
- The new hire receives the OJO by email and will need to click the link to accept the OJO



# Onboarding Process



## Example OJO

### Official Job Offer

To continue the onboarding process, the Training Office National Guard needs you to complete additional actions before and after your first day on duty to complete your onboarding process for the following position:

**Position Title:** HR Specialist

**Pay Plan:** GS

**Series:** 0201

**Grade:** 9

After reviewing the details of the offer you received, please indicate your acceptance of the conditions of employment by electronically providing your response to the offer below. For questions regarding your offer, select the *Request to be Contacted* option below or directly contact the Human Resources point of contact identified in your offer.

**I, Crys Ball:**

- Accept
- Decline
- Request to be Contacted

# Onboarding Process



- Once new hire accepts the OJO this is their approval to start
- The new hire's start date will depend on how fast they complete the TJO and accept the OJO

# Helpful Staffing Links



- GKO (Job log posted daily)

<https://armyeitaas.sharepoint-mil.us/sites/NGOH-HRO>

- Ohio National Guard HRO

<https://hr.ong.ohio.gov/>

# Staffing POC's



**CMSgt Tonya Camarata- Technician Branch Supervisor**

614-336-7077 [tonya.camarata.mil@mail.mil](mailto:tonya.camarata.mil@mail.mil)

**Mrs. Sandi Hammitt**

614-336-7057 [sandra.hammitt@us.af.mil](mailto:sandra.hammitt@us.af.mil)

**Mrs. Kierra Schulz**

614-336-7440 [kierra.j.schulz.civ@mail.mil](mailto:kierra.j.schulz.civ@mail.mil)

**Mr. Nicholas Ruggiero**

(614) 336-1092 [nicholas.j.ruggiero4.civ@army.mil](mailto:nicholas.j.ruggiero4.civ@army.mil)

**Mr. Dakotalee Stewart**

(614) 336-4948 [dakotalee.j.stewart.civ@army.mil](mailto:dakotalee.j.stewart.civ@army.mil)

**Mrs. Karissa Binckley**

(614) 336-7158 [karissa.r.binckley.civ@army.mil](mailto:karissa.r.binckley.civ@army.mil)

**Mrs. Lyndsie Cornwell**

(614) 336-4948 [lyndsie.t.cornwell.civ@army.mil](mailto:lyndsie.t.cornwell.civ@army.mil)

# Thank you



*Always ready. Always there.*



# **Human Resources Pay Administration and Pay Setting**



# Overview

- **Pay Administrative Directives**
- **Pay Systems**
  - Adjustments, Within-Grade Increases
- **Pay Setting**
  - MPR, HPR, New Appointments, Promotions, CLGs
- **Grade Retention**
- **Pay Retention**
- **Severance Pay**
- **Monetary Incentives**
  - Recruitment, Relocation, and Retention Incentives
- **Special Pay Options**
  - Shift Differential, Premium Pay, Supervisor Differential, Overtime, Compensatory Time, Compensatory Time-Travel



# Pay Administration Directives

- **32 USC and 5 USC**
- **Title 5, Code of Federal Regulations (5 CFR)**
  - 5 CFR 531 Pay Under General Schedule
  - 5 CFR 536 Grade and Pay Retention
  - 5 CFR 550 Pay Administration
  - 5 CFR 575 Recruitment, Relocation, and Retention Incentives
- **Ohio National Guard Pay Setting Policy**





# Pay Systems

**Ohio National Guard employees are in one of two pay schedules**

- General Schedule (GS) salary system for white-collar Federal employees
- Federal Wage System (FWS) for blue-collar employees



# Pay Systems

## General Schedule (GS) Pay System

- Covers Administrative/Professional, Clerical/Technical, and Protective positions
- Has 15 grades with 10 steps in each grade
- Has a base salary rate for grades and steps
- Has a Locality Schedule that supplements pay
- Determined annually, effective 1<sup>st</sup> pay period after 1 Jan (pending budget approval)
- Includes Special Salary Rates for certain Occupational Series



# Pay Systems

## Federal Wage Schedule (FWS) Pay System

- Covers Craft, Trade and laboring positions
- 15 grades for Non Supervisory/ Wage Grade (WG) position
- 15 grades for Wage Leader (WL) positions
- 19 Grades for Supervisory positions (WS)
- 5 Steps per grade
- Based on “prevailing rates”
- Established by DoD Wage Setting Division
- Determined by Local Wage Survey
- May increase, decrease or remain the same
- General Adjustments; Effective at different times of the year



