



MISSOURI NATIONAL GUARD HUMAN RESOURCES BULLETIN



Volume 02-16 <http://moguward.com/> Mar/Apr 2016

ALL PERSONNEL

<u>AGR & Technician New Hire Briefing Dates</u>	2
<u>Equal Employment Opportunity</u>	2
<u>Employee Assistance Program</u>	3
<u>Occupational Health</u>	3

TECHNICIAN

<u>Technician Life from a Benefits Perspective: I am on Leave</u>	4
<u>For Technician Benefits - How Do I Change My Beneficiary</u>	6
<u>Federal Employees' Group Life Insurance (FGLI) Open Season & Premium Changes for 2016</u>	6
<u>Retirement Planning</u>	7
<u>TSP for FERS Technician's</u>	8
<u>Thrift Saving Plan Monthly Returns</u>	8
<u>Performance Appraisal Application (PAA) Guides</u>	9
<u>Technician Mid - Year Interim for Performance Appraisal Period 1 Oct 2015 to 30 Sep 2016</u>	9
<u>MyBiz+ User Guides</u>	10
<u>Service Awards</u>	10

AGR

<u>Army Guard (Active Duty) Retirement Briefing</u>	11
<u>AGR Army Retention Control Point Change (RCP's)</u>	12
<u>Air Guard Tour Continuation</u>	13
<u>ARNG Initial Tour Continuation Process Changes</u>	13
<u>AGR Personnel Actions</u>	14

HR MAILBOXES

Technician SF52 Mailbox Address: ng.mo.moarng.mbx.jfmo-hr-technician-sf-52s@mail.mil

AGR SF52 Mailbox Address: ng.mo.moarng.mbx.jfmo-hra-agr-sf-52s-only@mail.mil

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

EEO/EO Mailbox Address – ng.mo.moarng.mbx.jfmo-hre-eo-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	06 Apr 2016
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	04 May 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	08 Mar 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	22 Mar 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	05 Apr 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	19 Apr 2016



EQUAL EMPLOYMENT OPPORTUNITY

March

Women's History Month

2016 Theme: *Working to Form a More Perfect Union: Honoring Women in Public Service and Government*

Each year, the National Women's History Project (NWHP) selects a theme that highlights achievements by distinguished women. This year's theme, "*Working to Form a More Perfect Union: Honoring Women in Public Service and Government*", highlights 16 women who have shaped America's history and its future through their public service and government leadership. The tenacity of each Honoree underlines the fact that women from all cultural backgrounds in all levels of public service and government are essential in the continuing work of forming a more perfect union.

April

Sexual Assault Awareness Month **2016 Theme: *Prevention is Possible***

Prevention is possible when everyone is involved. Prevention aims to stop sexual violence before it has a chance to happen. It is possible to create communities where everyone is treated with respect and equality. This can be done by promoting safe behaviors, thoughtful policies, and healthy relationships. What can you do? As individuals, all of us have a role to play in creating safe environments. We can all intervene to stop problematic and disrespectful behavior, promote and model healthy attitudes, behaviors and relationships, and believe survivors and assist them in finding resources. The time for prevention is now. Together, we can create safe and equitable communities where every person is treated with respect.

Recognition of the January and February observances is part of the EEO Special Emphasis Program (SEP). The SEP is a vital component that increases awareness of the contributions of women, minorities and other affinity groups and ensure fairness in employment and career progression.

EMPLOYEE ASSISTANCE PROGRAM

March – Budgeting Basics

Everyone has basic needs in life—shelter, clothing, and food. Each person in the family has additional needs that cost money. There is a difference between needs and wants. It is important to discuss with your family what their wants and needs are, and how they fit into the family's financial plans. Having a budget in place will allow you to reach greater financial freedom and control over your spending habits. While you may not believe this...setting up a budget is easy! Find information about managing your money and making budgets.

April – Coping with Stress

Stress and anxiety—these seem to be everyday parts of modern life. It can be hard to keep up with the demands of things like work, school, relationships, financial concerns, parenting and/or taking care of an aging loved one. Learn about the types of stress and anxiety, discover how stress and anxiety can impact your overall health and wellbeing, identify treatment options for anxiety, and learn ways to deal with stress.

