



New Employee Orientation

OREGON NATIONAL GUARD WORKFORCE

HUMAN RESOURCES

(971) 355-3325

Welcome to the National Guard Federal Employee Program

- Federal Title 5 & Title 32 civilian positions
- The Technician Act of 1968 (Public Law 90-486)
- TAG delegates authority to the HRO

We're committed to providing you:			
Job satisfaction	Just compensation	Fair & equal treatment	Recognition of jobs well done

****Title 32 members please call (971) 355-4278****

No FEAR Act

- Definition
- Additional obligations in the No FEAR Act
- Training Requirements
- REQUIRED – No FEAR Act Online Training Instructions

Position Breakdown

Title 5



- Military membership not required
- Business casual attire
- Does not follow military customs & courtesies

Title 32



- Military membership required
- Must wear uniform daily
- Must adhere to military customs and courtesies

Position Breakdown Continued...

Tenure 0

Temporary

Temporary employee with a NTE date

Eligible for limited benefits with appointment of 90 days or more

Can be terminated at anytime

Tenure 3

Indefinite

Temporary in nature

Eligible for all benefits

Employment is subject to performance

Can be terminated with 30-day notice

Tenure 2

Conditional

12-month probationary period before becoming permanent (Title 5 & Title 32)

Eligible for all benefits

Employment is subject to performance

Can be terminated at anytime

Tenure 1

Permanent

Permanently funded position

Eligible for all benefits

Employment is subject to performance

MyBiz+

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

- Email address required

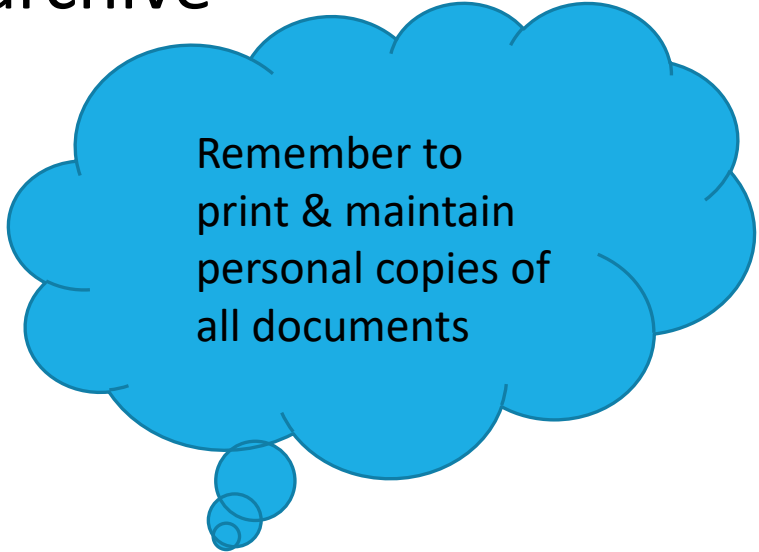


- Online record of your Federal career
 - View your personnel data history
 - Print SF50's
 - Employment Verification Tool
 - Find your next WGI date
 - ... and much more

Electronic Official Personnel Folder (eOPF)

<https://eopf.opm.gov/nationalguard>

- Your permanent record
- When separated, transfers to the NPRC archive
- Follows you to other Federal agencies



