



# New Employee Orientation

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OREGON NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
(971) 355-3325

# Welcome to the National Guard Federal Employee Program

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- Federal Title 5 and Title 32 civilian positions
- Technician Act of 1968 (public law 90-486)
- TAG delegates authority to HRO

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

Title 32 members call State Incentives Office: (971) 355-4284

# No FEAR Act

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## Notification and Federal Employee Antidiscrimination and Retaliation Act

- Additional obligations in the No FEAR Act
- **REQUIRED** – Contact Mr. Pedro Velasquez to conduct No FEAR Act training within 90 days

[pedro.velasquez.civ@army.mil](mailto:pedro.velasquez.civ@army.mil)

(971) 355-2858

# Position Breakdown

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## **TITLE 5**

Military membership not required

Business casual attire

Need not follow military customs and  
courtesies

## **TITLE 32**

Military membership required

Wear uniform daily

Abide by military customs and  
courtesies

# Position Breakdown cont.

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## Tenure 0

### Temporary

- ☐ Temporary employee with a NTE date
- ☐ Eligible for limited benefits with appointment  $\geq 90$  days
- ☐ Can be terminated at any time

## Tenure 3

### Indefinite

- ☐ Temporary in nature
- ☐ Eligible for all benefits
- ☐ Employment subject to performance
- ☐ Can be terminated with 30-day notice

## Tenure 2

### Conditional

- ☐ 12-month probationary period before becoming permanent
- ☐ Eligible for all benefits
- ☐ Employment subject to performance
- ☐ Can be terminated at any time

## Tenure 1

### Permanent

- ☐ Permanently funded
- ☐ Eligible for all benefits
- ☐ Employment subject to performance

# MyBiz+

[DCPDS Portal - Login \(osd.mil\)](https://osd.mil/DCPDS/Portal/Login)

- Email address required
- Online record of your federal career
  - View your personnel data history
  - Print SF-50s
  - Employment verification tool
  - Check next WGI date



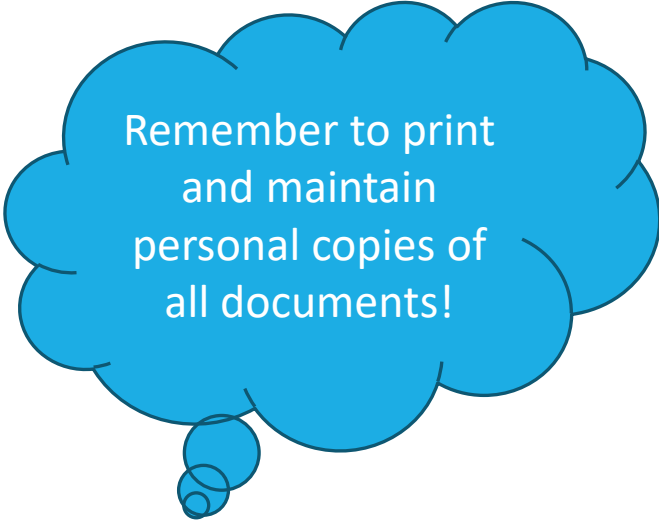
# eOPF

[EHRI Electronic Official Personnel Folder \(opm.gov\)](https://www.opm.gov/eopf/)

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## Electronic Official Personnel Folder

- Permanent record
- When separated, transfers to the NPRC archive
- Follows you to other federal agencies



Remember to print  
and maintain  
personal copies of  
all documents!

# ABC-C

[ABC-C \(army.mil\)](https://army.mil/abc-c)  
(877) 276-9287

## Army Benefits Center-Civilian

- Online 1-stop benefits platform
- Make benefit transactions
- Trained benefits counselors

If you need coverage ASAP, call ABC-C with your 3-digit enrollment code.

