



New York National Guard Technician Workforce

Division of Military and Naval Affairs

[NY National Guard – Human Resources Office](#)

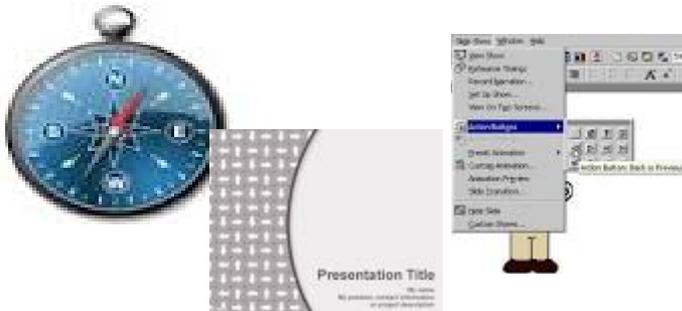
New Employee Orientation

Indefinite and Permanent Employees

[Technician Resources](#)

Navigating this Presentation

- This power-point presentation is in three parts: Introduction, benefits and retirements.
- It is filled with hyperlinks to get you where you need to go and to the forms you need to complete.
- Anything [blue](#) is a hyperlink with additional information.
- Some hyperlinks may require a CAC enabled computer.



Agenda

Part I

- **History of the Technician Program**
- **Sample LES**
- **Technician Status**
- **ACT**
- **Type of Technician Appointment**
- **EOPF**



Welcome to the National Guard Technician Program!

Congress established the Technician Program in “The Technician Act of 1968”, which is also known as Public Law 90-486. The Technician Program is a critical component of the National Guard in all fifty-four states, territories and District of Columbia. This program was established to provide National Guard technicians with fair and just compensation, employment benefits, and entitlement to a retirement system that is equitable to other federal employees. The law also designates, through the Secretaries of the Army and Air Force, The Adjutant Generals of each state, to employ and administer the Technician Program. This authority is further delegated to the Human Resources Officer (HRO). It is the HRO’s responsibility to review and administer human resource policies and procedures for the National Guard Technician Program. The HRO staff is committed to administering these policies and implementing systems that ensure fair and equitable treatment, job satisfaction, just compensation, and recognition for work well done.



Pay & Deductions

IT IS YOUR RESPONSIBILITY TO CHECK YOUR LES AND MAKE SURE IT IS CORRECT!

If you believe there is an error on your LES please contact your Unit Administrator immediately so we can make any corrections before it affects your paycheck.



[Sample LES](#)

Technician Status

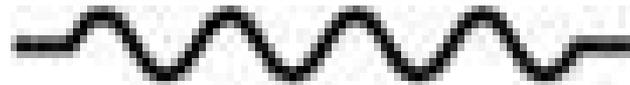
TECHNICIANS CAN FALL UNDER TWO CATEGORIES:

- **Dual Status**
- **Non-Dual Status (NDS)**



Dual Status

Dual Status is an Excepted Service position which requires membership in the New York National Guard as a condition of employment. The Selectee will be required to wear the military uniform and comply with all military customs and courtesies. Acceptance of an Excepted Service position constitutes concurrence with these requirements as a condition of employment.



Non-Dual Status (NDS)

A Non-Dual Status position is a Competitive Service position with the federal government where membership in the New York National Guard is not a requirement. There are very few NDS positions within the New York National Guard.



Association of Civilian Technicians (ACT)- Union

Management maintains the right to hire, assign, direct, layoff, and retain employees in the agency, or to suspend, remove, reduce in grade or pay, or take other disciplinary action against such employees as needed.

Weingarten Rights: Refers to the right of a bargaining unit employee to be represented by the union when (1) the employee is examined in an investigation conducted by one or more representatives; (2) the employee reasonably believes disciplinary action against him or her may result; and (3) the employee requests union representation.

[DMNA LABOR MANAGEMENT AGREEMENT](#)

Note: The union is required by law to represent bargaining unit members whether the employee is a dues paying member or not.



Type of Appointment

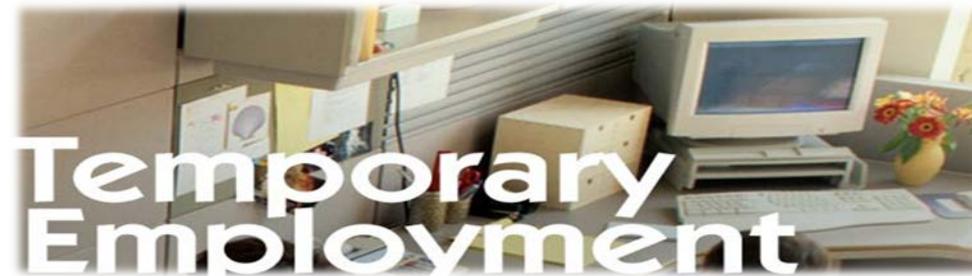
Tenure is the retention group in which competitive service and excepted service employees are grouped based on the employee's type of appointment. There are three types of tenure.



Type of Appointment

Tenure 3 (Other)

Indefinite employment is temporary in nature that normally will last more than one year, up to four years. Benefits are the same as a permanent technician with the exception of tenure. Indefinite technicians are in Tenure Group 3. Indefinite technicians may be separated after a 30-day written notice memorandum is issued by the HRO.



Type of Appointment Cont.

Tenure 2 (Career-Conditional)

As a Tenure 2 employee, you must serve a 12-month trial/probationary period in which your job performance and behavior are monitored by your supervisor. You can be released anytime during the trial/probationary period if your performance or behavior falls below the required expectations without the right to an appeal. Your tenure group will automatically convert from Group 2 to Group 1 upon successful completion of the trial/probationary period (3 years for NDS).



