



MISSOURI NATIONAL GUARD
HUMAN RESOURCES
BULLETIN



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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	02 Aug 2017
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	06 Sep 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	11 Jul 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	25 Jul 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	08 Aug 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	22 Aug 2017

EQUAL EMPLOYMENT OPPORTUNITY

May

**Asian American/Pacific Islander History Month
2017 Theme: Unite Our Voices by Speaking Together**

Since 1992, May has been designated to recognize the personal achievements and valuable contributions to the American story by Asian Americans and Pacific Islanders. A rather broad term, Asian/Pacific encompasses all of the Asian continent and the Pacific islands of Melanesia (New Guinea, New Caledonia, Vanuatu, Fiji and the Solomon Islands), Micronesia (Marianas, Guam, Wake Island, Palau, Marshall Islands, Kiribati, Nauru and the Federated States of Micronesia) and Polynesia (New Zealand, Hawaiian Islands, Rotuma, Midway Islands, Samoa, American Samoa, Tonga, Tuvalu, Cook Islands, French Polynesia and Easter Island).

The month of May was chosen to commemorate the immigration of the first Japanese to the United States on May 7, 1843, and to mark the anniversary of the transcontinental railroad completion on May 10, 1869. The majority of the workers who laid the tracks of that nation-unifying railway were Chinese immigrants.

Generation after generation, Asian Americans and Pacific Islanders have forged a proud legacy that reflects the spirit of our Nation—a country that values the contributions of everyone—who call America home. Through times of hardship and, in the face of enduring prejudice, these women and men have persisted and forged ahead to help strengthen our Union.

As we commemorate Asian American and Pacific Islander Heritage Month, we pay tribute to all those in the Asian Americans and Pacific Islanders who have strived for a brighter future for the next generation.

Together, let us recommit to embracing the diversity that enriches our Nation, and to ensuring all our people have an equal chance to succeed in the country we love.

June **Lesbian, Gay, Bisexual, Transgender Pride Month**

During Lesbian, Gay, Bisexual, and Transgender (LGBT) Pride month, we celebrate our rich diversity and renew our enduring commitment to equity. The Department of Defense (DoD) has chosen “Celebration” as the theme for this year’s observance.

The dedication and contributions of our Lesbian Gay and Bisexual (LGB) service members and Lesbian Gay Bisexual Transgender LGBT civilians have had immeasurable impact on our National Security and the DoD. June was selected as Pride month to commemorate the events of that month in 1969, known as the Stonewall riots—an event that lasted three days. Patrons and supporters of the Stonewall Inn in Greenwich Village, New York, resisted police harassment of the LGBT community. The Stonewall riots were recognized as the catalyst for the Gay Liberation movement in the United States.

Diversity and inclusion are readiness imperatives; we rely on our diverse backgrounds, perspectives, and expertise to enable us to address the complex challenges of the global security environment.

Effective March 27, 2015, the Family and Medical Leave Act, or FMLA, extended coverage to all legally married same-sex couples to provide care for their spouse.

In June of 2015, Supreme Court Justice Anthony M. Kennedy stated, *“No longer may this liberty be denied. No union is more profound than marriage, for it embodies the highest ideals of love, fidelity, devotion, sacrifice and family. In forming a marital union, two people become something greater than they were.”*

Also in June 2015, the DoD updated its military equal opportunity program to protect service members against discrimination because of sexual orientation.

In all that we do, we must show respect for our service members, civilian employees, and family members, recognizing their individual needs, aspirations, and capabilities. For more information on the monthly themes log onto www.deomi.org and check out the Special Observances section.

EMPLOYEE ASSISTANCE PROGRAM

May Theme – Stress Prevention

Many of the situations that can cause stress are often beyond our personal control — a late train, flat tire, a sudden rain shower — just to name a few. The stress we experience, however, can be controlled — to

a certain extent — because it is our reaction to a given event that either prompts our stress response or not.