EAP Benefits – Give Yourself the Power!

Your EAP is more than just another benefit. It's a time-saving, stress-relieving power tool that helps you do more and be more and it's provided to you at no cost. Improving your health and well-being, balancing work and life, managing stress, quitting tobacco or alcohol, dealing with financial or legal issues, caring for children or aging parents, working through grief or loss, these are just a few areas that the EAP program can help with. Check out the website for monthly webinars, calculators, tips, advice and more.

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

For additional information on the SEP and EAP programs, contact the EO/EEO Office at 573-638-9500 x 39854.



OCCUPATIONAL HEALTH

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

POC: CPT Kelly Moreno, (573) 638-9500 ext. 39743



2. TECHNICIANS (Air & Army)

Technician Life from a Benefits Perspective: I am on Leave

If you are going to be in a non-pay status for an extended period of time, for military service or for personal reasons, you need to submit an SF52 and the appropriate checklist to HR so your benefits are handled accordingly. Unfortunately, if the employee and supervisor do not process the appropriate documents it is inevitable that the employee and employee's family can be financially burdened. By law there is only so much HR can do to correct actions that were not properly taken. Our hope is to give a foundation of thought regarding benefits and entitlements in these situations so the supervisor and employee take the steps to avoid any negative impact. Let us **take a moment to understand how leave without pay (LWOP) affects your benefits.**

LWOP is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited. LWOP is not allowed to try out other employment. Employees however, have an entitlement to LWOP in the following situations:

- The Family and Medical Leave Act of 1993 (FMLA) ([Public Law 103-3](#), February 5, 1993), provides covered employees with an entitlement to a total of up to 12 weeks of unpaid leave LWOP during any 12-month period for certain family and medical needs. (See [5 CFR part 630, subpart L.](#))
- The Uniformed Services Employment and Reemployment Rights Act of 1994 ([P.L. 103-353](#)) provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service (See [5 CFR 353.106](#)).
- Executive Order 5396, July 17, 1930, provides that disabled veterans are entitled to LWOP for necessary medical treatment. Employees should be aware that LWOP affects their entitlement to or eligibility for certain Federal benefits. The following chart, provides general information on the effects of being on LWOP for personal or medical reasons.

Retirement	LWOP for up to six months in a calendar year is fully creditable for retirement purposes. Retirement coverage will continue without contributions from the employee. When employees are in a non-pay status for only a portion of a pay period, their retirement deductions are adjusted in proportion to their basic pay (5 U.S.C. 8332 and 8411).
FEHB	Enrollment continues for no more than 365 days in a non-pay status. The non-pay status may be continuous or broken by periods of less than 4 consecutive months in a pay status (5 CFR 890.303(e)). The Government contribution continues while employees are in a non-pay status. The employee may choose between paying the agency directly or having the premiums accumulate and withheld from his or her pay upon returning to duty. This is for the first 365 days only. FEHB is terminated immediately at the end of the pay period that covers that 365th day of LWOP. At that time a 31 day extension of coverage is provided to allow employee to convert to their own individual covered.
FEGLI	Coverage continues for 12 consecutive months in a non-pay status without cost to the employee (5 CFR 870.508(a)) or to the agency (5 CFR 870.404(c)). Please note that premium payments are required if an enrolled employee in a non-pay status is receiving workers' compensation (5 CFR 870.508(a)).
FSA	Incurred eligible health care expenses will not be reimbursed until the employee returns to a pay status and the allotments are successfully restarted. Eligible dependent care expenses incurred during the non-pay status may be reimbursed up to the account balance. Once allotments for any FSA account are successfully restarted, remaining allotments would fulfill the election amount.
FLTCIP	Coverage continues for as long as premiums are paid. If Long Term Care Partners receives \$0 for 3 consecutive pay periods, then LTCIP will begin directly billing the enrollee.
FEDVIP	Coverage will continue for last pay period in which payroll deductions are received. When no premium is paid for 2 consecutive pay periods, BENEFEDS will generate a direct bill to the employee for past due premiums. Coverage will continue only if the direct bills are paid timely.
TSP	<p>If contributing to a Thrift Savings Plan (TSP) account, these contributions will stop when salary stops. In addition, agency contributions (if eligible to receive them) will also stop when salary stops. The contributions will restart upon the employee's return to a pay status.</p> <p>Every period of non-pay for a participant must be documented by two submissions: (1) when the period of non-pay begins and (2) at the end of a period of non-pay, when the participant returns to pay status.</p> <p>If the employee has a TSP Loan that is being re-paid via payroll deductions, HR must be notified of the employee's non-pay status so that a TSP-41 can be submitted to TSP on their behalf in order to prevent the loan from default.</p>

FOR TECHNICIAN BENEFITS - HOW DO I CHANGE MY BENEFICIARY?

