

CHAPTER 5

PERSONNEL PROCESSING PROGRAMS **(IN-, OUT, AND MILITARY DUTY PROCESSING)**

Section I - General

1-1. **Purpose.** This chapter prescribes the technician personnel processing requirements for in-processing; out-processing; and military duty processing.

1-2. **Responsibilities.**

a. **Human Resources Specialist (Employee Benefits) (HRS-Benefits).**

(1) HRS-Benefits will prepare for and supervise the in-processing of all newly accessed and reemployed employees. Employees converting from temporary to indefinite, conditional or permanent status will also be in-processed.

(2) The HRS-Benefits will manage the out-processing and in-processing of all employees who request LWOP-US or Separation-US for military duty.

(3) The HRS-Benefits will out-process all employees that separate from employment.

b. **Supervisors.**

(1) Supervisors will ensure all employees attend in-processing and conversion processing in uniform and are prepared for in-processing.

(2) Supervisors will provide employees the time to out-process before the employee departs for military duty when being placed on LWOP-US or Separation-US for military duty.

(3) Supervisors will provide the employees the time to out-process when separating from employment.

c. **Employees.**

(1) Employees will attend in-processing prepared to in-process.

(2) Employees will attend out-processing briefings before departing for military duty or being placed in a LWOP-US or Separation-US status for military duty.

Section II - In-processing/Returning from Military Duty Processing

2-1. **In-processing/Return from Military Duty Processing.** New Employee In-processing welcomes and brings new employees into the Alabama National Guard Technician Program. Returning from Military Duty processing welcomes and reemploys employees back from military duty.

2-2. **New Employee In-processing.**

a. **New Employee In-processing Agenda.** The in-processing agenda is designed to provide newly appointed technicians with the types of information required to introduce them to the Alabama National Guard technician program and provide them with information concerning benefits such as retirement, insurance, leave, Thrift Savings Plan and merit promotion procedures. Also, all necessary forms for initial appointment such as tax withholding are completed. A number of documents are furnished to the technicians including appropriate labor contract, OWCP information, equal employment information, a technician handbook, a retirement book, thrift savings brochures and appropriate pay schedule.

b. In-processing requirements.

a. All newly appointed permanent, indefinite and temporary technicians including previously employed technicians as well as technicians converting from temporary to either indefinite or permanent will report to the Human Resources Office for in-processing as follows:

(1) The first workday of the pay period normally on Monday unless the first Monday of the pay period is a holiday, and

(2) Promptly at 0900 hours, and

(3) In appropriate military uniform (unless he/she has not been issued uniforms). In the event an individual must report out-of-uniform, this office must be notified and given the reason. No dual status employee will be processed out of uniform unless approved in advance by the HRO.

(4) Must bring

(a) All DD Forms 214 and orders for any other Title 10 service

(b) Driver's License

(c) Social Security Card

(d) Date of birth

(e) Social Security numbers for spouse and children

(f) Direct Deposit form

c. **Pay.** No technician is entitled to pay until after the technician has been properly in-processed and the oath of office has been executed.

d. **Commanders/Supervisors.** Commanders and supervisors are reminded:

(1) All SF 52's for appointments and conversions to appointments must be received in this office no later than noon on Wednesday prior to the effective date. (Exceptions to the deadline must be approved by the HRO)

(2) To make sure selected individuals are not on orders.

(3) To advise newly selected temporary employees of possibility of losing military bonus.

(4) To provide newly selected permanent and indefinite technicians an opportunity to review health benefit brochures and FEGLI brochure prior to in-processing. Technicians should be prepared to make necessary decisions pertaining to life and health insurance.

e. **Review of Leave and Earnings Statement.** Supervisors are encouraged to assist technicians in checking leave and earnings statements to assure that all benefits are correctly deducted.

NOTE:

Health benefits are not deducted the first pay period after employment since the effective date is the beginning of the pay period after initial appointment.

2-3. **Returning from Military Duty Processing.** To ensure proper processing of technicians returning home from military duty, returning technicians must contact the NGAL Human Resources Office to schedule a time to in-process. The returning technicians must bring all DD Forms 214 and orders for military duty when reporting to the HRO for in-processing.

Section III - Out-Processing and Entering Military Duty Processing

3-1. **Out-Processing Briefing.**

a. All technicians separating from the Technician Program are encouraged to undergo an out-processing briefing. This briefing details the many opportunities that may be available to the separating technicians. These benefits may include options to health benefits, life insurance, retirement, thrift savings plan, as well as Priority Placement for employees who are in

voluntarily separated and providing the employee a copy of the SF 50 to take to the State Employment Services to expedite determination of unemployment benefits eligibility.

b. Supervisor must notify the NGAL Human Resources Office when an employee will be separating from the technician program and require the technician to schedule an out processing briefing by contacting the NGAL Human Resources Office. Out-processing is for all technicians being separated from the technician program.

c. An applicable out-processing checklist will be used during the scheduled out-processing briefing. The HRO will brief the technicians on all benefits options and cover areas such as:

- (1) Identification and payment collection for debts
- (2) Duty status and adverse action
- (3) Leave
- (4) Personnel support

d. As part of the out-processing, a survey form will be placed in the out-processing package for completion to get feedback from the employees for use in evaluating the agency's effort at being a model employer.

3-2. **Entering Military Duty Processing.** To ensure proper out-processing of technicians preparing for military duty, the technicians must contact the NGAL Human Resources Office to schedule a time to out-process. The Checklist for Employees Entering Extended Military Active Duty (30 days or more) at Appendix 5 is provided for the technicians use to prepare for out-processing.