Welcome To NOAA!!!!



Introductions



Type into the chat

- Your Name
- Your Office Name
- Your Location



 # of years working for the Federal government.

No years - type "Just Starting"

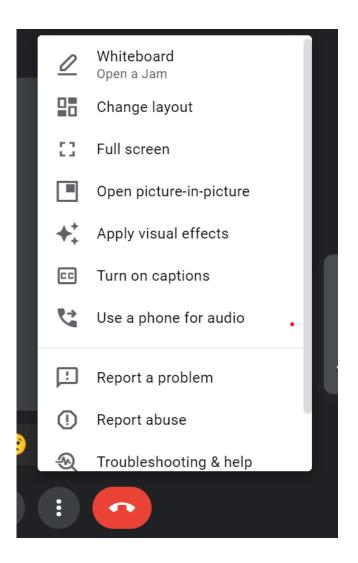
Returning - type "Coming Back"

Using Google Meet



Having trouble seeing the slides?

Click the 3 dots to open menu and change to "Full Screen"

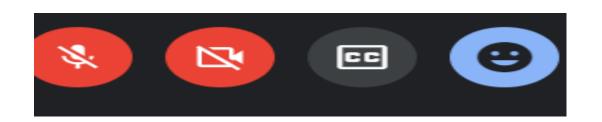


Using Google Meet



Having trouble hearing/understanding the presentations?

Click the "CC" at the bottom of the screen to show Closed Captioning on your screen





Mandatory Ethics Briefing

New NOAA employees are required to complete the Ethics Briefing. You will receive an email notification when it is assigned to you to complete within the Commerce Learning Center.

This training must be completed within 30 days of hire.

New Employee Survey





Please complete the survey at the end.

The link will be in the Chat Box.

Welcome to NOAA Video



Welcome to NOAA Video From Benjamin Friedman Deputy Under Secretary for Operations











Oath of Office



I, (name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

SF-61 Appointment Affidavits



*Log into USA Staffing to sign this form

APPOINTMENT AFFIDAVITS (Position to which Appointed Place of Employment (Department or Agency) do solemnly swear (or affirm) that--A. OATH OF OFFICE I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God. B. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency C. AFFIDAVIT AS TO THE PURCHASE AND SALE OF OFFICE I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment. (Signature of Appoin Subscribed and sworn (or affirmed) before me this ____ day of . (Signature of Officer) Commission expires (If by a Notary Public, the date of his/her Commission should be shown) Note - If the appointee objects to the form of the oath on religious grounds, certain modifications may be permitted pursuant to the Religious Freedom Restoration Act. Please contact your agency's legal counsel for advice.

OF-306 Declaration for Federal Employment



*Log into USA Staffing and sign #17B.

Please answer question #18 ONLY if applicable.

Declaration for Federal Employment* ("This form may also be used to assess fitness for federal contract employment) Form Approve OMB No. 3206-011
Additional Questions
14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, sother-in-law, sother-in-law, sother-in-law, sother, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works.
15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service?
Continuation Space / Agency Optional Questions
16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets we your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, plea answer as instructed (these questions are specific to your position and your agency is authorized to ask them).
Certifications / Additional Questions APPLICANT: If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.
APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other applicatio materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and addition. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and swere 18a, 18b, and 18c as appropriate.
17. I certify that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigate for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law for procrement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. understand that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.
17a. Applicant's Signature: (Sign in ink) Date Appointing Officer: Enter Date of Appointment or Conversion MM / DO / YYYY MM / DO / YYYY
17b. Appointee's Signature: Date
(Sign in ink)
18. Appointee (Only respond if you have been employed by the Federal Government before): Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to hell your personnel office make a correct determination.
18a. When did you leave your last Federal job? MM / DD / YYYY DATE:
18b. When you worked for the Federal Government the last time, did you waive Basic Life YES NO DO NOT KNO Insurance or any type of optional life insurance?
18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item YES NO DO NOT KNO 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled.
U.S. Office of Personnel Management Optional Form 5 U.S. C. 1302, 3301, 3304, 3328 & 8716 Previous editions closelet and runs

Documents



REMINDER

Please upload
copies of
identification
documents to USA
Staffing
for I-9 form

Required Forms of <u>Unexpired</u> Identification



Verifying I-9 Documents



Federal law requires that all employers physically see I-9 documents.

Attending your scheduled appointment is mandatory. Check your email for your appointment date and time.

Required Forms of <u>Unexpired</u> Identification





EEO Rights and Responsibilities





by the

Office of Inclusion & Civil Rights



Office of Inclusion and Civil Rights



Video





Office of Inclusion and Civil Rights



Topics

Office
of Inclusion
and
Civil
Rights



Special Emphasis Program and Employee Resource Groups



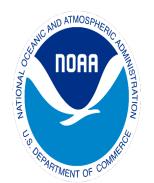
Unlawful Discrimination and Harassment



EEO Complaint Process and ADR



Question and Answer



Special Emphasis Program and Employee Resource Groups

Office
of Inclusion
and
Civil
Rights

NOAA Special Emphasis Programs are located at:

• https://www.noaa.gov/organization/inclusion-and-civil-rights/special-emphasis-programs

NOAA Special Emphasis Program Observances are located at:

• https://sites.google.com/noaa.gov/noaa-inclusion-civil-rights/noaas-sep-observances



• https://sites.google.com/noaa.gov/noaa-inclusion-civil-rights/noaa-ergs-and-affinity-groups



Protected Categories/ Bases of Discrimination

Office
of Inclusion
and
Civil
Rights

- Age 40 or older (Age Discrimination in Employment Act (ADEA)*
- Color
- **Disability** physical or mental
- Genetic Information
- National Origin
- Race
- Religion
- Reprisal
- Sex including:
 - Sexual Orientation,
 - Gender Identity,
 - Pregnancy, and Equal Pay (EPA)*

* ADEA and EPA can bypass the administrative process and can elect to file a civil action after providing notice of intent to file 30 Calendar days prior to the EEOC.

DATMOSPHERIC ROMATION SCHOOL OF THE PROPERTY O

What is Harassment?

Office
of Inclusion
and
Civil
Rights

Any unwelcome verbal or physical conduct based on one of the protected bases that is so objectively offensive as to alter the conditions of the victim's employment.

This standard is met when:

- The conduct culminates in a tangible employment action; or
- The conduct was sufficiently severe or pervasive to create a hostile work environment.

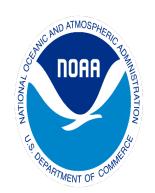


Allegations of Harassment Prohibited by Federal Law (DAO 202-955*)

Employees' Responsibility

- Employees are strongly encouraged to report any incident they perceive to be prohibited harassment, to include incidents personally experienced and those witnessed
 - Immediate Supervisor
 - Higher Level Supervisor
 - Servicing Human Resources Officer
- **Employee's Rights**
 - Employees bringing allegations and/or participating in any inquiry are protected from retaliation
 - Employee have a right to seek EEO Counseling within 45 days of incident
- * https://www.osec.doc.gov/opog/dmp/daos/dao202_955.html





What is a Complaint of Discrimination?

Office
of Inclusion
and
Civil
Rights



A complaint of discrimination is an allegation raised by a person, or persons, who believe they have been discriminated against based on one or more of the protected bases (Age, Color, Disability, Genetic Information, National Origin, Race, Religion, Reprisal, Sex).



Applies To ALL Employees Including Managers And Supervisors

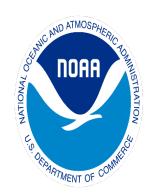
Initiating an EEO Complaint

Office
of Inclusion
and
Civil
Rights

A person must contact an EEO Counselor using noaa.oicr@noaa.gov or calling 301-713-0500

WITHIN 45 CALENDAR DAYS

of the alleged discriminatory action or the date you learned about the discrimination to request counseling regarding a matter they believe to be discriminatory.