Checkout all the wellness and health toolkits at <http://foh.psc.gov/library/toolkits.html>

Be sure to check out our Diversity Newsletter *The Truman* at www.moguard.com under Human Resources on the Equal Employment Opportunity page.

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.

2. *TECHNICIANS (Air & Army)*

Technician Retirement Annuity Garnishment

Garnishment is a legal process for enforcing existing legal obligations. Civilian Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) annuities can be garnished for Alimony or child support. Public Law 93-647 and Public Law 95-30 amended the Social Security Act (title 42, United States Code) to provide that the United States Government will comply with the terms of a valid court order for garnishment to provide alimony or child support. Public Law 95-30 also set up limitations on garnishments issued to enforce a support obligation. These are the same provisions that require agencies to comply with similar garnishment orders against employees' salaries.

If the creditor is the U. S. Government, and the agency knows that the debtor has retired from the Federal Government, they can send the debt claim to the Office of Personnel Management (OPM) for collection as provided under 5 U.S.C. 5514. As an agent of the Federal government, OPM will collect claims and they cannot vary its normal payment cycles to comply with a garnishment order. Generally, debts may be collected from retirement benefits only to the extent expressly authorized by Federal statutes. Garnishment payments are made on the first business day of the month for benefits that accrued during the previous month. If you would like more information on this topic, please email your request to: dodhra.mc-alex.dcpas.mbx.benefits-contacts@mail.mil.

POC: Contact the remote designee in your area or Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor, (573) 638-9500 ext. 39892 or Mrs. Leigh Ann Smith, Human Resource Specialist, (573) 638-9500 ext. 37499.

Phone Scam Targets Federal Annuitants

If know a federal retiree please pass this information on to them. It has been reported by Office of Personnel Management (OPM) that there is a phone scam that targets Federal annuitants. The scammer claims to be an Office of Personnel Management (OPM) employee and threatens to end the annuitant's retirement, threatens that a "magistrate" will criminally prosecute, and demand an immediate payment.

Do not send money! Don't fall for it. If you suspect the caller is an impostor: simply hang-up, note the date and time of the call, as well as the caller's phone number if possible, and report it to OPM's Office of the Inspector General (OIG) at (877) 499-7295 or to the Federal Trade Commission (FTC) at <https://www.ftccomplaintassistant.gov/>.

Change in Technician Retirement Application Requirements for All Technicians

The Office of Personnel Management (OPM) has made an immediate change in what is considered a complete retirement application for all federal technicians. All technicians that have any periods of military service must provide the required supporting document(s); a DD214 Member 4 Copy or any other copy of a DD214 that reflects the Characterization of Service as honorable and no lost time.

If the technician cannot provide these required documents, OPM is now requiring a Statement of Service memorandum validating all military service be submitted with the retirement application. A Statement of Service memorandum must list the order number or DD214, dates of service, characterization as honorable, and no lost time. This memorandum must be signed at your Unit level, by a Commander or Military Personnel Officer.

If the military service was performed prior to becoming a technician, the DD214 must have title of service listed or the technician must provide a copy of military orders, to verify that it was served under title 10. If not, the retirement application process may be lengthened. This is a requirement set by OPM for all periods of military service whether military deposits are paid or not.

Before calling HR please access your own Electronic Official Personnel File (eOPF) at <https://eopf1.nbc.gov/nationalguard/> to verify what documents are in your record. If the required documents are not in your eOPF to support your military service please ensure you scan a copy to nicholas.s.garrard.mil@mail.mil; or leigh.a.smith62.civ@mail.mil

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

Thinking about Technician Retirement.

Retirement is a time when you can pretty much do whatever you want. You can spend time traveling, spend more time with your family, enjoying your hobby, volunteering, making new friends, and simply enjoying life. A successful retirement takes careful planning on your part, planning that hopefully began early in your working career to help ensure that you will have the income you need when you want to retire.

