



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](mailto:ng.mo.moarng.mbx.jfmo-hre-eeo-and-eeo-concerns@mail.mil)

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

## **1. ALL PERSONNEL**

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

<u>Event</u>	<u>Location</u>	<u>Time</u>	<u>Dates</u>
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	05 Apr 2017
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	03 May 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	07 Mar 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	21 Mar 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	04 Apr 2017
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	18 Apr 2017

## **EQUAL EMPLOYMENT OPPORTUNITY**

**March**  
**Women's History Month**  
**Theme: Honoring Trailblazing Women**

The Department of Defense (DoD) joins the Nation in celebrating March 2017 as Women's History Month. Women of the highest caliber have served in the Nation and DoD for generations and continue to pave the way for the future. Their sacrifices, professionalism, and bravery set and exceed the standard, and illustrate their dedication and willingness to share in service to our Nation.

Throughout our history, women have served with valor, from the battlefields of the Revolutionary War, to the deserts of Iraq, and mountains of Afghanistan. These women, military and civilian, continue to make great strides and break down barriers within DoD. Women now serve as leaders at every level and can serve in every career field. These achievements make the Department much stronger and add to the advancement of diversity and inclusion

We are grateful for the foundation that women have established and for their continued efforts to build upon those achievements. We honor them for their contributions and invaluable service.

**A.M. Kurta, Office of the Under Secretary of Defense**

**April  
Holocaust Remembrance Day**

Congress established Days of Remembrance as the nation's annual commemoration of the Holocaust and is observed 23-29 April 2017. During this week, the Department of Defense (DoD) community joins the nation to remember not only the millions of victims and survivors of the Holocaust, but also the heroes whose actions saved incalculable lives. More than 70 years ago, witnesses to the atrocities of Nazi-occupied Europe, were faced with the choice of stopping the persecution of their neighbors and fellow countrymen or standing by in acquiescent silence. Unfortunately, fearing for their own lives, many people opted for the latter. However, some remarkable individuals chose action over fear, courageously standing up to tyranny and hatred. The DoD Family honors the courage of those individuals who chose to take a stand against persecution by continually rejecting all forms of prejudice and bigotry and remaining vigilant to ensure everyone is treated with dignity and respect.

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

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

**EMPLOYEE ASSISTANCE PROGRAM**

**March Theme – Maximizing Your Money**

Every family hopes to live a comfortable and financially secure life. Reaching that goal can be made easier with the help of a financial consultant at your Employee Assistance Program (EAP). A counselor can give you support in navigating the potentially confusing waters of money matters — and let you in on some helpful inside information, too.

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](http://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.

**OCCUPATIONAL HEALTH**

<http://www.guardyourhealth.com>

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

## 2. TECHNICIANS (Air & Army)

### *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@mail.mil](mailto:nicholas.s.garrard@mail.mil); or [leigh.a.smith62.civ@mail.mil](mailto: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](mailto:gayla.a.propst.civ@mail.mil).**



### *New Performance Management Program Coming*

National Guard Bureau has scheduled MyPerformance to be implemented by all of the National Guard in the near future. The design of MyPerformance is very similar in use and application as the PAA.

There are two important changes that will effect technicians and technician supervisors. First, the performance appraisal rating period will change to 1 April through 31 March. Secondly, the new 3 tier performance ratings will be 5 – Outstanding, 3 – Fully Successful and 1 –Unacceptable.

There will be additional guidance disseminated onwhen this change will be implemented.

**POC: Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor at [gayla.a.propst.civ@mail.mil](mailto:gayla.a.propst.civ@mail.mil) or (573) 638-9500 ext. 39892 or Mrs. Leigh Ann Smith, Human Resource Specialist, at [leigh.a.smith62.civ@mail.mil](mailto:leigh.a.smith62.civ@mail.mil) or (573) 638-9500 ext. 37499.**

## *TECHNICIANS BENEFITS AND PAY INFORMATION*

Technicians are responsible to verify that all benefits and pay information is current and accurate. Below are must-have websites to manage a technician's career. 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. Performance Management, update email address to receive MyBiz+ Notifications on benefits changes, retirement seminars, see when your next With-In-Grade increase is effective and more at My Biz+ <https://compo.dcpds.cpms.osd.mil>. Supervisors of technicians can go to My Biz+ / MyTeam at <https://compo.dcpds.cpms.osd.mil>.
3. See your LES at <https://mypay.dfas.mil/mypay.aspx>
4. Access EBIS at the Army Benefits Center - Civilian (ABC-C) website at [www.abc.army.mil](http://www.abc.army.mil) where you are provided easy access to your technician benefit information, make electronic benefit transactions for your TSP, FEHB, FEGLI enrollment or changes, request retirement estimates, access to all technician beneficiary forms and all the information you need to know about federal technicians benefits.
5. Process OWCP Claims at OWCP - ECOMP <https://www.ecomp.dol.gov>

Anytime you see a discrepancy please notify the HR Office.

