



HRO News

Maine National Guard

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Welcome

The Maine Human Resource Office (HRO) is dedicated to informing it's current and potential employees on topics and issues of concern. Having informed employees creates a better work-force, which is more productive and attractive to current and potential new employees. The Maine Human Resource Office strives to provide outstanding service to all of its workforce no matter the status. Please take the time to read the following short articles on different topics and please contact the listed Human Resource Specialist if you do not understand the material or if you have more in-depth questions.

eOPF

The Human Resources Office continues to prepare the paper Official Personnel Folders for transition and shipment to the scanning facility, that date has not been determined at this time. HRO received the election of employees regarding review of files before they are shipped. Notice will go out shortly on dates and location for those who responded to the data call. Technicians and their supervisors should be using MyBiz/My Workplace to access copies of SF

-50s. Employees are reminded that as benefit changes take place through Employee Benefits Information System, EBIS they are able to get copies of changes to Federal Employees Health Benefits, FEHB and Thrift Savings Program, TSP contributions through that web-based tool. Once access by individuals to their eOPF is established by OPM employees will be notified and given instructions on access.



Open Season

November 12, 2012 - December 10, 2012

Take a look at your Federal Employees Health Benefits, FEHB! This is an opportunity to make changes without a "qualifying life event."

Flexible Spending Accounts are yearly elections that must be made during open season. Current enrollees must remember to enroll each year to continue participating in Flexible Spending Account, FSAFEDS. Enrollment does NOT carry forward year to year.

Health Benefits Fair will take place at the Augusta Armory on Wednesday 21 November. Plan representatives will be available from 1000 until 1400. Stop by to ask questions about the various plans.

2012/ 2013 Approved Holidays

November 22, 2012
Thanksgiving

December 25, 2012
Christmas

January 1, 2013
New Years Day

January 21, 2013
Martin Luther King Jr's
Birthday

February 18, 2013
Washington's Birthday

May 27, 2013
Memorial Day

July 4th, 2013
Independence Day

September 2, 2013
Labor Day

October 14, 2013
Columbus Day

November 11, 2013
Veterans Day

November 28, 2013
Thanksgiving

December 25, 2013
Christmas

EBIS

The Employee Benefits Information System (EBIS) is now available for all Technicians to use.

EBIS is the automated, secure, self-service Web application that will allow you (when eligible) to make health insurance elections/changes, life insurance, Thrift Savings Plan contribution elections, military deposits, review general and personal benefits information, and calculate retirement estimates using a computer.

Go to <https://www.abc.army.mil/> to access EBIS: Remember that you must have an ARMY AKO Account in order to have access to EBIS. Technicians may register for an ARMY AKO account at the URL listed below. Just copy and paste the URL in your browser's location window at the top of page. Then choose the register with a CAC option under the NEW USER.

<https://www.us.army.mil/suite/login/login.fcc>

Please be advised HRO can no longer accept paper requests for benefit enrollments/changes, etc. for any action that can be accomplished through EBIS or IVRS. Requests received from today forward will be returned to the Technician with an explanation of how to accomplish the request through these automated systems.

Technicians are welcome to visit HRO and use our dedicated computer terminal to access EBIS.

Emergency Hiring

The Office of Personnel Management has rescinded the Emergency Hiring Authority to DOD agencies. The Hiring authority allowed agencies to hire civilians to backfill hard to fill positions vacated by deployed Technicians who served in Iraq and Afghanistan. All current Emergency hires will be allowed to fulfill the NTE date, but will not be able to be extended. The Hiring authority was an exception to law during the Global War on Terrorism and with the drawdown in Afghanistan the need for this exception has expired.

Technician Program



The Maine National Guard Technician Program is Federal Civil Service employment. Positions are available in the General Schedule (GS) and Federal Wage System (WG/WL/WS) areas. General Schedule positions are administrative in nature (white collar) whereas Federal Wage System positions are maintenance oriented (blue collar). Federal Technician positions have qualifications standards directed by the Office of Personnel Management (OPM) and the National Guard Bureau (NGB). These standards cannot be changed. If you are interested in applying for a job, you

must "sell yourself". It is **YOUR** responsibility to demonstrate to the Human Resources Office, through your application, that you qualify for a job and should receive an interview.

Military Courtesy

- ALL Full-Time Support Members(Technician & AGR) MUST follow military protocol of traditional rank structure(TPR 303)
- Saluting and military courtesy(i.e. Sir, Ma'am, Sergeant Major, First Sergeant, Sergeant) are proper and expected greetings and dialogue expected of those in uniform. Do not confuse your Technician position as being strictly a civilian position. You wear the uniform, while in uniform you should be a military professional.
- Questions or comments on this subject should be addressed to MSG Craig Bailey 430-6017 or craig.p.bailey.mil@mail.mil

Labor Representatives

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