The screenshot shows the ABC-C website interface. At the top, a black banner reads "WELCOME TO ABC-C" with a sub-header: "DELIVERS QUALITY SERVICE TO ALL CUSTOMERS BY PROVIDING THE NECESSARY TOOLS AND KNOWLEDGE TO MANAGE THEIR BENEFITS AND ENTITLEMENTS". Below this is a search bar labeled "Search ABC-C". A row of four icons represents different services: "Resources" (book icon), "EBATS" (phone icon), "GRB" (computer monitor icon with a red dashed circle around it), and "ICE" (envelope icon). Below the icons are two yellow buttons: "About Us" and "Contact Us". To the right of these buttons is an "Announcements" section with a scrollable list of news items. At the bottom, there are three featured content blocks: "ABC-C Welcome Video" (with a Civilian Human Resources Agency logo), "New Employee Benefits Tool Kit" (with a photo of a coffee cup), and "ABC-C Phone Center Status" (showing a green checkmark and the word "Open").

Enroll and  
change  
benefits  
on GRB



# Federal Employee Benefits

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Temporary  
(w/90-day appointment)

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

Indefinite/Permanent

- All the above AND...
- FEGLI – Federal Employee Group Life Insurance
  - TSP – Thrift Savings Plan
  - FERS – Federal Employee Retirement System

# FEHB Eligibility

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## Federal Employee Health Benefits

- Must have NTE date  $\geq 90$  days
  - From original start date/extension
- Must enroll within 60 days of hire date
  - Effective 1<sup>st</sup> day of pay period after GRB transaction submitted
  - OR qualifying life event (QLE) occurs
- Once employee is eligible
  - No longer eligible for TRICARE Reserve Select (TRS)
  - Must notify TRICARE immediately – failure to do so is punishable by law

# Research Health Insurance

[Healthcare – Compare 2025 Plans](#)

