

Air Guard

HRO

TECHNICIAN “OUT” PROCESSING

Finance

	Turn your government credit card into Finance.
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Employees Supervisor

	Turn keys and ID badges into your supervisor.
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Please read the following important information. If you have any questions contact HRO.

	LEAVE – You will receive an automatic cash payment for unused annual leave. The lump sum should be included in your final paycheck. No payment is made for unused sick leave.
	FEHB – Health Insurance – Your health insurance terminates the last day of the pay period, with a 31-day temporary extension of coverage (SF 2810 enclosed). Conversion privilege remains during the 31-day period. If you choose to take Temporary Continuation Coverage (TCC) the employee must pay his share, plus the government share, plus 2% administrative fee. Total premium is 102%
	FEGLI – Life Insurance – Life insurance terminates the last day of the pay period in which you are separated with a 31-day extension of coverage. There is a conversion privilege during the 31-day extension (SF 2819 enclosed). You pay the total premium.
	RETIREMENT – FERS – You may withdraw your FERS retirement in a cash refund, but once it is refunded to you it can never be repaid to your retirement fund, even if you are reemployed in a civil service position at a later date. If you return to government service, you must start your retirement fund over again. Service credit begins at day one and no credit is given for past employment. If you leave your retirement funds in the FERS account, you can still receive a deferred annuity when you reach retirement age. (SF 3106 to request withdrawal is enclosed).
	IF ACCEPTING AN AGR POSITION – You have the option to either RESIGN from Federal Technician Service or go into a LEAVE WITHOUT PAY status (this will enable you to return to a Technician Status once a year to use your 120 hours of Military Leave for up to 5 years) – this entitlement expires after 5 years. USERRA provisions also apply in this situation (5 years to reclaim your Technician position).
	RETIREMENT – CSRS - You may request a refund of your CSRS retirement funds, or you can wait to receive an annuity at age 62 if you have 5 or more years of service.
	SOCIAL SECURITY – Social security (7.65%) is a continuous, on-going deduction. It is not refundable and will be deducted from your wages for any position you hold, either in civil service or private sector. It will be available to you when you reach retirement age.

THRIFT SAVINGS PLAN (TSP) – there are 3 options available to you.

	1. Leave the funds in your account where they will gain interest until you reach retirement age.
	2. Transfer funds into an IRA, 401K or similar retirement account. In this case there will be no taxes or penalties. Your financial institution (bank, credit union, etc.) must complete the appropriate TSP form to transfer these funds.
	3. Withdraw the funds and pay appropriate taxes and penalties. Please read all enclosed information regarding early withdrawal of your account.

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