Remember to
print & maintain
personal copies of
all documents

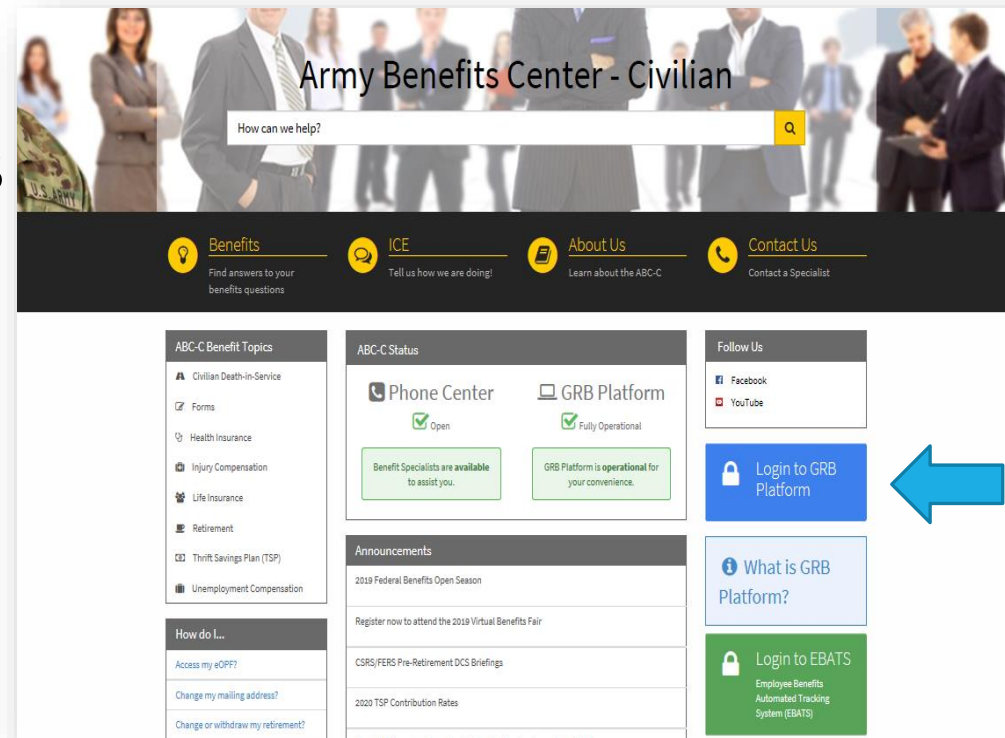
Army Benefits Center – Civilian (ABC-C)

<https://portal.chra.army.mil/abc>
(877) 276-9287

- Online one-stop benefits platform
- Make benefit transactions
- Trained benefit counselors

***If you need coverage promptly, call Army Benefits Center-Civilian at the number above with your 3-digit enrollment code, since it will take some time to obtain your CAC and access GRB**

Keep in mind, your health benefits will be effective the following pay period!



Try the benefit calculators!

Sign up & change benefit elections through GRB

Federal Employee Benefits

Temporary

- FEHB – Federal Employee Health Benefits
- FEDVIP – Federal Employee Dental & Vision Insurance
- FSA – Flexible Spending Accounts
- LTCIP – Long Term Care Insurance Program
- NGAUS – Term Life & Disability Insurance

Indefinite/Permanent

- FEHB, FEDVIP, FSA, LTCIP, & NGAUS
- FEGLI – Federal Employee Group Life Insurance
- TSP – Thrift Savings Plan
- FERS – Federal Employee Retirement System













FEHB Eligibility

- Must have NTE date beyond 90 days
 - *Counted from original start date/extension*
- Must enroll with 60 days of hire date
 - *Effective 1st day of the pay period after GRB transaction is submitted*
 - *Unless Qualifying Life Event (QLE) occurs*
- Once employee is eligible, they:
 - ***No longer eligible for Tricare Reserve Select (TRS)***
 - *Must notify TRS immediately – failure to do so is punishable by law*

Research Health Insurance

www.opm.gov

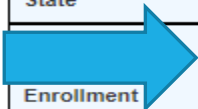
FEHB Plan Comparison Details

Plan Selection Comparison Tool			
Plans	Aetna Advantage Plan (Advantage)	Blue Cross and Blue Shield Service Benefit Plan (Standard)	GEHA Benefit Plan (High)
Plan Links	[Website], [Brochure]  , [Summary of Benefits], [Provider Directory], [RX Pricing Tool]	[Website], [Brochure]  , [Summary of Benefits], [Provider Directory], [RX Pricing Tool]	[Website], [Brochure]  , [Summary of Benefits], [Provider Directory], [RX Pricing Tool]
General Information - State	Oregon	Oregon	Oregon
Enrollment Code - Self	Z24 	104 	311 
General Information - Enrollment Code - Self & Family	Z25 	105 	312 
General Information - Enrollment Code - Self Plus One	Z26 	106 	313 

