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Human Resources Officer  
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Classification  
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Staffing Specialist  
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SGT MacVane  
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MSG Tarrio  
Program Analyst

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Ms. Smith  
Information Sys Assistant  
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CW3 Perry  
AGR Manager  
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SFC Richardson  
AGR NCOIC  
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SGT Stacy  
AGR NCO  
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# HRO News

## Maine National Guard Special Edition



### A Note From The HRO

We have all been hearing plenty of a pending furlough that could likely impact the Maine National Guard's Federal Technician workforce. My staff in the Human Resources Office continues to sort through the many messages and guidance for the potential implementation of such a furlough. What we know today, could very well change! However, we find it important to keep you informed and share what the information and guidance that we have received.

DoD has announced a reduction in the number of furlough days, from 22 to 14. Furloughs are now expected to begin on or about 24 June 2013, with official notices to employees going out at least 30 days in advance, likely mid-May. Upon implementation, Maine National Guard Federal Technicians should plan on taking one furlough day per week, for 14 weeks.

I hope you find this edition of the "HRO News" helpful in preparing for the pending furlough.

I realize that the furlough information may be unsettling with you and your families. We are trying to do our best to ease your concerns and keep you informed. Hopefully the furlough will not become reality. Please refer to the HRO website for up to date information, <http://www.me.ngb.army.mil/dhr/default.htm>

Lastly, LTC Alan Tibbetts, Deputy Human Resources Officer, is retiring at the end of April. I personally and professionally would like to thank LTC Tibbetts for his dedicated service to the Maine National Guard. He's an outstanding officer and a true gentleman whom we will all miss.

### How Does The Furlough Impact My Benefits?

#### Health Insurance

Health Insurance coverage will continue; however, if the furlough results in a salary less than the health insurance premium amount, the employee's share will be withheld on return to full pay status.

#### Federal Employees Dental and Vision Insurance Plan

Dental and Vision coverage will continue; employee may be billed directly if payroll deductions cannot be taken. Full employee contributions **must** be received to avoid dental and vision cancellation.

#### Thrift Savings Plan

Most employees contribute a percentage of their pay and therefore there will be a reduction in both employee and employer contributions. People with a set dollar amount will want to look at how take home pay is affected. By law, a TSP participant may take a TSP loan at any time when they are in a pay status. The discontinuous nature of the furlough will not affect any ability to take a TSP loan. If an employee has a TSP loan, payments will continue. If the employee's salary is insufficient, the loan may be extended or have a balloon payment at the end. <https://www.tsp.gov/PDF/formspubs/oc95-4.pdf>

#### Unemployment Compensation

HRO is required to provide employees with an SF-8 if they will be in a non-duty status for seven or more **consecutive** days. This is not the case with a discontinuous furlough. Under Maine law employees may apply for unemployment compensation based on a reduction of pay. It is an individual responsibility to contact the Maine Department of Labor regarding unemployment eligibility. Generally if an employee earns more than the weekly maximum unemployment benefit of \$372 they are not eligible for unemployment.

#### Flexible Spending Accounts

Coverage associated with your Flexible Spending Account will continue, however, if the salary is insufficient to cover the required deductions, your expenses are not reimbursed until allotments have successfully restarted.

#### Federal Employee Group Life Insurance (FEGLI)

Group Life Insurance coverage continues; however, if furlough results in a salary less than the FEGLI premium amount, the employee's share will be withheld on return to full salary.

## Your Paycheck

A one day per week discontinuous furlough effectively results in a 1/5th cut in pay. A reduction in pay of 20% will have a considerable effect for most Technician families.

Be prepared and start planning your finances in advance. Please see the attached Furlough Calculator. Knowing that you need to come up with \$XXX in your family budget to make up the difference will be useful especially for employees that maybe living paycheck to paycheck.

## Performance of Military Duty

Employees will not be able to use Military Leave while in a furlough status. There cannot be dual compensation on Furlough days; as furloughed employees are in a non-pay status.