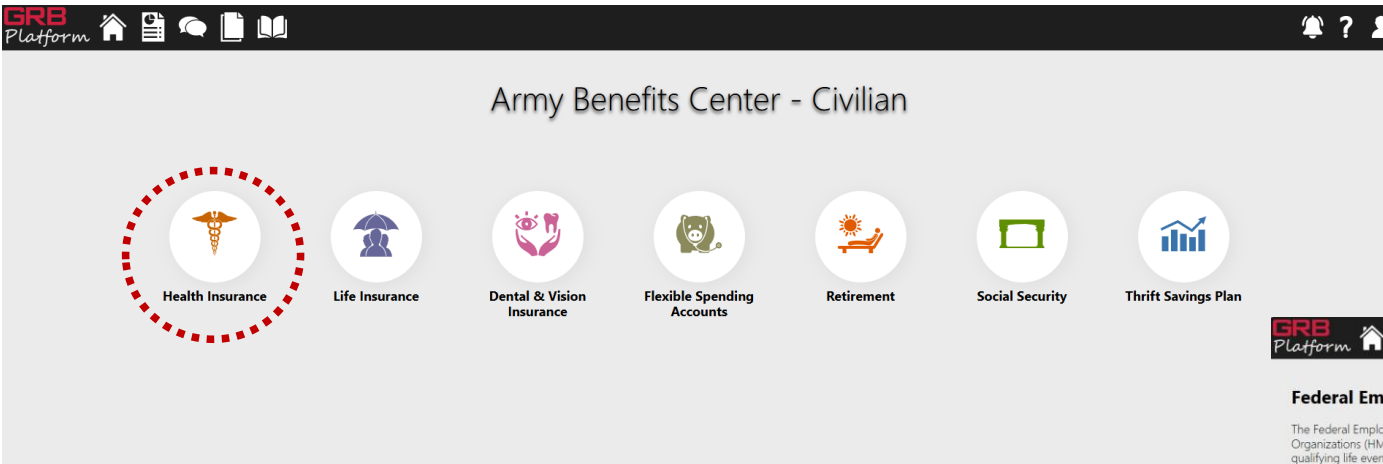
Research plans

Record 3-digit code  
that corresponds  
with chosen plan

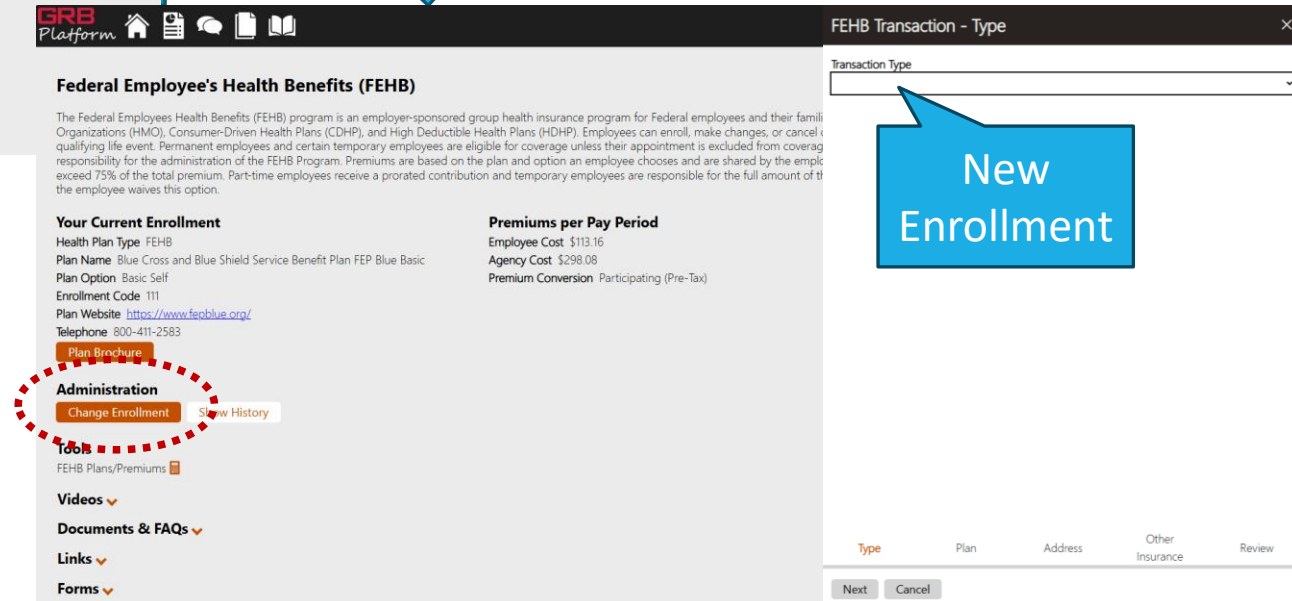
Plan Selection Comparison Tool			
Plans	Blue Cross and Blue Shield Service Benefit Plan (Basic)	GEHA Benefit Plan (HDHP)	Aetna Advantage Plan (Advantage)
Plan Links	[Website], Brochure Link , [Summary of Benefits], [Provider Directory], [RX Pricing Tool]	[Website], Brochure Link , [Summary of Benefits], [Provider Directory], [RX Pricing Tool]	[Website], Brochure Link , [Summary of Benefits], [Provider Directory], [RX Pricing Tool]
General Information - State	Oregon	Oregon	Oregon
General Information - Enrollment Code - Self	111	341	Z24
General Information - Enrollment Code - Self & Family	112	342	Z25
General Information - Enrollment Code - Self Plus One	113	343	Z26

# Enroll in FEHB

GRB Platform



1. Select *Health Insurance*
2. Click **Change Enrollment**
3. Follow the prompts
4. Call HR if you need further assistance  
(971) 355-3325



# FEDVIP

[BENEFEDS](#)  
[Dental & Vision – Compare 2025 Plans](#)

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## Federal Employee Dental and Vision Insurance Program

- Research plans on BENEFEDS website or OPM.gov
- View and make your plan selection through BENEFEDS website
- Employer is “Department of the Army/Air Force”