Type of Appointment Cont.

Tenure 1 (Career)

If you were employed in a permanent status, you were placed in Tenure Group 1.

Upon successful completion of the 1 year trial/probationary period, your permanent appointment carries no further restrictions or conditions such as conditional, specific time limitation, or trial period.*



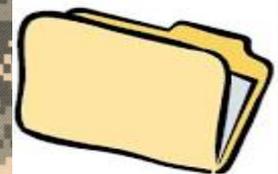
POC: [Mrs. Avis Sanchez](#)



Personnel File (OPF)

Official Personnel Folders (OPFs) are established and maintained in the Human Resources Office and are for official use only. This folder will contain official documents pertaining to your technician employment. You are encouraged to periodically review your OPF. If an employee decides to leave federal employment, the OPF is forwarded to the [Federal Records Center, St Louis, MO](#)

OPF's have been scanned and became fully electronic as of 31 December 2014, now referred to as eOPF



HRO Points of Contact

Benefits Supervisor: CW3 Priscilla Burnah 518-786-4782

Human Resources Specialists

Retirements/Separations:	Ms. Trudy Bonsell	-4725/4950
Benefits/Retirements:	Mrs. Alma Pennington	-4681
LWOP/RTD/Benefits:	SSG Trish Cormier	-4448
Benefits	SSG John Amirault	-4658
OWCP:	SGT Stephen Clemente	-4727
Appraisals (PAA):	SSG Mirela Karagic	-4737
Info Sys:	CMSgt Edward Warner	-4666
Training/Travel:	MSG Tracey Miller	-4685
Classification:	Mrs. Lisa Ashley	-4978
Staffing:	Mrs. Avis Sanchez	-4659

[Technician Resources](#)





End of Part I



Agenda

Part II

- **MyBiz+**
- **Army Benefits Center- Civilian (ABC-C)**
- **Employee Benefits Information System (EBIS)**
- **Federal Employees Health Benefits (FEHB)**
- **Federal Employees Dental and Vision Insurance Program (FEDVIP)**
- **Flexible Spending Account (FSA)**
- **Federal Long Term Care Insurance Plan (FLTCIP)**
- **Federal Employee Group Life Insurance (FEGLI)**

MyBIZ+

MyBiz+ is an automated program that allows you to access information from your official personnel records including appointments, position, personal, salary, benefits, awards, bonuses, performance, and personnel actions

POC: [CMSgt Edward Warner](#)



How to Access MyBiz+

The screenshot shows a web browser window with the URL <https://compo.dcpds.cpms.osd.mil/>. The browser title is "DCPDS Portal - Login". The page features a purple header with navigation links: "Login Help | Contact List | Frequently Asked Questions (FAQ)". The main header contains the "DCPDS PORTAL" logo and a globe icon.

News and Information

Last updated November 16, 2014
13:00 CDT

Introducing MyBiz+

MyBiz+ is now available.

MyBiz+ provides at-a-glance personnel information and features direct add, update or edit capabilities, as well as detailed information pages that employees may customize to view the data most important to them.

We encourage you to explore, discover and learn—and then tell us what you think using the MyBiz+ feedback form. Your feedback is important as we enhance the look, feel and dynamics of MyBiz+.

Subsequent releases will include manager and supervisor-related capabilities.

Click [here](#) to read the MyBiz+ Fact Sheet, or log in now to check it out.

Department of Navy decommission of CSU system effective 2 Nov 2014.

Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)!

Smart Card Access

Click the login button below and select your non-email digital certificate.

[Smart Card Login](#)

First time Smart Card (CAC) user? [Register Here](#)

Register First time Smart Card (CAC) user

- Select your non-email certificate
- Select OK
- Enter your PIN
- OK Next button

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.

Privacy Act | Accessibility/Section 508 | Privacy and Security Policy | DCPDS Information

MyBIZ+

Welcome

Thomas Technician

DCPDS Smart Card Registration

[Info](#)

To register or update your Smart Card Certificate information to an HR/MyBiz/MyWorkplace application, read the Privacy Act Statement and follow the instructions below.

Enter your SSN/LN Employee ID Number and select the "Register" button to register your Smart Card. Select the "Cancel" button to return to the DCPDS Portal Page.

**** Important **** SSN/LN Employee ID Numbers are masked as an additional security measure for your personal protection.

* Use hyphens in the SSN/LN Employee ID Number if applicable.

SSN/LN Employee ID Number:

Confirm SSN/LN Employee ID Number:

Register

Cancel

Enter Social Security Number with dashes, for example "123-45-6789"
Confirm by re-entering your Social Security number and Register.

Smart Card (CAC) Re-Registration

Select the "Re-Register" button if you received a new Smart Card (CAC) since the last time you registered to the MyBiz/MyWorkplace/Human Resources (HR) application.

Re-Register

Cancel

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

Purposes: To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate. To audit user access to ensure that access is only granted to those persons authorized access to the information.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

MyBIZ+

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Department of Navy decommission of CSU system effective 2 Nov 2014.

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For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)

Smart Card Access

[Info](#)

Click the login button below and select your non-email digital certificate.

[Smart Card Login](#)

First time Smart Card (CAC) user? [Register Here](#)

Returning Non-Smart Card (Non-CAC) User? Click the button below.

[Non-Smart Card Access](#)

First time Non-Smart Card (Non-CAC) user? [Register Here](#)
Password problems? [Reset](#)

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.

Click to Login with your CAC (indicated by a green arrow pointing to the Smart Card Login button)

Privacy Act | Accessibility/Section 508 | Privacy and Security Policy | DCPDS Information

Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

Authorities: 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O.9397.

Principal Purposes: To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.

