



# MISSOURI NATIONAL GUARD HUMAN RESOURCES BULLETIN



Volume 01-17 <http://moguard.com/> Jan/Feb 2017

## ALL PERSONNEL

<a href="#"><u>AGR &amp; Technician New Hire Briefing Dates</u></a> .....	2
<a href="#"><u>Equal Employment Opportunity</u></a> .....	2
<a href="#"><u>Employee Assistance Program</u></a> .....	3
<a href="#"><u>Labor Relation (Weingarten Notice)</u></a> .....	4
<a href="#"><u>Occupational Health</u></a> .....	4

## TECHNICIAN

<a href="#"><u>Technician Benefits Changes</u></a> .....	4
<a href="#"><u>Technician and Technician Supervisor Must-Have Websites to Manage Technicians' Career</u></a> .....	5
<a href="#"><u>New Employee Orientation Information</u></a> .....	5
<a href="#"><u>Pre-placement, Baseline, and Termination Physicals</u></a> .....	6
<a href="#"><u>Technicians Benefits and Pay Information</u></a> .....	6
<a href="#"><u>Reminders for Processing OWCP Claims</u></a> .....	7
<a href="#"><u>Contacting OPM after Federal Technician has Retired</u></a> .....	7
<a href="#"><u>Thrift Saving Plan and You</u></a> .....	7
<a href="#"><u>Thrift Saving Plan Monthly Returns</u></a> .....	8
<a href="#"><u>Selection Process for Technician Positions</u></a> .....	9
<a href="#"><u>Temporary Technician Appointment Package</u></a> .....	9
<a href="#"><u>AGMO FORM 335-1-R</u></a> .....	10
<a href="#"><u>MyBiz+ User Guides</u></a> .....	10
<a href="#"><u>Service Awards</u></a> .....	11

## AGR

<a href="#"><u>Blended Retirement System</u></a> .....	12
<a href="#"><u>MetLife Dental Coverage</u></a> .....	12
<a href="#"><u>Army Guard (Active Duty) Retirement Briefing</u></a> .....	12
<a href="#"><u>Air Guard Tour Continuation</u></a> .....	13
<a href="#"><u>ARNG Initial Tour Continuation Process Changes</u></a> .....	14
<a href="#"><u>Army Directive 2016-09 (Maternity Leave Policy)</u></a> .....	14
<a href="#"><u>AGR Personnel Actions</u></a> .....	15
<a href="#"><u>Human Resources Staff Directory</u></a> .....	16



# HR MAILBOXES

In an effort to protect our customer's personally identifiable information, the human resources office will no longer accept SF52s (request for personnel actions) submitted to our group email boxes. All SF52 must be submitted through the SAFE website using the attached instructions. Trusted agents who use DCPDS will continue to submit technician requests for personnel actions through the system as before.

## SF52 REQUEST FOR PERSONNEL ACTION SUBMISSION INSTRUCTIONS USING SAFE

AGR Job Applications Mailbox Address: **SEE AGR JOB ANNOUNCEMENTS**

EEO/EO Mailbox Address – [ng.mo.moarng.mbx.jfmo-hre-eeo-and-eeo-concerns@mail.mil](mailto:ng.mo.moarng.mbx.jfmo-hre-eeo-and-eeo-concerns@mail.mil)

**This bulletin is being distributed by electronic mail. Supervisors should ensure that each technician is given access to this bulletin as required by Section 34-9 of the Labor Management Relations Agreement**

1.

## **ALL PERSONNEL**

### **AGR & TECHNICIAN NEW HIRE BRIEFING DATES**

<u>Event</u>	<u>Location</u>	<u>Time</u>	<u>Dates</u>
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	01 Feb 2017
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	01 Mar 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	24 Jan 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	07 Feb 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	21 Feb 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	07 Mar 2017

## **EQUAL EMPLOYMENT OPPORTUNITY**

### January

#### **Martin Luther King Jr. Birthday**

**Theme: Remember! Celebrate! Act! A Day On, Not a Day Off!**

“Injustice anywhere is a threat to justice everywhere. We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly.”

— Dr. Martin Luther King, Jr. (Letter from the Birmingham Jail, 1963)

“I believe that unarmed truth and unconditional love will have the final word in reality. This is why right temporarily defeated is stronger than evil triumphant.”

— Dr. Martin Luther King, Jr. (Nobel Peace Prize acceptance speech, 1964)

Dr. Martin Luther King, Jr. once said, “Life’s most persistent and urgent question is: “What are you doing for others?” Each year, Americans across the country answer that question by coming together on the Martin Luther King, Jr. Holiday to serve their neighbors and communities. The day represents the opportunity to start the year off right by

making a positive impact in the community. During his lifetime, Dr. King worked tirelessly toward a dream of equality. He believed in a nation of freedom and justice for all, and encouraged all citizens to live up to the purpose and potential of America.

