



MISSOURI NATIONAL GUARD HUMAN RESOURCES BULLETIN



Volume 03-16 <http://moguard.com/> May/June 2016

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HR MAILBOXES

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

[SF52 REQUEST FOR PERSONNEL ACTION SUBMISSION INSTRUCTIONS USING SAFE](#)

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

EEO/EO Mailbox Address – ng.mo.moarng.mbx.jfmo-hre-eeo-and-eeo-concerns@mail.mil

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

1. ALL PERSONNEL

AGR & TECHNICIAN NEW HIRE BRIEFING DATES

<u>Event</u>	<u>Location</u>	<u>Time</u>	<u>Dates</u>
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	01 Jun 2016
AGR New Hire Briefing	ISTS – HR Conf Room (H137B)	1300-1500	06 Jul 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	17 May 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	31 May 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	14 Jun 2016
New Technician Orientation	ISTS – HR Conf Room (H137B)	1300-1500	28 Jun 2016

EQUAL EMPLOYMENT OPPORTUNITY

May

National Asian American and Pacific Islander Heritage Month

2016 Theme: *Many Cultures, One Voice: Promote Equality and Inclusion*

Each year, the National Women's History Project (NWHF) 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.

Holocaust Days of Remembrance: May 1-8, 2016
2016 Theme: *Learning from the Holocaust, Acts of Courage*

Days of Remembrance was established by the U.S. Congress to memorialize the six million Jews murdered in the Holocaust—as well as the millions of non-Jewish victims—of Nazi persecution. Millions of ordinary people witnessed the crimes of the Holocaust—in the countryside and city squares, in stores and schools, in homes, and workplaces. This month's theme remembers those brave enough to risk their lives, their families' lives, and their homes to help save thousands of innocents.

June
Pride Month
2016 Theme: *Leadership*

Lesbian, Gay, Bisexual, and Transgender (LGBT) Pride Month is celebrated in the month of June to commemorate the 1969 Stonewall riots in New York City. The Stonewall riots were a tipping point for the Gay Liberation Movement in the United States. We recognize gay, lesbian and bisexual service members and LGBT civilians for their dedicated service to our country; the heroic contributions made by these Americans strengthen our national security. Whether officer, enlisted, civilian employee, or family member, their inclusion gives our Department greater promise and possibility. The DoD is committed to promoting an environment free from personal, social, or institutional barriers that prevent its workforce from rising to the highest level of responsibility possible regardless of sexual orientation.

For more information on the monthly themes log onto www.deomi.org and check out the Special Observances section.

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

EMPLOYEE ASSISTANCE PROGRAM

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.

May Theme – *Disaster Preparedness*

When disaster or tragedy strikes, many are left with a sense of panic and vulnerability. If you are anxious about how you and your family would fare in an emergency, take some action to prepare your home. There are some basic steps you can follow to ease anxiety and increase preparedness. Discuss these ideas with your family. Then prepare an emergency plan. Post the plan where everyone will see it—on the refrigerator or bulletin board. Check out our webinar for basic steps to planning, preparing a supplies kit, resources and more.

June Theme – *Relationships*

Relationships are not perfect. Healthy relationships allow for individuality, bring out the best in both people, and invite personal growth. Feeling angry, hurt, or upset at times is normal. Feeling scared, humiliated, pressured, or

controlled is not the way a relationship should make you feel. Instead, you should feel loved, respected, and free to be yourself. Families are an important part of everyone's lives. Family members help shape beliefs, provide support, and can serve as role models. Sometimes families can reinforce violent behavior. Actions with intent to abuse, humiliate, harass, or degrade another leads to unhealthy relationships. Children learn what they see and hear. Without healthy relationships from which to learn, children can grow up to act out and be in sexually abusive relationships. Learn more about relationships with significant others, families, children, and even working relationships with this month's webinar.

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

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

OCCUPATIONAL HEALTH

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

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

TRAINING

Supervisor Training Course

Supervisor Training Course will be 23-26 May 2016 at ISTS. See FRAGO 036 Task 6 for registration information.

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

2. TECHNICIANS (Air & Army)

Pre-placement, Baseline, and Termination Physicals

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

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

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

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

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

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

TECHNICIANS BENEFITS AND PAY INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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.