Routine Uses: None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

Disclosure: Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

Accept

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

Click on Accept

MyBIZ+

MyBiz+ offers employees improved navigation and HR information in an easy to understand display!
Help us continue to improve MyBiz+ by visiting [Provide Feedback](#) and telling us what you think....

Other DCPDS Applications - Favorites - Help - Logout

Read/Unread	Title	Start Date
*	Welcome to MyBiz+	17-Nov-2014

★ You have 1 unread notifications.

Welcome, Thomas Technician The information is current as of 18-Nov-2014

Home 🏠 📄 📌 📧 📱

★ Provide Feedback

Key Services

- My Biz
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development

Retirement

TSP	10%	03-Jan-2013
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Insurance Manage My Views

Health Insurance:	My FEHB
Life Insurance:	My FEGLI

Pay

Gross Pay:	\$43.10
Net Pay:	\$06.06
Pay Period End Date:	01-Nov-2014

Leave

Annual Leave Balance:	160.00
Sick Leave Balance:	\$9.00
Annual Leave Forfeit Balance (Use or Lose):	0

Last Personnel Action

Type of Action:	Reg WRI
Effective Date:	19-Oct-2014

Detail Pages

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

Click on any of the buttons to access more information



Army Benefits Center - Civilian

- The [ABC-C](#) provides automated benefits support to employees through the Employee Benefits Information System (EBIS).
- [EBIS](#) is a web application that allows you to access general and personal benefits information and conduct electronic transactions using a computer.

What Benefits Are Available For You As a Technician?

- Federal Employees Health Benefits [FEHB](#)
- Federal Employees' Group Life Insurance [FEGLI](#)
- Thrift Savings Program [TSP](#)
- Federal Employees Dental and Vision Insurance Program [FEDVIP](#)
- Flexible Spending Accounts [FSA](#)
- Retirement Programs [CSRS/FERS](#)
- [NGAUS](#) (Term Life and Disability Insurance) Dual Status
- Long Term Care Insurance [LTCI](#)



What can ABC-C do for You?

- Thrift Savings Program [TSP](#)
Make changes to contribution at your leisure
- Federal Employees Health Benefits [FEHB](#)
Make open season and qualifying life event changes to your plan
- Federal Employees' Group Life Insurance [FEGLI](#)
View and make changes to coverage
- Retirement - [CSRS/FERS](#)
Information on Civil Service and Federal Employees Retirement System



How to use ABC-C



- You must have an AKO account established.
- You must use your [AKO](#) user name and password to access EBIS from home.
- You can access [EBIS](#) from a government computer using CAC card/PIN.

This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE



From left, Soldiers from the U.S. Army's 1st Cavalry Division, Armenia and Denmark work together to update map information during exercise Combined Resolve III at the Joint Multinational Readiness Center in Hohenfels, Germany, Nov. 7, 2014. U.S. Army photo by Spc. John Cress Jr. (Photo by U.S. Army)

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- ▶ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- ▶ At any time, the USG may inspect and seize data stored on this IS.
- ▶ Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- ▶ This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- ▶ Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

About Help Terms
Army HRC MilBook Air Force Portal MarineNet Navy Enterprise Portal

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Click "I Accept"
to access
AKO Login page

AKO



From left, Soldiers from the U.S. Army's 1st Cavalry Division, Armenia and Denmark work together to update map information during exercise Combined Resolve III at the Joint Multinational Readiness Center in Hohenfels, Germany, Nov. 7, 2014. U.S. Army photo by Spc. John Cress Jr. (Photo by U.S. Army)

CAC/PIV Login | I don't have a CAC/PIV

Sign in using your CAC/PIV

Insert your CAC/PIV into the card reader, then Sign in.

Sign in Low Bandwidth Sign in directly to Webmail

[Having trouble accessing AKO?](#)

New to AKO? **Sign up**

Create Account with CAC

Do you need assistance? Please contact the

[About](#) [Help](#) [Terms](#)

[Army HRC](#) [MILNET](#) [Air Force Portal](#) [MarineNet](#) [Navy Enterprise Portal](#)

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Login using your CAC

OR

If you're new to AKO, Create an Account with your CAC

[AKO](https://www.us.army.mil/)

<https://www.us.army.mil/>

Follow all prompts until complete

Army Benefits Center (ABC-C)

ABC-C Web Site - Windows Internet Explorer

https://www.abc.army.mil/

ABC-C

File Edit View Favorites Tools Help

ABC-C Web Site

ARMY BENEFITS CENTER-CIVILIAN

The ABC-C

Home Site Map Contact Us

Benefit Topics

- [Court Ordered Benefits](#)
- [Forms](#)
- [Health Insurance](#)
- [Life Insurance](#)
- [Open Seasons](#)
- [Retirement](#)
- [TSP](#)
- [Uniformed Services](#)

What's Hot!

- [I want to retire!](#)
- [Help, I am a new employee!](#)
- [How do I make a deposit/redeposit?](#)
- [How do I change my beneficiary?](#)
- [Leave Without Pay \(LWOP\)](#)

Announcements

- The ABC-C will close at 1245 CT on Thursday, 19 March 2009. Benefits counselors will not be available during this time. Normal business operations will resume on Friday, 20 March 2009 at 0600 CT.
- The Thrift Savings Plan (TSP) amounts for 2009 have been published. The maximum contribution amount for regular TSP is \$16,500; and \$5,500 for TSP Catch-Up. Click [here](#) for the charts to assist you in planning your regular and Catch-Up TSP contributions to reach the maximum for 2009.
- The ABC-C has a new mailing address: **Army Benefits Center - Civilian, 303 Marshall Avenue, Fort Riley, KS 66442-5004**

Newsletters

- [ABC-C Newsletter - December 08](#)
- [Archived Newsletters](#)

HR Professionals

- [CPAC/HR Representative Information](#)
- [Death Reporting](#)

How Do I Access the ABC-C?