Who May File an Informal Complaint?

Office
of Inclusion
and
Civil
Rights



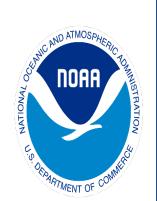
- Employee
- NOAA Corps Officer
- Former employee
- Applicant for employment
- Contractor employee
- •Student/Intern

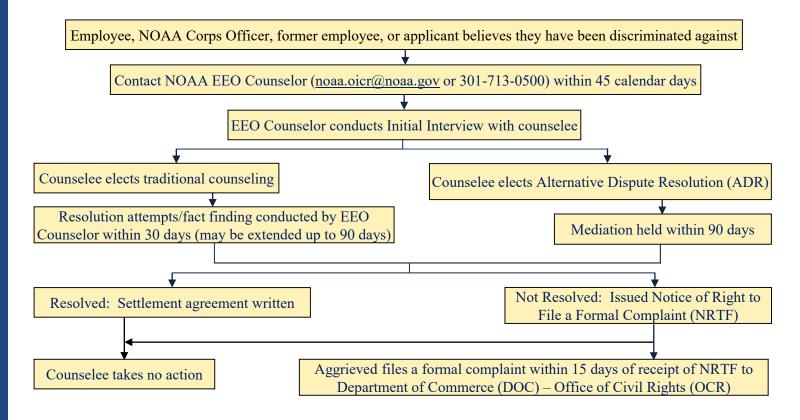
Who believes that they has been discriminated against based on one or more of the protected bases (race, sex, age, etc...) may contact an EEO Counselor at the NOAA Office of Inclusion and Civil Rights.



EEO Informal Complaint Process

Office
of Inclusion
and
Civil
Rights

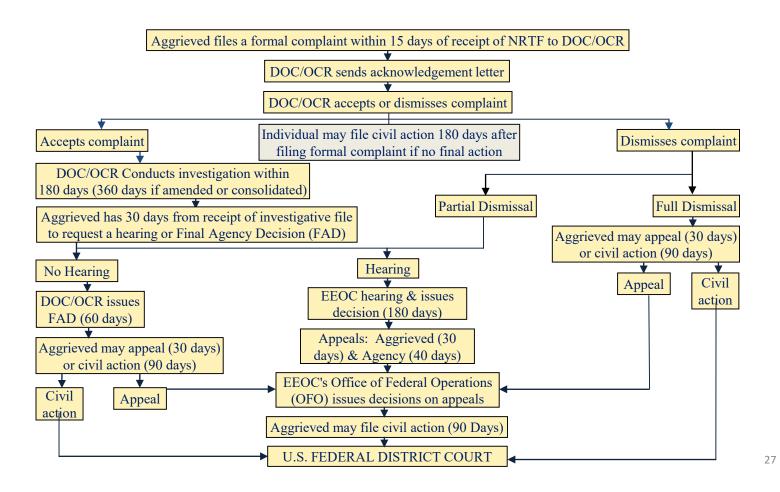




Formal Complaint Process

Office
of Inclusion
and
Civil
Rights





What is Alternative Dispute Resolution (ADR)?

Office
of Inclusion
and
Civil
Rights



Alternative Dispute Resolution (ADR) refers to a variety of approaches used to resolve conflict rather than litigation.

ADR provides a secure and satisfying way for employees to resolve workplace conflicts, disagreements, or claims of discrimination by empowering and enabling the parties to seek solutions which they decide meets their needs.



Reasons for using Alternative Dispute Resolution (ADR)

- Faster
- Less costly
- Easier, less formality
- Less confrontational , adversarial
- Creative
- Practical

- Better for on-going relationships
- Participant satisfaction
- Solutions with "buy in" likely to last
- Parties retain control of outcome



Office

of Inclusion

and

Civil

Rights



For More Information Contact: NOAA's Office of Inclusion and Civil Rights

1305 East-West Highway, SSMC IV, Suite: 7500

Silver Spring, MD 20910

Phone: (301) 713-0500

Or

(800) 452-6728

Email: noaa.oicr@noaa.gov

Web Site and Google Site:

https://www.noaa.gov/inclusion-and-civil-rights

https://sites.google.com/noaa.gov/noaa-inclusion-civil-rights

Welcome to NOAA!



NOAA ID Badge



Common Access Card (CAC)



Identification Card

- Provides single point access to some online systems (laptop, eOPF, CLC)
- Prior to scheduling or arriving to your CAC appointment, we recommend that you contact the NOAA Security Office at 301-713-3282, hours are 7:30a-3:30p EST or via email (cacandhspd.12.help@noaagov) and verify that the following information is correct:
 - Legal Name (spelled correctly)
 - Date of Birth
 - Social Security Number
 - NOAA Email Address (obtain from your supervisor)



NOAA Equipment



- Please confirm with your supervisor/office
 Point of Contact the procedures to retrieve your laptop and other NOAA issued equipment.
- It is **highly recommended** that you schedule to pick up CAC and laptop on the same day.
- Obtain the following information from your supervisor when retrieving your laptop:
 - The contact information (telephone number or email address) for your office IT Help Desk Office (NOAA does not have a centralized IT Support Office)
 - NOAA Email Address

Payroll

New Employee Orientation





National Finance Center



Official Record Keeper of Personnel and Pay Information for the Department of Commerce



U. S. Department of Agriculture

N E W O R L E A N S , L A

National Finance Center



Employee Personal Page (MyEPP)

- Federal & State Tax Withholding
- Direct Deposit
- Change of Address
- Health Insurance (during Open Season only)
- Financial Allotments
- Leave & Earning Statements
- TSP Contribution

Allow 4 to 6 weeks to gain access to Employee Personal Page (MyEPP)

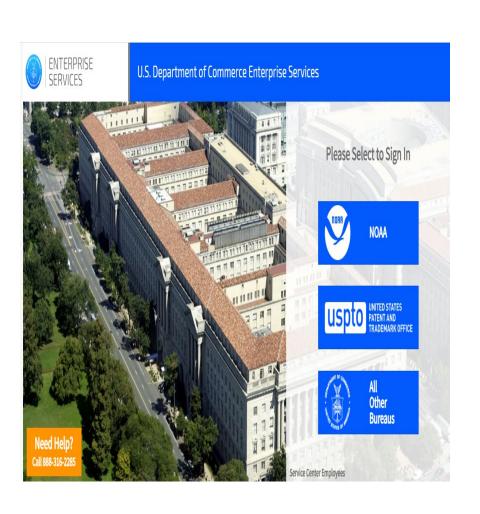
You can access MyEPP from any electronic device





Enterprise Services





Responsible for Processing

Payroll - GovTA, Leave
Balances, Tax Forms, Direct
Deposit, Military Deposit, Service
Computation Dates, Military
Deposit, eOPF

<u>Benefits Forms</u> - Health Insurance, Life Insurance, TSP

<u>Personnel Actions</u> - New Hire actions, promotions, reassignments



Enterprise Services





Contact Info:

Enterprise Service Contact Center 1-888-316-2285

Website Portal https://enterpriseservices.ser vicenowservices.com/es

Want to learn more? Check out their YouTube Channel https://www.youtube.com/pl aylist?list=PLN_k-U6j5uVlAlsvctOKn6TnaSZ2 nmEH-



Pay Information



- Pay Period consist of two weeks
- Each Pay Period begins on a Sunday and ends on a Saturday
- The Official Pay Date is the Second Monday of Pay Period (except for holidays)
- Pay Calendar located in the New Employee Onboarding Folder and on NFC website

https://nfc.usda.gov/Publications/Forms/pay_period_calendar.php

PAY PERIOD CALENDAR 2024

Month	Pay Period	S	M	Т	W	Т	F	S	Month	Pay Period	S	M	Т	W	Т	F	S
JAN	27	7	1 8	2 9	3 10	4 11	5 12	6 13	JUL	13	7	1 8	2 9	3 10	4 11	5 12	6 13
	01		22			18 25	19 26			14		22		17 24		19 26	
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		25	26	27	28	29	4	_		17	25		<u>27</u>	28	<u>29</u>	30	31
MAR	04	3	4	5	6	7	8	9		18	8	9	3 10	4 11	5 12	6 13	14
	05	10 17	11 18	12 19	13 20	14 21	15 22	16	SEP	10	15	16	17	18		20	21
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	10	26	27	28	29	30	31		DEC	24	1	2	3	4	5	6	7
								1	DEC		8 15	9 16	10 17	11 18	12	13 20	14 21
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	13	30										5000	1811-2	-1217 (Danie	- 7/00	letieta.