# Pay Tables

**GS/Special pay tables with locality pay charts are located at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>**

**Pay schedules for specific wage areas is located at:**

**<https://wageandsalary.dcpas.osd.mil/BWN/AFWageSchedules/>**



# Wage-Grade Increases (WGI)

## General Schedule (GS)

- Must be in a permanent position
- Performance must be at an acceptable level of competence
- Must NOT have received an “equivalent increase” in pay during the waiting period (see 5 CFR 531.407.)
- Must have completed the required waiting period for advancement to the next higher step
  - Steps 2-3-4 require 52 Calendar Weeks (1 year)
  - Steps 5-6-7 require 104 Calendar Weeks (2 years)
  - Steps 8-9-10 require 156 Calendar Weeks (3 years)



# Wage-Rate Increases (WRI)

## Federal Wage System (FWS)

- Temporary Appointments are eligible
- Performance must be at an acceptable level of competence
- Must **NOT** have received an “equivalent increase” in pay during the waiting period
- Must have completed the required waiting period for advancement to the next higher step
  - Step 2 requires 26 Calendar Weeks
  - Steps 3-4 require 78 Calendar Weeks
  - Step 5 requires 104 Calendar Weeks



# Pay Setting

**The authority to set pay rates rests with the “Appointing Official” – The Adjutant General or designated representative, the Human Resources Officer.**



# Supervisory Differential

Paid to GS employee having supervisory responsibility for FWS employees if one or more employees are paid more than the supervisor





# Maximum Payable Rate (MPR) Rule

MPR rule is the highest amount an agency is authorized to set an employee's pay upon reemployment, transfer, reassignment, promotion, voluntary demotion, or change of appointment.

- Maximum payable rate is based on an employee's highest **previously earned rate of pay.**
- MPR cannot exceed the top step of the employee's current grade. If highest previous rate (HPR) falls between two steps, the higher is used to set pay.



# Highest Previous Rate (HPR)

Highest previous rate permits pay to be set above step 1 based on a previously earned federal salary.

- **GS HPR** is the highest actual rate of basic pay while federally employed, or the actual rate of basic pay for the highest GS grade and step previously held by an individual. Locality pay is **not** considered in GS HPR. This cannot exceed Step 10 of the proposed grade.
- **FWS HPR** is the highest scheduled rate of pay previously paid to a person while employed in a job in any branch of the Federal Government, or the District of Columbia.



# HPR

## Requirements for using HPR:

- Based on regular tour of Duty;
  - Rate is not based on temp appointment, temp promotion or Special Pays (shift differentials)
- Position held longer than 90 days
- Highest actual rate of basic pay received while federally employed



# HPR

The HPR will not be used after:

- A break in service of 5 years or more
- An appointment held for less than 1 year
- A demotion or change to lower grade for cause

## Temporary Promotions

HPR can apply if the total time of the temporary promotion equals or exceeds 1 year.



# HPR

- There is no *automatic* entitlement to HPR
- HRO only uses the optional HPR to set pay at the supervisor's request
- Highest previous rate will be used on a case-by-case basis
- Requested by supervisor and approved by HRO prior to effective date



# New Appointments

Newly-appointed Federal employee's rate of pay will be set at the minimum rate (step 1) **UNLESS**:

- The employee is awarded Highest Previous Rate
- The employee is hired at a higher step using Advanced In-Hire Rate (AIHR)

NOTE: Must be approved ***prior*** to the effective date of appointment



# New Appointments

Advanced In-Hire Rate (AIHR) will be considered for Initial appointments or a federal employee with a 90-day break

–AIHR can be used for both GS and FWS employees in 2 types of situations

1. Superior Qualifications
2. Special Agency need

- Initial offer at Step 1 must be refused in writing, prior to negotiating salary requirements
- Candidates existing salary, value to the agency and Labor market factors are considered in determining the employee's pay



# Promotions

A promotion occurs when an individual:

- Moves from a lower grade to a higher grade within the same pay schedule (GS) or prevailing rate schedule (FWS)
- Moves from another system with a lower rate of basic pay to a higher rate within grade





# Change to Lower Grade (CLG)

Action in which employee moves from higher graded position to lower graded position while continuously employed.