[Employee Benefits Information System \(EBIS\)](#)

[Automated Telephone System](#)

[IVRS Menu Chart](#)

Useful Links

- [Army Knowledge Online \(AKO\)](#)
- [CPOL Employee Portal \(Army Portal\)](#)
- [Federal Employees Dental and Vision Insurance Program \(FEDVIP\)](#)
- [Federal Employees Flexible Spending Account \(FSAFEDS\)](#)
- [Field Advisory Services \(FAS\)](#)
- [Long Term Care Insurance \(LTCI\)](#)
- [myPay](#)
- [Office of Personnel Management \(OPM\)](#)
- [Social Security Administration \(SSA\)](#)
- [Thrift Savings Plan \(TSP\)](#)

Click on EBIS

If you are accessing the Employee Benefits Information System (EBIS) website through the Army network, you will need your SSN and 6-digit ABC-C PIN. If you are accessing the EBIS website via the ABC-C homepage, you will first need to authenticate with your Army Knowledge On-Line (AKO) userid and password and then will need your SSN and

EBIS

DoD NOTICE AND CONSENT BANNER - Windows Internet Explorer

https://www.ebis.army.mil/

File Edit View Favorites Tools Help

DoD NOTICE AND CONSENT BANNER

DoD NOTICE AND CONSENT BANNER

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- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USGauthorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I have read and consent to the terms of the IS User Agreement

I Agree

Click I Agree

Done Internet 100%

EBIS

The screenshot shows the EBIS login page in a Windows Internet Explorer browser window. The address bar displays <https://www.ebis.army.mil/login.aspx>. The page header includes the EBIS logo and the text "EMPLOYEE BENEFITS INFORMATION SYSTEM". A "Click to return to the home page." link is visible. A "Help" icon is present in the top left. The main content area is titled "Welcome to the Employee Benefits Information System (EBIS)..." and "Department of Army EBIS Login".

Current Users:
Enter your SSN and your PIN.

SSN (No Dashes)

PIN

[Reset PIN](#)

User Information:
If you are a new user select the New User button below. Your temporary PIN is your two digit month and the last two digits of your year of birth (MMYY). If you have forgotten your PIN, you will need your latest Leave and Earnings Statement or Notification of Personnel Action to complete the information on the Reset PIN link above. Your new permanent PIN must be six numbers and cannot be in the exact order of your Social Security number, date of birth, service computation date, or repetitive/consecutive numbers.

If you encounter difficulty with your PIN, please contact the HelpDesk @ DSN 856-2000 or 785-239-2000 Monday through Friday, from 0730 to 1600 CT, for assistance numbers.

Annotations with red boxes and arrows point to the SSN and PIN input fields:

- SS# no dashes
- ABC PIN#

The browser status bar at the bottom shows the URL <https://www.ebis.army.mil/login.aspx> and the Internet Explorer logo.

EBIS Cont

EBIS: Home: version 2.10.9.1

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help My Benefits Calculators Transactions Forms HR Link eRetirement My Profile eSeminars Information

Welcome to the Employee Benefits Information System (EBIS)...

Department of Army

The Employee Benefits Information System (EBIS) is designed to provide Federal employees general and personal information regarding their retirement & benefits.

To get started - choose one of the following:

- Click for a comprehensive personal statement of your retirement and benefits.
- Click to use a variety of retirement and TSP calculators.
- Click to view current coverage and/or change your TSP, FEHB, or FEGLI benefits.
- Click to fill and/or print benefits related forms.
- Click to view estimates from your Human Resources office.
- Click to submit a retirement request to your human resources office.
- Click to personalize your information that is used in EBIS.
- Click here to view on-line seminars about your Federal benefits.

Session
User: IGTR F QCTRR
PIN Logout

Pending Transactions
FEHB: None
TSP: None
TSP Catch Up: None
FEGLI: None

Agency News
The Thrift Savings Plan (TSP) has announced that their system will be able to accept Roth TSP contributions on May 7, 2012. Because implementation involves technical and programmatic modification of payroll systems, not all agencies will be ready to participate on that date. Defense finance officials said the Roth option will be available on a phased basis from June to October. The specific implementation date will be determined at a later time. For more information on TSP Roth, please visit the TSP website.

Transactions

EBIS Cont.

Session
User: JGTR F QCTRR
[PIN] [Logout]

Pending Transactions
FEHB: None
TSP: None
TSP Catch-Up: None
FEGLI: None

Agency News
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Transactions

FEHB Current Coverage Premium cost for temporary employees will be higher than the cost reflected below. Please refer to the Guide to FEHB Plans. <table border="1"><tr><td>Plan Code</td><td>455</td></tr><tr><td>Plan Name</td><td>MHBP</td></tr><tr><td>Type of Enrollment</td><td>Standard Family</td></tr><tr><td>Cost Per Pay Period</td><td>\$231.23</td></tr></table> [History] [Change]	Plan Code	455	Plan Name	MHBP	Type of Enrollment	Standard Family	Cost Per Pay Period	\$231.23	FEHB Pending Transaction You have no pending transactions. [Void]
Plan Code	455								
Plan Name	MHBP								
Type of Enrollment	Standard Family								
Cost Per Pay Period	\$231.23								
TSP Current Coverage You have stopped or terminated your TSP contributions. You may now elect to contribute to TSP. [History] [Change]	TSP Pending Transaction You have no pending transactions. If you completed a TSP Stop Automatic Enrollment Transaction, it will be retro-actively effective to your start date and there will be no pending transactions. [Void]								
TSP Catch-Up Current Coverage You are not currently contributing to TSP Catch-Up. [History] [Change]	TSP Catch-Up Pending Transaction You have no pending transactions. [Void]								
FEGLI Current Coverage All FEGLI amounts and costs are based on your age as of the pay period ending date: 09/13/2012. Enrollment Code: CO	FEGLI Pending Transaction You have no pending transactions. If you completed a FEGLI transaction that is effective today there will be no pending transaction.								