**February**  
**African American/Black History Month**  
**2017 Theme: *The Crisis in Black Education***

The theme for 2017 focuses on the crucial role of education in the history of African Americans. ASALH's founder Carter G. Woodson once wrote that "if you teach the Negro that he has accomplished as much good as any other race he will aspire to equality and justice without regard to race." Woodson understood well the implications associated with the denial of access to knowledge, and he called attention to the crisis that resulted from persistently imposed racial barriers to equal education. The crisis in black education first began in the days of slavery when it was unlawful for slaves to learn to read and write. In pre-Civil War northern cities, free blacks were forced as children to walk long distances past white schools on their way to the one school relegated solely to them. Whether by laws, policies, or practices, racially separated schools remained the norm in America from the late nineteenth century well into our own time.

Throughout the last quarter of the twentieth century and continuing today, the crisis in black education has grown significantly in urban neighborhoods where public schools lack resources, endure overcrowding, exhibit a racial achievement gap, and confront policies that fail to deliver substantive opportunities. The touted benefits of education remain elusive to many blacks of all ages. Tragically, some poorly performing schools serve as pipelines to prison for youths.

Yet, African American history is rich in centuries-old efforts of resistance to this crisis: the slaves' surreptitious endeavors to learn; the rise of black colleges and universities after the Civil War; unrelenting battles in the courts; the black history movement; the freedom schools of the 1960s; and local community-based academic and mentorship programs that inspire a love of learning and thirst for achievement. Addressing the crisis in black education should be considered one of the most important goals in America's past, present, and future.

~Association for the Study of African American Life and History

For more information on the monthly themes log onto [www.deomi.org](http://www.deomi.org) and check out the Special Observances section.

These observances are part of the EEO's Special Emphasis Program. The SEP is a vital component of the EEO program that increases awareness of the contributions of women, minorities and persons with disabilities, and enhances the employment, training and advancement of these specific groups.

**EMPLOYEE ASSISTANCE PROGRAM**

**January Theme – *Work/Life Balance***

Four ways to promote conditions for a more balanced life 1. Setting Your Priorities 2. Managing Your Time 3. Establishing Boundaries 4. Being in the Moment

For more information, follow this link <http://foh.psc.gov/fohservices/bhs/campaigns.html>

Go online today! <http://www.foh4you.com>. Enter site and check out the Webinar of the month and other Pre-recorded Webinars and Podcasts.

**Be sure to check out our Diversity Newsletter *the Truman* at [www.moguard.com](http://www.moguard.com) under Human Resources on the Equal Employment Opportunity page.**



**LABOR RELATION**  
**WEINGARTEN NOTICE**

In accordance with the requirements of 5 USC 7114(a)(3), this is to advise bargaining unit employees that:

An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if - (a) the employee reasonably believes that the examination may result in disciplinary action against the employee; and (b) the employee requests representation.

**POC: CPT Rachele J. Thomas, Labor Relations Specialist, (573) 638-9500 ext 37148**

**OCCUPATIONAL HEALTH**

<http://www.guardyourhealth.com>

**POC: MAJ Kelly Moreno, Occupational Health Nurse (573) 638-9500 ext. 39743**

**2. *TECHNICIANS (Air & Army)***

**Technician Benefits Changes**

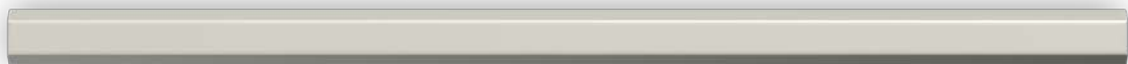
After the first full pay period in January 2017 look at your LES and verify all changes to your benefit elections have been changed and deducted from your pay. Any benefit changes that you have made during FEHB Open Season and increases in FEHB premiums should be reflected at that time. Ensure that the benefit codes, premiums and all other payroll deductions are reflected correctly.

**POC: Contact the remote designee at your location or SPC Caitlin Tiemann, Human Resource Assistant, (573) 638-9500 ext. 37496 or SGT Nicholas Garrard, Human Resource Assistant, (573) 638-9500 ext. 37494**

## Technician and Technician Supervisors Must-Have Websites to Manage Technicians' Career

1. Technician has been given complete review access to technician Official Personnel Record (eOPF) at <https://eopf1.nbc.gov/nationalguard>
2. Performance Management, update email address to receive MyBiz Notification on benefits changes, retirement seminars, see when your next With-In-Grade increase is effective and more at My Biz/My Workplace <https://compo.dcpds.cpms.osd.mil>
3. Access EBIS at the Army Benefits Center - Civilian (ABC-C) website at [www.abc.army.mil](http://www.abc.army.mil) where you are provided easy access to your technician benefit information, make electronic benefit transactions for your TSP, FEHB, FEGLI enrollment or changes, request retirement estimates, access to all technician beneficiary forms and all the information you need to know about federal technicians benefits.
4. Process OWCP Claims at OWCP - ECOMP <https://www.ecomp.dol.gov>
5. Receive or view technician LES's at MyPay <https://mypay.dfas.mil/mypay.aspx>

**POC: SPC Caitlin Tiemann, Human Resource Assistant (573) 638-9500 ext. 37496 or SGT Nick Garrard, Human Resource Assistant, (573) 638-9500 Ext. 37494**



## NEW EMPLOYEE ORIENTATION INFORMATION

New employees must report for orientation on the first Tuesday of the effective pay period. Once the Human Resources Office contacts the selecting official with an approved effective date, he/she is responsible to schedule **new employee orientation** with the representative within his or her region. For additional information and contacts, go to <http://www.moguard.com/Assets/Pages/82/Staff.aspx?ID=82> and click on "New Employee Orientation" and "Employee Orientation Sites".

