



# TECH FACTS

## INFORMATION YOU NEED TO KNOW AS A TECHNICIAN

Please call TSgt Miriah Mitchell 720-250-1164, CMSgt Tricia Heistermann 720-250-1172

- As a technician, you have the right to come to HRO for legitimate business during regular office hours (without taking annual leave) with your supervisor's knowledge.

- Federal Pay Scales:**

General Schedule Step Increases (per step)

1-2, 2-3, 3-4 = 1 year  
4-5, 5-6, 6-7 = 2 years  
7-8, 8-9, 9-10 = 3 years

Wage Grade Step Increases (per step)

1 - 2 = 6 months  
2 - 3 = 18 months  
3-4, 4-5 = 2 years

-GS temp techs do not receive step increases.

-Federal technicians are paid on a bi-weekly basis, meaning that technicians are paid 26 times a year with 3 pay periods occurring twice a year.

- Most military information is not kept in your Official Personnel File.** Your OPF pertains to your civil service time, not reserve time. Please contact your military personnel office for information about your military records.
- Verification of Employment can be done through your MyBiz account. VOE for military employment goes to your military pay office.
- Every permanent and indefinite employee who has military orders exceeding 30 days **MUST** report to HRO-ERS to make elections regarding the status of their benefits.
- Both permanent and indefinite employees are eligible for LWOP status and have restoration rights.
- Indefinites will receive a 30-day notice prior to termination.
- Temporary employees are **NOT** eligible for life or health insurance unless they have been employed for over one consecutive year, at which time the health insurance will be available AT FULL COST TO THEM.

## LEAVE ACCRUAL

**ANNUAL LEAVE:** Annual leave is accrued from the day you start working. Employees whose initial appointments exceed 90 days are entitled to use annual leave upon completion of the first biweekly pay period. Employees whose initial appointments are for less than 90 days (temps) are entitled to use annual leave only after being employed for 90 days without a break in service (Per DoD FMR Vol 8, Ch 5, 050202 A.).

- EARNING RATE:**

Under three years = 4 hours per pay period = 13 days per year  
3 – 15 years = 6 hours per pay period = 19 days per year  
Over 15 years = 8 hours per pay period = 26 days per year

**Annual leave is earned based on CREDITABLE YEARS OF SERVICE:**

Other Civilian Federal Service  
Basic Training and Tech School (DD 214s)  
Title 10 Orders (Active Duty)  
Federal Emergency Tours of Active Duty

\*\*\*Non-creditable service includes AGR duty, Title 32, Annual Field Training, and Active Duty for Training other than Title 10.\*\*\*

**TO MAXIMIZE YOUR LEAVE ACCRUAL, PLEASE SUBMIT A COPY OF ALL DD 2145 (MEMBER 4) SO WE CAN UPDATE YOUR SERVICE COMP DATE (SCD).**

**MILITARY LEAVE:** Permanent & Indefinite employees are entitled to 15 days (120 hours) of Military Leave per fiscal year. Temporary employees are not eligible for Military Leave unless their initial appointment is for more than one year, in accordance with Public Law 96-431 (reference (e)), as codified at 5 U.S.C. 6323. The Military Leave will not show on your LES until you use it.

**SICK/HOLIDAY LEAVE:** All GS and WG employees accrue 4 hours of sick leave per pay period and are eligible for paid holiday leave from date of hire.

**COMP TIME:** Technicians **DO NOT** get paid for overtime. Any overtime accrued will be paid back by means of compensation time, or “Comp Time.” You should discuss use of Comp Time with your supervisor. (32 USC 709(g)(2)). TPR 990-29 July 1994.

**TRICARE RESERVE SELECT:**

- Public Law 109-364 excludes individuals who are eligible for Federal Health Benefits (FEHB) program. Therefore members eligible for FEHB will lose their TRS coverage.
- Eligibility for FEHB includes technicians appointed to permanent or indefinite appointments and temporary appointments who have worked more than 90 days without a break in-service. If you become eligible for FEHB, whether you request coverage or not, you are no longer eligible to continue TRS.
- If you become eligible for FEHB and are enrolled in TRS, you must notify Tricare North Region, Health Net Federal Services, LLC, at 1-800-555-2605 or [www.healthnetfederalservices.com](http://www.healthnetfederalservices.com) to terminate your coverage or you will have to repay TRS for all money paid on claims retroactive to your FEHB eligibility date and you may face fines and/or charges of fraud.

**CONG PT Policy:**

- DMA Pamphlet 6990-15 outlines the risks of that each individual assumes by participating in this voluntary program. The purpose of this program is to assist technicians maintain military membership by passing their fitness test.
- You may voluntarily take part in a physical fitness program during duty hours for maximum of three (3) hours per week, not to exceed 1 ½ hours per day. This time period includes all time used for changing of clothes, travel to and from exercise site, exercising, showering and return to the work site.
- The program is voluntary and is subject to supervisor discretion and mission requirements
- Should you incur an injury or death because of participation in this voluntary fitness program during duty hours, you may be covered by the Federal Employees Compensation Act (FECA) under the Office of Worker’s Compensation Program (OWCP). Specifically team sports or activities are not encouraged.
- If you abuse the program, you will be subject to disciplinary action and/or have your exercise period suspended or revoked.

**Enlistment/Reenlistment Bonus Policy:**

- As a federal technician, you may not be authorized to keep any enlistment or reenlistment bonus you have received. This includes cash pay out and student loan repayments.
- The amount will be subtracted from the total amount of bonus paid to date. If the calculation indicates overpayment, you may be obligated to refund the amount to the US Government.
- You are being advised that accepting this employment may terminated continued entitlements, cause a portion of the advance bonus payments to be recouped or terminated.
- In order to determine your bonus status, you must contact your Incentive or Retention POC immediately.

Air— MSgt Walter Christopherson—720-847-9403

Army— SSG Casey Finkbiner 720-250-1337