CLGs can be:

- Voluntary (requested by employee)
- Involuntary (initiated by the agency)



# Grade Retention

- Grade Retention is when a technician is moved to another position yet retains the pay attributes associated with the previous position.
- Held for 2 years beginning on the date the eligible individual is placed in the lower-graded position
- 2 Scenarios
  - Mandatory
  - Optional



# Grade Retention

## Mandatory

- Reduction in Force (RIF) procedures (applies if the individual served 52 consecutive weeks in a position(s), at one or more grades higher than the grade of the position to be placed)
- Reclassification process (applies when, immediately prior to the reduction in grade, the individual's position was classified at the higher grade for a continuous period of at least 1 year)



# Grade Retention

## Optional

- Management announces a reorganization or reclassification decision in writing (e.g. a general or specific notice) that may or may not affect the individual
- Prior to placement in a lower-graded position, the individual must have served at least 52 consecutive weeks in a position(s), at one or more grades higher than the grade of the position to be placed



# Grade Retention

- Loss of Eligibility for or Termination of Grade Retention
  - Break in Service of 1 workday or more
  - Reduction in grade for cause
  - Employee moves to a position under a covered pay system with a grade that is equal to or higher than the retained grade (excluding temporary promotions)
  - Declination of a *reasonable* offer



# Pay Retention

- An employee whose rate of basic pay otherwise would be reduced as a result of a management action is entitled to retain basic pay
- Pay Retention is mandatory after expiration of 2 years of grade retention and during RIF and reclassification actions when the requirements of grade retention aren't met
- Pay retention is optional at the discretion of the agency
- It cannot be used when the technician's position is reduced for cause or by personal request



# Pay Retention

- **Mandatory**
  - Expiration of a 2-year period of Grade Retention
  - RIF or Reclassification happens but member does not meet requirements for Grade Retention
  - Reduction or elimination of Special Rate schedules, scheduled rates, or special schedules



# Pay Retention

## Optional

- An agency may provide pay retention to an employee not entitled to mandatory pay retention whose payable rate of basic pay otherwise would be reduced as a result (e.g. management-direct reassignment - change to lower grade)





# Pay Retention

## Loss of Eligibility **OR** Termination of Pay Retention

- Break in Service of 1 workday or more
- Employee declines a reasonable offer of a position in which the employee's rate of basic pay would be equal to or greater than the employee's retained rate
- Reduction in grade for cause
- Reduction in grade at the employee's request
- Employee moves to a position not under a covered pay system



# Pay Adjustments

## Grade/Pay Retention

### Grade Retention

- Entitled to receive **100%** of the annual pay increase at the maximum rate of the retained grade plus locality increase and WRIs

### Pay Retention

- Entitled to receive **50%** of the annual pay increase at the maximum rate of the retained pay; no locality increase



# Severance Pay

- Involuntarily separated from Federal civilian employment other than for inefficiency, misconduct, or delinquency
- Resigns after receiving written general RIF notice or specific notice proposing removal
- Eligibility
  - Employee did not decline reasonable offer to a position
  - Service was at least 12 continuous months
  - Not eligible or receiving an immediate annuity
  - Loss of military membership (SRB)
  - Not receiving injury compensation
  - May be paid if in Permanent or Indefinite status



# Monetary Incentives

## 3 types of Incentives

- Recruitment Incentive [5 CFR 575.101]
- Relocation Incentive [5 CFR 575.201]
- Retention Incentive [5 CFR 575.301]



# Recruitment Incentive

- An agency may pay a recruitment incentive to a *newly-appointed* employee if the agency has determined that the position is likely to be difficult to fill in the absence of an incentive
- Approval to pay is determined prior to advertising and prior to appointment to the position
- Eligibility
  - A technician newly-appointed to a position
  - Sign a written Service Agreement
  - Paid in bi-weekly installments
- May not exceed 25% of annual rate of pay



# Relocation Incentive

- An agency may pay a relocation incentive to a current employee who must relocate to accept a position in a different geographic area (50 miles from current worksite) if the agency determines that the position is likely difficult to fill
- **Must be on Job Announcement**
- Approval to pay is determined before the technician is appointed to the position
- Can be paid in lump sum or bi-weekly installments
- May not exceed 25% of annual rate of pay



# Relocation Incentive

## Eligibility

- A current federal employee who must relocate, without a break in service, to accept a position in a different geographic area that is likely to be difficult to fill
- Must establish a residence in the new geographic area before incentive is paid
- Must have “fully successful” or equivalent rating in position held before move
- Relocation is permanent or temporary
- Sign a written Service Agreement



# Retention Incentive

- An agency may pay a retention incentive to a current employee if the agency determines:
  - Given the agency's mission requirements and the employee's competencies, the agency has a special need for the employee's services that makes it essential to retain the employee
  - The employee would be likely to leave for a different position in the Federal service in the absence of a retention incentive
- May be individual (up to 25%) or group (up to 10%)
- Recertification is due annually
- Paid in bi-weekly installments





# Retention Incentive

- **Eligibility**

- Must have “fully successful” rating of record

- **Terminations**

- Agency may terminate at any time
- Must terminate if employee:
  - Is demoted or separated for cause
  - Receives a rating below “fully successful”
  - Changes positions
  - Does not complete annual recertification



**Thank you**