**FAILURE TO ATTEND EMPLOYEE ORIENTATION WILL RESULT IN THAT INDIVIDUAL'S EFFECTIVE DATE BEING POSTPONED UNTIL THE FOLLOWING PAY PERIOD. NO EXCEPTIONS WILL BE MADE.**

1) New employees must report to orientation with:

a) A state issued driver's license or I.D. card with photograph, or a government ID card issued by a government agency or entity with a photograph, **and**

b) Original social security card;

**or**, a birth certificate issued by State, county, or municipal authority bearing a seal or other certification;

**or**, unexpired Department of Immigration and Naturalization employment authorization.

These documents are required to complete an I-9, Employment Eligibility Verification Form during orientation.

New employees also need to bring bank information (account number, routing number, and physical address of bank) to complete the direct deposit form.

**POC: Mrs. Carol Otto, (573) 638-9500 Ext 39644 or Mrs. Gayla Propst, (573) 638-9500 Ext 39892.**

# Pre-placement, Baseline, and Termination Physicals

Per guidance in [NGMO-HRD-HN Memorandum dated 20 September 2016 Subject Pre-placement, Baseline, and Termination Physicals](#), all newly hired **Army National Guard** personnel who may be potentially exposed to health hazards in the work environment or who are assigned to positions requiring specific standards of physical fitness are required to have a pre-placement or baseline physical. New hires include **wage grade and wage leader** temporaries, indefinites and permanent dual status technicians. This requirement does not pertain to general schedule new hires. All wage grade employees may start their position before their baseline or preplacement physical, however, their continued employment is contingent upon the physical results.

Army National Guard personnel hired, promoted to new positions, reassigned, or any other action that would move an employee to or from one of the **specific positions listed below**, **MUST** complete a pre-placement or baseline physical. Supervisors **MUST** ensure tentatively selected candidates complete a [Demographic Information Template](#) and [Occupational Health Form](#) and return the completed forms with all other required employment documents to the Human Resources Office. The Human Resources Office will forward the demographic information template to the Occupational Health Office for scheduling of the preplacement or baseline physicals.

2602	2604	2608	2614	2892	3105	3306	3401	3414	3703	3806	3809	4102
4255	4604	4606	4818	5378	5413	5703	5801	5823	6601	6605	6610	6641
6907	6912	8268	8602	8801	8807	8810	8852					

All supervisors **MUST** comply with this federally mandated regulation to have employees screened prior to placement in the Technician Program in accordance with [AR 40-5](#), directing the implementation of DoD 6055.5-M.

**POC: MAJ Kelly Moreno, Occupational Health Nurse at (573) 638-9743 or Mrs, Carol Otto, Human Resources Specialist (Staffing/Recruitment) Supervisor at (573) 638-9500 Ext 39644.**



## TECHNICIANS BENEFITS AND PAY INFORMATION

Technicians are responsible to verify that all benefits and pay information is current and accurate. There are three ways that a technician can do this. A technician can review benefits, pay, changes made during FEHB open season, beneficiary forms, receipts of paid in full military deposits, SF50 personnel actions and more by accessing the following:

1. Access your own Electronic Official Personnel File eOPF any time you want to at <https://eopf1.nbc.gov/nationalguard/>. Instructions for access is located in Hot Topics at <http://www.moguard.com/Assets/Pages/87/HotTopics.aspx?ID=87>
2. Technician go to My Biz <https://compo.dcpds.cpms.osd.mil>. Supervisors go to My Biz/My Workplace at <https://compo.dcpds.cpms.osd.mil>.
3. See your LES at <https://mypay.dfas.mil/mypay.aspx>

Any time you see a discrepancies please notify the HR Office.

**POC: Benefit issues: Gayla Propst, Human Resource Specialist (benefits) Supervisor at [gayla.a.propst.civ@mail.mil](mailto:gayla.a.propst.civ@mail.mil) or (573) 638-9500 Ext. 39892**

**POC: System log in issues: Elaine Lock, Human Resource Specialist (Systems) Supervisor at [elaine.c.lock.civ@mail.mil](mailto:elaine.c.lock.civ@mail.mil) or (573) 638-9500 Ext. 39690**



## REMINDERS FOR PROCESSING OWCP CLAIMS

Have you experienced an injury while on the job as a technician? Or a supervisor of a technician that has? If you or your employee file an OWCP claim, make sure to let the HR OWCP representative know if it was related to PT. Light duty is also highly encouraged and must be required by the physician, again this information must be reported to HR. In addition, don't forget to complete and submit a new Duty Status Report, CA-17 and Attending Physicians Report, CA-20 for each doctor's visit. Once healed and released from doctor's care, a release needs to be submitted to the HR OWCP representative to keep your file up to date. Communication is a huge factor in processing a successful and timely OWCP claim.