The retirement process itself is very simple for most people. However, if at all possible, there are several things you should do well in advance of your planned retirement so that there are no surprises when you do separate. Understanding your role in the retirement process, the roles played by your agency and the Army Benefits Center–Civilian (ABC-C), and the Office of Personnel Management (OPM), is an essential part of that planning. By working closely with your agency and the Army Benefits Center – Civilian (ABC-C), you can help assure that your retirement from Federal service will be smooth and as worry free as possible.

Here are just a few tips to consider while you are thinking about retirement:

- Start saving early. Increase your contributions up to the maximum allowed in your Thrift Savings Plan (TSP) and if you're 50 or older, take advantage of the catch-up contributions. The sooner you act on saving, the bigger your funds will be.

- Understand the ins and outs of your pension and options.
- Estimate what your expenses will be in retirement. Itemize your monthly budget. By doing this, it will give you the advantage in advance to make the necessary adjustments.
- Have a financial advisor determine how long you can sustain your budget before your money runs out. Poor management can be a costly mistake.
- Be mentally prepared and find a social outlet in advance. The long hours at home could lead to boredom or tension. So think about the things you enjoy doing.

Remember, retirement can also have its drawbacks. Workers who retire before they are eligible for Social Security will need to rely on money they have saved during their working years. If those funds do not stretch far enough, those early retirees might find themselves heading back into the workforce.

- Don't put all your eggs in one basket. Although it may sound good, it could be a disaster and you'll have no safety net to rely on. If you have the opportunity to invest in TSP, you might consider spreading the risk and investing in several funds.
- Review your health insurance plans and requirements to continue your federal insurance into retirement. Remember, Medicare doesn't start until age 65, so don't be left without coverage or access to your employer's health plan. As for life insurance, you will still need to meet the requirements to continue the coverage, also keep in mind that the life insurance will increase as you get older depending on your elections.
- Ask questions. Talking to your Human Resource Office or a Customer Service Representative at ABC-C, can provide you with more information and understanding of the retirement process.

If you plan to live a comfortable retirement planning is always a plus. So following these few tips and working with a financial advisor can help you avoid any regrets in the future. Be prepared, attend retirement seminars, or ABC-C on line DCO's on retirement and ask questions. Know as much about your retirement before you retirement.

POC: Contact the remote designee in your area or Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor, (573) 638-9500 ext. 39892 or Mrs. Leigh Ann Smith, Human Resource Specialist, (573) 638-9500 ext. 37499.

Technician Preparing for Retirement Tips:

Preparing and planning for retirement should begin as early in your career as possible, in fact, the first day hired as a federal technician is highly recommended. To ensure the proper benefit eligibility at retirement you should already be enrolled in FEHB and FEGLI five years prior to retirement. Invest as much as possible in the Thrift Savings Plan. Once a technician is within five years of retirement, those benefits should already be established.

Asking the right questions and taking the right actions pertaining to your retirement are so important for both you and your family. Here are a few tips that can help ease the anxiety oftentimes associated with retirement:

- Know about your own retirement. The more you know about your retirement the more comfortable you will be and you will know what to expect.

- Request an estimate from the Army Benefits Center-Civilian (ABC-C) five years prior to your proposed date of retirement. Technicians can visit the website at <https://www.abc.army.mil> or call 1-877-276-9287 option 3. After the first request you can request an estimate once a year through ABC-C.
- Make plans to attend a pre-retirement or retirement briefing hosted by ABC-C via DCO and/or by the State HRO. Keep in mind when discussing retirement with a co-worker, your retirement benefits can be completely different based on your particular career factors.
- Contact the TSP Office at www.tsp.gov or call 1-877-968-3778 to learn more about the options available to you at the time of retirement.
- Six months prior to retirement, contact your HRO Benefits Specialist to schedule a retirement briefing and provide the information needed to prepare retirement applications or contact ABC-C. You are welcome to contact ABC-C and work your retirement application process through them, just please notify HRO immediately to ensure other HR processes (for example; SF52 for retirement is submitted, paid in full military deposits are scanned to your eOPF etc.) are completed properly to avoid any additional delays in your retirement plans.
- Retirement application should be submitted to ABC-C NLT 60-90 days prior to the effective date of retirement. Early submission is critical, as it allows for a thorough review of their retirement application; ensures timely payment processing for unused annual leave; and ensures the timely submission of the application to the Office of Personnel Management (OPM). So, contact your HRO as soon as possible prior to retirement so this timeline is met with ABC-C.
- Once you separate/retire from the agency you have to work directly with the Office of Personnel Management (OPM), they become your new employer and payroll office.

