

Air Guard

HRO TECHNICIAN “IN” PROCESSING

Name _____

Date _____

SSN _____

Work Phone _____

Home Phone _____

Employee will initial each area.

	Annual Leave – 1-3 years = 4 hours, 3-15 years = 6 hours, 15 years + = 8 hours a pay period. Given to full-time employees and employees with tours of at least 90 days.
	Sick leave – 4 hours per pay period.
	Military leave – 120 hours given to new full-time Technicians at beginning of each fiscal year.
	Dual Compensation – Must be in an official leave status (annual, comp, time off award, LWOP) when performing any type of active / inactive duty – Cannot use Sick Leave
	Health Insurance – 60 days to elect health benefits. Open season yearly. Full-time employees only.
	Flexible Spending Account – Open season yearly. Tax free money set aside for out of pocket health expenses and Dependent Care needs.
	Life Insurance – 30 days to elect FEGLI. Rarely an open season. Full-time employees only.
	Thrift Savings (TSP) - Full-time employees only.
	Pornography/Illegal Internet Sites – Zero tolerance. Violation of TAG policy may result in termination.
	Compatibility – Ensure military and civilian positions are compatible.
	Uniform – Military membership is a condition of your employment. The Military Uniform must be worn IAW applicable regulations.
	Trial/Probation – Your first year of employment is a trial period. You can be terminated at anytime, for any reason, between the 4 th and 11 th month if retention is not recommended.

Make copy for employee and put original in file.

UT-HRO

MEMORANDUM FOR ALL UTAH NATIONAL GUARD FULL-TIME PERSONNEL

SUBJECT: Guidelines for “In/Out” Processing of all Full-Time Army/Air Personnel

1. All full-time Utah National Guard Technician, Active Guard Reserve (AGR), State and Active Duty Special Work (ADSW) employees are required to “In or Out” process as they begin or complete their careers or tours of duty (use of the attached checklists are mandatory and are located on the HRO web page). Processing is required to ensure that personnel are properly sworn in, briefed on all employee benefits (health and life insurance, leave, Thrift Savings Plan, etc.), orders completed, personnel folder established, security/access badges issued, vehicle registered, appropriate keys issued, computer ID and password assigned, payroll and travel accounts created, medical records verified, retirement information provided, equipment issue and turn-in procedures explained and other applicable areas verified for accuracy.
2. Following the selection or appointment of an individual the supervisor will schedule a time with the HRO to begin the “In” processing. All new employees should be assigned a “sponsor” to assist with this processing. The sponsor should ensure that the individual reports to the HRO at the assigned time and then escort him/her to all sections as required (HQ Utah National Guard, Air National Guard Base, Camp Williams, or Aviation Facility).
3. Supervisors will review the “In/Out” processing forms with the selected individual and sponsor prior to the HRO meeting. Supervisors should also review with each new employee the UTNG Standards of Conduct, The Adjutant General (TAG) Policy Letters, time and attendance requirements, section policy and UTNG 690-12, UTNG AGR full-time handbook, state employee handbook and ADSW Policy as applicable.
4. Supervisors must closely monitor and follow-up on all “Out” processing actions to ensure all keys and equipment are turned in, security badges surrendered, computer ID and passwords deactivated, pay and travel card issues settled and that all other issues are completed the last day of work or terminal leave.
5. Points of contact for HRO checklists are: AGR Branch (801) 523-4230, Technician Branch (801) 523-4244, ADSW Branch (801) 523-4225, and State Branch (801) 523-4228.

STEPHEN L. HATCH
LTC, GS, UTNG
Human Resources Officer

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