Trusted sites | Protected Mode: Off | 125%

ABC-C Telephone System

- To access call toll free 1-877-276-9287
- TDD: 1-877-276-9833 (Hearing Impaired)
ABC-C Telephone System
- Counselors are available 12 hours per day from 6:00 a.m. – 6:00 p.m.
Central Time

Select:

1= Army Civilian

2= DCMA Civilian

3= National Guard

4= Non-Appropriated Fund or
Uniformed Service Member



Health Insurance - FEHB



- **Important Dates:**
 - **Sign up deadline for Health Insurance – 60 days from hire date**
 - **Effective date – First day of the following pay period after you submit your form through EBIS**
 - **Annual Open Season – Second week of November through the second week of December**

- **Changes outside of open season- Qualifying Life Events (QLE):**
 - **New family member**
 - **Child's status changes (age 26)**
 - **Marriage or divorce**
 - **Gained/lost coverage under spouse**

To Enroll in Health Insurance



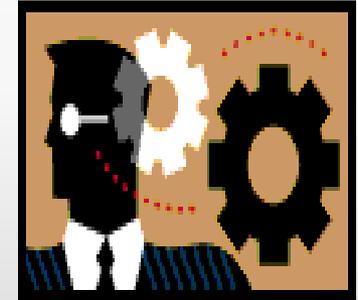
1. Visit [FEHB](#) for information of available plans in your area. Select “Compare health Plans”
2. It is YOUR responsibility to research the plans and make sure your medical needs will be met and to make sure the provider you choose services your area of residence.
3. Once you know the 3-digit enrollment code for the plan you want, login to [EBIS](#) > select “Transactions” > under FEHB select “change” and follow the prompts
4. Pre-tax payment is automatic unless you complete a Premium Conversion Waiver/Election Form

Free Website to Help Federal Employees

- **Overwhelmed with choices, Help is here:**



[PlanSmartChoice](#)



- **PlanSmartChoice is a free Website to help federal employees choose medical, dental & vision options based on their own medical and financial circumstances**



Federal Employees Dental and Vision Insurance Program FEDVIP

- **Federal Employees Dental and Vision Insurance Program (FEDVIP) is available to eligible employees and their family members**
- **Stand alone Dental and Vision Insurance**
- **Competitive premiums**
- **Pre-tax payroll deduction**
- **Can enroll in dental, vision, or both**
- **You may apply within 60 days of your entrance on duty date or during the Open Season**

Federal Employees *Optional* Dental and Vision Insurance Program (FEDVIP)

- **Eligible for FEHB = Eligible for FEDVIP**
- **How to enroll: (NOT ON EBIS)**
 - **877-888-3337 or**
 - **Online [benefeds](#) see available plans and rates**
- **Important dates:**
 - **Sign up deadline – 60 days from hire date**
 - **Open Season – Second week of November through the second week of December**



FEDVIP

www.opm.gov

Election

Self Only

Self & One

Self & Family

Dental Benefits

Diagnostic
Preventative
Emergency Care
Restorative
Oral Surgery
Endodontic
Orthodontics



Vision Benefits

Diagnostic Services
Preventative Services
Eyewear
Glasses
Contacts



Flexible Spending Account

- Is an account where you contribute money from your salary **BEFORE** taxes are withheld
- Can get reimbursed for your out-of-pocket expenses for:
 - Health Care and Dependent Care
- Can incur and claim eligible expenses until March 15th of following year or is forfeited Use it or Lose it
- How to enroll:
 - Call 1-877-FSAFEDS or
 - <https://www.fsafeds.com/fsafeds/index.asp>
 - Must enroll prior to October 1st of the calendar



Federal Long Term Care Insurance **Program (FLTCIP)**

- **Long term care insurance provides funds if you can no longer perform everyday tasks for yourself**
- **Care can be provided in a variety of settings: your home, a nursing home, hospice care or other assisted living facilities**
- **You may apply within 60 days of your entrance on duty date**
- **You may apply at anytime with the longer underwriting procedure**





Long Term Care Insurance

- **What is it?**
 - **Covers costs that FEHB does not cover**
 - **Extended family member coverage**
 - **Questions (Long Term Care Specialist)
1-800-582-3337**
- **Important dates:**
 - **Sign up deadline with abbreviated underwriting –
60 days from hire date**
 - **May always sign up with full underwriting**
- **Apply online** [FLTCIP](#)





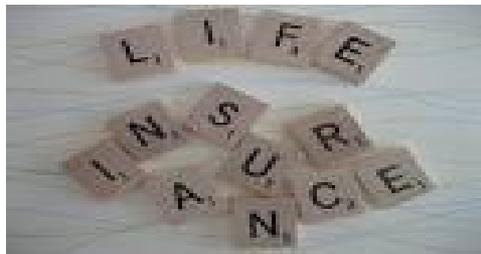
Federal Employee's Group Life Insurance (FEGLI)

Basic life insurance [FEGLI](#)

- What:
 - Annual Basic Pay (rounded to next \$1,000) + \$2,000
 - Includes accidental death and dismemberment
- How:
 - Automatic coverage at date of hire (Basic Only).
 - Deducted from paycheck
 - To decline basic insurance, or to add additional coverage you must do so on [EBIS](#)

