



MISSOURI NATIONAL GUARD HUMAN RESOURCES BULLETIN



Volume 03-16 <http://moguard.com/> Jul/Aug 2016

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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

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	03 Aug 2016
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	07 Sep 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	12 Jul 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	26 Jul 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	09 Aug 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	23 Aug 2016

EQUAL EMPLOYMENT OPPORTUNITY

July

Variouly known as the Fourth of July and Independence Day, July 4th has been a federal holiday in the United States since 1941, but the tradition of Independence Day celebrations goes back to the 18th century and the American Revolution (1775-83). In June 1776, representatives of the 13 colonies then fighting in the revolutionary struggle weighed a resolution that would declare their independence from Great Britain. On July 2nd, the Continental Congress voted in favor of independence, and two days later its delegates adopted the Declaration of Independence, a historic document drafted by Thomas Jefferson. From 1776 until the present day, July 4th has been celebrated as the birth of American independence, with typical festivities ranging from fireworks, parades and concerts to more casual family gatherings and barbecues. (Source: www.history.com)

August
Women's Equality Month
2016 Theme: *Celebrating Women's Right to Vote*

Women's Equality Day commemorates American women achieving full voting rights under the U.S. Constitution by passage of the 19th Amendment in 1920. This historic event was the culmination of a massive civil rights movement by women that had its formal beginnings in 1848. In the 95 years since the 19th Amendment was ratified, women have made strides in every facet of American life, and we have learned that our country succeeds when women succeed. Investing in gender equality and women's empowerment can unlock human potential on a transformational scale.

For more information on the monthly themes log onto 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

July Theme – *Addressing Addiction*

It's never too late to get help for an alcohol or drug dependence problem! The first step is admitting that it has become a problem and you want to take back control. Then it is time to seek the help of others. Problems related to substance abuse and chemical dependence are best managed when they are treated in a combination of ways. Using different therapies and participating in support groups can be very helpful. However, for some, that might not be enough. And when it's not, additional help from your doctor may be needed, especially when alcohol and/or opiates are your primary drugs.

August Theme – *Parenting and Technology*

Let's face it--the Internet is here to stay. But despite the potential known and unknown dangers of going "on-line," this technology can be useful to develop literacy, cognitive, and social skills. Check out our tips for families and child care professionals on how to make the Internet a safe, enjoyable, and friendly place. Computers steadily redefine the ways we interact with others and gain knowledge about the world around us, and the Internet is becoming increasingly important in our daily lives. By taking responsibility for children's computer use, families and early childhood professionals can greatly reduce the potential associated risks, while at the same time allow children access to a multitude of positive learning experiences.

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 under Human Resources on the Equal Employment Opportunity page.



OCCUPATIONAL HEALTH

<http://phc.amedd.army.mil/whatsnew>

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

2. *TECHNICIANS (Air & Army)*

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.

FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FGLI) PROGRAM; OPEN SEASON September 1, 2016 through September 30, 2016

The Office of Personnel Management (OPM) is announcing an upcoming FGLI Open Season. The **FGLI Open Season** will be held from **September 1, 2016 through September 30, 2016**. The **effective date** for employees in an active pay status who make the FGLI Open Season election will be delayed one full year to **October 1, 2017**, subject to FGLI law and regulation, including applicable pay and duty status requirements.

ALL ELECTIONS MUST BE MADE DURING THE REQUIRED TIME FRAME OF **September 1, 2016 through September 30, 2016** at www.abc.army.mil or call 1-877-276-9287 # for National Guard Technicians.

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



Pre-placement, Baseline, and Termination Physicals

Per guidance in NGMO-HRD-HN [Memorandum dated 8 March 2016 Subject Pre-placement, Baseline, and Termination Physicals](#), all newly hired 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 **PRIOR** to an effective date of employment being established. Newly hired personnel include temporaries, indefinites and permanent dual and non-dual status technicians. Personnel hired into indefinite or permanent positions are required to complete a pre-placement physical **PRIOR to their effective state date**. Personnel hired into temporary positions may start their position before their baseline physical; however, their continued employment is contingent upon the physical results.

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 **PRIOR** to the effective date of the proposed action. 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 pre-placement 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		

Personnel not required to have a pre-placement or baseline physical **MUST** complete a Missouri Army National Guard [Occupational Health Form](#), **PRIOR** to the effective date of the proposed action. Supervisors **MUST** ensure tentatively selected candidates complete and return the completed form with all other required employment documents to the Human Resources Office. The Human Resources Office will forward the occupational health form to the Occupational Health Office.