**POC: Contact the remote designee at your location or Mrs. Leigh Ann Smith, Human Resource Specialist, 573-638-9500 Ext. 37499**

## Contacting OPM after Federal Technician has retired

Once a federal technician has retired from the technician program, they become an employee of Office of Personnel Management (OPM). If changes need to be made to benefits or a death needs to be reported, the retiree, the retiree's spouse or the family member of the retiree must call OPM at 1- 888-767-6738 or in write to the address located at [www.opm.gov](http://www.opm.gov). With OPM being the employing office of the retiree an HR representative cannot obtain benefit or pay information for federal retiree's.

Our office can report a death of a retiree online with OPM, if the spouse or family member can provide the Customer Service Account (CSA) number of the retiree. The social security number will not work. After the death has been reported it is up to the spouse or family member to follow up with OPM.

**POC: Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor, [gayla.a.propst.civ@mail.mil](mailto:gayla.a.propst.civ@mail.mil) or (573) 638-9500 Ext. 39892.**

## THRIFT SAVINGS PLAN AND YOU

If you are in the first few years of your career, you can take advantage of the best asset available to you: time. When you start saving for your retirement early, you have many years to weather short-term market fluctuations and to gain the maximum benefit from the power of compounding. The best time to start contributing to your TSP account is now. This way, saving becomes a habit. Also, you are "paying yourself first" by setting aside retirement funds before you are tempted to spend the money on other things.

Remember that starting your retirement savings early is important because the longer you wait, the more difficult it can become to reach your financial goals. By waiting, you may find yourself having to set aside a higher proportion of your income for retirement. Also, you will have forgone any earnings that could have compounded during those missed early years.

If you are a FERS employee, don't miss out on free money from your agency. You should consider contributing no less than 5% of your salary to the TSP. If you do, you will receive the maximum Agency Matching Contributions. To learn more, visit [Agency Matching Contributions](#).

The way in which you distribute your money among the TSP funds should reflect your time horizon and your risk tolerance. Since you have many years ahead of you, you can probably afford to take some risk. That is, you can consider investing in the TSP's stock funds (C, S, and I Funds) in addition to the G and the F funds. The TSP stock funds, while more volatile, offer the opportunity for potentially higher returns over time. Also, by spreading your investment across the different funds, you become less susceptible to dramatic losses that might be associated with having all of your money in a single asset.

Visit [Investment Funds](#) to learn about all of the TSP funds, their features, and past performance. The information available will help you to determine an asset allocation that is appropriate for you. It's important to develop an

investment strategy, or a roadmap, as you begin building your TSP account. Visit [before You Invest](#) for essential questions to consider concerning your expectations and your tolerance for risk.

You have the option of making traditional (pre-tax) contributions and/or Roth (after-tax) contributions to your TSP account. For more information on these options, visit [Tax Treatment of Your Contributions](#). The Internal Revenue Code (IRC) places limits on the dollar amount of contributions you can make to the TSP. The Internal Revenue Service (IRS) calculates them every year and they can change annually. The TSP announces the limits on the TSP website and the [ThriftLine](#) as well as through its various publications when the limits become available.

Go to [www.tsp.gov](http://www.tsp.gov) to learn more about your opportunities to invest in the Thrifts Savings Plan. Enroll or make changes in your TSP contributions at the Army Benefits Center - Civilian (ABC-C) EBIS [www.abc.army.mil](http://www.abc.army.mil)



## *THRIFT SAVING PLAN MONTHLY RETURNS*

Month	L Income	L 2020	L 2030	L 2040	L 2050	G Fund	F Fund	C Fund	S Fund	I Fund
2016										
Jan	(0.91%)	(2.55%)	(3.58%)	(4.21%)	(4.86%)	0.19%	1.49%	(4.96%)	(8.72%)	(5.62%)
Feb	0.01%	(0.24%)	(0.41%)	(0.51%)	(0.63%)	0.15%	0.68%	(0.12%)	0.50%	(2.82%)
Mar	1.53%	3.35%	4.54%	5.25%	5.94%	0.15%	0.93%	6.79%	8.24%	6.59%
Apr	0.34%	0.58%	0.75%	0.85%	0.95%	0.14%	0.41%	0.39%	1.73%	1.89%
May	0.38%	0.69%	0.91%	1.03%	1.15%	0.15%	0.08%	1.80%	1.81%	0.27%
Jun	0.11%	(0.12%)	(0.31%)	(0.43%)	(0.58%)	0.15%	1.80%	0.26%	(0.13%)	(3.33%)
Jul	1.00%	2.01%	2.85%	3.31%	3.74%	0.13%	0.64%	3.69%	5.40%	5.07%
Aug	0.13%	0.16%	0.18%	0.20%	0.21%	0.13%	(0.11%)	0.14%	0.80%	0.08%
Sep	0.20%	0.30%	0.38%	0.43%	0.48%	0.13%	(0.04%)	0.02%	0.90%	1.24%
Oct	(0.38%)	(0.91%)	(1.39%)	(1.66%)	(1.89%)	0.14%	(0.74%)	(1.82%)	(3.86%)	(2.03%)
Nov	0.49%	1.05%	1.57%	1.87%	2.19%	0.16%	(2.35%)	3.71%	7.95%	(1.99%)
Dec	0.64%	1.13%	1.59%	1.82%	2.04%	0.20%	0.16%	1.98%	1.81%	3.44%
YTD	3.58%	5.47%	7.07%	7.90%	8.65%	1.82%	2.91%	12.01%	16.35%	2.10%
Last 12 mo	3.58%	5.47%	7.07%	7.90%	8.65%	1.82%	2.91%	12.01%	16.35%	2.10%