POC: Gayla Propst, Human Resource Specialist (Benefits) Supervisor at gayla.a.propst.civ@mail.mil or Leigh Ann Smith, Human Resource Specialist at leigh.a.smith62.civ@mail.mil or the Army Benefits Center- Civilian (ABC-C) counselor at <https://www.abc.army.mil> or 1-877-276-9287.

FERS Technician Retirement Seminar August 2017

The Army Benefits Center-Civilian (ABC-C) processes all technicians' benefits including finalizing retirement applications. The Human Resources Office has arranged for ABC-C, to present a FERS Retirement Seminar. The briefing will be held at the following locations:

Tuesday, 22 Aug 2017, Auditorium, Ike Skelton Training Site, 2302 Militia Drive, Jefferson City MO

Wednesday, 23 Aug 2017, 131st ALW, 511 Spirit Blvd, Ford Auditorium Room 220, Whiteman AFB, MO (Across from 509th Wing Building)

Thursday, 24 Aug 2017, 139th AW, Bldg 51, Rausin Auditorium, 705 Memorial Dr, St. Joseph, MO

This Seminar will be held at each location from 0900 to 1600. First priority for the FERS Retirement Briefing will be for all technicians within 5 years of retirement and second priority will be all technicians currently working under one of the FERS retirement systems. Seating will be limited by capacity of each location. Technicians who are within 5 years of retirement are encouraged to bring their spouse to this event.

REGISTRATION POC: Send completed registration form to Mr. Dave Cavalcanto at david.b.cavalcanto.civ@mail.mil. You will receive email notification upon receipt of your request. POC: Question about the Retirement seminar send to Ms. Gayla Propst at gayla.a.propst.civ@mail.mil.

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 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.

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

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: Mrs, Carol Otto, Human Resources Specialist (Staffing/Recruitment) Supervisor at (573) 638-9500 Ext 39644.

MILITARY SERVICE DEPOSITS

Do you have prior active duty military service? Did You Know? If you served in the military and now hold a civilian position, your military time may apply toward your civil service retirement. To buy back your military service, you will have to pay a deposit, in most cases 3% of your base pay earned during your military service if you are FERS, 7% if you are CSRS. If the deposit is paid in full within the first 3 years of being hired as a Federal civilian employee, no interest is owed. If you have been a Federal civilian

employee for more than 3 years, you can still pay the deposit, but you will owe interest. The sooner you pay the deposit the less interest you will have to pay, so the sooner you pay the deposit the better. The Office of Personnel Management (OPM) now requires Military Service Deposits be paid in full before your date of separation or retirement. Since processing time can take up to 6 months, this is not something you can do at the last minute.

You can find more information about military buy back, and the steps for paying your military deposit at:
 FERS employees: <https://www.abc.army.mil/retirements/FERSPost56.htm>.
 CSRS employees: <https://www.abc.army.mil/retirements/CSRSPost56.htm>.

POC: SGT Garrard at nicholas.s.garrard.mil@mail.mil or SPC Tiemann at caitlin.e.tiemann.mil@mail.mil

THRIFT SAVINGS PLAN (TSP)

Since 2004, both Houses of Congress have passed resolutions each year declaring April as National Financial Literacy Month. National Financial Literacy Month, sometimes referred to as National Financial Capability Month, is a month-long campaign to raise public awareness about the importance of financial literacy and the need for financial education. Did You Know? Of the more than 300,000 Civilian employees supported by the Army Benefits Center-Civilian (ABC-C), 31% of Federal Employee Retirement System employees and 53% of Civil Service Retirement Service employees are contributing LESS than 5% of their salary to the Thrift Savings Plan (TSP).