Have you updated your beneficiary forms lately? Completing beneficiary forms is an option available to every civilian employee. However, if you complete beneficiary forms, it becomes your responsibility to ensure the forms are current. A change in marital status or family status does not automatically change a beneficiary form that you previously submitted, nor does it prevent the beneficiary from receiving the death benefits that you designated. The most common mistake is when you name a spouse as beneficiary and later divorce that spouse, but forget to change the beneficiary form. There are several types of beneficiary forms that you can complete to designate your benefits that are payable after death. These forms include:

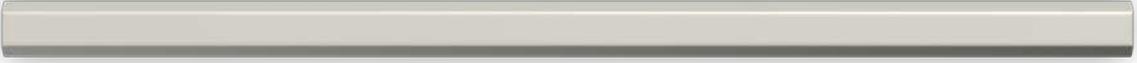
- [SF 1152](#) - **Designation of Beneficiary, Unpaid Compensation of Deceased Civilian Employee** - File with your local HR representative.
- [SF 2808](#) - **Designation of Beneficiary, Civil Service Retirement System (CSRS)** - Mail to OPM at the address at the bottom of the first page.
- [SF 2823](#) - **Designation of Beneficiary, Federal Employees' Group Life Insurance Program** - File with your local HR representative.
- [SF 3102](#) - **Designation of Beneficiary, Federal Employees Retirement System (FERS)** - File with your local HR representative.
- [TSP-3](#) - **Designation of Beneficiary, TSP** - Mail to TSP at the address on the form.

You should make copies of your beneficiary forms prior to submitting them to the appropriate offices.

If you do not complete beneficiary forms, your death benefits will be distributed in the order of precedence. The order of precedence is as follows:

- 1. Court order property settlement (if applicable).
- 2. To the widow or widower.
- 3. If no widow or widower, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.
- 4. If no child or children, to the parents in equal shares or the entire amount to the surviving parent.
- 5. If none of the above, to the executor or administrator of the estate of the decedent.
- 6. If no executor or administrator, to the next of kin under the laws of the state in which the decedent was domiciled at date of death.

If you have any questions regarding the completion of beneficiary forms, you may contact the Army Benefits Center-Civilian (ABC-C) via at (877) 276-9287. Human Resource Office at (573) 638-9500 extensions 37494 or 37499, or the remote designee at your location



FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI) PROGRAM; OPEN SEASON and PREMIUM CHANGES FOR 2016

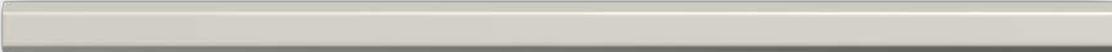
The Office of Personnel Management (OPM) is announcing an upcoming FEGLI Open Season and changes in premium rates for certain Federal Employees' Group Insurance (FEGLI) categories in accordance with sections 870.401(a) (2) and 870.420(a) (3) of Title 5 of the Code of Federal Regulations.

The FEGLI 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 FEGLI Open Season election will be delayed one full year to **October 1, 2017**, subject to FEGLI law and regulation, including applicable pay and duty status requirements.

Changes to premium rates for Option A (most age bands), Option B (most age bands), Option C (most age bands), and Post-Retirement Basic Insurance will take **effective the first pay period beginning on or after January 1, 2016**. Premium rates for Basic Employee insurance will not change at this time.

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 # 3 for National Guard Technicians. POC: Human Resource Office at (573) 638-9500 extensions 37496 or 37499 or remote designee at your location.

The new FEGLI premium rates for Option A, Option B, Option C, and Post-Retirement Basic Insurance will be posted on the FEGLI Website: www.opm.gov/insure/life. Please look for the new rates on the website.