Pay Information



Knowledge Check

Type into the Chat

"Based on the information in the previous slide what date will you receive your first paycheck?"

PAY PERIOD CALENDAR 2024

	_																
Month	Pay Period	S	M	Т	W	Т	F	S	Month	Pay Period	S	M	Т	W	Т	F	S
JAN	27	7	1 8	2 9	3 10	4 11	5 12	6 13	JUL	13	7	1 8	2 9	3 10	4 11	5 12	6 13
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	10		20 27	_	22	23 30	_	25		24	2 4 1	2	3	4	<u>20</u> 5	6	7
	10							1	DEC	24	8	9	10	11	12	13	14
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	13	30										501-1	X II X II X	-1217 (Povis	d 7/20	istastat



Time and Attendance System



GovTA

- The Time and Attendance System used by all Department of Commerce Employees
- You will receive your login information to access GovTA no later than the 2nd Friday of your first pay period

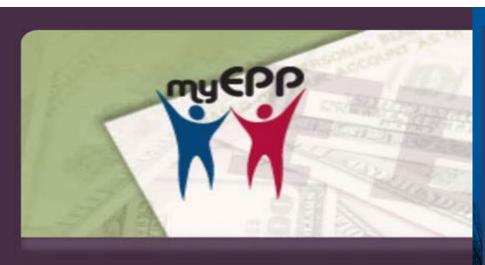


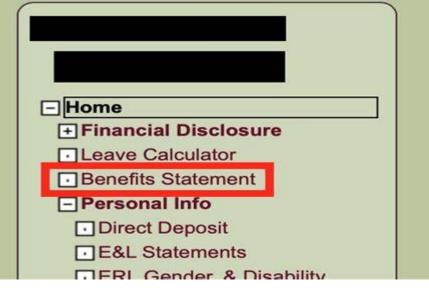
https://docgovta.commerce.gov/govta

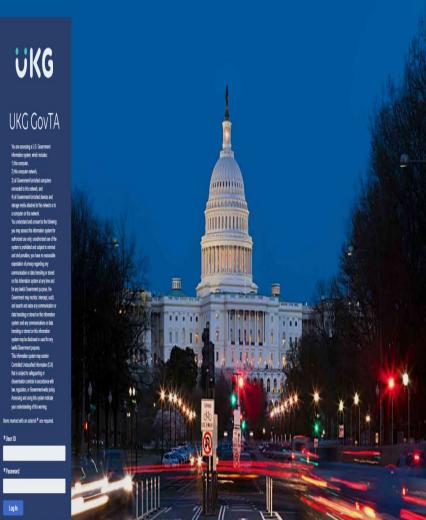


Demonstrations





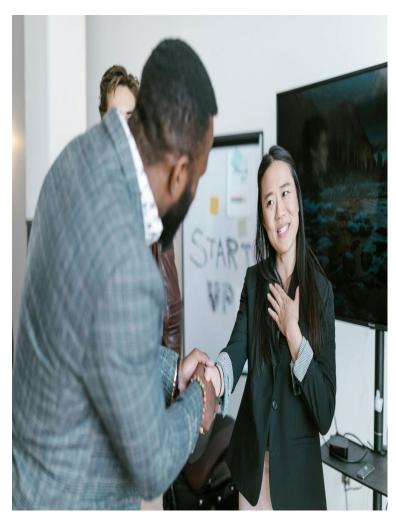




Transition from Contractor to Federal Employee



- The end of your email address will change from "Affiliate" to "Federal"
- Your will receive a new CAC as a Federal employee.
- You are eligible Transit
 Subsidy Program, if it is
 offered in your location.
 The website link located on
 Helpful Websites handout

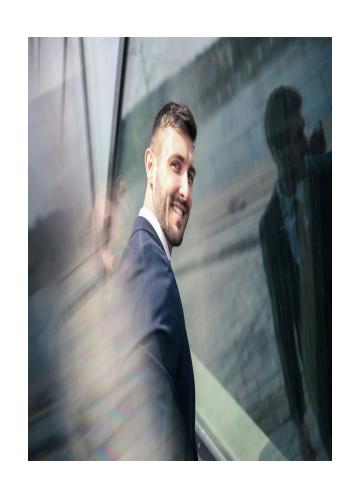




Transfer between Federal Agencies



- If you have an outstanding TSP Loan, contact Enterprise Services (ES) - 1-888-316-2285
- If you are paying or wish to pay your Military Deposit, contact Enterprise Services (ES) - 1-888-316-2285
- You are eligible Transit Subsidy Program, if it is offered in your location. The website link located on Helpful Websites handout.





Transfer between Federal Agencies



- Your health insurance, life insurance, and TSP information was received from your prior agency. No need to submit new benefits paperwork.
- To transfer your Federal Employee Dental & Vision Insurance Program (FEDVIP) and/or Flexible Spending Account (FSA) to NOAA, contact Benefeds (1-877-888-3337) to let them know are now working at NOAA





Returning to Federal Government



- Your TSP account will be reactivated in approximately 6 to 8 weeks. You will receive information via US Mail
- You are eligible Transit
 Subsidy Program, if it is
 offered in your location. The
 website link located on Helpful
 Websites handout.





Returning to Federal Government



- Your Service Computation
 Dates will be recomputed
 - Leave
 - Retirement
 - Thrift Savings Plan (TSP)
 - Reduction In Force (RIF)
- Any used Sick leave you had when you left your Federal employment will be recredited to you





Initial Ethics Training

Ethics Law and Programs Office Office of General Counsel

EthicsDivision@doc.gov (202) 482-5384

Employee Ethics Responsibility

As Employees, we should be familiar and comply with the rules and requirements, and model ethical behavior

- ✓ Act in the public's interest at all times
- ✓ Avoid even the appearance of losing impartiality in official actions
- ✓ Avoid misuse of position and refrain from using public office for private gain
- ✓ Be good stewards of public resources
- ✓ Timely meet all ethics program requirements, including timely filing required financial disclosures

5 C.F.R. § 2638.102

Supervisor Ethics Responsibility

As Supervisors, we must serve as role models of ethical behavior and

- ✓ ensure subordinates are aware of their ethical obligations and how to contact ethics officials
- ✓ identify positions subject to financial disclosure reporting requirements
- ✓ work with ethics officials to help identify and resolve conflicts of interest
- ✓ must enforce non-compliance or ethical lapses

5 C.F.R. § 2638.102

DOC Expectations

Ethical responsibility is more than mere compliance.

• Minimally, we should all ensure that we consider not only what may be legally permissible but whether it is in the best interest of the public and DOC.