Research different plans



Record the 3-digit code that corresponds with the chosen plan

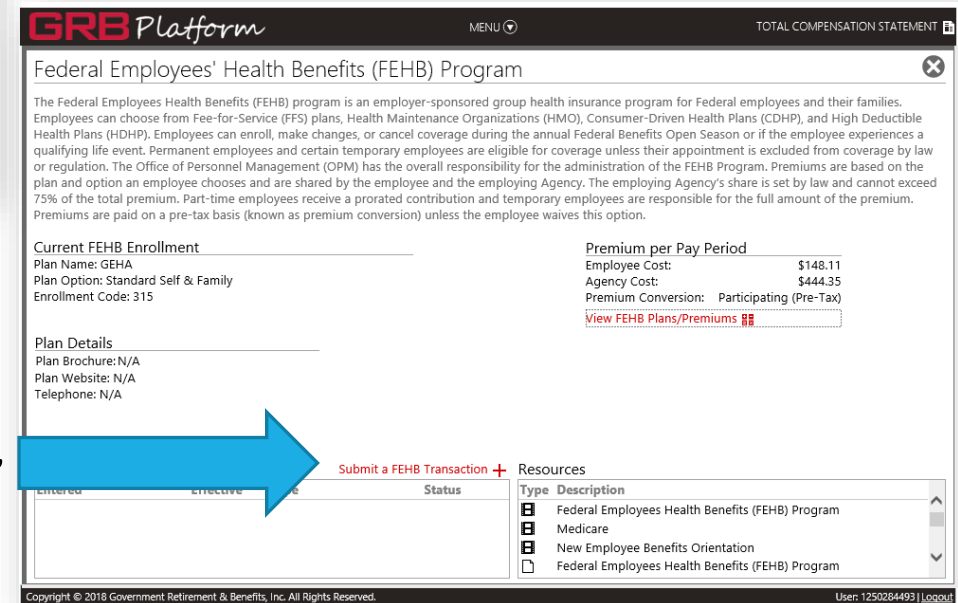
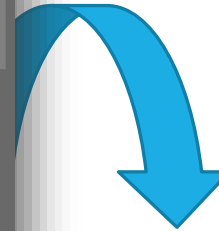


Enroll in Health Insurance

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



1. Select Health Insurance Tile



2. Select 'Submit FEHB Transaction'
3. Follow the prompts

Federal Employee Dental & Vision Insurance (FEDVIP)

www.benefeds.com
(877) 888-3337

- **Dental & Vision**
 - Research plans on OPM.gov
 - View and make your plan selection through the Benefeds website
 - Employer is 'Department of the Army/Air Force'

FEDVIP Reminders:

- Sign up within 60 days from hire/conversion date
- Open season annually during the fall
- Temporary (with minimum 90-day appointment), Indefinite, Conditional, and Permanent employees are eligible

Enroll in Dental & Vision Insurance

www.benefeds.com
(877) 888-3337


Expanded FEDVIP eligibility and enrollment changes to include temporary employees with an appointment of 90 days or greater.

Shop FEDVIP Plans

Let's get started!


What type of plan do you want to shop for?

You can only shop for one type of plan at a time. Return to this page at a later time to shop for other types of plans.



Dental Plans

FEDVIP



Vision Plans

FEDVIP

Enroll in Dental & Vision Insurance

www.benefeds.com
(877) 888-3337

Your Federal Affiliation

Before you create an account and enroll in FEDVIP, we need to know how you're affiliated with the Federal Government. This helps determine your eligibility for FEDVIP plans.

What is your primary affiliation with the Federal Government?
If you are affiliated in multiple ways, you can add more after you create your account.

[Need help?](#)

Federal Civilian

INCLUDES
Employees
U.S. Postal Service Employees
Annuitants (Retirees)
Survivor Annuitants

Uniformed Services

INCLUDES
Retirees
Retired Reservists
Family Members
Survivors
and more...

[Next](#)



Your Federal Affiliation

Civilian Type

What type of federal civilian are you?
You must answer as yourself, and you can only select one type.

[Need help?](#)

Employee

U.S. Postal Service (USPS) Employee

Annuitant (Retiree)

Survivor Annuitant

Where do you work?