Percentages in ( ) are negative.



## SELECTION PROCESS FOR TECHNICIAN POSITIONS

- CONSIDER ELIGIBLES. Personal interviews of all applicants are required; however, if not feasible, telephone interviews are acceptable.
- SELECT CANDIDATE. Select the candidate who, in your judgement, is best qualified for this position.
- NOTIFY CANDIDATES. Selecting officials may contact the individual that has been **TENTATIVELY** selected ONLY to obtain the needed information to complete the selection documentation. Selecting officials **WILL NOT** discuss an effective date or make any commitment of employment until notified by the Human Resources Office. At that time, the selecting official may contact the selected individual and discuss an effective date. The Human Resources Office will officially notify all applicants in writing of their selection or non-selection.
- MILITARY COMPATIBILITY. A Technician/Military Assignment Data Form must be completed for each individual that is tentatively selected for a Technician position to ensure that military compatibility requirements are met. This form must be completed by the selecting official and military unit in the appropriate sections and returned with the selection package to the Human Resources Office. Personnel actions will be processed only after Technician and military compatibility requirements are met in accordance with applicable law and regulations.
- REQUIRED DOCUMENTS FOR SELECTIONS. The documents listed the link below must be completed by the selecting official and the new or current tentatively selected employee before the selection will be approved by the Human Resources Office. The documents in the link below have recently be modified to make them fillable and added digital signature capability. Any missing or incorrect documents will delay the process until the missing or corrected documents are received.

<http://www.moguard.com/Assets/Pages/82/images/REQUIRED%20DOCUMENTATION%20FOR%20SELECT%20PACKET--%20dated%20September%202016%20-%20Copy.pdf> (This document can also be found on the Human Resources web page under the Staffing tab.)

**POC: Mrs. Carol Otto, (573) 638-9500 Ext 39644 or SSG Tracina Harrison, (573) 638-9500 Ext 37495.**

## TEMPORARY TECHNICIAN APPOINTMENT PACKAGE

A request for a temporary employee must be received in the Human Resources Office at least **10 working days prior to the effective date** of the action (start date).

Selecting officials may contact the individual that has been TENTATIVELY selected for temporary employment ONLY to obtain the needed information to complete the temporary packet. Selecting officials **WILL NOT** make any commitment of employment or establish an effective date until notified by the Human Resources Office. At that time, the selecting official may contact the selected individual and confirm an effective date of placement.

The documents found in the link below are required when appointing a temporary employee without competition. Any missing documents or documents completed incorrectly will delay the process until the missing or corrected documents are received.

[http://www.moguard.com/Assets/Pages/82/images/TEMPORARY%20APPOINTMENT%20NTE%20%20\(NO%20A%20171\)%20PACKET--%20dated%20September%202016%20-%20Copy.pdf](http://www.moguard.com/Assets/Pages/82/images/TEMPORARY%20APPOINTMENT%20NTE%20%20(NO%20A%20171)%20PACKET--%20dated%20September%202016%20-%20Copy.pdf) (This document can also be found on the Human Resources web page under the Staffing tab.)

The individual must meet qualification requirements for the temporary appointment. The selecting official must review the temporary employee's resume or OF-612 to ensure their experience is relevant to the position being filled, i.e.,

Human Resources Assistant (Military) must possess military personnel experience; Surface Maintenance Repairer must possess heavy mobile maintenance experience.

**POC: Mrs. Carol Otto, (573) 638-9500 ext 39644 or SSG Tracina Harrison, (573) 638-9500 Ext 37495.**

## ***AGMO FORM 335-1-R***

The AGMO Form 335-1-R is a required document that must be included in the Technician application packet. This form is a supporting document that highlights an applicant's military service. The information the applicant can provide is any active military service, reserve military service, military education, and military training an applicant has completed. There also is space to add additional information and/or special qualifications an applicant feels is important for the selecting official to know. If an applicant does not have any military information, he/she needs to complete Section 2 of the AGMO Form 335-1-R. The AGMO Form 335-1-R must be completed to obtain consideration for a Technician position. You can access this document by clicking on the following link:

<http://www.moguard.com/Assets/StaticPages/TechJobForms/AGMO%20Form%20335-1-R%20Supplement%20to%20Application%20for%20Employment%20-%20Military%20Brief.doc>. (This link is also included in every Technician vacancy announcement that is advertised and can be found under the Required Documents section in vacancy announcements.)