### Reminders:

- Sign up within 60 days from hire date
- Open Season every fall
- Temporary (with minimum 90-day appointment), indefinite, conditional, and permanent employees are eligible

# Enroll in FEDVIP

BENEFEDS  
(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 : <b>All other DoD Agencies - Stateside</b>
Department of Defense Agencies : All other <b>DoD</b> Agencies - Overseas

[Next](#)

All other DoD Agencies - Stateside

# Qualifying Life Events

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

# FLTCIP

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LTCFEDS  
(800) 582-3337

## Federal Long Term Care Insurance Program

- Inability to perform daily tasks
- Extended illnesses, injuries, or disabling events
- Qualifying relatives can enroll (separate premiums apply)

### Reminders:

- Enroll through the LTCFEDS 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  
2026



# FSA

[FSAFEDS](#)  
(877) FSA-FEDS

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## Flexible Spending Accounts

- Healthcare FSA – **Min: \$100 Max: \$3,300**
  - Can roll over \$660 into following year, but must reenroll
  - Pre-tax for out-of-pocket expenses
- Dependent Care FSA – **Min: \$100 Max: \$5,000 per household**
  - Incur and claim through March 15<sup>th</sup> of following year or forfeit
  - Pre-tax for out-of-pocket expenses

### Reminders:

- Sign up within 60 days of hire date
- Must enroll before October 1st
- Re-enroll every Open Season

# NGAUS

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Contact HR  
(971) 355-3325

## National Guard Association of the United States

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

### Reminders:

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

No cost coverage  
for first 12 months!

# MTBP

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Contact HR  
(971) 355-3325

## Mass Transit Benefit Program

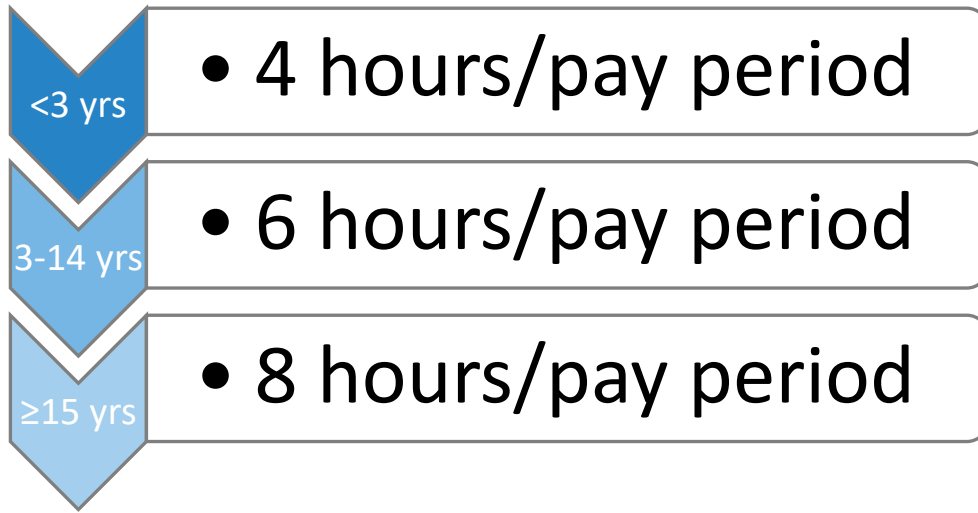
- Commuting options
  - Train, bus, rideshare
  - Uber, Lyft, personal carpooling NOT allowed
- Benefits
  - Maximum monthly allowance \$315
  - Tax-free

### Reminders:

- Personal responsibility for costs exceeding \$315
- Sign up anytime

# Leave

Contact HR  
(971) 355-3325



## Annual Leave

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

## Military Leave

- 160 hours per fiscal year (20 days)
- Cannot exceed 320 hours at any given time
- Temporary employees not eligible