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: CPT 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 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, or (573) 638-9500 Ext. 39690

ECOMP Processing Issue - Please refer to this when processing OWCP Claims in ECOMP

When a technician registers with ECOMP they must select National Guard as the Department with Missouri as the state. The Agency-Group will populate with Other Agencies. The technician must then select Army or Air National Guard for the Agency.

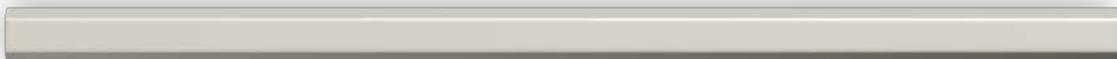
The system will then show that they can file an OSHA 301, CA-1, CA-2, CA-7, or a CA-7a for their group. If a technician selects the wrong agency, their claim will be not be seen by MO National Guard.

The OSHA 301 form MUST be completed first. Once completed and forwarded to the supervisor click on the "File a CA-1 or CA-2" button.

If a CA-1/CA-2 form is not completed, there is no claim. Also, it is very important that the supervisor's email is input correctly. If supervisors do not agree with something on the form, they cannot change information. They must send back to the technician for resubmission. If the technician refuses to change the information, the supervisor can proceed with the review and note any concerns in the noted field.

We have also noticed that ECOMP may not run with Internet Explorer. If you have trouble, try using Firefox. If you have issues getting into ECOMP please contact your Base Communications Flight or DOIM helpdesk for assistance.

POC: Mrs. Leigh Ann Smith, Human Resource Assistant, 573-638-9500 ext. 37496



LEAVING GOVERNMENT SERVICE AND POTENTIALLY ELIGIBLE FOR A DEFERRED OR POSTPONED RETIREMENT

A Deferred or Postponed Retirement, is for a Federal employee who was covered by the Federal Employees Retirement System (FERS) and completed at least 5 years of creditable civilian service and eligible for a deferred retirement at age 62; or has completed at least 10 years of creditable service, including 5 years of civilian service, and eligible for an annuity at the Minimum Retirement Age (MRA).

Former federal employees will contact the Office of Personnel Management at least one month prior to eligibility date and inquire about applying for the retirement benefits. Access the informational pamphlet RI 92-19A, *Applying for Deferred or Postponed Retirement Under the Federal Employees Retirement System*, on OPM website at www.opm.gov/forms/. Contact Office of Personnel Management (OPM) at 1-888-767-6738 or by Writing to the address provided on the OPM website.

Once OPM has received a retirement application for a Deferred or Postponed retirement, it can take up to 9 months before monthly annuity begins. Deferred or Postponed retirements do not qualify for interim pay prior to your annuity beginning, this is only for a technician who retires with an immediate annuity. It is recommended that when contacting OPM, make a list of questions you and/or your spouse have and ask them at that time, remember to ask for a potential time frame of when you could begin receiving your first deferred or postponed retirement annuity payment.

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

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. 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 retiree, spouse or family member to follow up with OPM.

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



TSP for FERS Technician's Federal Technicians with MORE than 5 years before Retirement - Revisit New Hire Orientation

1. Establish Your TSP Account Now – Do not wait or at least consider increasing your contributions to at least 5% to get the full agency match if you're a FERS employee.

Agency Automatic (1%) Contributions equal to 1% of your basic pay—are deposited into your FERS employee TSP account every pay period, beginning the first time you're paid. Agency Automatic (1%) Contributions are not taken out of your pay; your agency gives them to you. You don't have to contribute any money to your TSP account to receive these contributions, but they are subject to "vesting."

Agency Matching Contributions — if you're a FERS participant, you receive Agency Matching Contributions on the first 5% of pay you contribute **every pay period**. The first 3% is matched dollar-for-dollar by your agency; the next 2% is matched at 50 cents on the dollar. This means that when you contribute 5% of your basic pay, your agency contributes another 4% of your basic pay to your TSP account. Together with the Agency Automatic (1%) Contribution you get, your agency puts in a total of 5%. Keep in mind, though, that if you stop your employee contributions, your Agency Matching Contributions will also stop, but Agency Automatic (1%) Contributions will continue to go into your account. You can contribute more than 5%, but your agency only matches the first 5% you contribute. Consider contributing at least 5% of your basic pay to your TSP account so that you can receive the full amount of agency matching contributions – Matching Contributions are free money.