Compliance	Ethical Responsibility						
May I take the proposed action?	If legally permissible, should I take the proposed action?						
Does the law permit it?	Would my action create an appearance that I am less than fair and impartial or cause a reasonable person to question the integrity of DOC business processes?						

14 Principles of Ethical Conduct

Guiding Principle -- Public Service is a Public Trust

- 1. Place public service above private gain
- 2. Financial interests cannot conflict with official duties
- 3. Cannot use non-public information for private gain
- 4. No gifts except as permitted by law or regulation
- 5. Must put forth honest effort in performance of your duties; use official time for official purposes only
- 6. No unauthorized promises purporting to bind the government
- 7. Cannot use public office for private gain

- 8. Act impartially and do not give preferential treatment
- 9. Protect and conserve government property and only use it for authorized purposes
- 10. No outside employment or job hunting that conflicts with your duties
- 11. Obligated to disclose waste, fraud, and abuse
- 12. Must obey the law and pay taxes
- 13. Obey EEO laws and regulations
- 14. Avoid appearance of violating the law or ethics regulations

Standards of Ethical Conduct

All Federal employees must adhere to the Standards of Ethical Conduct, which cover the following topics:

- Conflicting Financial Interests
- Impartiality in Performing Official Duties
- Misuse of Position
- Gifts from Outside Sources / Gifts between Employees
- Seeking Other Employment
- Outside Employment/Activities
- Post-Government Employment

Conflicts of Interest

Prohibited Representations

- 18 U.S.C. § 203: Executive branch employees are prohibited from demanding, seeking, receiving, or agreeing to receive **compensation for representational services** involving certain matters in which the United States is a party or has a direct and substantial interest.
- 18 U.S.C. § 205: Executive branch employees are prohibited from acting as an agent or attorney, with or without compensation, in certain matters in which the United States is a party or has a "direct and substantial interest."
- You may represent yourself, your spouse, your parent, and minor children, but few others, and only with appointing official's approval.

Contact your ethics official with any questions

Conflicts of Interest

Financial Conflict of Interest

Rule: It is a **crime** for you to participate in a particular matter that you know will have a direct and predictable effect on your financial interests or those imputed to you, **unless** you first obtain a written waiver or qualify for a regulatory exemption.

18 U.S.C. § 208

TIP: Participation includes not just dis/approving but also providing advice or making a recommendation.

Conflicts of Interest: Potential Sources of Conflict

- Your investments (e.g., stocks, stock options, sector funds, and other securities)
- Outside employment or positions with business entities (e.g., second job, unpaid member on Board of Directors)
- Employment negotiations for another job regardless of whether you would start the job concurrently with DOC or after your separation from DOC
- Employer or financial interests of your spouse or minor child(ren)

Conflicts of Interest



If you believe you have a conflict of interest:

- Stop working on the matter
- Notify your supervisor and disqualify yourself
- Contact a DOC ethics official

Conflicts of Interest

How are conflicts of interest identified?

- You are responsible for identifying potential conflicts (whether financial or personal, yours or imputed interests) regardless of whether you are a financial disclosure filer.
- Based on your duties, you may be required to file financial disclosures which helps identify conflicts up front.
- Remember, disqualify yourself when a conflict arises.

Financial Disclosure Filers

- Public Financial Disclosure Report (OGE 278)
 - Senior Executives, SL/ST, & all political appointees must file an OGE 278
 - Report required upon appointment, annually, and upon termination
 - Periodic transaction reports (OGE 278-T) are due within 30 days of notification, but no later than 45 days of sale, purchase, or exchange of a stock, bond or other security
- Confidential Financial Disclosure Report (OGE 450)
 - Some GS employees, all Special Government Employees, IPAs, and certain others must file an OGE 450
 - Report required upon appointment and annually (no termination report)

Note: All filers must complete ethics training annually



Impartiality

Personal Conflict*

Rule: <u>Unless authorized</u>, you should recuse yourself from participation in any DOC "particular matter involving specific parties" where:

- You know it is likely to have a *direct* and *predictable* effect on the financial interests of a member of your household
- You know someone with whom you have a "covered relationship" is or represents a party in the matter
- You are concerned that a reasonable person with knowledge of the relevant facts would question your impartiality (catch-all)

*Relationship-based

Impartiality

Personal Conflict*

You have a "Covered Relationship" with: Any person whom you have, within the last year, served as an officer, director, trustee, general partner, agent, attorney, consultant, or employee

- E.g., your prior (non-federal) employer or former clients whom you served within the last year
- For political appointees' former employers and former clients, this is extended to 2 years
- Any organization where you have been an active participant (except political parties)

*Relationship-based

Impartiality

Personal Conflict*

You have a "Covered Relationship" with: (cont'd)

- Any person/entity with whom you have or seek a business, contractual or other financial relationship (other than routine transactions)
- Any person who is a member of your household, or who is a relative with whom you have a close personal relationship
- Any person whom your spouse, parent, or dependent child is *serving* or *seeks to serve* as an officer, director, trustee, general partner, agent, attorney, consultant, or employee

*Relationship-based

Misuse of Position

Rule: You may not use, or permit the use of, your Government position, title, or any authority associated with your office for your own private gain, or that of friends, relatives, or persons with whom you are affiliated in a nongovernmental capacity. This includes use of your position:

- To induce or coerce another person to provide any benefit,
- To imply that the Department or the Government sanctions or endorses personal activities, or
- To imply that the Department or the Government endorses any product, service, or enterprise.

Misuse of Nonpublic Information

Rule: You may not:

- Engage in financial transactions using nonpublic information; <u>OR</u>
- Allow the improper use of nonpublic information to further your own private interest or that of another, whether by advice, recommendation, or by knowing unauthorized disclosure.

What is nonpublic information?

- Information routinely exempt from disclosure under the Freedom of Information Act.
- Information which is not authorized to be made public (e.g., otherwise protected by law from disclosure) and which has not actually been disseminated to the public. E.g., DOC designated as confidential.

Misuse of Government Resources

Rule: You have a duty to protect and conserve DOC resources, including services, supplies, and other resources. Use government resources *only* for official government purposes, and judiciously as *specifically* authorized.

- You may *never* use it for partisan political, personal commercial, charitable fundraising, or other impermissible or illegal activities.
- Authorizes *de minimis* (infrequent and at no or minimal cost) personal use of equipment.

Outside Employment / Activities

Rule: You may not engage in outside employment or any other outside activity that conflicts with your official duties.

An activity conflicts with official duties if it:

- Is prohibited by statute or regulation, or
- Would require your disqualification from matters so central or critical to performing your duties that your ability to perform official duties would be materially impaired.

5 C.F.R. § 2635.802

TIP: Seek ethics guidance before starting or if you are retaining outside employment, especially if it relates to your office, subject matter expertise or duties

Outside Employment / Activities

Teaching, Speaking, or Writing

- You may not accept compensation for outside teaching, speaking, or writing that <u>relates to your official duties</u>.
- Unpaid writing or speaking, in <u>your personal capacity</u>, on <u>matters of public concern</u> do not require prior review (e.g., letters to the Editor, Op-Ed pieces).
- Certain other speaking and writing activities may require ethics guidance to avoid possible legal violations (e.g., book deals).
- Outside teaching for compensation is subject to prior ethics review.
- Political appointees may be subject to additional restrictions.

Contact your ethics official with any questions

Gifts from Outside Sources

Rules:

- You may not accept any payment or benefit for taking (or not taking) an official action, as this would be a bribe (18 U.S.C. § 201)
- You may not in/directly solicit gifts or accept gifts you solicited
- Unless an exception applies, you may not accept gifts from outside sources offered because of your official position or from a "prohibited source"
- Gifts include tangible items like meals and travel, and intangible items like discounts, loans, and services.
- Some gifts must be reported by financial disclosure filers.