FEGLI continues

- **Additional Options:**
 - **Option A Standard (\$10,000)**
 - **Option B Optional (up to 5 times your salary)**
 - **Option C Family (up to \$25,000 for your spouse and up to \$12,500 for your children)**
- [Life Insurance Calculator](#)
- [What are the FEGLI Options](#)
- **Qualifying Life Events allow you to enroll or make changes to FEGLI**
- **Life Insurance can be reduced at any time**



HRO Points of Contact

Benefits Supervisor: CW3 Priscilla Burnah 518-786-4782

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Info Sys:	CMSgt Edward Warner	-4666
Training/Travel:	MSG Tracey Miller	-4685
Classification:	Mrs. Lisa Ashley	-4978
Staffing:	Mrs. Avis Sanchez	-4659

[Technician Resources](#)





End of Part II



Agenda

Part III

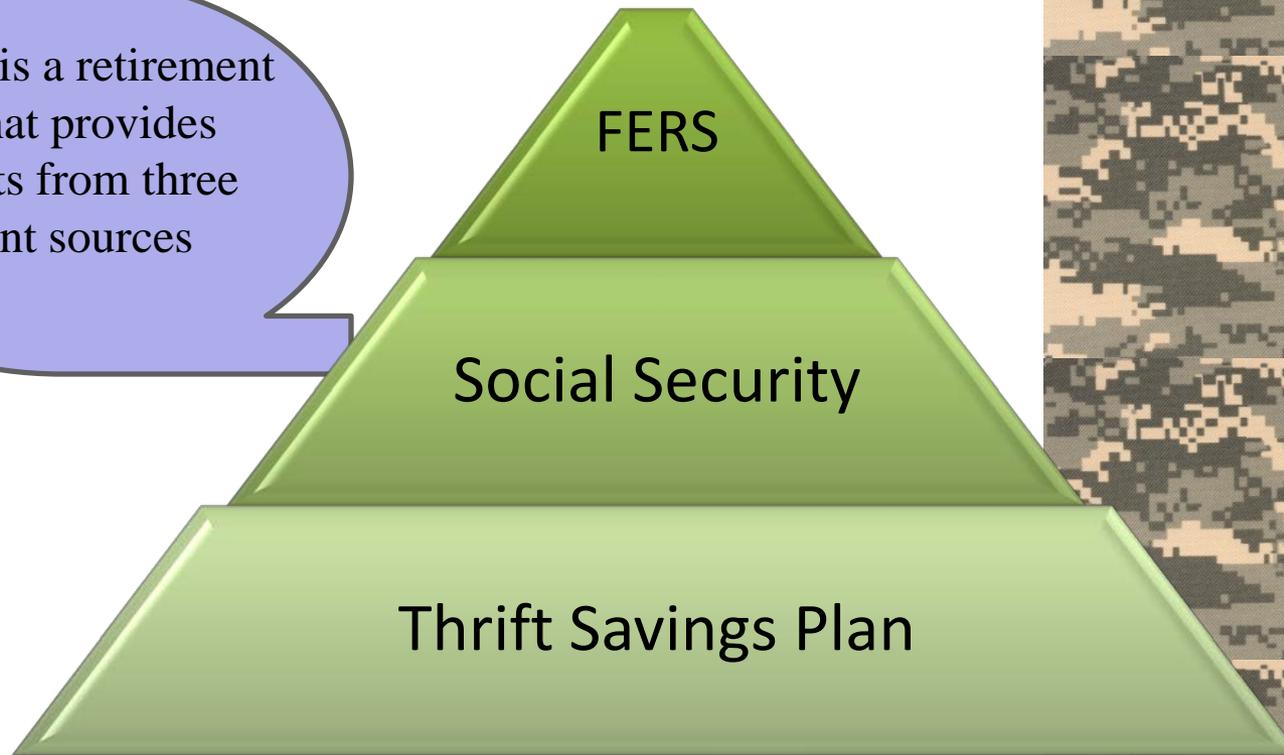
- **Retirements**
- **Military Buy Back**
- **Thrift Savings Program (TSP)**
- **NGAUS Term Life Insurance**
- **Leave Accrual**
- **Employee Assistance Program (EAP)**
- **Occupational Worker Compensation Program (OWCP)**
- **Performance Application Program**

What are your Retirement benefits?

FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS)

FERS – a three tiered system

FERS is a retirement plan that provides benefits from three different sources





MINIMUM RETIREMENT AGE

IF YEAR OF
BIRTH IS...
AGE IS...

THE MINIMUM
RETIREMENT

BEFORE 1948	55
1948	55 & 2 MONTHS
1949	55 & 4 MONTHS
1950	55 & 6 MONTHS
1951	55 & 8 MONTHS
1952	55 & 10 MONTHS
1953-1964	56
1965	56 & 2 MONTHS
1966	56 & 4 MONTHS
1967	56 & 6 MONTHS
1968	56 & 8 MONTHS
1969	56 & 10 MONTHS
1970 & AFTER	57



Retirement Coverage Determination

- New employees in a covered position hired after 1 Jan 14, will be placed in the Federal Employees Retirement System-Further Revised Annuity Employees (FERS-FRAE).
 - Employee Contributes 4.4% of basic pay to retirement system
- Employees in a covered position hired after 1 Jan 13, would have been placed in the Federal Employees Retirement System-Revised Annuity Employees (FERS-RAE)
 - Employee Contributes 3.1% of basic pay to retirement system

Retirement Coverage Determination

Employees excluded from FERS-RAE if any of the following exceptions apply:

- The individual on December 31, 2012, was covered under FERS
- The individual on December 31, 2012, was performing civilian service which is creditable or potentially creditable service under FERS
- The individual on December 31, 2012, was not covered under FERS and was not performing civilian service which is creditable or potentially creditable service under FERS, but as of December 31, 2012, had performed at least five years of civilian service creditable or potentially creditable under FERS

Retirement Coverage Determination

Employees excluded from FERS-FRAE if any of the following exceptions apply:

- Until OPM issues additional guidance on the retirement coverage rules follow guidance provided in BAL 13-102, dated June 4, 2013
- Employees who are subject to CSRS, CSRS-Offset, or FICA-only coverage and who have an opportunity to elect to transfer to FERS will be subject to FERS, not FERS-FRAE, if they elect to transfer to FERS.