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

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

### *FERS Technician Retirement Seminar May 2017*

The Human Resources Office has arranged for ABC-C to present a FERS Retirement Seminar to our federal technicians. Registration for the Retirement Seminar is now open. First priority for the FERS Retirement Briefing will be for all technicians within 5 years of retirement and second priority will be for all technicians currently working the FERS retirement system.

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.

Please complete the Registration Form and send to Mr. Dave Cavalcanto at [david.b.cavalcanto.civ@mail.mil](mailto:david.b.cavalcanto.civ@mail.mil). You will receive email notification upon receipt of your request.

The dates and locations are as follows:

Fallen Warrior Memorial Auditorium, Tuesday, 9 May 2017, Ike Skelton Training Site, 2302 Militia Drive, Jefferson City, MO

Ford Auditorium Room 220, Wednesday, 10 May 2017, 13181 BW, 511 Spirit Blvd, Whiteman AFB, MO (Across from 509th Wing Building)

Rausin Auditorium, 139th AW, Bldg. 51, Thursday, 11 May 2017, 705 Memorial Drive, Saint Joseph, MO

Seminar will be held at each location from 0900 to 1600.

POC For registration is Mr. David Cavalcanto, david.b.cavalcanto.civ@mail.mil and for retirement information contact Mrs. Gayla Propst, Gayla.a.propst.civ@mail.mil



## **NEW EMPLOYEE ORIENTATION INFORMATION**

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

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

1) New employees must report to orientation with:

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

b) Original social security card;


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

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

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

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

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



## **Pre-placement, Baseline, and Termination Physicals**

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

wage grade employees may start their position before their baseline or preplacement physical, however, their continued employment is contingent upon the physical results.

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

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

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

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



## *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.cpmos.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.**

## *REMINDERS FOR PROCESSING OWCP CLAIMS*

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

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

## Contacting OPM after Federal Technician has retired

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

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

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

## TSP Contribution Limits 2017

The Internal Revenue Code (IRC) places limits on the dollar amount of contributions you can make to the TSP. The Internal Revenue Service (IRS) calculates them every year and they can change annually. The TSP announces the limits on the TSP website and the ThriftLine as well as through its various publications when the limits become available.

Contribution Limits for 2017

Elective Deferral Limit	\$18,000	IRC §402(g)	Applies to combined total of traditional and Roth contributions. For members of the uniformed services, it includes all traditional and Roth contributions from taxable <u>basic pay</u> , <u>incentive pay</u> , <u>special pay</u> , and <u>bonus pay</u> , but does not apply to traditional contributions made from tax-exempt pay earned in a combat zone.
Annual Addition Limit	\$54,000	IRC §415(c)	An additional limit imposed on the total amount of all contributions made on behalf of an employee in a calendar year. This limit is per employer and includes employee contributions (tax-deferred, after-tax, and <u>tax-exempt</u> ), Agency Automatic (1%) Contributions, and <u>Matching Contributions</u> . For 415(c) purposes, working for multiple Federal agencies or services in the same year is considered having one employer.
Catch-up Contribution Limit	\$6,000	IRC §414(v)	The maximum amount of <u>catch-up contributions</u> that can be contributed in a given year by participants age 50 and older. It is separate from the elective deferral and annual addition limit imposed on regular employee contributions.

**If you are a member of the uniformed services**, you should know that Roth contributions are subject to the elective deferral limit (\$18,000 for 2017) even if they are contributed from tax-exempt pay. If you want to contribute tax-exempt pay toward the annual additions limit, you will have to elect traditional contributions for any amount over the elective deferral limit.

In addition, if you are eligible to make catch-up contributions and you are deployed to a designated combat zone, you will not be able to make any traditional catch-up contributions from your tax-exempt pay. However, Roth catch-up contributions from tax-exempt pay are allowed.

**If you are a member of the Ready Reserve** and you are contributing to both a uniformed services and a civilian TSP account as a FERS employee, the elective deferral and catch-up contribution limits apply to the total amount of employee contributions you make in a calendar year to both accounts.



If you are called to active duty and make tax-exempt contributions to the TSP while deployed in a designated combat zone, the sum of the employee and agency contributions to your civilian account as well as the tax-exempt contributions made to your uniformed services account cannot exceed the annual addition limit.