Vesting means that you are entitled to keep your Agency Automatic (1%) Contributions (and their earnings) after you've completed a time-in-service requirement — 3 years for most FERS employees and 2 years for FERS employees in Congressional and certain no career positions. All Federal civilian service counts toward vesting — not just service while you are a TSP participant. The date your vesting period begins is determined by your TSP Service Computation Date (TSP-SCD), which your agency reports to the TSP. Your Service Computation Date is shown along with other vesting information on your quarterly and annual TSP participant statements. The date will never be earlier than January 1, 1984.

If you leave Government service before you satisfy the vesting requirement, the Agency Automatic (1%) Contributions and their earnings must be forfeited. However, if you die before separating from service, you are automatically considered vested in all of the money in your account. You are always vested in your own contributions and their earnings and in your Agency Matching Contributions and their earnings.

2. Look for your TSP account number, Web password, and Thrift Line Personal Identification Number (PIN) in the mail so that you can manage your account:

- ◆ Account number + Web password = Online account access
- ◆ Account number + PIN = ThriftLine (telephone) account access

**If you do not have this information contact the TSP Office and request it. TSP ThriftLine 877-968-3778

3. Decide how you want contributions to your account to be invested, and access your account through the Web or ThriftLine to:

- ◆ Make a "contribution allocation" to change the investment of future contributions to your account.
- ◆ Make an "interfund transfer" to change the investment of money already in your account.

4. You can start, change or stop contributions by contacting the Army Benefits Center –Civilian (ABC) at www.abc.army.mil or calling 1-877-276-9287.

5. **TSP Calculator** is located on at www.tsp.gov to assist you in determining and distributing your contributions over the entire year (or remainder of the year), and thus allows you to receive the maximum Agency Matching Contributions.

Each year the IRS determines the maximum amount you can contribute to tax-deferred savings plans like the TSP. This is known as the IRS elective deferral limit. Participants should use this calculator to determine the specific dollar amount to be deducted each pay period in order to maximize your contributions and, if you are a FERS employee, to ensure that you do not miss out on Agency Matching Contributions.

If you reach the IRS elective deferral limit before the end of the year, your contributions and Agency Matching Contributions must stop for the remainder of the year. As a result, employees will lose some of their Agency Matching Contributions. For more detailed information, read the Fact Sheet Annual Limit on Elective Deferrals 

6. Think about whether you want to **designate beneficiaries** to receive your account in the event of your death. Designation of beneficiary forms are located at the www.abc.army.mil.

POC: Remote Designee in your area or Leigh Ann Smith, Human Resource Assistant at leigh.a.smith62.civ@mail.mil or (573) 638-9500 ext. 37496 or SPC Garrard, Human Resource Assistant at nicholas.s.garrard.mil@mail.mil or (573) 638-9500 ext. 37499

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
2015										
Jul	0.55%	1.03%	1.22%	1.33%	1.46%	0.19%	0.74%	2.10%	(0.12%)	2.08%
Aug	(1.10%)	(3.06%)	(4.04%)	(4.69%)	(5.37%)	0.18%	(0.11%)	(6.03%)	(5.80%)	(7.36%)
Sep	(0.51%)	(1.67%)	(2.26%)	(2.67%)	(3.09%)	0.18%	0.75%	(2.47%)	(4.80%)	(5.02%)
Oct	1.64%	3.72%	4.88%	5.58%	6.31%	0.17%	0.02%	8.45%	5.61%	7.07%
Nov	0.17%	0.17%	0.20%	0.24%	0.24%	0.17%	(0.24%)	0.31%	1.75%	(0.86%)
Dec	(0.28%)	(0.92%)	(1.32%)	(1.61%)	(1.85%)	0.18%	(0.30%)	(1.57%)	(3.91%)	(2.03%)
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%)
YTD	1.46%	1.63%	1.75%	1.76%	1.68%	0.93%	5.50%	3.87%	2.71%	(3.44%)
Last 12 mo	1.92%	0.74%	0.16%	(0.39%)	(1.05%)	2.02%	6.41%	4.07%	(5.00%)	(9.81%)

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%2015%20June%202016.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\(NO%20A%2020171\)%20PACKET--%20dated%2015%20June%202016.pdf](http://www.moguard.com/Assets/Pages/82/images/TEMPORARY%20APPOINTMENT%20NTE%20%20(NO%20A%2020171)%20PACKET--%20dated%2015%20June%202016.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 SGT Samuel Jarvis, (573) 638-9500 ext 39811.