## Sick Leave

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

# Leave cont.

Contact HR  
(971) 355-3325

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- [Holiday](#)
  - 11 per year
- [Court](#)
  - Jury duty
  - Summoned as witness on behalf of gov't in gov't case
- [Parental Leave](#)
  - 12 weeks 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 weeks of job protection
  - Must be used with PPL
- [Family Friendly Leave Act](#)
  - Up to 40 hours of sick leave to care for family/friend
- [Advanced Leave](#)
- [Disabled Veteran Leave](#)
  - ≥30% rating
  - VA appointments only

*All leave categories have specific rules!*

# ATAAPS

[ATAAPS](#)

## Automated Time and Attendance Production System

- CAC login
- Enter work hours
- Request leave

**DATAAPS Login**

CAC Name: YOUR.NAME.HERE

Data Source:

**ATAAPS Menu** Notifications 

<b>Timekeeping</b>	<b>Administration</b>	<b>Accounting</b>	<b>Utilities</b>
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	Act Type	Defaults/Favorites Maintenance
Timekeeper Review	Roster Management	Cost Center	Change UIC - W8BAAA
Default Labor	Team Management		Reports
Leave Request	Employee Reopen		Change Password
Premium Request	Database		

# myPay

[DFAS myPay](#)

- CAC login
- View LES
- View W-2
- Change allotments and withholdings
- Change mailing address

SUN	MON	TUE	WED	THU	FRI	SAT
Pay period start					AIR payday	
SUN	MON	TUE	WED	THU	FRI	SAT
				ARMY payday		Pay period end

# Safety and Occupational Health

Ng.or.orarng.list.soh@army.mil  
(971) 355-2863

**Safety and Occupational Health Manager –**  
MAJ Nathan Christensen

**Industrial hygiene –** Mr. Florian Golik, IHT

**Occupational Health –** Ms. Adisa  
Hadziselimovic, OHN and 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)



# EAP

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## Employee Assistance Program

- 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

### Title 32

- [www.militaryonesource.mil](http://www.militaryonesource.mil)
- (800) 342-9647

### Title 5 Air

- [www.resilience.af.mil/Workforce-Resource](http://www.resilience.af.mil/Workforce-Resource)
- (866) 580-9078

### Title 5 Army

- <https://member.magellanhealthcare.com/>
- (866) 580-9046

# Additional Information

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Contact HR  
(971) 355-3325

- Going on orders for 31+ days?
  - **REQUIRED**: Notify your supervisor and contact HR for ABSENT-US briefing
  - Temporary employees may be separated
- Defense Travel System (DTS) is the current electronic travel system for TDY
  - CIV **ANG** employees contact ANG finance office
  - CIV **ARNG** employees send email to [ng.or.orarng.list.j8-dts-admins@army.mil](mailto:ng.or.orarng.list.j8-dts-admins@army.mil)
  - CC supervisor, subject line: New Hire [NAME] for [OFFICE/UNIT]
- Occupational injury
  - Report ALL injuries to supervisor and HR
- Acquire civilian CAC
- Reasonable Accommodations
  - Contact Ms. Tracy Braeme, forms found on HRO SharePoint

# Takeaways

Oregon Military Department : Federal HRO : State of Oregon

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- 60 days to enroll in FEHB, FEDVIP, FLTCIP, and FSA
- NGAUS
  - Guaranteed acceptance if you apply within 31 days of hire
- Turn in DD-214s and SF-50s to supplement time claimed
- Check LES every pay period
- Make benefit changes in GRB
- Contact Mr. Pedro Velasquez for No FEAR Act training
- Email DTS [ng.or.orarng.list.j8-dts-admins@army.mil](mailto:ng.or.orarng.list.j8-dts-admins@army.mil) and CC supervisor

# End of Orientation (Temporary)

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Turn in new hire packet by **Friday** – delayed paperwork = delayed pay!