**POC: Mrs. Carol Otto, (573) 638-9500 ext 39644, SSG Tracina Harrison, (573) 638-9500 Ext 37495, or OC Adam Miller, (573) 638-9500 Ext 39811.**



## ***MyBiz+ User Guides***

My Biz+ User Guide and MyBiz+ for Managers and Supervisors User Guide can be found on the Human Resources website at <http://www.ftmeade.army.mil/support/cpac/pdfs/MyBiz%202015.pdf>

Should you have questions in accessing or navigating in MyBiz+ **POC: Ms. Elaine Lock, Human Resources Specialist, (573) 638-9500 Ext 39690, [elaine.c.lock.civ@mail.mil](mailto:elaine.c.lock.civ@mail.mil)**  
**SMSgt Steve Cebuhar, Human Resources Specialist, (573) 638-9500 Ext 37493, [steven.j.cebuhar.mil@mail.mil](mailto:steven.j.cebuhar.mil@mail.mil)**



## TECHNICIAN SERVICE AWARDS

*Congratulations to the following technicians in recognition of their years of federal service.*

ERIK B	BRODIN	10	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
CRYSTAL D	CATRON	10	JOINT FORCE HQ - MO - HRO TECH PERS MGT BR
DEREK R	FORST	10	MOARNG TRNG CTR, CP CLARK - TRAINING SITES
EMMALINE	HARRINGTON	10	JOINT FORCE HQ - MO - MILITARY PERSONNEL SPT OFC
MATTHEW	HUNT	10	ARMY AVIATION SUPPORT FACILITY -
LORA D	MARTINEZ	10	131 MAI SQ
GUY D	ROBERTS	10	139 MAI SQ
JASON M	CAMPBELL	15	AAFA - MO - ARMY AVIATION FLIGHT ACTIVITY - OPNS
RONEY L	CAMPBELL JR	15	131 LGR SQ
BRUCE C	DANIEL	15	HHD, 1107 TASMG - TASMG SHOP
JENNIFER	FANOELE	15	MO ANG HQ
TIMOTTHY	KOHL	15	USPFO - MO - USPFO PURCHASING & CONTRACT DIV
HEIDI R	MCDONOUGH	15	139 OSS FT
KENNITH M	NEWHARD	15	FMS 13 - MO - FIELD MAINTENANCE SHOP
LARRY A	OSTER	15	FMS 7 - MO - FIELD MAINTENANCE SHOP
SCOTT D	SEIB	15	USPFO - MO - USPFO SS DIV STRG AND DISTR BR
CHARLES	THOMAS	15	HHD, 1107 TASMG - TASMG SHOP
DARWIN F	JOHNSON	20	FMS 6 - MO - FIELD MAINTENANCE SHOP
ROY S	RICHARDSON	20	131 MAI SQ
BRIAN D	SLY	20	HHD, 1107 TASMG - TASMG SHOP
MARK A	WANSING	20	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
DAVID W	COGDILL	25	139 MXO FT
HANS H	GREGOR	25	FMS 5 - MO - FIELD MAINTENANCE SHOP
BRAIN L	GREGORY	25	139 AMX SQ
MICHAEL L	YUILLE	25	139 COMPROLLER FT
ALAN L	GARD	30	FMS 14 - MO - FIELD MAINTENANCE SHOP

### 3. *Active Guard Reserves (Air & Army)*

#### *Blended Retirement System*

The new Blended Retirement System (for both Active and Reserve Component) goes into effect January 1, 2018. Below is the link to the Blended Retirement System Leader Course.

[http://jko.jten.mil/courses/brs/leader\\_training/Launch\\_Course.html](http://jko.jten.mil/courses/brs/leader_training/Launch_Course.html)

Anyone can access the on line leader training. It would be wise for all AGR Personnel to take the course.

**POC: MSG Shanon Johnson, NCOIC AGR Branch, (573) 638-9500 Ext: 39654  
SFC Cynthia Smart, Tours Management (573) 638-9500 Ext: 37490**

#### *METLIFE DENTAL COVERAGE*

**Metlife coverage - ALL AGR Soldiers need to verify coverage and must contact Metlife directly to resolve any issues.**

#### *ARMY GUARD (ACTIVE DUTY) RETIREMENT BRIEFING*

The AGR Retirement Briefing starts at 0800-1200 at Lincoln Hall Auditorium located at the Engineer Center, **Fort Leonard Wood, Missouri**. This briefing is required if you are an AGR Soldier within two years of retirement. If interested in attending this briefing contact the AGR Branch for additional information. **AGR Retirement Briefings will be conducted 14 February 2017, 6 June 2017, and 10 October 2017.**