Are you one of these employees not getting the full benefit of the Thrift Savings Plan? You can increase your TSP contributions at any time through the Employee Benefits Information System, which is accessed from the ABC-C website at <https://www.abc.army.mil>.

POC: SGT Garrard at nicholas.s.garrard.mil@mail.mil or SPC Tiemann at caitlin.e.tiemann.mil@mail.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										
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%
2017										
Jan	0.61%	1.04%	1.48%	1.70%	1.91%	0.20%	0.23%	1.90%	2.16%	2.89%
Feb	0.77%	1.36%	1.96%	2.25%	2.51%	0.18%	0.71%	3.97%	2.45%	1.44%
Mar	0.33%	0.48%	0.64%	0.71%	0.78%	0.20%	(0.01%)	0.12%	(0.08%)	2.85%
Apr	0.50%	0.76%	1.07%	1.21%	1.34%	0.20%	0.81%	1.03%	1.15%	2.62%
May	0.55%	0.86%	1.22%	1.38%	1.51%	0.19%	0.81%	1.41%	(0.77%)	3.76%
Jun	0.26%	0.35%	0.46%	0.52%	0.58%	0.19%	(0.09%)	0.62%	2.33%	(0.18%)
YTD	3.07%	4.95%	7.01%	8.01%	8.93%	1.17%	2.48%	9.34%	7.41%	14.10%

Last 12 mo	5.22%	8.92%	12.61%	14.53%	16.40%	2.06%	(0.03%)	17.92%	21.67%	20.65%
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Percentages in () are negative.

USA STAFFING PROGRAM HAS BEEN UPGRADED

Last month, the USA Staffing Program Office upgraded the entire USA Staffing Program. This program has a brand new look and the navigation is different from the previous version.

With the new version, applicants must complete an on-line application. If applicants are unable to apply online or need to fax a document that is not an electronic form, the following link provides information regarding an [Alternate Application](#). This will take the applicants to an Applicant Help Information page to assist in completing an application in an alternate method.

The existing Selection Manager has been replaced with Hiring Manager. Hiring Manager is the selecting official's interface for USA Staffing. Selecting officials will have a more streamlined way of navigating through assigned Requests, Job Announcement Reviews and Applicant List Reviews. In Hiring Manager, selecting officials will be able to share notes, review assessment and announcement information, review applicant documents, and collaborate on certificates/new hires all within one system. The link below includes the new Hiring Manager Quick Reference Guide.

https://help.usastaffing.gov/USASUpgResCtr/images/2/20/USA_Staffing_Upgrade_HM_Quick_Reference_Guide_May_2017.pdf.

When a selection certificate for a Technician vacancy is issued, this guide will be attached to the e-mail message sent from the respective Human Resources Specialist to assist the selecting officials in navigating through the process.

POC: Carol Otto (573) 638-9500 ext. 39644 or SSG Tracina Harrison at (573) 638-9500 ext. 37495

TECHNICIAN STAFFING AND RECRUITMENT (AIR & ARMY) HELPFUL HINTS FOR RESUMES

The following information pertains to applicants submitting resumes for Technician Vacancy Announcements **AND** as part of a packet for a temporary appointment:

- Ensure that your resume contains your full name, address, phone and at least the last four digits of your social security number.
- Provide detailed duties that you performed for each position that you include in your resume.
- Be specific and always include Month and Year for the dates of your experience.
- Be sure to include your applicable military experience and explain the duties of the MOS/AFSC held.
- If you are using education to qualify for a position OR education is a mandatory requirement to meet qualifications, YOU MUST submit copies of college transcripts that identify each course, the college or university, semester or quarter hours earned, grade and grade-point received. Submitting a certificate or a degree will not suffice. You must submit transcripts when required. Photocopies are acceptable.

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.

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%20SELECTION%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 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.