Contact HR with questions

HR – Army and 142 <sup>nd</sup>	HR Liaisons – 173 <sup>rd</sup>
(971) 355-3325	(541) 885-6580 <a href="mailto:173.FW.HRO.Org@us.af.mil">173.FW.HRO.Org@us.af.mil</a>

# AFGE Local 2986

Oregon Military Department : Federal HRO : State of Oregon  
(971) 355-3325

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- Indefinite, conditional, and permanent positions (that are bargaining unit-designated) are eligible to join the union, but only permanent and indefinite employees can be represented by the union
- Our state has 1 union for all federal employees
- Union is required by law to represent bargaining unit members whether the employee pays dues
- Annual Weingarten Rights sent via MyBiz+
- Review collective bargaining agreement online

# FEGLI

[GRB Platform](#)

## Federal Employee Group Life Insurance

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

### Reminders:

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

# Military Service Deposit

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Contact HR  
(971) 355-3325

Make your military time count!

- Active-duty military time
- National Guard deployments
- Basic training and initial training (AIT, tech school)

Call HR for

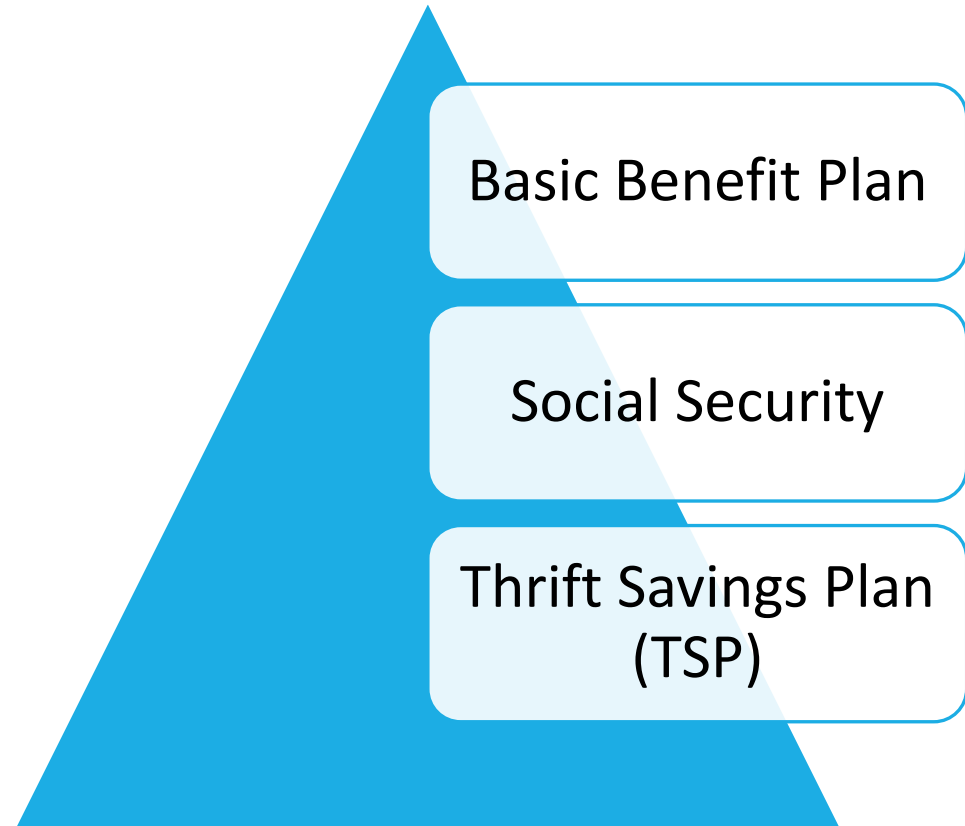
- General info
- Completing forms
- Receiving an estimate
- Setting up payroll deductions

# FERS-FRAE

Contact HR  
(971) 355-3325

## Federal Employee Retirement System – Further Revised Annuity Employee

- FERS-FRAE breakdown
  - Retirement plan that provides benefits from 3 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