## Holidays

When a Furlough Day falls on a paid holiday, the Furlough day will be changed to the next working day. Employees will be paid holiday pay as long as the workday immediately preceding or following the holiday is in a paid status. If both the day before and following a holiday are coded non-pay status then no holiday pay is authorized. Examples:

Memorial Day is Monday May 27, 2013. A person's furlough day is Friday, May 24, 2013 and they report to work on Tuesday May 28, 2013. They receive holiday pay.

Memorial Day is Monday May 27, 2013. A person's furlough day is Friday, May 24, 2013 and they also take Tuesday May 28, 2013 off in a non-pay status such as Leave Without Pay (Military or Personal). No holiday pay is authorized

## Welcome Aboard!

The HRO is pleased to announce the addition of MSG Tim Tarrion to the Human Resources Office as a Program Analyst. MSG Tarrion begins this new assignment on 7 April 2013.

## Farewell LTC Tibbetts

It has come time to wish one of our own a hearty farewell! LTC Alan Tibbetts is hanging up his uniform and retiring after many years as an Officer and Federal Technician. He retires from technician service on 30 April 2013!

LTC Tibbetts began federal government employment way back in 1977 as a (hang on to your seat!) Chainsaw Operator!!! He then began his military career in 1979 assigned to Co A, 2d BN, 81st Armor, US Army, Erlangen, West Germany as Platoon Leader, supervising a six tank squad. That's a long way from Eustis, Maine!!! Upon returning to Maine in 1983, he joined CO C, 262 Engineer Battalion, Maine Army National Guard. Since that time he has held many prestigious positions: Commander of Co B 262 Engineer Battalion; HQs Commander, STARC; Regimental Commander, Regional Training Institute; and his final assignment of Selective Service System Reserve Officer.

LTC Tibbetts has been a military technician with the Maine National Guard since December 1985. Calculate that out and he's been with us for over 27 years! He started out in the USPFO as an Examiner and soon became a Management Analyst. He then fought his way into the SPMO (now the HRO) as the Classification Specialist and Staffing Specialist until he went to DCSOPS as the Mobilization Plans Specialist. He then became the Mobilization Readiness Officer, and in 2005 he was appointed as the Surface Maintenance Manager for DCSLOG. In 2006 he moved to his current and final assignment as the Deputy Human Resources Officer.

Why share all of these assignments with you? LTC Tibbetts has been a vital member and contributor to our organization since the mid 80's. His breadth of experience has been a tremendous asset to all us for many years. His assignments within the USPFO and HRO were true joint assignments where he served both the Army and Air National Guard. He has come a long way since growing up in Eustis, though by the stories he has shared it is obvious you can take the man out of Eustis, but you can't take Eustis out of the man. The Maine National Guard is most grateful of LTC Tibbetts' service. Please join us in wishing Alan and his wife Kathy the very best in the years to come.

*Danke Die besten Wünsche für die Zukunft!...*

## Get You LES Ready and Calculate Your Furloughed Pay

See the attached link or check out the Furlough Pay Calculator link on the HRO website. <http://www.me.ngb.army.mil/dhr/New%20Items.htm> Directions for use are as follows:

Must have a copy of your current civilian LES that shows pay for a full 80-hour pay period

Follow the steps 1 - 7 and input information into the calculator

1. Gross Pay: Found in block 21
2. Elective Deductions Fill out the entire column use the LES "DEDUCTIONS" section to assist.
3. State and Federal Taxes Changing the percentage will automatically create a dollar amount. Make it match the LES.
4. All but 2 employees are FERS so leave at 6.2 verify the dollar amount from the LES.
5. Retirement Plan: Most employees will be FERS. Any one hired in 2013 will be FERS-RAE and need to put 3.1%. Check the retirement plan on you SF50(access via MyBiz) if unsure. Again it should match the amount on your LES
6. Leave this as 2 everyone will be furloughed 2 days (16 hours) every pay period
7. Verify the amount of TSP savings. Remember the agency matches up to 5%.

## Leave Accrual

If at any time in a leave year an employee's balance of non-pay hours equals their scheduled hours in a pay period (e.g., 80 hours in a biweekly pay period, fewer hours for part-time employees); the employee will not accrue leave for that pay period. Leave accrual resumes the next pay period. This will occur once in a furlough period of 14 discontinuous days.