AGENCY

DoD

Department of Defense Agencies : All other **DoD** Agencies - Stateside

Department of Defense Agencies : All other **DoD** Agencies - Overseas

[Next](#)

All other DoD Agencies - Stateside



Qualifying Life Events (QLE)

- New family member
- Child's status changes (age 26)
- Marriage or divorce
- Gain/loss of coverage under spouse

Long Term Care Insurance (LTCI)

www.ltcfeds.com
(800) 582-3337

- Covers care due to inability to perform daily tasks
- Coverage for extended illnesses, injuries, or disabling events
- Coverage for qualifying relatives (separate premiums apply)

LTCI Reminders:

- Enroll through the LTC Feds Website
- Sign up within 60 days of hire date with abbreviated underwriting
- Sign up anytime with full underwriting

FLTCIP APPLICATIONS HAVE BEEN SUSPENDED UNTIL AS LATE AS DECEMBER 2024

Flexible Spending Account (FSA)

www.fsafeds.com
(877) FSAFEDS

- Healthcare FSA – *Min: \$100 Max: \$3,200*
 - Can roll over \$640 into the next year, but must reenroll
 - Pre-tax for out-of-pocket expenses
- Dependent Care FSA – *Min: \$100 Max: \$5,000 (per household)*
 - Incur & Claim thru March 15th of the following year or it's forfeited
 - Pre-tax for out-of-pocket expenses

FSA Reminders:

- Sign up within 60 days of hire date
- Must enroll before October 1st

NGAUS Term Life & Disability Insurance

Contact HRO
(971) 355-3325

- **Disability Insurance Plan**
 - Protection when you are unable to work due to disability or injury
- **Term Life Insurance Plan**
 - Convenient and affordable life insurance

NGAUS Reminders:

- Request enrollment through HRO
- Guaranteed acceptance if applied within 31 days of hire date
- Available for Title 5 & Title 32 employees

**“No cost” coverage
for first 12 months!**

Mass Transit Program

Contact HRO
(971) 355-3325

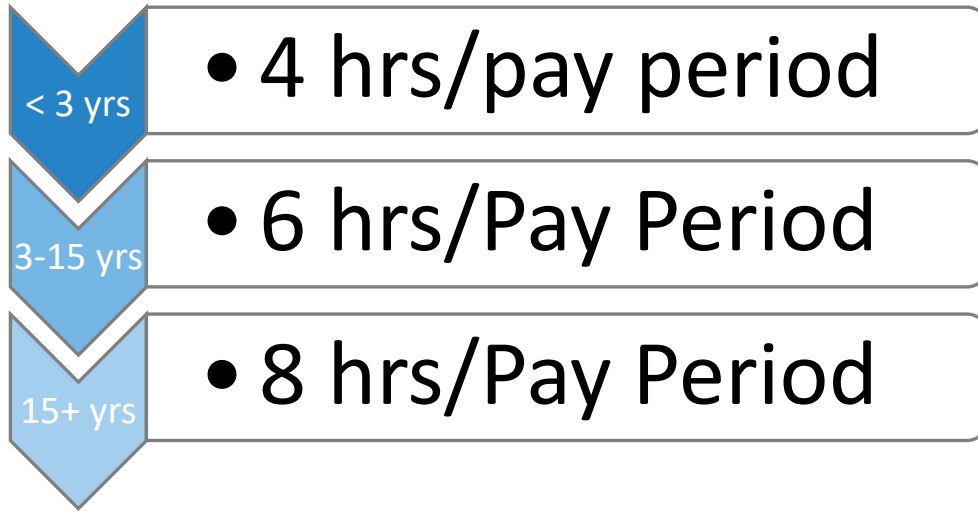
- **Commuting Types**
 - Train, Bus, Rideshare
 - Uber, Lyft, or personal Carpooling – **NOT ALLOWED**
- **Benefits**
 - Maximum monthly allowance \$280
 - Tax free

Mass Transit Reminders:

- Personal responsibility for costs exceeding \$280
- Sign up anytime

Leave

Contact HRO
(971) 355-3325



Annual Leave

- Increases with time in service/prior service
- Max 240 hrs carryover per calendar year
- All tenures entitled

Military Leave

- 120 hrs per fiscal year
- Cannot exceed 240 hrs at any given time
- Temporary employees not eligible

Sick Leave

- Always 4 hrs per pay period
- No maximum carryover
- All tenures entitled

Leave Continued...