Contacting OPM after Federal Technician has retired

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

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

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

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.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



THRIFT SAVING PLAN MONTHLY RETURNS

Month	L Income	L 2020	L 2030	L 2040	L 2050	G Fund	F Fund	C Fund	S Fund	I Fund
2015										
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%)
Mar	1.53%	3.35%	4.54%	5.25%	5.94%	0.15%	0.93%	6.79%	8.24%	6.59%
YTD	0.62%	0.47%	0.39%	0.30%	0.15%	0.49%	3.13%	1.37%	(0.70%)	(2.24%)
Last 12 mo	1.43%	(0.07%)	(0.89%)	(1.59%)	(2.29%)	2.07%	2.35%	1.87%	(8.53%)	(7.98%)

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://www.moguard.com/Assets/Pages/80/images/HLR%20How%20to%20Guide%20PA_Rev_201409.pdf

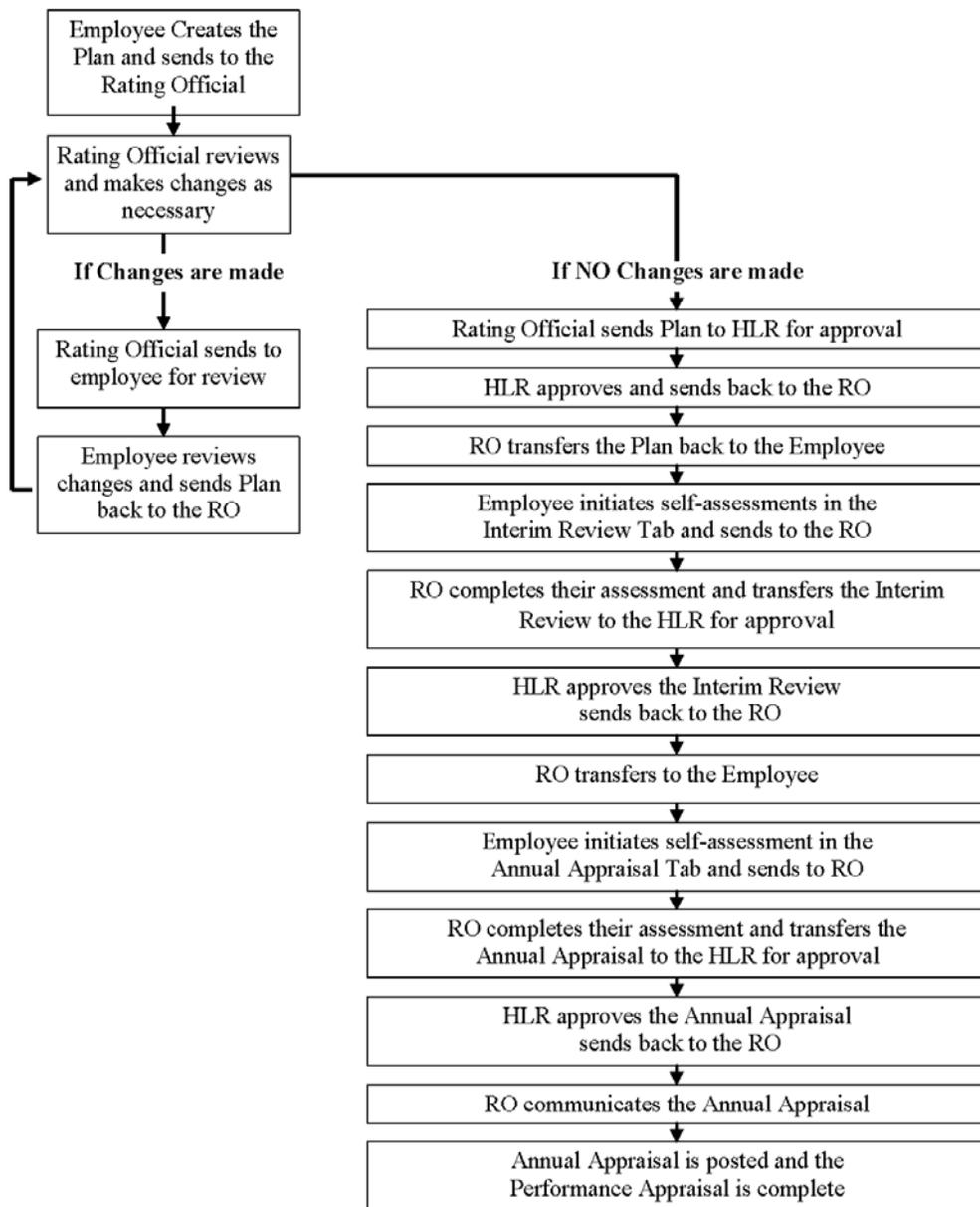
For additional information/questions on the My Biz/My Workplace/Performance Appraisal Application system.