Gifts from Outside Sources

- A prohibited source is any person or entity:
 - who is seeking action by DOC
 - who is doing or seeking to do business with DOC
 - who is regulated by DOC
 - who may be substantially affected by performance (or non-performance) of your duties or is an organization a majority of whose members are described above.

<u>Political appointees</u> may not accept most gifts from registered lobbyists or lobbying organizations.

Gifts: Exclusions

- Modest items of food and non-alcoholic refreshments, not intended as a meal (e.g., coffee, donuts, punch, cookies)
- Items of little intrinsic value, intended for presentation only (e.g., greeting or thank you cards, plaques, certificates)
- Rewards and prizes given in contests open to the public
- Loans from banks/credit unions at rates available to general public
- Opportunities and benefits generally available to public, or to all government employees
- Anything that the Federal government pays for
- Anything for which you pay the fair market value (i.e., the cost that a member of the general public would reasonably expect to pay)
- Free attendance offered to officially approved speakers at non-Federal events on the day the official is speaking

Contact your ethics official with any questions

Gifts: Exceptions

- Tangible gifts of \$20 or less (up to a total of \$50 per calendar year per source)**
- Gifts based on a bona fide personal friendship (paid for by the individual)
- Discounts and similar benefits (e.g., commercial discounts, membership unrelated to your DOC job, etc.)
- Gifts based on outside relationships (e.g., your spouse's employer)
- Gifts based on employment or business relationships (e.g., interview expenses)
- Informational materials which do not exceed \$100 in a CY
- Awards and honorary degrees * **
- "Widely attended gatherings" * **
- Social invitations not from prohibited sources *
- Certain legal expense funds & pro bono legal services (contact ELPO before accepting)
- Meals, refreshments, and entertainment in foreign areas

*Prior written approval required

** Political appointees cannot use exceptions if the gift is from a registered lobbyist/lobbying organization

Gifts:

<u>Limitations on Use of Exceptions</u>

- Even where an exception applies, you may <u>not</u>:
 - Accept a bribe
 - Use or permit the use of your position or authority associated with your office to solicit or coerce the offering of a gift
 - Accept gifts from the same or different sources on a basis so frequent that a reasonable person would be led to believe you were using your position for private gain
- You must *also* consider declining another acceptable gift if acceptance would cause a reasonable person to question your integrity or impartiality.

Gifts: Disposition of Improper Gifts

If you inadvertently accept a gift which does not meet an exception or was otherwise inappropriate:

- Immediately contact your ethics office
- Follow their guidance to properly dispose of the gift (e.g., return to donor, pay fair market value, destroy)
- Prompt and proper disposition will avoid a violation of the rule.

Gifts from Outside Sources

Case Study: While in a meeting, you bump into someone who used to work *with you* at DOC but who is now a DOC contractor. You agree to have lunch together to "catch up." You fully intend to pay for your \$30 share of a \$60 meal. After the lunch, you excuse yourself and go to the restroom. When you come back to the table, you realize the contractor has paid for your meal using the company credit card.

What should you do?

Gifts Between Employees

Rule: You may not, directly or indirectly:

- give or donate towards a gift for an official superior; or solicit contributions for such a gift;
- accept gifts from a subordinate; or
- accept gifts from an employee who receives less pay than you do *unless* your personal relationship justifies the gift and the employees are not in a superior-subordinate relationship

5 C.F.R. § 2635.301

Gifts Between Employees: Exceptions

- Items (other than cash) valued at \$10 or less on an occasion when gifts are ordinarily exchanged (e.g., Boss' Day, Administrative Assistants' Day, holidays, birthdays)
- Food and refreshments shared, in the office, among employees
- Personal hospitality at a residence or customary hostess gifts appropriate for the occasion (e.g., holiday party, dinner party, housewarming)
- Special, infrequent occasions of personal significance appropriate for the occasion (e.g., marriage, birth or adoption of a child, retirement)

Gifts to DOC

Certain gifts are offered to DOC rather than to you as employees:

- Non-Federal Travel Support: DOC may accept gift of non-federal travel support and expenses related for your official attendance at a "meeting or similar function"
 - May not be accepted for carrying out statutory functions (e.g., audits)
 - Such gifts may not be solicited
 - Acceptance may not create appearance of impropriety
 - Acceptance requires <u>prior</u> written approval (<u>CD Form 210</u>)

• Gifts to DOC:

- Department Administrative Order (DAO) <u>203-9</u>, Gifts and Bequests
- Department Administrative Order (DAO) <u>202-739</u>, Gifts and Decorations from Foreign Governments and to Foreign Individuals use <u>CD Form 342</u>

Charitable Fundraising

- There is no charitable fundraising in the federal workplace.
- The Combined Federal Campaign raises awareness and facilitates giving through payroll deduction but does not collect donations.
- Personal fundraising is permitted outside of the workplace, but you may not:
 - Use your official title or any authority of your DOC position;
 - Use Government equipment, time, or resources; or
 - Solicit subordinates, contractors, or regulated entities

The Hatch Act

- Federal employees may <u>not</u> engage in <u>partisan political</u> <u>activities</u> while on duty, in an official capacity, while in a federal workplace, using government equipment, or in a government vehicle
- "Political activity" is any activity directed toward the success OR failure of a political party, partisan political group, or a candidate for partisan political office
- For guidance *contact this office* at EthicsDivision@doc.gov.
- For additional information see: U.S. Office of Special Counsel (OSC), https://osc.gov/

The Hatch Act

All employees may:

- Vote
- Make a personal political contribution
- Express opinions about candidates and issues
- Display a political bumper sticker on personal vehicle (provided that the vehicle is not being used for official business)
- Display a political yard sign at residence
- Attend political events on personal time
- Be a candidate in a non-partisan election

The Hatch Act: Restrictions

Employees may <u>not</u>: (at any time, including off duty)

- Be a candidate in partisan elections
- Solicit, accept, or receive political contributions
- Use your official authority to interfere with an election
- Solicit or discourage the political activity of any person with business before DOC
- Invite subordinate employees to political events or otherwise suggest that they engage in political activity

Hatch Act: "Further Restricted"

- Rule: Further restricted employees may not engage in political activity *in concert or coordination* with a political party, partisan political group, or candidate for partisan political office *at any time*.
- "Further Restricted" employees:
 - Career Members of the Senior Executive Service
 - NOAA Corps

TIP: Review materials provided and available on ELPO <u>website</u>, and when in doubt, reach out for specific guidance.



Hatch Act: "Less Restricted"

- "Less Restricted" employees may take an active role in partisan political activities, off-duty and off federal property; however:
 - No political fundraising
 - Employees may not use their official title or authority
- "Less Restricted" employees:
 - Employees other than those identified as further restricted (e.g., Career SES and NOAA Corps)
- PAS are permitted certain limited partisan activity, but with no non-PAS involvement

The Hatch Act: Common Violations

- "Soliciting" political contributions on **social media**
- Sending partisan political information using Government equipment, on duty, on federal property, or in a GOV
- Using your DOC title or position in any manner related to political activity (e.g., wearing a visible government badge or other official insignia while attending a political rally)
- Displaying pictures of candidates for partisan political office in your office during an election season (e.g., attending a DOC virtual meeting with the banner for a candidate visible)

Seeking Employment & Post-Government Employment

- **Do not** participate in DOC matters that can affect the financial interests of anyone you are seeking employment with (e.g., prospective employers or clients).
- There are regulatory as well as criminal rules that apply.
- Contact an ethics official to receive a briefing of how the seeking and postgovernment employment rules might apply to you.

<u>Political appointees</u> are Pledge signatories and agree to additional restrictions.