Go to the TSP website at [www.tsp.gov](http://www.tsp.gov) for additional information and guidance. POC: Gayla Propst, Human Resource Specialist (Benefits) Supervisor, (573) 638-9500 ext. 39892

## ***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										
Mar	1.53%	3.35%	4.54%	5.25%	5.94%	0.15%	0.93%	6.79%	8.24%	6.59%
Apr	0.34%	0.58%	0.75%	0.85%	0.95%	0.14%	0.41%	0.39%	1.73%	1.89%
May	0.38%	0.69%	0.91%	1.03%	1.15%	0.15%	0.08%	1.80%	1.81%	0.27%
Jun	0.11%	(0.12%)	(0.31%)	(0.43%)	(0.58%)	0.15%	1.80%	0.26%	(0.13%)	(3.33%)
Jul	1.00%	2.01%	2.85%	3.31%	3.74%	0.13%	0.64%	3.69%	5.40%	5.07%
Aug	0.13%	0.16%	0.18%	0.20%	0.21%	0.13%	(0.11%)	0.14%	0.80%	0.08%
Sep	0.20%	0.30%	0.38%	0.43%	0.48%	0.13%	(0.04%)	0.02%	0.90%	1.24%
Oct	(0.38%)	(0.91%)	(1.39%)	(1.66%)	(1.89%)	0.14%	(0.74%)	(1.82%)	(3.86%)	(2.03%)
Nov	0.49%	1.05%	1.57%	1.87%	2.19%	0.16%	(2.35%)	3.71%	7.95%	(1.99%)
Dec	0.64%	1.13%	1.59%	1.82%	2.04%	0.20%	0.16%	1.98%	1.81%	3.44%
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%
YTD	1.39%	2.42%	3.47%	3.99%	4.47%	0.38%	0.94%	5.95%	4.66%	4.37%
Last 12 mo	5.97%	11.12%	15.37%	17.75%	20.06%	1.87%	1.66%	25.01%	32.74%	16.19%

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%20PAC%20KET--%20dated%20September%202016%20-%20Copy.pdf> (This document can also be found on the Human Resources web page under the Staffing tab.)

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

## ***TEMPORARY TECHNICIAN APPOINTMENT PACKAGE***

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

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

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

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

The individual must meet qualification requirements for the temporary appointment. The selecting official must review the temporary employee's resume or OF-612 to ensure their experience is relevant to the position being filled, i.e., Human Resources Assistant (Military) must possess military personnel experience; Surface Maintenance Repairer must possess heavy mobile maintenance experience.

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

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

Supervisors and selecting officials we want your feedback! The AGMO Form 335-1-R has been part on the Missouri Technician application process for over 10 years. This form captures an applicant's military service to include military schools. As our customer we want to know if this form still serves a purpose. Please follow this link to take a very short survey to give us your opinion. <https://www.surveymonkey.com/r/FWPGX2D>

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

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

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

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

## TECHNICIAN SERVICE AWARDS

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

JEREMY	BANNISTER	10	131 MAI SQ
GENEA	CUTSHALL	10	JOINT FORCE HQ – MO-SURFACE MAINTENANCE MANAGER (SSM) MO
RYAN M	FORRISTAL	10	131 LGR SQ
BRANDON	HEIMERICKS	10	JOINT FORCE HQ - MO – HRO TECH PERS MGMT BR
NICHOLAS	KUYKENDALL	10	231 CEG FT
JOHN W	SCHNEIDER III	10	131 AMX SQ
JACOB E	SIMONS	10	131 MAI GP
MAHLON A	SOMMERER	10	USPFO – MO - USPFO COMPTR DIV PAY & EXAM BR
JEREMY D	TUNE	10	CSMS – MO - COMBINED SUPPORT MAINTENANCE SHOP
JEREMY P	COLE	15	JOINT FORCE HQ – MO - HRO TECH PERS MGT BR
SHAWN	COON	15	JOINT FORCE HQ – MO - MILITARY PERSONNEL OFC HQ
MARK E	RADIUS	15	FMS 13 – MO – FIELD MAINTENANCE SHOP
KENNETH	ROBERSON	15	CSMS – MO - COMBINED SUPPORT MAINTENANCE SHOP
BRANDON	SCHULTE	15	USPFO – MO – SS DIV STRG AND DISTR BR
DOUGLAS	BELL	20	CSMS – MO – COMBINED SUPPORT MAINTENANCE SHOP
RYAN D	BLAKE	20	139 FRS SQ
BRUCE L	BURK	20	HHD, 1107 TASMG - TASMG SHOP
TERRY W	FORGEY	20	FMS 15 - MO - FIELD MAINTENANCE SHOP
MARC P	JOHANNES	20	FMS 10 – MO – FIELD MAINTENANCE SHOP
BARBARA	KING	20	JOINT FORCE HQ – CONSTR AND FAC MGT SPT OFC
RODNEY	RAY	20	139 MAI SQ
ALAN L	RUNGE	20	HHD, 1107 TASMG – TASMG SHOP
CHRISTOPHER	ZEMBLE	20	139 CMN FT
GARY W	BLEICH	30	CSMS – MO – COMBINED SUPPORT MAINTENANCE SHOP
STEVEN H	FINN	30	CSMS – MO – COMBINED SUPPORT MAINTENANCE SHOP
JEFFREY A	HAWKINS	30	139 MAI SQ
LINDA A	ABBOTT	35	USPFO – MO – COMPROLLER DIVISION HQ