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

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

Performance Appraisal Flow Chart

This chart shows the basic flow from the Employee to the Rating Official (RO) and the Higher Level Reviewer (HLR)



Performance Appraisal Application - Tips and Steps to the Process

Each Rating Cycle a Performance Plan has to be created or copied from the previous year.

Performance Appraisal Application Track Progress page provides information regarding the status of the Performance Plan throughout the cycle. The employee or supervisor can select Track Progress on the Performance Appraisal Application Main Page to view the progress as illustrated below.

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

✔ **TIP** Only Employees that have a plan in progress are listed below.

Show Me All Appraisals Appraisal Year ALL

Create New Plan

--Choose a Plan Type-- Go

Records Displayed 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
NG	NG	NG		145		NG	Pending	Plan in Progress	Track Progress Go

Plan		✓
	Drafted	✓
	Reviewed by Higher Level Reviewer	✓
	Approved	✓
	Acknowledged by Employee	✓
Interim Review		✓
	Employee - Self-Assessment	✓
	Rating Official - Assessment	✓
	Reviewed by Higher Level Review - If Required	✓
	Communicated to Employee by Rating Official	✓
	Acknowledged by Employee	✓
Appraisal		☐
	Employee - Self-Assessment	☐
	Rating Official - Assessment	☐
	Higher Level Reviewer Approved	☐
	Communicated to Employee by Rating Official	☐

Note: Accomplished activities are marked with a check.

Current Owner: In order to access the Performance Plan to start the Interim or Annual Appraisal you must own the Performance Plan. The employee or supervisor can determine the Current Owner on the Performance Appraisal Application Main Page as illustrated below.

Performance Appraisal Application Main Page

[Need Help?](#)

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From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan: To complete other actions described above:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Appraisals of Lock, Elaine C

Create New Plan

Records Displayed 10

Employee Name	Current Owner	Rating	Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action

The following diagram provides the steps in the completion of the Performance Plan, Interim Review and Annual Assessment. (SEE PDF ATTACHMENT INCLUDED IN THIS EMAIL)

POCs for navigating in My Biz/My Workplace/PAA: Elaine Lock, Human Resources Specialist, (573)638-9500, Ext 39690, elaine.c.lock.civ@mail.mil
 SMSgt Steve Cebuhar, Human Resources Specialist, (573)638-9500, Ext 7493, steven.j.cebuhar.mil@mail.mil.

MyBiz+ User Guides

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

Should you have questions in accessing or navigating in MyBiz+ POC: **Ms. Elaine Lock, Human Resource 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