Political Appointee Commitments

During Your Service:

- Golden Parachute Ban. You may not accept any salary or other cash payment, or any non-cash benefit provided in lieu of such a payment, from your former employer which is limited to individuals accepting a position in the Federal Government
- Extension of Incoming Impartiality Restriction. You are barred for 2-years from appointment from participating in particular matters involving former employer(s) or former client(s)
- **Lobbyist Gift Ban**. You may not accept gifts from registered lobbyists or lobbyist organizations
- **Merit Hiring**. Hiring decisions must be based on candidate's competence, experience, and qualifications

President's Ethics Pledge (EO 13989)

Political Appointee Commitments

During Your Service: (cont'd)

- Incoming Lobbyist. You are barred for 2-years from appointment from:
 - 1) participating in particular matters where you served as registered lobbyist under the Lobbying Disclosure Act or registered agent under Foreign Agents Registration Act (FARA);
 - 2) participating in specific issue area in which that particular matter falls; or
 - 3) seeking or accepting employment with any executive agency that you lobbied or engaged in registrable activity under FARA within two years prior to appointment

Political Appointee Commitments

After You Leave Government Service:

- 2-year bar on senior officials taking certain actions with former agency or "senior White House staff"
- 1-year bar on senior officials materially assisting others in making communications they are prohibited from undertaking by: (a) holding out as being available to engage in lobbying activities in support of any such communications or appearances; or (b) engaging in any such lobbying activities
- Bar on lobbying political appointees or engaging in registerable activity under FARA for duration of Administration or for two years after end of appointment, whichever is later

Why Seek Ethics Guidance

Good Faith Reliance on Advice from an ethics official

- Disciplinary action for violating the Standards of Conduct or any supplemental agency regulations will not be taken against an employee who has engaged in conduct in good faith reliance upon the advice of an agency ethics official, provided that you make full disclosure of all relevant circumstances.
- Where the employee's conduct violates a criminal statute, reliance on the advice of an agency ethics official cannot ensure that the employee will not be prosecuted under that statute. However, good faith reliance on the advice of an agency ethics official is a factor that the Department of Justice may consider in the selection of cases for prosecution.

5 C.F.R. § 2635.107

New Employee Checklist

- \Box **Do**
 - ☐ Submit any required financial disclosures as soon as possible
 - Public Filers: <u>OGEForm278@doc.gov</u>
 - Confidential Filers: <u>OGEForm450@doc.gov</u>
 - Seek ethics guidance for any continuing outside activity by contacting EthicsDivision@doc.gov
 - Ensure your conduct reflects positively upon DOC (emulates the qualities of courtesy, integrity, and loyalty to the United States)
- □ Do not
 - Work on DOC assignments affecting your financial interests (or those imputed to you)
 - Work on matters that impact the financial interests of your former employer or clients

Consequences for Ethics Violations

- Consequences of violating criminal ethics laws:
 - Imprisonment for 1 to 5 years
 - Fine of up to \$65,000
 - Community service
 - Restitution to the Government
 - Debarment from Federal Service
- Consequences of violating the regulations:
 - Loss of job/ suspension
 - Demotion
 - Administrative reprimand
 - More ethics training!



Report Fraud, Waste, Abuse, and Corruption

All DOC employees are required to report suspicions or knowledge of waste, fraud, abuse, and corruption to appropriate authorities, such as DOC Office of the Inspector General.

> OIG Hotline 1-800-424-5197

(calls can be anonymous)



Ethics Resources/Contact

- For ethics questions:
 - Email: <u>EthicsDivision@doc.gov</u>
 - Call: (202) 482-5384
- For financial disclosure/program questions:
 - Public Filers: OGEForm278@doc.gov
 - Confidential Filers: <u>OGEForm450@doc.gov</u>
- For training questions: EthicsTraining@doc.gov
- Ethics Website Ethics Law and Programs Office (commerce.gov)

Questions

Thank you for your attention and participation.



New Employee Forums



Save the Dates will be sent to you regularly for the topics that will be covered over the a three months period.

If you would like to know the topics, email NOAA.Onboarding@noaa.gov

Seminar



Supervisor's Training

Management Skills for NOAA
Supervisor

For more information, fee and registration Charles.Bell@NOAA.GOV

Retirement Planning Seminars



Contact Sharon.C.Harrell@noaa.gov for more information

TOPIC	DATE	COST
Overview of Federal Benefits For Federal employees with less than 10 years of Federal service	Once per Fiscal Year	Average - \$250.00/person All Seminars are Recorded
Retirement Planning Seminar for CSRS & FERS Employees For Federal employees with 20 or more years of Federal service or 5 or less years before retirement eligibility	Once per Fiscal Year	Average - \$200.00/person All Seminars are Recorded

Retirement Planning Seminars



Contact Sharon.C.Harrell@noaa.gov for more information

TOPIC	DATE	COST
Mid Career Retirement Planning Seminar For Federal employees with 10 o 20 years of Federal service or more than 10 years before retirement eligibility.	Once per Fiscal Year	Average - \$200.00/person All Seminars are Recorded
Retirement Planning Seminar for FERS Employees For Federal employees with 20 or more years of Federal service or 5 or less years before retirement eligibility	Once per Fiscal Year	Average - \$200.00/person All Seminars are Recorded

Benefits Presentation

Federal Benefits Overview

New Employee Orientation





Agenda (1997)				
Federal Employees Health Benefits (FEHB) Program	Federal Employees Dental and Vision Insurance Program (FEDVIP)			
Federal Employees' Group Life Insurance (FEGLI)	Beneficiary Forms			
Flexible Savings Account (FSA)	Thrift Savings Plan (TSP)			
Long Term Care Insurance Program (LTCIP)	Retirement System			

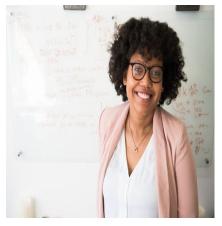




https://www.opm.gov/healthcare-insurance/healthcare/



Types of Enrollment Elections



Self Only



Self Plus One



Self and Family



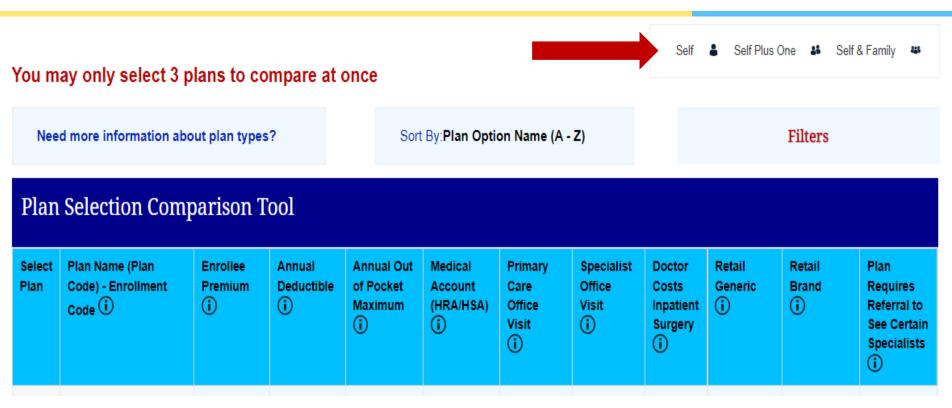
- (-)		
Type of Plan	Features	Trade-offs
Fee-For-Service (FFS)	 See any doctor without referral Nationwide and worldwide coverage When you use an in-network doctor or hospital, you pay less 	 You may have to pay more out-of-pocket for services than you would with other plan types
Health Maintenance	 Simpler costs: your out-of-pocket cost for a service is usually limited to a fixed dollar copayment rather than a percentage of the cost Some HMOs offer a Point-of-Service product allowing you to use an out-of-network provider 	 Generally you must use in-network doctors and hospitals Usually you need a referral to see a Specialist
High-Deductible Health Plan (HDHP)	 Your health plan deposits money from your premium into 	 Annual deductible could be higher for HSA-plans Federal rules determine your eligibility for an HSA If you cannot qualify for an HSA, the plan will provide a health reimbursement arrangement (HRA). See "Consumer-Driven with a medical fund" description below for HRA criteria Cannot qualify for HSA if you are covered by any other health plan, including Medicare, a flexible spending account or are a dependent on someone else's tax return
	 Your health plan puts money into a medical fund for you If your medical expenses for the year are less than the amount of your medical fund, you pay nothing out-of-pocket Lower premiums 	 You must pay annual deductible if health expenses exceed the amount of your medical fund Medical fund is not portable if you retire or leave government, not interest-bearing, and you can never add money to it



https://www.opm.gov/healthcare-insurance/healthcare/plan-information/compare-plans/