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

#### *Blended Retirement System*

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

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

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

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

#### *METLIFE DENTAL COVERAGE*

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

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

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

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

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

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



## Fort Leavenworth Adjutant General Pre-Retirement Briefing Dates



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

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

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

### *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 Sandra Stover, Recruiting & Retention Bn  
1<sup>st</sup> Lt Matthew Cotter, 139<sup>th</sup> Airlift Wing  
A1C Brittney Fisher, 131<sup>st</sup> Bomb Wing  
SGT Kenda McCroskey, 1107<sup>th</sup> TASMG  
SGT Dakota Shade, Det 1, A Company, 35<sup>th</sup> ID  
SPC Jarred English, HHC, 35<sup>th</sup> CAB  
SSG Todd French, Recruiting & Retention Bn

CPT Benjamin Hansen, 935<sup>th</sup> ASB  
TSgt Travis Taylor, 139<sup>th</sup> Airlift Wing  
SGT Nicole Hubbard, 3175<sup>th</sup> MP Company  
SPC Seth Folsom, JFHQ-MO, HHD  
SPC Timothy Hathcock, HHC, 203<sup>rd</sup> EN Bn  
SGT Ashley Anderson, Recruiting & Retention Bn  
SGT Ryan Roberts, Recruiting & Retention Bn

## PROMOTIONS

Col Jared Kennish, 131<sup>st</sup> Bomb Wing  
CW4 Isom Folsom, HHC, 35<sup>th</sup> CAB  
SMSgt Mark Hummer, 139<sup>th</sup> Airlift Wing  
SSG Nathaniel Herndon, Recruiting & Retention Bn

LTC Derrick Jennings, HHC, 35<sup>th</sup> CAB  
SFC Wayne Townley, HHD, 175<sup>th</sup> MP Bn  
TSgt Kirsten Luebrecht, 131<sup>st</sup> Bomb Wing

## SEPARATIONS/RETIREMENTS

COL Mark McLemore, JFHQ-MO, AVS  
CW3 Susan Galloway, JFHQ-MO, HR  
CMSgt Mark Smith, 157<sup>th</sup> Air Operations Group  
MSG Cindra Graves, HHC, 110<sup>th</sup> MEB  
SFC James Yeagle, JFHQ-MO, HHD  
SGT Christopher Pew, Recruiting & Retention Bn  
SFC Kevan Phillips, FSC, 1140<sup>th</sup> EN BDE  
SSG Shelda Sternberg, JFHQ-MO, FWS

COL Ryon Richmond, JFHQ-MO, USPFO  
MSG Laura Henley, HHD, 1107<sup>th</sup> TASMG  
CMSgt Joshua Johnson, 139<sup>th</sup> Airlift Wing  
TSgt Todd Phillips, 139<sup>th</sup> Airlift Wing  
SSG Sherryl Burrus, 35<sup>th</sup> EN BDE  
SGT John Scott, 35<sup>th</sup> CAB  
SSG Michael Blomberg, JFHQ-MO, J6

FOR THE ADJUTANT GENERAL:

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

## HUMAN RESOURCES STAFF

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

### EQUAL EMPLOYMENT OPPORTUNITY

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

### OCCUPATIONAL HEALTH

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

## 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

### BUDGET

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

## TECHNICIAN BRANCH

### EMPLOYEE DEVELOPMENT/ POSITION CLASSIFICATION

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

### STAFFING

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

### EMPLOYEE BENEFITS

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

## FTUS MANPOWER & AGR MANAGEMENT

### NCOIC AGR BRANCH

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

### AIR

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

### ARMY

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

### TOURS MANAGEMENT

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