TECHNICIAN RETIREMENTS

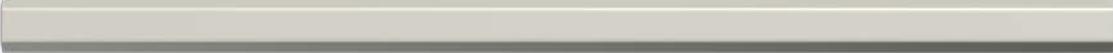
The Human Resource Office requests that technicians contact the Army Benefit Center - Civilian (ABC-C) for retirement eligibility determinations and retirement calculations. The Human Resource Office will assist technicians who have submitted an SF52 for retirement, or who have a mandatory retirement date within the year or those that are not selected for retention. SF52's for retirement can be submitted to HR 6 to 9 months prior to the retirement effective date.

POC: Army Benefits Center - Civilian (ABC-C), 1-877-276-9287, extension 3 for National Guard or go to www.abc.army.mil or Human Resource Office, Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor, (573) 638-9500 ext. 39892 or www.gayla.a.propst.civ@mail.mil.

The Office of Personnel Management (OPM), WILL NOT allow service credit for creditable military service if the deposit is not paid in full 120 days prior to a technician's retirement date. The only exception is if the agency has made an administrative error by not informing you.

Our agency has been informing all technicians through the Human Resource Bulletins, New Hire Orientation, Retirement Seminars, and in any phone conversation referencing retirement or creditable military service from the benefits section. Please do not get yourself in a situation that could cost you money or your retirement. **MAKE YOU MILITARY DEPOSITS NOW** by contacting the Army Benefits Center Civilian (ABC-C) at 1-877-276-9287 or go to www.abc.army.mil and get your military deposits paid as soon as possible.

POC: Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor at (573)638-9500 ext. 39892.



TSP For FERS Technician's

Your TSP annual dollar total cannot exceed the Internal Revenue Code limit, which is \$18,000 for 2016.

You can elect to contribute to or stop contributing to the TSP at any time. If you were hired after August 1, 2010, you were automatically enrolled into TSP at 3% of your basic pay. You may elect to contribute any dollar amount or percentage (1% to 100%) of your basic pay.

FERS employees are also eligible for Agency matching to their TSP. The Federal Government will contribute to your TSP account each pay period, an amount equal to 1% of your basic pay. This is called the agency automatic 1% contribution, and happens regardless of whether you contribute your own money or not. In addition, FERS employees who contribute up to 5% of their own money will receive agency matching contributions. The first 3% of pay contributed is matched dollar-for-dollar; the next 2% is matched at 50 cents on the dollar. Thus, the full agency match is 4%, for a total agency contribution of 5% when the agency automatic 1% is added in. Any amount a FERS employee contributes over 5% is not matched. However, the entire amount contributed is in "before-tax" dollars if contributing to Traditional TSP, reducing your taxable income.

TSP is an integral part of a FERS retirement package, along with the FERS basic annuity and Social Security. If you stop making regular employee contributions to TSP, or if you reach the Internal Revenue Service (IRS) annual maximum before the end of the year, agency matching contributions will stop. You will, however, continue to receive the agency automatic 1% contribution.

For additional information go to www.tsp.gov

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										
Mar	(0.07%)	(0.44%)	(0.58%)	(0.64%)	(0.76%)	0.16%	0.47%	(1.57%)	1.24%	(1.43%)
Apr	0.37%	0.81%	0.95%	1.00%	1.16%	0.15%	(0.28%)	0.96%	(1.50%)	4.11%
May	0.30%	0.50%	0.62%	0.72%	0.78%	0.17%	(0.26%)	1.29%	1.84%	(0.42%)
Jun	(0.33%)	(0.97%)	(1.28%)	(1.46%)	(1.66%)	0.17%	(1.07%)	(1.93%)	(0.71%)	(2.80%)
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%)
YTD	(0.90%)	(2.79%)	(3.97%)	(4.70%)	(5.46%)	0.34%	2.18%	(5.07%)	(8.26%)	(8.28%)
Last 12 mo	(0.17%)	(3.74%)	(5.74%)	(7.09%)	(8.46%)	2.08%	1.89%	(6.11%)	(14.45%)	(14.91%)

Percentages in () are negative.