Contact HRO
(971) 355-3325

- [Holiday](#)
 - 11 per year
- [Court](#)
 - Summoned to serve on a jury
 - Summoned to be a witness on behalf of the gov't in a gov't case
- [Parental Leave](#)
 - 12wks due to birth or adoption of child
 - Temporary employees ineligible
- [Leave Transfer Program](#)
- Comp Time
 - Hour for Hour
- [Leave without Pay \(LWOP\)](#)
 - Unpaid leave of absence
- [Family Medical Leave Act](#)
 - 12 wks of job protection
 - Must be used with PPL
- [Family Friendly Leave Act](#)
 - Use of up to 40 hours of sick leave to care for family/friend
- [Advanced Leave](#)
- [Disabled Veteran's Leave](#)
 - 30%+ rating
 - VA appointments only

ALL CATEGORIES OF LEAVE HAVE SPECIFIC RULES

Timekeeping & Pay

<https://ataaps.csd.disa.mil/>
www.mypay.dfas.mil

- **ATAAPS**

- Input time & attendance
- Submit leave requests

SUN	MON	TUE	WED	THU	FRI	SAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AIR FORCE	<input type="checkbox"/>
					Pay day	
SUN	MON	TUE	WED	THU	FRI	SAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ARMY	<input type="checkbox"/>	<input type="checkbox"/>
				Pay day		

- **MyPay**

- Pay documents
- Leave & Earning Statements (LES)
- Create & change allotments

Additional Information

Contact HRO
(971) 355-3325

- Going on orders for more than 31 days?
 - Notify your supervisor
 - Contact HRO for briefing (**REQUIRED**)
 - Temporary employees may be separated
- Defense Travel System (DTS)
 - You will need a civilian profile to travel
 - Air Funded ATAAPS employees: Contact base finance office
 - Army Funded ATAAPS Employees: Send email to ng.or.orarng.list.j8-dts-admins@army.mil
 - CC Immediate Supervisor
- Occupational Injury
 - Report ANY and ALL injuries to Supervisor
 - Claims processed through HRO

Safety and Occupational Health

Ng.or.orarng.list.soh@army.mil
(971) 355-2963

Safety and Occupational Health Manager –
MAJ Nathan Christensen

Industrial hygiene – *Mr. Florian Golik, IHT*

Occupational Health – *Ms. Adisa Hadziselimovic, OHN & Ms. Amanda Nowacki, OHT*

Safety – *CPT Giaus Mitchell, Safety Specialist*

National and Annual Inspections/Safety
Rounds

Active Programs

- Ergonomic evaluation
- Hearing and vision conservation
- Medical surveillance
- Respiratory protection

Current Surveillance

- Lead and heavy metals

Education

- CPR and first aid (emphasis on job hazards)
- Health and wellness promotion (in development)

Employee Assistance Program (EAP)

- **General Information**
 - EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems
- **Contact Information**

Army

- Military OneSource
- www.militaryonesource.mil
- (800) 342-9647

Air Force

- Military OneSource
- www.militaryonesource.mil
- (866) 580-9078

Civilian

- Federal Occupational Health
- www.FOH4you.com
- (800) 222-0364

Orientation Takeaways

www.Oregon.gov/omd/fedhro/pages/new.aspx

- 60 days to enroll in FEHB, FEDVIP, LTCI, & FSA
- NGAUS
 - Guaranteed acceptance if you apply within 31 days of hire
 - After 31 days – decision is left up to the insurance company
- Turn in DD214's & SF50's to supplement time claimed
- Check your LES every pay period
- Make changes in GRB
- Turn in all paperwork
- Complete No FEAR Act Training

End of Temporary Briefing

TURN IN ALL PAPERWORK – *FAILURE TO DO SO WILL RESULT IN DELAYED PAY*

CONTACT HRO FOR QUESTIONS

(971) 355-3325

AFGE Local 2986 Union

www.Oregon.gov/omd/fedhro
(971) 355-3325

- Indefinite, Conditional, and Permanent positions that are bargaining unit designated positions are eligible to join the Union, but only permanent and indefinite employees can be represented by the Union
- Our state has one Union for all Federal employees
- The Union is required by law to represent bargaining unit members whether the employee is a Union dues paying member or not
- You will receive your annual Weingarten Rights via *MyBiz+*
- You can review the Collective Bargaining Agreement online or request one be emailed to you

Federal Employee Group Life Insurance (FEGLI)