**POC: MSG Shanon Johnson, (573) 638-9500 Ext: 39654**

The AGR Pre-Retirement Briefing starts at 0800-1200 at the Resiliency Center located at 600 Thomas Ave (Bldg 198), **Fort Leavenworth, Kansas**. This briefing is required if you are an AGR Soldier within two years of retirement. If interested in attending this briefing and need additional information call 913-684-2425. **See Pre-Retirement Briefing Dates below:**

**POC: MSG Shanon Johnson, NCOIC AGR Branch, (573) 638-9500 Ext: 39654**



# Fort Leavenworth Adjutant General Pre-Retirement Briefing Dates



<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
22 November 2016	0800-1200 hours	Resiliency Center
21 February 2017	0800-1200 hours	Emergency Ops Center
25 April 2017	0800-1200 hours	Resiliency Center
28 June 2017	0800-1200 hours	Resiliency Center
29 August 2017	0800-1200 hours	Resiliency Center
24 October 2017	0800-1200 hours	Resiliency Center
19 December 2017	0800-1200 hours	Resiliency Center

**Pre-Retirement briefings are open to all who are planning for retirement or have an approved retirement. RSVP is not required and Spouses are welcome to attend.**

**If you have any questions please call 913-684-2425 or email [usarmy.leavenworth.imcom.mbx.retirements@mail.mil](mailto:usarmy.leavenworth.imcom.mbx.retirements@mail.mil)**

## *AIR GUARD TOUR CONTINUATION*

REMINDER: Air National Guard AGR Tour Continuation paperwork should be completed and sent to the HR Remote Designee, along with all other required forms for tour continuation, to the Human Resources Office (AGR Branch), no earlier than 120 days, and no later than 90 days prior to AGR tour expiration date to preclude being dropped off the DEERS system or the Military Pay System.

**POC: Contact the remote designee at your location**

## UPDATE OF ANGI 36-101, SELECTING A PREGNANT MEMBER FOR AGR VACANCY

Per Ms. Lora Wakefield, Chief, Force Management Programs Branch, NGB/A1PP, 12 Aug 16, if you select a pregnant member to fill a vacant AGR job, they may commence orders as long as they can perform the duties and the state chain of command concurs. ANGI 36-101 is currently in rewrite and the change will be reflected when it is published.

---

## ARNG Initial Tour Continuation Process Changes

With the update of the governing regulation for the AGR Program (NGR 600-5) there has been some changes to the Initial Tour Continuation process. The process will now be in two-steps. The first step (Initial Tour Records Review) will include a record review, supervisor and full-time chain of command retention recommendation. The second step for those recommend for non-retention will be packet review by an impartial tour continuation board. Board recommendations will be forwarded to The Adjutant General for final action.

**POC: MSG Shanon Johnson, NCOIC AGR Branch, (573) 638-9500 Ext: 39654**

---

## Army Directive 2016-09 Maternity Leave Policy

Updated Maternity Leave Policy (Reference: Army Directive 2016-09): Effective 2 February 2016, commanders will authorize up to 12 continuous weeks of non-chargeable maternity leave for eligible Regular Army Soldiers and reserve component Soldiers serving on call or order to active service for a continuous period of at least 12 months. The 12-week period of maternity leave will start immediately following a birth event or the mother's release from hospitalization following a birth event, whichever is later.

## Army AGR Leave

NGB-Finance has a backlog of over 500 leave batches waiting for release. They are currently on or around the 15th of July. Soldiers need to continue to monitor their LES's for charged leave.



# AGR PERSONNEL ACTIONS

## NEW HIRES

Maj Steven Eldien, 131<sup>st</sup> Bomb Wing  
1LT Anna Gutierrez, HHD JFHQ-MO  
MSgt Kevin Smith, 139<sup>th</sup> Airlift Wing  
MSgt Jack Moore, 131<sup>st</sup> Bomb Wing  
SSG Jessica Barrows, Det 1, 1241<sup>st</sup> Trans  
SSG Donald Derickson, Rec & Ret Bn  
SSgt Ivan Rivera, 131<sup>st</sup> Bomb Wing  
SSgt Cody Root, 139<sup>th</sup> Airlift Wing  
SGT Austin Meese, Det 1, 1221<sup>st</sup> Trans Co  
SGT Lakeny Resonno, 1221<sup>st</sup> Trans Co  
SGT Christopher Brenton, Rec & Ret Bn  
SPC Nicholas Taylor, Det 1, HQ 35<sup>th</sup> ID

Maj Denise Winters, HQ MOANG  
MSG James Brown, 7<sup>th</sup> CST/WMD  
MSgt Nicole Willeford, 131<sup>st</sup> Bomb Wing  
SSG Landon Pummill, HHD, JFHQ-MO  
SSG Miranda Berendes, Rec & Ret Bn  
TSgt Brian Scheer, 131<sup>st</sup> Bomb Wing  
SSgt Briana Crandall, 131<sup>st</sup> Bomb Wing  
SSgt Daniel Brinkmann, 139<sup>th</sup> Airlift Wing  
SGT Clint Swint, 1137<sup>th</sup> Military Police Co  
SGT Cassandra Swedlund, 1107<sup>th</sup> Avn Grp  
SGT Kyle Mayberry, Rec & Ret Bn