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://moguard.com/Assets/Pages/18/Performance-Appraisal-Application-Training-PAA.aspx?ID=49>

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**

Technician Mid-Year Interim Review for Performance Appraisal Period 1 October 2015 to 30 September 2016

It is time for technician supervisors and technicians to complete the interim review in PAA for the FY16 appraisal rating period of 1 Oct 2015 to 30 Sep 2016. Mid-year Interim Reviews must be completed 6 months into a technicians rating period. 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/MyWork Place at <https://compo.dcpds.cpms.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. **A supervisor's goal should be to have this completed by 1 April 2016.**

The interim review period is also a time for the supervisor to notice whether or not a non-probationary employee is performing at or below the Level 2, Marginal rating in one or more critical elements. If so, the supervisor may place the employee on a Performance Improvement Plan (PIP). The supervisor should not wait until the end of the appraisal period to initiate a PIP. If an employee is performing at or below the Level 2, Marginal rating, and the supervisor conducts the mid-year interim review on time, the technician will have at least six months left in the appraisal period to address any area of concern, complete any recommended additional training and make improvements the performance of their critical elements. A supervisor could literally short circuit the need for a technician to use the performance appeal/grievance process when they use the Interim Review as a pro-active approach to performance improvement. Contact the HR for guidance and directive on placing a technician on a PIP.

POC for Performance Managements: Leigh Ann Smith, 573-638-9500 ext 37496 or Gayla A. Propst, 573-638-9892.

POC for MyBiz/MyWork Place/PAA: MSgt Steve Cebuhar, 573-638-9500 ext 7493 or Elaine Lock, 573-638-9690.

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://moguard.com/Assets/Pages/18/Personnel-Systems.aspx?ID=50>

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

TECHNICIAN SERVICE AWARDS

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

AMANDA A SEMSCH	10	JOINT FORCE HQ - MO - HRO TECH PERS MGT BR
STEVEN E. ELDIEN	10	110 BOMB SQ
ANDREW L. SCHUELLER	10	JOINT FORCE HQ - MO - HRO TECH PERS MGT BR
JASON A. STAPP	10	JOINT FORCE HQ - MO - MILITARY PERSONNEL SPT OFC
TONYA S. RUSH	10	HHC 110 COMBAT SPT BDE (ME)
KENNY R. SILER	10	HHD, 1107 TASMG - TASMG SHOP
MICHAEL R. JORDAN	10	USPFO - MO - USPFO DATA PROCESSING INSTALL
PAUL A. KIRCHHOFF	10	HHC 35 ENGR BDE
KIRSTEN L. INWOOD	10	131 MAI SQ
CRAIG L. LUECKENOTTO	10	USPFO - MO - USPFOPURCHASING & CONTRACT DIV
JOHN C. KIRKENDOLL	10	ARMY AVIATION SUPPORT FACILITY
RENEE M. KERSTEN	10	HQ 70 TROOP CMD
KIRK T. TEUFEL	10	139 ALF WG DET 1
CHRISTOPHER B. REYNOLDS	10	FMS 1 - MO - FIELD MAINTENANCE SHOP
ROGER L. BELL, JR.	15	131 MAI SQ
AARON T. CLARK	15	131 AMX SQ
JAMES C. FETTERHOFF	15	3 BN, 135 AVN
LEIF C J. THOMPSON	15	HHD, 1107 TASMG - TASMG SHOP
PHILIP J. LITTLE	15	ARMY AVIATION SUPPORT FACILITY
DARREL T. BROWN	20	HHD, 1107 TASMG - TASMG SHOP
DAVID W. WITTKOP	25	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
LORA L. ACKLIN	25	139 ALF WG

GAYLA A. PROPST	25	JOINT FORCE HQ - MO - HUMAN RESOURCES OFC HQ
BRYAN R. MEYER	25	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
MICHAEL J. FRANCIS	25	131 BMB WG
WILLIAM A. THOMAS	30	139 LGR SQ
ROBERT S. OWENS	35	139 MXO FT