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

- **FEGLI Breakdown**
 - Life insurance plan and options that include accidental death and dismemberment
 - Annual basic pay (rounded to the next \$1,000) + \$2,000
- **Additional Options**
 - A – Standard (\$10,000)
 - B – Optional (Up to 5 times salary)
 - C – Family (up to \$25,000 for spouse; \$12,500 for children)

FEGLI Reminders:

- Automatic basic coverage at the date of hire/conversion
- Decline basic, or add additional on GRB platform
- Can reduce at anytime, but must have QLE to increase

Military Service Deposit

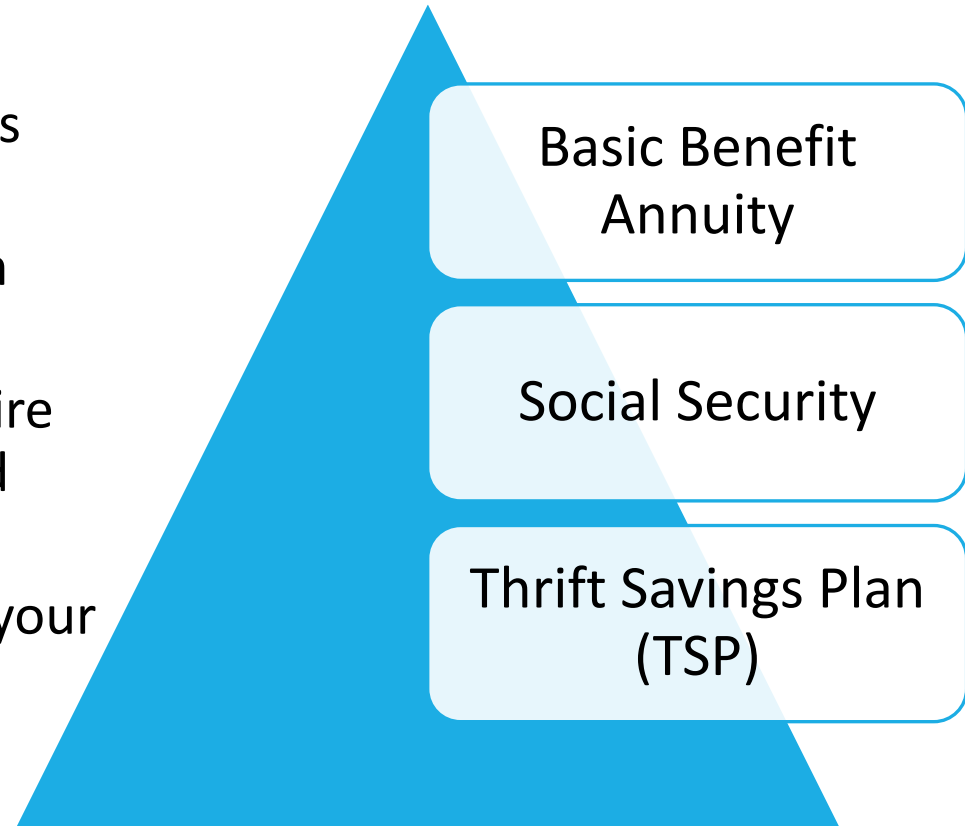
*Contact HRO
(971) 355-3325*

- **Make your military time count**
 - Active duty military time
 - National Guard Deployments
 - Basic Training & Initial Training (AIT, Tech School)
- **Call HRO for:**
 - General Information
 - Completing forms
 - Receiving an estimate
 - Setting up payroll deductions

Federal Employee Retirement System (FERS-FRAE)

Contact HRO
(971) 355-3325

- **FERS-FRAE Breakdown**
 - Retirement plan that provides benefits from three different sources
 - Social Security and TSP can move with you if you leave Federal Employment
 - Basic Benefit and Social Security require you to pay your share each pay period
 - Once you retire, you receive annuity payments each month for the rest of your life