TECHNICIAN SERVICE AWARDS

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

Neal L. Allison	10	JOINT FORCE HQ - MO - MILITARY PERSONNEL OFC HQ
Brian S. Barnette	10	139 OSS FT
Jeremy D. Berendzen	10	JOINT FORCE HQ - MO - CONSTR AND FAC MGT SPT OFC
Mark C. Chapin	10	JOINT FORCE HQ - MO - COMMAND ADMIN OFC
David A. Darnell	10	AASF(FLW) - MO - ARMY AVIATION SUPPORT FACILITY
Laura J. Falter	10	USPFO - MO - USPFO INTERNAL REVIEW
Raymond L. Griffin	10	MOARNG TRNG CTR, CP CLARK - TRAINING SITES
Ronda S. Hedges	10	131 AMX SQ
Jonathan E. Ledbetter	10	JOINT FORCE HQ - MO - HRO TECH PERS MGT BR
Edward D. Noble, II	10	FMS 3 - MO - FIELD MAINTENANCE SHOP
Vickie L. Norton	10	HHC, 35 CMBT AVN BDE (HVY) -
Dennis R. Pendegraft, Jr	10	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
Brandon A. Sackrey	10	BTRY B, 1 BN, 129 FAR (155 TOWED) -
Anthony W. Testerman	10	DET 1, 294 ENGR CO (SPT) -
Ronald A. Verba	10	USPFO - MO - USPFO SS DIV MATERIAL MGT BR
Clifton W. Wareham	10	ARMY AVIATION SUPPORT FACILITY -
James M. Cheek	15	FMS 8 - MO - FIELD MAINTENANCE SHOP
Herman L. Offenburger	15	JOINT FORCE HQ - MO - DCS FOR INFO MGT HQ
Benjamin J. Ritter	15	USPFO - MO - USPFO SS DIV PROPERTY MGT BR
Daniel K. Troutman	15	131 BMB WG
Darryl F. Ainsworth	20	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
Shawn W. Griffin	20	139 MAI SQ
Kurt D. Kipper	20	FMS 11 - MO - FIELD MAINTENANCE SHOP
Thomas R. Bischoff	25	157 AIR OPS GP
Matthew M. Kempker	25	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP
Tammera J. Stroup	25	157 AIR OPS GP
Scott J. Thieret	25	JOINT FORCE HQ - MO - GENERAL SAFETY OFFICE
Robert L. Tyler	25	131 AMX SQ
Rodney M. Wilson	25	131 AMX SQ
Lisa R. Beshear	30	JOINT FORCE HQ - MO - INSPECTOR GENERAL OFC
Kent J. Rackers	30	CSMS - MO - COMBINED SUPPORT MAINTENANCE SHOP

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 19 May 2016, 26 July 2016, 27 September 2016, and 22 November 2016.**

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>
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**

AIR GUARD TOUR CONTINUATION

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

POC: Contact the remote designee at your location

ARNG Initial Tour Continuation Process Changes

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

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



Army Directive 2016-09 Maternity Leave Policy

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

AGR PERSONNEL ACTIONS

NEW HIRES

TSgt Brian Conrey, 131st Bomb Wing
A1C Katie Major, 131st Bomb Wing
SGT Justin Doherty, 70th Troop Command
SGT Charles Clark, Recruiting & Retention Bn
SGT Michelle Machonis, Recruiting & Retention Bn
SGT Johnathon Sorrentino, Recruiting & Retention Bn
SGT Thomas Ferguson, Recruiting & Retention Bn

MSgt Darren Maute, HQ MOANG (C-STARS)
MSgt Matthew Storm, 131st Bomb Wing
SGT Roderick Alston, HHD, 205th MP Company
CPT Salvador Ortiz III, 7th CST (WMD)
MAJ Seth Nelson, Recruiting & Retention Bn
SGT Kathryn Burkhart, Recruiting & Retention Bn

PROMOTIONS

MSgt Matthew Martindell, 139th Airlift Wing
MSG Michael Redding, Recruiting & Retention Bn
SFC Michael Wooten, HHC 835th CSSB

MSgt Frederick Osborn, 139th Airlift Wing
SFC Todd Stark, NGMO-PER-AB
SSG John Trower, 7th CST (WMD)

SEPARATIONS/ RETIREMENTS

Lt Col Gregory Stewart, 139th Airlift Wing
MAJ Aaron Harrison, Central Facilities Mgmt Officer
SPC Jennifer Campbell, 70th Troop Command
TSgt Ann O'Rourke, 131st Airlift Wing
SSG Christopher Morgan, Recruiting & Retention Bn
SFC Brenda Randles, 1107th AVCRAD
MAJ Eric Spencer, Recruiting & Retention Bn

SMSgt Wendy Stuhr, 131st Bomb Wing
SSG Ryan Brookins, NGMO-PER-M
SFC Chad Clifford, HSC 935th ASB
SFC Darren Maute, HHD, 229th Med Bn
SFC Juan Gallego, 7th CST (WMD)
SFC Darrin Anderson, 835th CSSB

FOR THE ADJUTANT GENERAL:

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

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AIR

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