Supervisor's Performance Appraisal Application (PAA) Requirement

DoD/NGB/OPM requires that each supervisor that supervises a technician MUST provide that technician an annual performance plan, interim review and performance appraisal each year during the rating period of 1 October to 30 September.

Only 66% of our technician force received an appraisal last year. This is NOT okay and it is not too late. You can bring your technician's performance record up to date. It is your responsibility as a supervisor to appraise the performance of each technician that you supervise at <https://compo.dcpds.cpmc.osd.mil/> Key Services > Manager Functions > Performance Management and Appraisal.

You can find the "HOW TO GUIDES" for Rating Official, Higher Level Reviewer, and Employee's at <http://www.moguard.com/Assets/Pages/80/PerformanceAppraisalApplicationTraining.aspx?ID=80> to assist you in completing these requirements set by your higher level superiors.

If you have questions pertaining to Performance Management please contact Human Resource Specialist (Benefits) Supervisor, Mrs. Gayla Propst at gayla.a.propst.civ@mail.mil.

For Performance Appraisal Application system questions or login please email Human Resource Specialist (Information Systems) Supervisor, Ms. Elaine Lock at elaine.c.lock.civ@mail.mil

Performance Appraisal Application (PAA) Guides

The Performance Appraisal Application guides for employee, rating official and higher level reviewer are “how to guides” that provide detailed guidance and screen shots to assist users in navigating through the PAA system. They can be found on the Human Resources website, Performance Appraisal Application Training (PAA) at http://www.moguard.com/Assets/Pages/80/images/HLR%20How%20to%20Guide%20PA_Rev_201409.pdf

For additional information/questions on the My Biz/My Workplace/Performance Appraisal Application system.

POC: Ms. Elaine Lock, Human Resources Specialist, (573) 638-9500 ext 39690, elaine.c.lock.civ@mail.mil
SMSgt Steven Cebuhar, Human Resources Specialist, (573) 638-9500 ext 37493, steven.j.cebuhar.mil@mail.mil

For additional information/issues on the Performance Management **POC: Mrs. Gayla Propst, Human Resources Specialist, (573) 638-9500 ext 37493, gayla.a.propst.civ@mail.mil**

Navigating MyBiz+

MyBiz+ allows technicians and supervisors of technicians to access and manage personnel data. MyBiz+ to include MyBiz+ for Managers and Supervisors is part of the Defense Civilian Personnel Data System (DCPDS) and access to this data is protected by authenticated login.

We invite you to login to MyBiz+ and explore the Detail Pages to see the personnel data that is available at: <https://compo.dcpds.cpmc.osd.mil/> . You can view and print SF 50 Personnel Actions, view leave balance, salary information, date of next step increase and insurance coverage. You are able to run various reports as a technician and a supervisor of technicians.

Detail Pages are identified as colored tiles with icons and the associated name. They contain pertinent HR information available in various formats as indicated in the table below.

 Detail Page Name	 Tile Color	   What's Inside	  How information is Displayed in MyBiz+
 Personal	Purple	Includes Personal Contact Information, Appointment, Retained Grade Details, Disability, Ethnicity and Race, Language Information, Veteran Information, and Service Computation Data Information sections and SF50 Personnel Action History.	Accordion Format or Carousel Format
 Pay, Leave and Benefits	Green	Includes Pay Information, Pay Detail, Leave, Retirement, Insurance and Awards sections.	Pay, Leave, Retirement, and Insurance sections are available as a View.
 Professional Development	Yellow	Displays Education, Training and Certifications/Licenses sections.	These sections are available as a View option
 MyTeam	Light Blue	Display employees assigned to a Manager and Supervisor.	This page is only available to Managers and Supervisors.
 Reports	Tan	Employee Reports: Civilian Career Report, Awards Information, Certifications and Licenses, Emergency Contact, Joint Duty Assignment, Training	All reports are available from this detail page, or they are accessible directly from the associated detail page as a link

Within the Detail pages, there are sections of information as shown below:

Personal:

Home / Personal

[Data Carousel View](#)
Expand an additional section on page

- Personal Information
- Contact Information
- Appointment Information
- Retained Grade Details
- Disability
- Ethnicity and Race
- Language Information
- Veteran Information
- Service Computation Date Information
- National Guard Information
- SF50 Personnel Actions

The following section displays detailed personnel information. Note: For appropriated employees, only those Personnel Actions processed on or after 23 Sept 2007 are available for viewing. For non-appropriated fund and local national employees only those Personnel Actions processed on or after 23 March 2008 are available for viewing. Retrieve SF50s

Effective Date	First Personnel Action	Second Personnel Action	Action
10-Jan-2016	General Pay Adjustment		View/Print SF50
10-Jan-2016	Individual Time Off Award		View/Print SF50
29-Nov-2015	Transfer		View/Print SF50
11-Jan-2015	General Pay Adjustment		View/Print SF50
14-Dec-2014	Federal Employee Group Life Insurance Change in Plan		View/Print SF50

Pay, Leave and Benefits

Home / Pay, Leave and Benefits

[Expand an additional section on page](#)

- Pay Information
- Non Pay Information
- Pay Detail
- Leave

Pay Period End Date

- 11-Jun-2016
- 29-May-2016
- 14-May-2016
- 30-Apr-2016
- 16-Apr-2016

- Retirement
- Insurance
- Awards
- Bonuses

Professional Development:

Home / Professional Development

Education Training Certifications/Licenses

Add

By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Items that you cannot select can only be updated by HR.

You will not be able to remove or update education information of Terminal occupational program - cert of comp/diploma/equiv. Associate Degree, Bachelor's degree and records with an education level greater than a Bachelor's degree from your education record. Once this education information is submitted, contact your servicing Human Resources office to update this information.

Update Source	Education Level	Instructional Program	Graduation Year	Date Education Updated	Action
	Bachelor's degree	Computer and Information Sciences, General (110101)	1999	03-Dec-2015	

Bachelor's degree - 1999

Academic Institution Name: Unknown (Accredited Institutions or LN/NAF employees)
 Credit Type: Semester Hours
 Credit Hours: 195
 Type of School: College or University
 College-Major-Minor: Major Field of Study

Position:

Home / Position

Expand an additional section on page

- Appointment
- Position
- Language Details
- Position Tracking
- Position Military to Civilian Conversion
- Career Program/Fields
- SF50 Personnel Actions
- Enterprise Programs and Functional Communities

Performance:

Home / Performance

- Active Appraisals
- Past Performance Ratings

My Team (available to supervisors of technicians):

Home / My Team

Reports:

Home / Reports

Reports Page View: List View

Manager Reports

Emergency Contacts Report	View/Print
Joint Duty Assignment Information	View/Print
Telework Report	View/Print
Manager Interactive Reports	View/Print
Manager Civilian Career Brief	View/Print

Manager Requests

View Previous Requests

Appraisals Report	Process Request
Awards Information Report	Process Request
Furlough Information Report	Process Request
Leave Report	Process Request
Organizational Roster Report	Process Request
Security Roster Report	Process Request
Suspense Report	Process Request

Employee Reports

Civilian Career Report	View/Print
Awards Information Report	View/Print
Certification/Licenses Report	View/Print
Emergency Contact Report	View/Print
Joint Duty Assignment information	View/Print

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

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 Resource**

TECHNICIAN SERVICE AWARDS

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

Paul M. Catron	10	FMS 1 – MO – FIELD MAINTENANCE SHOP
Gary L. Dibari	10	HHD, 1107 TASMG – TASMG SHOP
Charles L. Gardner Jr.	10	HHD, 229 MEDICAL BN
Robert D. Hedgepath	10	AASF (FLW) – MO – AASF – OPRNS & TRNG
Joshua A. Myers	10	JOINT FORCE HQ – MO – HRO – TECH PERS MGMT MGT BR
Jeremy C. Pope	10	MO ARNG FMS – 10 – FIELD MAINTENANCE SHOP
Daniel J. Schremser	10	HHD, 1107 TASMG – TASMG SHOP
Jules L. Smith	10	USPFO – MO – CIF
Robert E. Owens	15	241 ATC SQ
William F. Kline Jr.	15	FMS 6 – MO – FIELD MAINTENANCE SHOP
Brandon W. Hines	15	FMS 13 – MO – FIELD MAINTENANCE SHOP
Aaron D. Hazelwood	15	131 AMX SQ
John R. Acton Jr.	15	139 MAI SQ
Matthew D. Calhoun	20	110 BOMB SQ
James H. Hosford	20	USPFO – MO – USPFO DATA PROCESSING INSTALL
Calvin T. Mooney	20	157 AIR OPS GP
Nathan M. Nichols	20	139 MAI SQ
Bernard W. Bailey	25	139 AMX SQ
Harlan K. Fry	25	HHD, 1107 TASMG - TASMG SHOP
Robert A. Behrens	30	AASF (FLW) – MO – ARMY AVIATION SUPPORT FACILITY
Jeffrey L. Dunning	30	139 AMX SQ
Cynthia D. Summers	30	JOINT FORCE HQ - MO – DCS FOR INFO MGT SPT OFC
Harold E. Naugle Jr.	35	FMS 7 - 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