Mandatory Interim Review

Reminder to Missouri National Guard technician supervisors and technicians to complete the interim review in PAA for the FY17 appraisal rating period of 1 Oct 2016 to 30 Sep 2017. Mid-year Interim Reviews must be completed by the technician and supervisor of technician between the start of the fifth month and the end of the sixth month of the performance management cycle (1 Oct - 31 Mar). TPR 430, states that formal interim performance reviews shall be conducted between supervisors and employees. At least one interim performance review shall be prepared during the appraisal period, and documented on the automated NGB Form 430 in the Performance Appraisal Application (PAA) located in MyBiz/MyWorkplace at <https://compo.dcpds.cpmc.osd.mil>. Supervisors must insure this is completed in a timely manner and that you establish a documented counseling session with each of your technicians to go over this interim review and any additional information that is required by management.

POC for Performance Managements: Mrs. Gayla A. Propst, 573-638-9500 Ext. 39892 or Mrs. Leigh Ann Smith, 573-638-9500 Ext. 37499.

POC for MyBiz/MyWorkplace/PAA: MSgt Steve Cebuhar, 573-638-9500 Ext. 37493 or Mrs. Elaine Lock, 573-638-9500 Ext. 39690.

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 Specialist, (573) 638-9500 Ext 39690, elaine.c.lock.civ@mail.mil**
SMSgt Steve Cebuhar, Human Resources Specialist, (573) 638-9500 Ext 37493, steven.j.cebuhar.mil@mail.mil

Position Hierarchy and Email Addresses

Upcoming changes in the interconnection between the Defense Civilian Personnel Data System (DCPDS) and USA Staffing **REQUIRES** two areas be complete and accurate:

Position Hierarchy in MyBiz+ be complete and accurate for the position attached to the Recruit/Fill Request for Personnel Action (RPA).

Email Address in MyBiz+ must be complete and accurate. There are a large number of records that contain blank or old (i.e., @us.army.mil, @ang.af.mil) email addresses. There are over 300+ email addresses that contain the old email format.

Supervisors of Technicians: Please check My Team to verify that the technicians and AGR personnel you supervise are linked to your position. If the organization found under My Team is not accurate, please select Update My Team and complete the request. This request will be reviewed and updated by the Human Resources Classification section.

Supervisors of Technicians and Technicians: Please check your email address in MyBiz+ found under Key Services, Contact Information, Work Email Update.

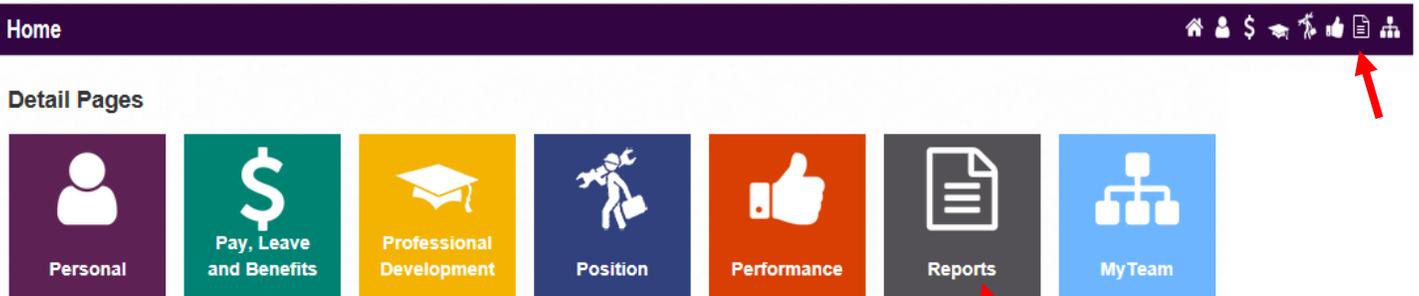
MyBiz+ POC: SMSgt Steve Cebuhar, Human Resources Specialist, (573) 638-9500 Ext 37493, steven.j.cebuhar.mil@mail.mil or Ms Elaine Lock, Human Resources Specialist, (573) 638-9500 Ext 39690, elaine.c.lock.civ@mail.mil.