## PROMOTIONS

Lt Col Ryan Stepp, 139<sup>th</sup> Airlift Wing  
Lt Col Kyle Twenter, 139<sup>th</sup> Airlift Wing  
WO1 Joshua Hanks, HHD, 205<sup>th</sup> Military Police  
SSG Joshua Myers, D Company, 1/138<sup>th</sup> INF REGT

MSG Bruce Lackman, 35<sup>th</sup> EN BDE  
SFC Sarah Ishmael, RTS-M  
SFC Broderick Chaligoj, HHC, 1140<sup>th</sup> EN Bn  
SSG Jennifer Diplej, 880<sup>th</sup> EN HAUL Team

## SEPARATIONS/RETIREMENTS

Lt Col Mark Rodemoyer, 131<sup>st</sup> Bomb Wing  
MAJ Farron Fitzpatrick, HHD, JFHQ-MO  
SFC Martin Roman, 7<sup>th</sup> CST/WMD  
SFC Rhonda Blumenberg, HHC, 1140<sup>th</sup> ENGR Bn  
SSG Destiny Chilton, Company B, 1/376<sup>th</sup> AVN RGMT  
SSG Kay Hammonds, HHD 1107<sup>th</sup> TASMG  
SSG William Haworth, HHD JFHQ-MO  
SGT Matthew Bickett, 294<sup>th</sup> ENGR Company

Maj Justin Brumley, 139<sup>th</sup> Airlift Wing  
CW4 Dan Muschler, Det 40, OSAC-MO  
SFC Jason Buschjost, Rec & Ret Bn  
SSG Rodney Henderson, HHD, JFHQ-MO  
SSG David Williams, HHC, 311<sup>th</sup> BSB  
SSG Sherale Hercey, HHD 1107<sup>th</sup> TASMG  
SGT Mary Beamon, HHC 110<sup>th</sup> CSB

FOR THE ADJUTANT GENERAL:

RODNEY K. GINTER  
LTC, MP, MONG  
Director of Human Resources

## HUMAN RESOURCES STAFF

LTC Rodney Ginter, 573-638-9500 ext. 39642  
SSG Penny George, 573-638-9500 ext. 37743

### EQUAL EMPLOYMENT OPPORTUNITY

MAJ Deborah Smith, 573-638-9500 ext. 39854  
MSgt Michael Marsden, 573-638-9500 ext. 39586  
(Vacant), 573-638-9500 ext. 39788

### OCCUPATIONAL HEALTH

MAJ Kelly R. Moreno, 573-638-9500 ext. 39743  
SSG Anthony Bazalaki, 573-638-9500 ext. 37742

### SPECIAL PROJECTS MANAGER

(Vacant), 573-638-9500 ext. 39520

## FTUS PERSONNEL MANAGEMENT

Lt Col William Miller, 573-638-9500 ext. 39600

### LABOR MANAGEMENT RELATIONS

CPT Rachelle Thomas, 573-638-9500 ext. 37148

### DATA MANAGEMENT

Ms. Elaine Lock, 573-638-9500 ext. 39690  
SMSgt Steven Cebuhar, 573-638-9500 ext. 37493  
SPC Rebecca Birdsong, 573-638-9500 ext. 37917

### HUMAN RESOURCES DEVELOPMENT SPECIALIST

### BUDGET

Mr. Dave Cavalcanto, 573-638-9500 ext. 39524

## TECHNICIAN BRANCH

### EMPLOYEE DEVELOPMENT/ POSITION CLASSIFICATION

CW5 Paula Prosser, 573-638-9500 ext. 39689  
SGT Amelia Cruz, 573-638-9500 ext. 39670

### STAFFING

Ms. Carol Otto, 573-638-9500 ext. 39644  
SSG Tracina Harrison, 573 638-9500 ext.37495  
OC Adam Miller, 573-638-9500 ext. 39811

### EMPLOYEE BENEFITS

Ms. Gayla Propst, 573-638-9500 ext. 39892  
SPC Caitlin Infield, 573-638-9500 ext. 37496  
Ms. Leigh Smith, 573-638-9500 ext. 37499  
SGT Nicholas Garrard, 573-638-9500 ext. 37494

## FTUS MANPOWER & AGR MANAGEMENT

### NCOIC AGR BRANCH

MSG Shanon Johnson, 573-638-9500 ext. 39654

### AIR

Ms. Geri Gaines, 573-638-9500 ext. 37498

### ARMY

SSG Aaron Williamson, 573-638-9500 ext. 39757  
(Vacant), 573-638-9500 ext. 39674

### TOURS MANAGEMENT

SFC Cynthia A. Smart, 573-638-9500 ext. 37490