Military Deposits Make the Time COUNT Toward your Federal Retirement!

Do you have prior active duty?

- **(Title 10) service?**
 - **Basic Training/AIT**
 - **Deployments**



FERS Credit For Post-56 Military Service

IN RECEIPT OF MILITARY
RETIREMENT PAY

Based on Non – Combat Disability or
Length of Service (includes campaign
time)

No credit unless Military Retired
Pay is Waived and Deposit is Paid

Based on Combat Disability or
Chapter 1223, Title 10 (Reserves)

Must Pay to Receive Credit for
Eligibility & Annuity
Computation

Military Buy Back

FERS Military Service performed on/after 1/1/1957



Must pay deposit to receive credit for retirement eligibility and annuity computation



Amount of Deposit:

3% of basic pay earned + interest

*Interest varies by date service was performed



Prior Service Buy-Back Forms

To make this time count for retirement go to:

<https://www.abc.army.mil/retirements/FERSPost56.htm>

- Complete the [RI 20-97](#) for each branch of service and attach a copy of your DD 214 (s). Complete blocks 1-10 and block 19
- To the Left of your name is a blank space, you will need to get the address for your enlisted branch of service. [Branch Addresses](#)
- Fill in the appropriate address and Fax it directly to them

POC: SSG Trish Cormier



Temporary Federal Time? Military Time?



If you have either of these the period of service will count toward your SCD (service computation date) for Leave purposes

Example: You begin Federal Employment 1 Jan 12 (automatic SCD date) but you have 5 years of Title 10 Active Duty. With your DD 214 your SCD for Leave will now be 1 Jan 07 and you will automatically be earning 6 hours of annual leave.

POC: SSG Trish Cormier

Going on Orders?

- Title 10 (Deployment), Title 32 (AGR, ADSW, Military School)
- If you are going on orders and will be absent from your technician position for more than 31 days you **MUST** contact SSG Trish Cormier
- Your benefits will be affected





Thrift Savings Program (TSP)

- **All new employees automatically contribute 3%**
- **Agency automatically contributes 1%* even if you are not contributing.**
- **Agency will match up to 4% = for total of 5% agency contributions.**
- **To get full match you must contribute 5%**

***Agency 1% only - vested after 3 years**



TSP

Thrift Savings Program (TSP)



Agency Contributions to Your Account (FERS Employees Only)



You put in:	Your agency puts in:		And the total contribution is:
	Automatic (1%) Contribution	Agency Matching Contribution	
0%	1%	0%	1%
1%	1%	1%	3%
2%	1%	2%	5%
3%	1%	3%	7%
4%	1%	3.5%	8.5%
5%	1%	4%	10%
More than 5%	1%	4%	Your contribution + 5%

Thrift Savings Program (TSP)



- **Limits:** [TSP Contribution Limits](#)
 - \$18,000 in 2015 (\$17,500 in 2014)
 - > age 50 may make up to \$6,000 in catch-up contributions
 - Payroll will automatically stop both TSP and TSP catch-up when you reach the limit for the year
- **Changing Contributions:**
 - Start, stop, or change contributions at any time
 - Log on to [EBIS](#) and make your changes you're your convenience
 - Your contributions will change the beginning of the pay period after we receive your form

[TSP](#)

Thrift Savings Program (TSP)

- **You will receive welcome letter with:**
 - TSP account number
 - PIN
 - Password
- **Contributions automatically flow to the G-fund**
- **With account number and password you will be able to move your money to other funds**
- **Five original funds plus Lifecycle Funds can be researched on the TSP website:** www.tsp.gov
- **Eligible 401Ks can be transferred into TSP**
- **TSP Roth accounts**



Thrift Savings Program (TSP)

- You may review the TSP booklet Summary of the Thrift Savings Plan (TSPBK08) on the TSP site at <http://www.tsp.gov>
- Call TSP at 1-877-968-3778 for additional information



NGAUS (Term Life & Disability Ins.)

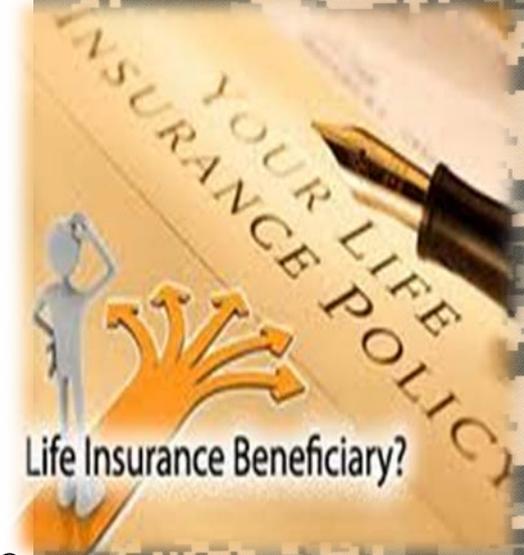
- **The Disability Insurance Plan**
- **Protection when you are unable to work due to a disability/injury**
- **The Term Life Insurance Plan**
- **REQUEST ENROLLMENT FORM FROM HRO**