5-Digit Zip Code*	
I live overseas or outside the Continental United States.	(Selecting this option will set the zip code to 99999)
The current Plan selection below is disabled until you en Pay Frequency depends on the Employee Type and ma	
Employee Type* O Federal Employee (Non-Postal)	Pay Frequency* (May be restricted with certain Employee Types)
Federal Deposit Insurance Corporation Certain Temporary Employees	Biweekly Every Four Weeks Semi-Monthly
Tribal Employee (Monthly) Annuitant (Monthly) Former Spouse Enrollee (Monthly) Temporary Continuation of Coverage (TCC) (Monthly) Workers Compensation Recipient (Every Four Weeks) U.S. Postal Service (Category 1) (Biweekly) U.S. Postal Service (Category 2) (Biweekly)	Monthly
Your Current Plan (if applicable) (This option is disabled until all required options are selected.)	
Select your current plan (optional)	







Plan Selection Comparison Tool

Plans	Blue Cross and Blue Shield Service Benefit Plan (FEP Blue Focus)	GEHA Benefit Plan (HDHP)	MHBP - Standard and Value (Standard)
Plan Links	[Website], [Brochure] , [Summary of Benefits], [Provider Directory], [RX Pricing Tool]	[Website], [Brochure] , [Summary of Benefits], [Provider Directory], [RX Pricing Tool]	[Website], [Brochure] , [Summary of Benefits], [Provider Directory], [RX Pricing Tool]
General Information - State	Nationwide	Nationwide	Nationwide
General Information - Enrollment Code - Self	131	341	454
General Information - Enrollment Code - Self & Family	132	342	455
General Information - Enrollment Code - Self Plus One	133	343	456

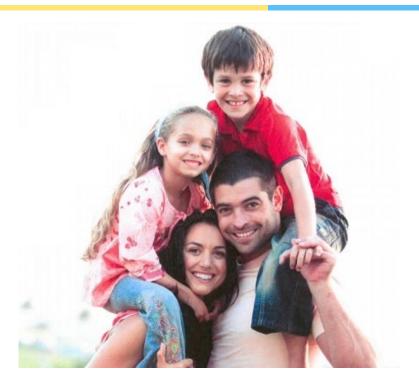


Things You Should Know

- Transferring from another Federal Government Agency
- FEHB Eligibility
- 60 Days to Enroll
- Open Season
- Qualifying Life Events
- Submit SF 2809 and supporting forms to Enterprise Services via their portal at https://enterpriseservices.servicenowservices.com/es?id=es_index.







https://www.opm.gov/healthcare-insurance/life-insurance

Federal Employees' Group Life Insurance (FEGLI)



- Option A: \$10,000
- Option B: Provides an amount 1-5 multiples of your annual basic pay rounded to the next higher \$1,000
- Option C: Provides coverage for your spouse and eligible children in an amount of 1-5 multiples; \$5,000 per multiple for your spouse and \$2,500 per multiple for your eligible children



Things You Should Know

- Transferring from another Federal Government Agency
- FEGLI Eligibility
- Qualifying Life Events
- Open Season
- FEGLI Calculator at OPM website <u>https://www.opm.gov/retirement-services/calculators/fegli-calculator/</u>
- Submit SF-2817 form to Enterprise Services via their portal at https://enterpriseservices.servicenowservices.com/es?id=es_index.









Types of Enrollment Elections



Health Care FSA (HCFSA)



Limited Expense Health Care FSA (LEX HCFSA)



Dependent Care FSA (DCFSA)



Things You Should Know

- Transferring from another Federal Government Agency
- Enrollment Period/Carryover
- Open Season
- FSA Consultants at 1-877-372-3337 or https://www.fsafeds.com/

Long Term Care (LTC) Insurance







Things You Should Know

- Transferring from another Federal Government Agency
- Eligibility
- Enrollment Period
- Benefit Plans / Options
- LTC Partners at 1-800-582-3337 or https://www.ltcfeds.com/











Types of Enrollment Elections



Self Only



Self Plus One



Self and Family



Things You Should Know

- Transferring from another Federal Government Agency
- Eligibility
- Plan Information
- BENEFEDS at 1-877-888-3337 or https://www.benefeds.com/

Beneficiary Forms



- SF 1152 (Unpaid Compensation)
- SF 2823 (FEGLI)
- SF 3102 (Retirement)
- TSP Beneficiary https://www.tsp.gov/





Order of Precedence

- 1. Court Order
- 2. Widow or widower
- 3. Children (and/or descendants of deceased children)
- 4. Parents
- 5. Executor or administrator of your estate
- 6. Next of kin

 Submit forms to Enterprise Services via their portal at https://enterpriseservices.servicenowservices.com/es?id=es_index.

Thrift Savings Plan (TSP)







Individual Funds

We offer 5 individual funds that you can customize based on your comfort level.

C FUND

Common Stock Index Investment Fund

What It Is: Stocks of large and medium-sized U.S. companies

Pros: Potential for high investment returns over the long term

Risks: Can be volatile depending on stock market performance

Benchmark Index: Standard & Poor's 500 Stock Index

S FUND

Small Capitalization Stock Index Investment Fund

What It Is: Stocks of small to medium-sized U.S. companies

Pros: Potential for high investment returns over the long term

Risks: Can be volatile depending on stock market performance

Benchmark Index: Dow Jones U.S. Completion TSM Index

I FUND

International Stock Index Investment Fund

What It Is: International stocks from more than 20 developed countries

Pros: Potential for high investment returns over the long term

Risks: Can be volatile depending on stock market performance

Benchmark Index: MSCI EAFE Stock Index

F FUND

Fixed Income Index Investment Fund

What It Is: Government, corporate, and asset-backed bonds

Pros: May earn returns that are higher than money market funds over the long term with relatively low risk

Risks: Bond prices fall when interest rates rise. Bonds may be repaid early, reducing your returns.

Benchmark Index: Bloomberg Barclays U.S. Aggregate Bond Index

G FUND

Government Securities Investment Fund

What It Is: Government securities that are specially issued to the TSP

Pros: Does not lose money; has a consistent but relatively low investment return

Risks: Your money may not grow enough to meet your retirement needs or outpace inflation

PC16 (7/20





Lifecycle Funds

Each L Fund is a mix of individual funds based on when you'll need your money.

Consider if you were born after 1999 or plan to withdraw from your account after 2062.

