



# NIFC Human Resources Newsletter

1st Quarter – FY 2015  
November 18, 2014

## WELCOME!

We would like to welcome you to our new NIFC Human Resources quarterly newsletter. First things first, meet our staff!



We are located in the Owyhee Building, Room 107. Most of you probably already know us, but we are here to provide service to BLM, BIA, NPS, and FWS.

Tamara Neukam (third from left, top row) is our Human Resources Officer. Her responsibilities include program direction, human resource policy, workforce planning and she is a PMC member.

Kip Stover (second from left, top row) is our Employee Relations Specialist. His program areas include: ethics, personnel security and HSPD-12, performance management, telework, awards, and financial filers.

## STAFFING

Our staffing group is composed of the members below. We service the different bureaus in all of their staffing and recruitment needs:

### Contact

**Information:** [http://www.blm.gov/nifc/st/en/prog/fir e/more/human\\_resources/contacts.html](http://www.blm.gov/nifc/st/en/prog/fir e/more/human_resources/contacts.html)

### Ashanti Sloan – Supervisory HR Specialist



Ashanti is the staffing supervisor. She is also our DEU program lead, classification lead, SOAR liaison for special retirement, training coordinator, restored annual leave contact, and is a PMC member, among other various HR specific program coordinator duties.

### Kimberly Mayer – HR Specialist

Kimberly is new to BLM and is quickly diving into our fire organization. She is responsible for recruitment and classification and is the Training Coordinator backup. She is working her way to becoming the special retirement guru and maintaining organizational charts.





### **Heather Sanders – HR Specialist (Team 1)**

Heather is the HR Specialist for our Team 1 division which provides services to BLM’s FA100, FA200, FA400, FA500, FA600 & FA700, NPS, and FWS. She completes recruitment actions for in these organizational areas, processes retirements for NPS & FWS, is our lead eOPF administrator and Pathways Student Program Coordinator.



### **Rick Moore – HR Assistant**

Rick provides office support. He is also the BLM Quicktime Administrator and does DOI Access Card fingerprinting.



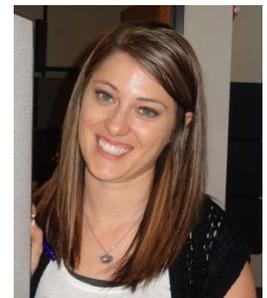
### **Jennifer Dillenbeck – HR Assistant (Team 1)**



Jennifer is the HR Assistant for our Team 1 division, and along with Heather, provides services to BLM’s FA100, FA200, FA400, FA500, FA600 & FA700, NPS, and FWS. She does processing for these organizational areas and provides health benefits and life insurance assistance to NPS & FWS.

### **Stefanie Kreger – HR Specialist**

Stefanie is the acting program manager for DOI FIRES. She provides overall program management for temporary fire recruitment for BLM, FWS, & NPS throughout the U.S.



### **Monica Belmont – HR Specialist (Team 2)**

Monica is the HR Specialist for our Team 2 division which provides services to BLM’s FA300 and BIA. She completes recruitment actions for these organizational areas and processes retirements for BIA.



### **Brett Thomas – HR Assistant**

Brett is an HR Assistant with the DOI FIRES program. He provides staffing duties for temporary fire recruitment and maintains the DOI FIRES website.



### **Gwen Boyle – HR Assistant (Team 2)**



Gwen is the HR Assistant for our Team 2 division, and along with Monica, provides services to BLM’s FA300 and BIA. She does processing for these organizational areas and provides health benefits and life insurance assistance for BIA.

### **Shaun Jensen – DOI FIRES Assistant (*shared position*)**

Shaun provides staffing support for the DOI FIRES program during the winter season and works at NICC during the summer season.



## TOPICS

### HEALTH BENEFITS FAIR

The annual health benefits fair is coming up *very* soon! We will be hosting it on November 19th in the Jack Wilson Multipurpose Room from 8am - noon. Come prepared to meet with various health benefits carriers and ACHD Commuteride. Open season runs from Nov. 10<sup>th</sup> through Dec. 8<sup>th</sup> this year.

You can follow OPM's Federal Benefits pages on Facebook and Twitter via the links below to stay up to date on open season information:



<http://www.facebook.com/usopm>



<http://twitter.com/usopm> or

<http://twitter.com/askopm>

### Health Benefits POC's:

Now that it is open season, you may have questions regarding your benefits. Please direct any benefits questions to the following contacts:

BLM – Benefits: Marilyn Hedrick (NOC),  
Retirement: Moonlight Bateman (NOC)

NPS – Benefits: Jennifer Dillenbeck,  
Retirement: Heather Sanders

FWS – Benefits: Jennifer Dillenbeck,  
Retirement: Heather Sanders

BIA – Benefits: Gwen Boyle,  
Retirement: Monica Belmont

### TRACKING TIME-IN-GRADE

Many employees come to us wondering who keeps track of their time-in-grade for promotion or within-grade increase (WGI) eligibility. In order to prevent employees from missing out on a well-deserved promotion or WGI, employees & supervisors should **both** keep track of time-in-grade needed for WGIs and career-ladder promotion. The supervisor should receive a notice from HR prior to WGI eligibility, but it is not standard practice to receive notification for promotion eligibility. Supervisors should contact their HR Specialist to effect a career ladder promotion for their employees.

### NTE'S FOR 1039'S

Now that hiring season is gearing up, we'd like to send a reminder on not-to-exceed (NTE) dates on temporary employee's (1039's). We acknowledge prior guidance may not have been very clear, so as clarification, we set NTE dates 6 months from the **service year date** of the employee (not always their effective date) per 5 CFR 316.401.

For new employees and returning employees with a break of service greater than 1 year, the service year date is the same as the action effective date (essentially it resets and/or is set from that date if the employee is new). For returning employees with a break of service less than 1 year, their service year date was set on their first temporary appointment.

As always, if you have any questions feel free to stop by and ask your corresponding team member, we're happy to help.

### FEEDBACK:

We will provide additional HR topics, to include a **Manager/Supervisor's Corner**, in our future issues; geared to current and relevant issues our customers need and want to hear about. If you have any feedback for future newsletters or topics you'd like to see, feel free to email them to us at [BLM\\_FA\\_NIFC\\_Vacancies@blm.gov](mailto:BLM_FA_NIFC_Vacancies@blm.gov) with the subject line "**Newsletter**". Stop by and pay us a visit, walk-ins are welcomed!