Position Hierarchy Linking POC: SSG Amelia Cruz, Human Resources Specialist, (573) 638-9500 Ext 39670, amelia.g.cruz.mil@mail.mil or CW5 Paula Prosser, Human Resources Specialist, (573) 638-9500 Ext 39689, paula.l.prosser.mil@mail.mil

Manager Reports in MyBiz+

Supervisors of technicians have access to many useful reports in MyBiz+.

Select the Reports tile from the Tool Bar or the large icons at the bottom the MyBiz+ main page.



REPORTS AVAILABLE TO SUPERVISORS

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
USA Staffing Report	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

Manager Interactive Report allows the supervisor to select from:

Report Types:

- New Custom Report** (you can select data items from three areas: Person, Position and Pay and Leave)
- Standard Basic Information Report**
- Standard Pay/Leave Report**

Levels:

As a supervisor if you have several levels of supervision you can select up to 5 levels of your line of supervision.

Here is a snapshot when you create a Manager Interactive Report

1 Select Interactive Report Parameters:

Report: Save Report Format

Level:

Report Title:
Limit to 60 characters

2 Available Information: To select data for your report, select the Section(s) (Person, Position, Pay, Leave and Hours) or Sub-section(s) (Person Information, Position Information, etc.) and drag it to the "Selected Information" area in **3** below. To view the data fields in each sub-section, place the mouse cursor over the sub-section name.

Person

- Person Information
- Local National (LN) Unique Person Information
- Suspense Dates
- Nonappropriated Fund (NAF) Unique Person Information
- Additional Person Information
- Work Schedule

Position

- Position Information
- Supervisory
- Additional Position Information
- Local National (LN) Unique Position Information
- Special Position Requirements
- Nonappropriated Fund (NAF) Unique Position Information
- Position Suspense Dates

Pay, Leave and Hours

- Pay Information
- Pay - Other
- Annual Leave
- Sick Leave
- Non-Work Hours
- Compensatory Time
- Leave - Other

TECHNICIAN SERVICE AWARDS

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

WILLIAM C	BROOKS	10	FMS 7 - MO - FIELD MAINTENANCE SHOP
JORDAN F	CASSITY	10	180 ALF SQ
AMELIA G	CRUZ	10	JOINT FORCE HQ - MO - HUMAN RESOURCES OFC HQ
TERRY L	DAMBACH	10	FMS 3 - MO - FIELD MAINTENANCE SHOP
KEVIN S	ECHTERLING	10	139 MEG GP
NICOLE R	REYNOLDS	10	JOINT FORCE HQ - MO - DCS FOR INFO MGT SPT OFC
KARISSA N	SIDES	10	157 AOP GP
KAREN J	SILAS	10	HHC 1140 ENGR BN -
MICHAEL B	TAYLOR	10	FMS 6 - MO - FIELD MAINTENANCE SHOP