Note: Your acceptance to this insurance plan is GUARANTEED if you apply during your first 31 days of employment

Beneficiary Forms

- **Designations to Keep Current:**
 - Unpaid Compensation – Send to HRO
 - Life Insurance (FEGLI) – Send to HRO
 - TSP Account - Send directly to TSP
 - FERS Account – Send to HRO
- **Considerations to keep in mind**
 - If you have minor children the benefit will go to a guardian
 - Update if needed (Marriage or Divorce)
 - Designate contingencies



Leave Accrual

- **Annual**
 - **Less than 3 years service = 4 hrs per pay period**
 - **3-15 years of service = 6 hrs per pay period**
 - **Over 15 years of service = 8 hrs per pay period**
 - **Maximum 240 hrs carryover each calendar year**
- **Sick**
 - **Always 4 hrs per pay period**
 - **No maximum carryover**
- **Military**
 - **120 hrs per fiscal year; 240 hrs maximum carryover**



Leave – Cont.

- **Other Leave options which may be available to you:**
 - **FMLA – Family Medical Leave Act**
Must have 12 months of Federal Service before entitled to 12 weeks of paid/unpaid leave. Used for birth, adoption, family medical emergency
 - **Advanced Leave**
 - **Leave Transfer Program**
 - **Leave Without Pay – LWOP**



Leave Accrual Rates

<u>Employee Type</u>	<u>Less than 3 years of service</u>	<u>3 years but less than 15 years of service</u>	<u>15 or more years of service</u>
Full-time employees	½ day (4 hours) for each pay period	¾ day (6 hours) for each pay period, except 1¼ day (10 hours) in last pay period	1 day (8 hours) for each pay period
Part-time employees	1 hour for each 20 hours in a pay status	1 hour for each 13 hours in a pay status	1 hour for each 10 hours in a pay status

****All federal employees will receive 4 hours sick leave per pay period.**





Employee Assistance Programs (EAP)

The EAP is a voluntary, work-based program that provides cost-free and confidential assessment, short-term counseling, referral, and follow-up services to employees who have personal and/or work-related problems that may affect attendance, work performance, and/or conduct.

The goal of EAP is to return valuable employees to full productivity.

POC: [Mr. John Willsey](mailto:John.Willsey@...) (518) 786-4807



Other Benefits

Your use of
EAP will
remain
anonymous

- **Employee Assistance Program**
 - Dual Status Employees have the use of [MilitaryOneSource](#) or 1-800-222-0364
 - NDS employees use Federal Occupational Health [FOH](#) or 1-800-222-0364
- Use this service if something is distracting you from completing/ focusing on your work (depression, anxiety, drug/alcohol abuse etc)
- Allows you to take leave for counseling without charge to your leave
- Talk to your supervisor if you need this service



EAP

Performance Appraisal Application (PAA)

- **At least once a year, your supervisor will rate your performance on the job.**
- **Employees can expect formal performance feedback sessions from their supervisor at least semi-annually. These feedback sessions give the supervisor and the employee a chance to comment on job performance to date and may be used as supporting documentation for the final appraisal**





Performance Appraisal Application

Performance Appraisal Application will be accessed *electronically* using MyBiz

All Technicians have a role completing:

- **Job Objectives (standards)**
- **Interim Reviews self assessments**
- **Annual Appraisals self assessments**



Performance Appraisal Application

All Technicians get an annual Appraisal

- **Annual Appraisal Cycle: 1 Oct – 30 Sep 13**
- **Technicians will be rated by levels 1 through 5**
- **Technicians must have a Mandatory Interim Review**
- **Mandatory Supervisory “Critical Element”**
- **NGB Form 430 – National Guard Technician Performance Appraisal**





Performance Appraisal

Application

Table 2-1.
Critical Element Rating Descriptors

CRITICAL ELEMENT RATING	DESCRIPTORS: The following definitions shall apply to the summary or overall performance appraisal rating:
5 – Outstanding	Outstanding performance in one or more critical element and excellent performance for all other critical element(s).
4 – Excellent	Excellent performance in one or more critical element(s) and fully successful performance for all other critical elements.
3 – Fully Successful	Overall fully successful performance.
2 – Marginal	Below fully successful performance for one or more critical elements, but at least marginal performance for all critical elements.
1 – Unacceptable	Fails to meet at least the marginal performance standard in one or more critical elements.
Not Rated	Employee did not have an opportunity to perform the critical element because it became obsolete or could not be accomplished due to extenuating circumstances.

See also: [Within Grade Increases \(WG/GS\)](#)



Occupational Injury

- **The Office of Workers' Compensation Programs (OWCP) administers four major disability compensation programs which provide wage replacement benefits, medical treatment, vocational rehabilitation and other benefits to certain workers or their dependents who experience work-related injury or occupational disease**
- **Report ANY and ALL injuries to your supervisor!**

POC: SGT Stephen Clemente
Alt POC: SSG John Amirault





RECAP

- You have **60** days from your date of hire/conversion to enroll in or make changes to **FEHB, FEGLI, FSAFEDS, FEDVIP, FLTCP**.
- Acceptance in to **NGAUS Term Life & Disability Ins.** Is guaranteed if you apply within 31 days of hire (request enrollment form from HRO). After 31 days you will need to apply for coverage and the decision will be up to the insurance company.
- You are automatically enrolled in **Basic FEGLI and 3% TSP contributions**. Use **EBIS** to make changes if you wish.
- Check your **LES** every pay period!
- When in doubt contact **Admin or HRO!**



HRO Points of Contact

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Human Resources Specialists

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[Technician Resources](#)





END
of
PRESENTATION