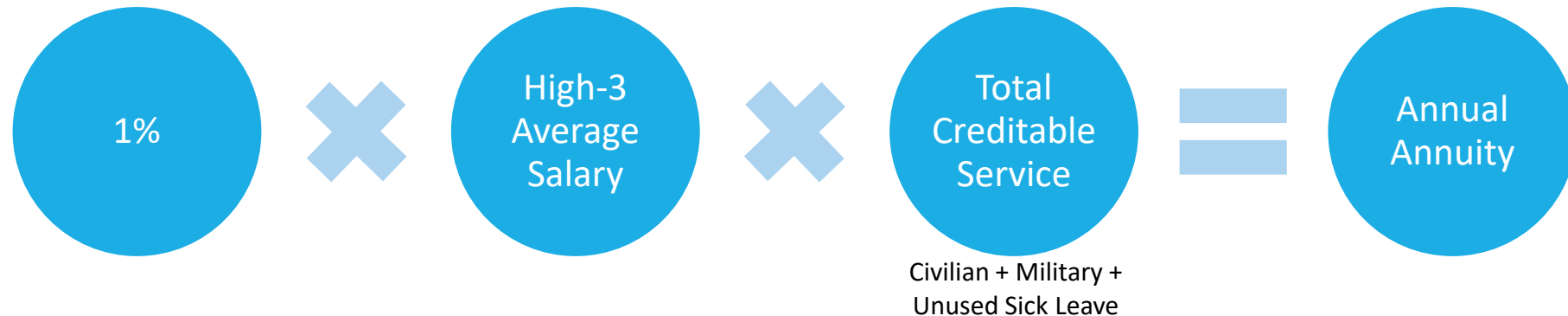




# Basic Benefit Plan

Contact HR  
(971) 355-3325

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



- Other retirements with different calculation formulas available
- Attend a retirement seminar early in your career!

# Thrift Savings Plan (TSP)

GRB Platform  
TSP

## Advantages

- Automatic payroll deductions
- Agency contributions
- Diversified choice of investment options
- Combination of traditional and Roth allowed

### Traditional

- Before income is taxed
- Lowers taxable income
- Taxed when withdrawn

### Roth

- After income is taxed
- Doesn't lower taxable income
- Not taxed when withdrawn

# TSP cont.

GRB Platform  
TSP

## Annual limits

- \$23,500 in 2025

## Catch-Up contributions

- Employees over 50 may contribute additional \$7,500 in 2025

You put in:	Agency puts in:		Total:
	Automatic	Match	
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%
>5%	1%	4%	Your contribution + 5% agency contribution

# Managing Your TSP

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GRB Platform  
TSP

**GRB**

- Change contributions, %, or \$

**WWW.TSP.GOV**

- Enroll online
- Change allocations
- Choose funds

# Performance Appraisals

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Contact HR  
(971) 355-3325

Performance is measured

- Indefinite, conditional, and 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 HR  
(971) 355-3325

## Send to HR

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

## Send to TSP

- TSP-3 Designation of Beneficiary

### Beneficiary Form Info

- Beneficiary forms override 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 (siblings, etc.)

# Takeaways

Oregon Military Department : Federal HRO : State of Oregon

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- 60 days to enroll in FEHB, FLTCIP, FSA, FEDVIP
- NGAUS
  - Guaranteed acceptance if you apply within 31 days of hire
- Automatically enrolled in basic FEGLI and 5% TSP
- Turn in DD-214s and SF-50s to supplement time claimed
- Check LES every pay period
- Make changes in GRB
- Contact Mr. Pedro Velasquez for No FEAR Act training
- Email DTS [ng.or.orarng.list.j8-dts-admins@army.mil](mailto:ng.or.orarng.list.j8-dts-admins@army.mil) and CC supervisor
- Acquire civilian CAC

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