RICHARD D	WEST	10	HHD, 1107 TASMGM - TASMGM SHOP
CHARLES B	WOOD	10	HHS 1BN 129 FAR (155 TOWED) -
CHARLES L	WOOD	10	HHD, 1107 TASMGM - TASMGM SHOP
SHANNON W	ANDREWS	15	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
BRYAN L	BEAZLEY	15	HHD, 1107 TASMGM - TASMGM SHOP
ADAM G	BUSH	15	131 AMX SQ
JOEY T	CUSTER	15	HHD, 1107 TASMGM - TASMGM SHOP
DARRELL L.	FLANNERY	15	HHD, 1107 TASMGM - TASMGM SHOP
JAMES M	GREEN	15	139 MAI GP
BRANT A	HASKEY	15	139 CMN FT
AARON P	LARIMORE	15	JOINT FORCE HQ - MO - DCS FOR INFO MGT SPT OFC
STEVEN D	ROSS	15	HHD, 1107 TASMGM - TASMGM SHOP
BOB E	SPURGEON	15	MOARNG TNG CTR, FT LEONARD WD - TRAINING SITES
MICHAEL A.	STENGEL	15	239 CCS SQ
COLLEEN E	WEED	15	131 LGR SQ
ALLEN B	ANDERSON	20	131 AMX SQ
CHRISTOPHER S	DAVIDSON	20	139 MAI SQ
GERALD	JONES, JR	20	131 MAI SQ
ANGEL R	MORALES	20	HHD, 1107 TASMGM - TASMGM SHOP
MATTHEW S	PAYNE	20	131 FRS FT
KURT K.	MILLER	25	HHD, 1107 TASMGM - TASMGM SHOP
CHRISTOPHER S	PHILLIPS	25	ARMY AVIATION SUPPORT FACILITY -
PATRICK V	REED	25	HHD, 1107 TASMGM - TASMGM SHOP
RODNEY K	GINTER	30	JOINT FORCE HQ - MO - HUMAN RESOURCES OFC HQ
KENNETH R	HUFF	30	131 MAI SQ
JAMES A	KEMPKER	30	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
ALBERT E	QUIROZ	30	139 MAI SQ
PARRISH W	TAGGART	30	JOINT FORCE HQ - MO - DCS FOR INFO MGT SPT OFC

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

Blended Retirement System

Timeline:

- The Blended Retirement System goes into effect January 1, 2018
- Effective December 31, 2017, all Service members will be grandfathered in to the "High-3" military retirement system.
- AC members who have completed fewer than 12 years of service
- RC members who have fewer than 4,320 retirement points as of December 31, 2017, will have the opportunity to opt into the new, Blended Retirement System (BRS).
- The decision is irrevocable.
- Service members entering the service on or after January 1, 2018, will be covered by the BRS and will automatically be enrolled in TSP at a 3% individual contribution level.
- Identify all Soldiers in the window for eligibility to Opt-In and ensure they take the JKO Training at <http://jko.jten.mil/courses/brs.html> (Leader course, Financial Counselor/Educator Course and Opt-In course) NLT 31 December 2017. Commanders must provide time for training and tracking attendance.
- Soldiers that utilize DFAS will utilize MyPay to opt into the new BRS on or after January 1, 2018 – 31 December 2018.

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**

DISCONTINUATION OF CAREER STATUS BONUS

No new CSB elections may be entered into after December 31, 2017. An agreement entered into on or before December 31, 2017, may continue to be made on or after January 1, 2018. Letters to notify currently-serving active duty members of their eligibility to make a CSB election will be discontinued as of July 1, 2017.

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 nd 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

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

Maj Cade Keenan, 139th Airlift Wing
MSgt Joseph Brand, 157th Air Operations Group

Maj Matthew Howard, 131st Bomb Wing
SrA Paige Dewey, 139th Airlift Wing

PROMOTIONS

Lt Col Luke Jayne, 131st Bomb Wing

Lt Col Susan Elderhorst, 139th Bomb Wing

SEPARATIONS/ RETIREMENTS

CMSgt Robert Wilson, 131st Bomb Wing
SMSgt Virginia Mack, HQ MOANG
SMSgt Tiffany Mathews, 131st Bomb Wing

SMSgt Travis Rumpf, 139th Airlift Wing
SSgt Marian Gossmeier, 131st Bomb Wing

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

(Vacant), 573-638-9500 ext. 39743
(Vacant), 573-638-9500 ext. 37742

FTUS PERSONNEL MANAGEMENT

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

LABOR MANAGEMENT RELATIONS

OC Adam Miller, 573-638-9500 ext. 37148

HUMAN RESOURCES DEVELOPMENT SPECIALIST

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

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

EMPLOYEE DEVELOPMENT/ BUDGET

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

TECHNICIAN BRANCH

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
(Vacant), 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
SPC Amanda Schaffer, 573-638-9500 ext. 39674

TOURS MANAGEMENT

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