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

ARMY GUARD (ACTIVE DUTY) RETIREMENT BRIEFING

The AGR Retirement Briefing starts at 0800-1200 at Lincoln Hall Auditorium located at the Engineer Center, **Fort Leonard Wood, Missouri**. This briefing is required if you are an AGR Soldier within two years of retirement. If interested in attending this briefing contact the AGR Branch for additional information. **AGR Retirement Briefings will be conducted 14 Jun 2016 and 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. **AGR Pre-Retirement Briefings will be conducted 17 Mar 2016, and 19 May 2016, 26 July 2016, 27 September 2016, and 22 November 2016.**

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



**Fort Leavenworth
Adjutant General
Pre-Retirement Briefing Dates**



<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
17 March 2016	0800-1200 hrs	Resiliency Center
19 May 2016	0800-1200 hrs	Resiliency Center
26 July 2016	0800-1200 hrs	Resiliency Center
27 September 2016	0800-1200 hrs	Resiliency Center
22 November 2016	0800-1200 hrs	Resiliency Center

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

**If you have any questions please call 913-684-2425 or email
usarmy.leavenworth.imcom.mbx.retirements@mail.mil**

RETENTION CONTROL POINT CHANGE (RCP's)

Retention Control Point Change: Reference ARNG-HRH PPOM #15-017, Subject: Retention Control Points (RCPs) for Enlisted Soldiers Serving in the AGR Program (Title 10 and 32).

Link: <https://g1arng.army.pentagon.mil/Policies/PPOMHRH/Pages/default.aspx>

Rank	Years
SPC	8
SGT	14
SSG	20
SFC	26
1SG/MSG	29
CSM/SGM	32
Nominative CSM/SGM	35

Table 1-ARNG RCPs

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, (573) 638-9500 EXT: 39654



AGR PERSONNEL ACTIONS

NEW HIRES

SGM Christopher Anderson, Recruiting & Retention Bn
SSgt William Nygren, 131st Bomb Wing
TSgt Cody Cox, 131st Bomb Wing
SSG Keith Murphy, Recruiting & Retention Bn
SSG Rae Craven, Recruiting & Retention Bn
SGT Jamie Cockrell, HHD, JFHQ
SGT Charles Williams, Recruiting & Retention Bn
SSG Joshua Rasmussen, Recruiting & Retention Bn

MSgt Eric Hopkins, 139th Airlift Wing
SSG Mitchel Jensen, Co C, 35th ID
MSgt Ronda Hedges, 131st Bomb Wing
SGT Kendra Cox, HHD, 229th MMB
SGT Mark Jack, Recruiting & Retention Bn
SGT Amber Fulbright, Det 1, HQ, 35th ID

PROMOTIONS

Lt Col Douglas Bailey, 139th Airlift Wing
MSG Tony Shoop, Recruiting & Retention Bn
SFC Robert Gray, 1141st EN Co

CMSgt Sue Roth, HQ MOANG
SSG Matthew Forrest, HSC, 935th ASB
SFC Dale Kaiser, 7th CST WMD

SEPARATIONS/ RETIREMENTS

SMSgt Carol Walsh, HQ MOANG
MSgt Clinton Cook, HQ MOANG (C-STARS)
MSgt Patricia Todd, 131st Bomb Wing
SFC Robert Siegfried, HQ 140th RTI
SSG Jeremy Maddox, 1135th Engr Co

TSgt Alan Castor, 131st Bomb Wing
SSgt Adam Catts, 131st Bomb Wing
SFC Marc Miller, Recruiting & Retention Bn
SFC Mark Halley, 3/135th AVN Bn

FOR THE ADJUTANT GENERAL:

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

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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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SSG Anthony Bazalaki, 573-638-9500 ext 37742

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DATA MANAGEMENT

Ms. Elaine Lock, 573-638-9500 ext 39690
SMSgt Steven Cebuhar, 573-638-9500 ext 37493

HUMAN RESOURCES DEVELOPMENT SPECIALIST

BUDGET

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

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Vacant, 573-638-9500 ext 37917
SGT Amelia Cruz, 573-638-9500 ext 39670

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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. Gayla Propst, 573-638-9500 ext 39892
Vacant, 573-638-9500 ext 37497 & 37494
Ms. Leigh Smith, 573-638-9500 ext 37496
SPC Nicholas Garrard, 573-638-9500 ext 37499

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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SSG Justin Lawzano, 573-638-9500 ext 39757
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SFC Cynthia A. Smart, 573-638-9500 ext. 37490