For the long-term investor

L 2060

- Consider if you were born between 1995–1999 or plan to withdraw from your account between 2058–2062.
- For the long-term investor

L 2055

- Consider if you were born between 1990–1994 or plan to withdraw from your account between 2053–2057.
- For the long-term investor

L 2050

- Consider if you were born between1985 – 1989 or plan to withdraw from your account between 2048–2052.
- For the long-term investor

L 2045

- Consider if you were born between1980 – 1984 or plan to withdraw from your account between 2043 – 2047.
- For the long-term investor

L 2040

- Consider if you were born between 1975–1979 or plan to withdraw from your account between 2038–2042
- For the long-term investor

L 2035

- Consider if you were born between 1970–1974 or plan to withdraw from your account between 2033–2037.
- For the medium-term investor

L 2030

- Consider if you were born between 1965–1969 or plan to withdraw from your account between 2028–2032.
- For the medium-term investor

L 2025

- Consider if you were born between 1958–1964 or plan to withdraw from your account between next year and 2027.
- For the short-term investor

L INCOME

- Consider if you were born before 1958 or are already withdrawing from your account.
- For those already withdrawing



With the exception of L Income, the investment mix of each L Fund becomes more conservative over time. To change your investments, log in to My Account on tsp.gov and choose "Contribution Allocations" or "Interfund Transfers" from the menu.



Things You Should Know

- Transferring from another Federal Government Agency
- Transfers or rollovers
- Catch Up Contributions
- Loans
- TSP-1, TSP Election Form
- TSP Representative at 1-877-968-3778 or https://www.tsp.gov/

FERS Deposit/Redeposit Service



Deposit Service (Social Security Only)

- Prior to 1/1/1989
- No retirement credit for service on/or after 1/1/1989

Refunded Service

- Redeposit service is creditable civilian service for which retirement deductions were refunded upon separation from Federal civilian service.
- Creditable for eligibility however, not creditable for the annuity calculation unless redeposit is paid

Volunteer Service

- Peace Corp/VISTA
- No retirement credit for eligibility or calculation unless deposit is paid

FERS Deposit/Redeposit Service



- Complete the Application to Make a Service Credit Payment form (SF-3108)
- 2. Submit the completed form to Enterprise Services (ES) for the estimated deposit/redeposit amount via the ES portal
- 3. Enterprise Services (ES) will certify & submit to the Office of Personnel Management (OPM)
 - A. OPM will send you a deposit amount due with instructions on where to submit the payment as well as the payment options available
 - B. Once deposit/redeposit is paid in full
 - OPM will provide a paid in full statement to the employee only
 - Provide the paid in full statement to ES; ES will recalculate SCD's and place statement in e-OPF
 - http://www.opm.gov/forms

Post 1956 Military Deposit



A military deposit made to the agency to receive retirement credit for military service performed after 12/31/56, including NOAA Corps.

- Deposit is 3% of Estimated Military Earnings plus interest
 Interest begins to accrue 2 years after the date first hired in a
 position subject by retirement.
 Interest is computed at a variable interest rate annually
- Paid to Agency Prior to Retirement
 No Credit unless Deposit paid in Full
 Payroll Deductions, Lump Sum or Quarterly





- 1. Request your Estimated Earnings During Military Service from your branch of the military using a <u>RI 20-97</u> and attach all DD-214(s) or Military Statements of Service. https://www.dfas.mil/civilianemployees/customerservice/#Military
- 2. Once the completed RI 20-97 is returned to you, submit the earnings to Enterprise Services who will compute the deposit amount due and provide the procedures for completing the process.

Please contact Enterprise Services for military service deposit information.

















Federal Government Retirement Systems (FERS)



01/01/1984 and 12/31/2012

FERS
Employee
0.8% FERS
6.2% Social Security

FERS/Government

- •• 16% FERS
- •• 14.2% FERS RAE
- •• 14.2% FERS FRAE
- •• 6.2% Social Security

01/01/2013 & 12/31/2013*

FERS/RAE
Employee
3.1% FERS
6.2% Social Security



01/01/2014 to Present**

FERS/FRAE
Employee
4.4% FERS
6.2% Social Security

Medicare Part A

Employee/Government 1.45%

^{*}OR rehired after a break in service of more than 3 days with less than 5 years of FERS service as of 12/31/12. OPM Benefits Administration Letter, 12-104.

^{**}OR rehired after a break in service of more than 3 days with less than 5 years of FERS service as of 12/31/13. OPM Benefits Administration Letter, 14-102.

Federal Government Retirement Systems



Civil Service Retirement System (CSRS)

- Most Federal employees hired prior to 01/01/84 are covered by CSRS.
- Basic Annuity (7% basic pay)

CSRS Offset

- Employees that are rehired after 12/31/83 with at least 5 years civil service and who have more than a one year break in service by 12/31/86 are covered by CSRS-Offset.
- Basic Annuity (0.8% basic pay)
- Social Security (6.2% basic pay)
- If SSA is meet then a full 7% will be deducted





Retirement and Benefits Counseling Branch



- Retirement Counseling and Employee Retirement Education
- GRB Retirement Calculator
- Benefits Counseling
- Military & USERRA Counseling
- Phased Retirement Counseling

- Disability Retirement Counseling
- Retirement Annuity Estimates
- Survivor Benefits
- Federal Erroneous Retirement Coverage Correction Act (FERCCA)
- Retirement Packets

Email: OHCS.Retirements@noaa.gov

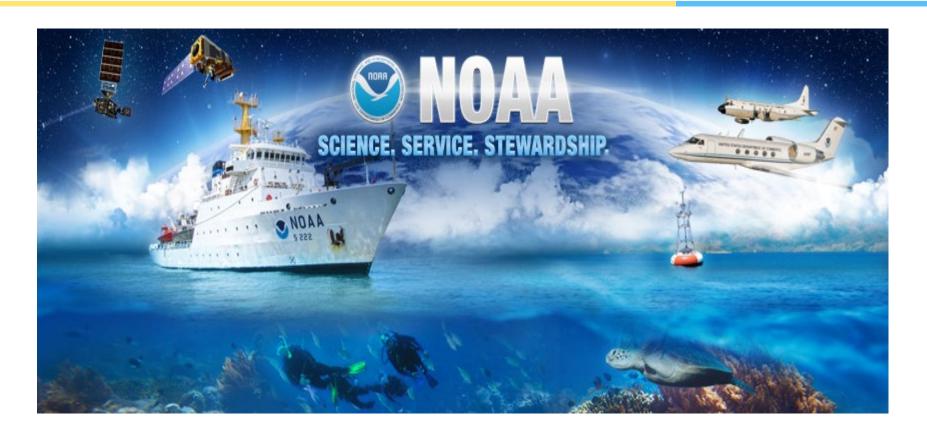
Enterprise Services



- Process transactional forms such as FEHB, Life Insurance, etc.
- Service Computation Date (SCD)
 Reviews and Corrections
- Military Service Deposits
- Deposits/Redeposit Forms
- Upload transactional forms to eOPF

- Annual Leave Lump Sum Payout form Separation of Federal Service
- Comp Time and Credit Time Payout
- Voluntary Leave Transfer Program
- Professional Liability Insurance

Enterprise Services Representatives can be reached at 1-888-316-2285 or https://enterpriseservices.servicenowservices.com/es





NOAA-wide Mentoring Program

9-month Formal Program
Build Networks
Find Your Niche in the Organization
Gain a Broader Perspective of NOAA

Open to all Full Time Permanent NOAA Employees

Application Period Closes Today March 27, 2023
Supervisor's Approval Required

Questions? Email NOAA.Mentoring@noaa.gov

Seminars



NOAA Leadership Seminar(NLS) Open to all NOAA Staff Held Annually in Late Summer Virtual Event

New Employee Survey





Please complete the survey.

The link is in the Chat Box.

https://www.surveymonkey.com/r/MBQBZHV



Questions?

Paperwork Questions: csdoperations@noaa.gov

Benefits Questions: OHCS.Retirements@noaa.gov

General Onboarding Questions: noaa.onboarding@noaa.gov