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**

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 11 Oct 2016.**

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>
26 July 2016	0800-1200 hours	Resiliency Center
27 September 2016	0800-1200 hours	Resiliency Center
22 November 2016	0800-1200 hours	Resiliency Center
21 February 2017	0800-1200 hours	Resiliency Center
25 April 2017	0800-1200 hours	Resiliency Center
27 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 usarmyleavenworth.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

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.

AGR PERSONNEL ACTIONS

NEW HIRES

Lt Col Bryony Terrell, 139th Airlift Wing
TSgt Rachel Malchose, 139th Airlift Wing
SGT Cara Golightly-Amerson, 1138th Engineer Company

MSgt Tracy Cockrum, 131st Bomb Wing
SGT Morgan Davis, HHC, 311th BSB
SGT Cody Corber, B Company, 1-138th IN REGT

PROMOTIONS

CMSgt Mark Richie, 139th Airlift Wing
MSgt Brian Conrey, 131st Bomb Wing
SFC Kris Schmidt, 548th Transportation Company
SFC Joshua Lynch, Recruiting & Retention BN
SSG Diamond Bowman, HHC, 3-135th AVN BN
SGT Katie Povis, Recruiting & Retention BN
SGT Megan Brown, Recruiting & Retention BN

MSgt Jennifer Hill, 139th Airlift Wing
SFC William Johnson, 205th MP BN
SFC Donald Johnson, HHD, JFHQ-MO
SFC Karla Threlkeld, Recruiting & Retention BN
SSG David White, Recruiting & Retention BN
SGT Bridget Leake, Recruiting & Retention BN

SEPARATIONS/ RETIREMENTS

MAJ Dominic Sansone, J5/7, JFHQ-MO
CPT Nicolas Intrieri, HHD, 229th MMB
SMSgt William Austin, 131st Bomb Wing
MSG Leslie Clancy Jr., Recruiting & Retention BN
SFC Jason Allabaugh, HHC, 35th CAB
SFC Keith Loethen, G1-MCMC, JFHQ-MO
MSgt Samantha Rosson, 131st Bomb Wing
SFC Reginald Hunt, Recruiting & Retention BN
SFC William Pounds, Recruiting & Retention BN
SGT Angel Roblesquiroz, Recruiting & Retention BN

Maj Scott Fallin, HQ MOANG (C-STARS)
CMSgt Barbara DeJoode, 139th Airlift Wing
SMSgt Brian Little, 139th Airlift Wing
SFC Darrin Anderson, HHC, 835th CSSB
SFC Mark Maness, Training Site Command
MSgt Melissa Ayres, 131st Bomb Wing
MSgt Blake Enneking, 131st Bomb Wing
SFC Kimberly Carter, HHD, 311th BSB
SSG Robert Gray, 1135th Engineer Company
SGT Lisette Matthews, HHC, 835th CSSB

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

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TSgt Michael Marsden, 573-638-9500 ext 39586
SGT Desiree Torres, 573-638-9500 ext 39788

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SMSgt Steven Cebuhar, 573-638-9500 ext 37493

HUMAN RESOURCES DEVELOPMENT SPECIALIST

BUDGET

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

TECHNICIAN BRANCH

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Vacant, 573-638-9500 ext 37917
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
SGT Mark Jarvis, 573-638-9500 ext 39811

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Ms. Leigh Smith, 573-638-9500 ext 37499
SPC 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

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SPC Adam Miller, 573-638-9500 ext 39674

TOURS MANAGEMENT

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