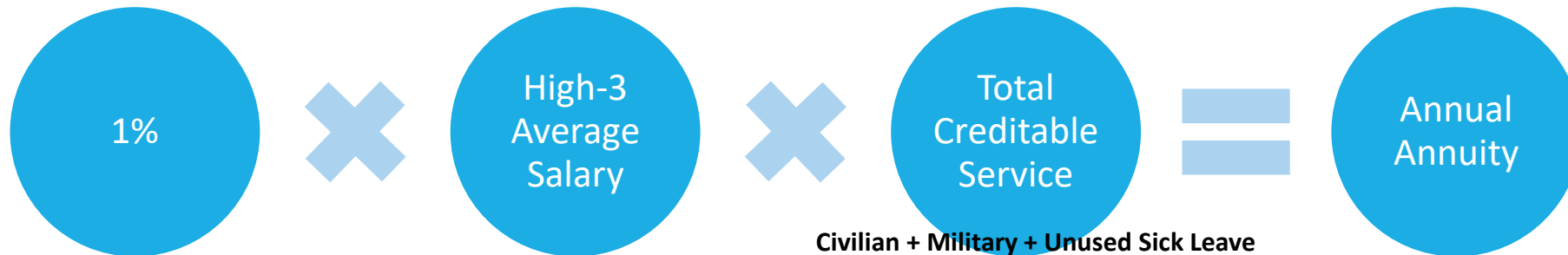


Basic Benefit Annuity

Contact HRO
(971) 355-3325

- **FERS-FRAE**

- Employee contribution is 4.4%
- Annuity based on creditable service and high-3 average salary



- Other retirements with different calculation formulas available
- **ATTEND A RETIRMENT SEMINAR EARLY IN YOUR CAREER TO LEARN MORE**

Thrift Savings Plan (TSP)

<https://platform.army.mil/>
www.tsp.gov

- Advantages
 - Automatic payroll deductions
 - Agency contributions
 - A diversified choice of investment options
 - Combination of Traditional & Roth are allowed

Traditional
Before your income is taxed
<ul style="list-style-type: none">• Lowers taxable income• Tax deferred until withdrawn• Contributions & earnings taxed when withdrawn

Roth
After your income is taxed
<ul style="list-style-type: none">• Doesn't reduce taxable income• Not taxed again when withdrawn

TSP Continued...

[https://platform.army.mil/
www.tsp.gov](https://platform.army.mil/www.tsp.gov)

- Annual Limits
 - \$23,000 in 2024
- Catch-Up Contributions

Employees over 50 may contribute an additional:

 - \$7,500 in 2024

You put in:	Your Service puts in:		Total contribution is :
	Automatic Contribution	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% Service Contribution

Managing Your TSP

<https://platform.army.mil/>
www.tsp.gov

GRB

- Change contributions, % or \$

WWW.TSP.GOV

- Enroll online
- Change allocations
- Choose funds, original/Lifecycle

Performance Appraisals

Contact HRO
(971) 355-3325

- Performance is measured
 - Indefinite, Conditional, & Permanent
 - Performance plan based on positions description
 - Annual rating required by regulation
 - Ratings support personnel actions
 - Awards
 - Promotions
 - Performance Improvement Plans
 - Demotions



1 – Unsatisfactory

3 – Fully Successful

5 – Outstanding

Optional Beneficiary Forms

Contact HRO
(971) 355-3325

Send to HRO

- SF-1152 Unpaid Compensation
- SF-3102 FERS
- SF-2823 FEGLI

Send directly to TSP

- Must be submitted electronically on the TSP.gov website

Beneficiary Form Reminders

- Beneficiary forms trump a will– keep them updated
- Witness signatures must be signed same day or form is invalid
- If you have minor children, the benefit will go to a guardian
- Allowed to designate contingencies
- Legal order of precedence: Spouse > Children > Parents > Executor of will > Next of Kin (Sibling's, etc.)

Orientation Takeaways

www.Oregon.gov/omd/fedhro/pages/new.aspx

- 60 days to enroll in FEHB, LTCI, FSA, FEDVIP
- NGAUS
 - Guaranteed acceptance if you apply within 31 days of hire
 - After 31 days – decision is left up to the insurance company
- Automatically enrolled in basic FEGLI and 5% TSP
- Turn in DD214's & SF50's to supplement time claimed
- Check your LES every pay period
- Make changes in GRB
- Complete No FEAR Act Training

End of Orientation

TURN IN ALL PAPERWORK – *FAILURE TO DO SO WILL RESULT IN DELAYED PAY*

CONTACT HRO FOR QUESTIONS

(971) 355-3325

HRO – Salem, OR.

- (971) 355-3325

Air Force – HR Liasions

- 142 FW, (503) 335-4029
- 173 FW, (541) 885-6580